

NAVARRO COLLEGE
ASSOCIATE DEGREE NURSING
STUDENT HANDBOOK



Academic Year 2023-2024

Approved: ADN Faculty 3/2023
Approved: VP Academic Affairs XXX
BON # - US27402500

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ACCREDITATION / APPROVAL STATUS

The Associate Degree Nursing Program at Navarro College is approved by the Texas Board of Nursing (BON) and has national accreditation from the Accreditation Commission for Education in Nursing, Inc. (ACEN). Contact information and the most current BON and ACEN status is provided on the NC web site.
<http://www.navarrocollege.edu/academics/nursing/registered-nursing>

The Navarro College A.D.N. school code, assigned by the Texas Board of Nursing is **US27402500**.

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org)

HEALTH CARE PROVIDER VACCINE RECOMMENDATIONS

<https://www.cdc.gov>

Navarro College Admission Information

<http://www.navarrocollege.edu/prospective/>

INTRODUCTION

The following policies, guidelines, and statements are subject to on-going review and may change due to changes in the learning environment and/or due to college policies, legal requirement, and/or accrediting agency mandates. Revisions and new policies will be communicated and made available as addendums to this handbook. Communication will include, but not be limited to, classroom announcements, memorandums, e-mail messages, and class handouts. Students will receive an electronic copy of the ADN Student Handbook every year. Also, students will be informed of the locations of posted copies of handbooks at the beginning of each academic year.

In addition, please refer to the online Navarro College Catalog and Navarro College Student Handbook for further information regarding college policies and standards as well as regulations related to student conduct. This handbook is not intended to replace official publications of the college.

According to the Standards of Professional Nursing Practice, the **registered nurse** is to know and conform to the Texas Nursing Practice Act and Texas Board of Nursing (BON) Rules & Regulations as well as all other laws, rules, and standards. Students are not governed by rules for RNs, rather they will learn BON rules during the ADN program and learn to access the BON web site: <https://www.bon.texas.gov/>

Equal Opportunity

It is the policy of Navarro College to provide equal opportunities without regard to race, color, religion, national origin, gender, age, disability, or veteran status. This policy extends to employment, admission, and all programs and activities supported by Navarro College.

Equal opportunity shall be afforded within the Navarro College system to all employees and applicants for admission or employment regardless of race, color, gender, national origin, age, or disability. Navarro College will make reasonable accommodations for persons with disabilities.

Nursing faculty and staff at Navarro College are committed to promoting the best possible educational experience for you. Please do not hesitate to talk to the Faculty, Program Director, or the Dean of Health Professions if you have a problem. You are expected to follow the chain of command and address issues with faculty, first.

The ADN Student Handbook is provided as a resource. Other information and course requirements are provided at the beginning of each course. Students are required to become familiar with the contents of this handbook. If you have any questions, please feel free to ask for assistance in interpreting any of the policies. An overview of the contents of this handbook will be included as a part of your orientation to the program.

Congratulations!! And welcome to the program.

*****WE ARE COMMITTED TO YOUR SUCCESS*****

NC ADN PROGRAM OVERVIEW

The Associate Degree Nursing Program at Navarro College assists students to achieve educational and career goals to obtain employment as Registered Nurses. Students who complete the program receive an Associate Degree in Applied Science. Graduates are prepared to make application for licensure as a Registered Nurse and to take the National Council Licensure Examination for Registered Nurses, known as the NCLEX-RN. Graduates must also meet legal requirements for licensure as mandated by the Texas Board of Nursing or the state in which initial licensure is sought. Upon completion of licensure requirements and successful completion of the NCLEX-RN, the graduate is issued a license and is eligible to practice as a Registered Nurse.

Brief History

The Navarro College Associate Degree Nursing Program was initially a part of the El Centro Nursing Program of the Dallas County Community College District. The program was known as “El Centro-Navarro College Cooperative Program”. The first class of the cooperative program graduated in May 1977. The program became the Navarro College Associate Degree Nursing Program in fall 1982 and the first class graduated in May 1984.

Accreditation History

The NC ADN program has been approved by the Texas Board of Nursing continuously since 1984. It has had national accreditation continually since first accredited in 1996. See page 4 for current information regarding compliance. The BON program code for the Navarro College Associate Degree Nursing Program is **US27402500**

Public Information regarding NC ADN Program outcomes is on the Navarro College Web Site <http://www.navarrocollege.edu/academics/nursing/registered-nursing/>

ADN FACULTY AND STAFF

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Preferred cell phone numbers and other instructor contact information is provided to students through the course syllabus or directly by the instructor.

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ADN MISSION, PHILOSOPHY, AND VISION

ADN Program Mission

The mission of the Navarro College ADN Program is to (1) promote life-long learning, (2) prepare graduates for employment in health care settings as safe, effective, competent registered nurses within the role of the Associate Degree Nurse and (3) inspire graduates to set goals and implementation dates for achieving higher levels of nursing education.

ADN Program Vision

Navarro College ADN Program will be recognized for student-centered learning, civility, high ethical standards, a rigorous curriculum, high retention rates and high NCLEX-RN pass rates and for graduates to qualify for and complete programs of higher education in nursing.

ADN Program Philosophy of Nursing

The following statements delineate faculty's philosophy regarding nursing practice for the Associate Degree Graduate Nurse and the teaching-learning environment:

- (1) Nursing is a health profession, a service, a discipline, and a process which assists individuals to attain, to maintain, or to regain their optimum states of health or to support them toward a peaceful, dignified death.
- (2) Faculty share the philosophy that the practice of an Associate Degree nurse is demonstrated in four basic roles: member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Faculty believe there are fourteen tools or skills that are essential to carrying out the four basic practice roles. The skills described as threads, are woven throughout the curriculum. They are safety, cultural competency, ethics, communication, technology skills, civility, global health, self-care, professionalism, caring, coordination, collaboration, advocacy, and service excellence. Faculty believe the curriculum should flow from fundamental concepts of care to integrated care and the goal of instruction should be client focused.
- (3) Nursing education is a process whereby individuals simulate knowledge, develop potential, and establish a value system. The responsibility of faculty is to develop admission criteria, develop desired outcomes, build a curriculum to promote learning/development of competencies, and manage the learning environment.
- (4) Learning is enhanced by guidance and opportunity for self-direction, promotion of student engagement, and student involvement in curriculum decisions.

Comparison of Navarro College and ADN Program Mission and Philosophy

Blue color ink used to highlight areas of congruence.

<p>NC Mission</p>	<p>ADN Mission</p>
<p>Navarro College provides educational opportunities that empower students to achieve their personal, academic, and career goals and that promote life-long learning for all communities served.</p>	<p>The mission of the Navarro College ADN Program is to (1) promote life-long learning, (2) prepare graduates for employment in health care settings as competent registered nurses within the role of the Associate Degree Nurse and (3) inspire graduates to set goals and implementation dates for achieving higher levels of nursing education.</p>
<p>NC Vision</p>	<p>ADN Program Vision</p>
<p>Navarro College will be nationally recognized as a higher education institution committed to providing innovative pathways and student-centered learning opportunities that result in students capable of succeeding in local and global communities.</p>	<p>Navarro College ADN Program will be recognized by graduates and customers for student-centered learning, civility, ethical standards, a rigorous curriculum, retention rates, NCLEX-RN pass rates, and for graduates who complete programs of higher education in nursing.</p>
<p>NC Values</p>	<p>NC ADN Philosophy of Nursing</p>
<p>Integrity: actively building open relationships with students, employees, local business, and local communities. Serving all people we touch with a strong sense of ethics and personal and organizational responsibility.</p> <p>Diversity: fostering acceptance, multidimensional thinking, respect and understanding of the different experiences of all people. We know we are stronger for who we together-as a college, as a community, as a culture, as part of a global village.</p> <p>Innovation: leadership invested in guiding and embracing change, seeking creative ways to tackle educational challenges. We encourage students and employees to be agents for change, championing new ideas informed by personal reflection, trends in education, and changes in local and global communities.</p> <p>Student Centeredness: placing students at the heart of all we do, with an emphasis not only on excellence and learning, but, also, with a profound appreciation of personal, familial, economic, and civic responsibilities impacting our students and communities.</p> <p>Accountability: honoring commitments to students, educational partners, workforce partners, and the communities we serve. We intentionally foster respect, citizenship, civic responsibility, and humanitarianism as both individuals and an institution.</p>	<p>Faculty’s philosophy regarding nursing practice for the Associate Degree Graduate and the teaching-learning environment: (1) Nursing is a health profession, a service, a discipline, and a process which assists individuals to attain, to maintain, or to regain their optimum states of health or to support them toward a peaceful, dignified death.</p> <p>(2) Faculty share the philosophy that the practice of an Associate Degree nurse is demonstrated in four basic roles: member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Faculty believe that there are eight tools or skills that are essential to carrying out the four basic practice roles. These skills we describe as threads that are woven through the curriculum. They are critical thinking/nursing process, patient safety, life span issues, awareness of cultural diversity, therapeutic communication, concepts of teaching and learning, technology skills, and pharmacotherapeutics. Faculty believe the curriculum should flow from fundamental concepts of care to integrated care and the focus of instruction should be on nurse-patient interactions</p> <p>(3) Nursing education is a process whereby individuals simulate knowledge, develop potential, and establish a value system and practice nursing care with integrity. The responsibility of faculty is to develop desired outcomes, build an innovative curriculum to promote learning/development of competencies, develop admission criteria, and manage a creative learning environment.</p> <p>(4) The student is accountable for his own learning.</p> <p>(5) Learning is enhanced by guidance and opportunity for self-direction, promotion of student engagement, and student involvement in curriculum decisions.</p>

OVERVIEW OF CURRICULUM AND ORGANIZING STRUCTURE

Curriculum Concepts and Threads

The Navarro College ADN curriculum is designed to meet the program outcomes and assist the student in meeting student learning outcomes. The curriculum flows from fundamental concepts of patient care to integrated patient care. The focus of instruction is consistently on nurse-patient interactions and the following four essential roles of the nurse. These four (4) roles are introduced in the first nursing courses and serve as the vehicle for presenting theory and clinical instruction in all subsequent nursing courses in the program. The fourteen (14) essential concepts are threaded throughout theory and clinical instruction.

Four Curriculum Concepts:

1. Member of the Profession
2. Provider of Patient-Centered Care
3. Patient Safety Advocate
4. Member of the Health Care Team

Curriculum Threads:

1. Safety- Minimizes risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2023)
2. Cultural Competency- the ability of systems to provide care to patients with diverse values, beliefs and behaviors, including the tailoring of health care delivery to meet patients' social, cultural and linguistic needs (aha.org, 2022).
3. Ethics- the branch of philosophy or theology in which one reflects on morality; the formal study of mortality from a wide range of perspectives including semantic, logical, analytic, epistemological, normative, and applied (nursingworld.org, 2022).
4. Civility- behavior usually demonstrated through manners, courtesy, politeness, and a general awareness of the rights, wishes, concerns, and feelings of others. Civil behavior in nursing contributes to a positive environment and is related to the health and well-being of the nurses and patients. Aspects of civil behavior includes tolerating, listening, respecting, and treating others with dignity and honor. Incivility is recognized by actions such as berating and insulting others, showing disrespect, and blaming and accusing with the intent to hurt. Incivility in healthcare can lead to unsafe working conditions, stress, poor patient care, burnout, and increased medical costs (My American Nurse, 2012; Clark, 2017; Laschinger et al., 2009.)
5. Global Health- Global health emphasizes transnational health issues, determinants, and solutions; involves many disciplines within and beyond the health sciences and promotes interdisciplinary collaboration; and is a synthesis of population based prevention with individual level clinical care, (Koplan et al., 2009).
6. Self-Care- the practices that the individuals initiate and perform to maintain their life, health and wellbeing (Orem, 2001).
7. Professionalism- providing top-quality care to patients, while also upholding the values of accountability, respect, and integrity (ANA, 2017).
8. Caring- a science that encompasses a humanitarian, human science orientation, human caring processes, phenomena, and experiences (Watson, 2003).
9. Coordination- involves deliberately organizing patient care activities and sharing information among all of the participants concerned with a patient's care to achieve safer and more effective care (ahrq.gov, 2014).
10. Collaboration- Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2020).

11. Advocacy- The act or process of pleading for, supporting, recommending a cause or course of action. Advocacy may be for persons (whether as an individual, group, population, or society) or for an issue, such as potable water or global health (nursingworld.org, 2022).
12. Service Excellence- caring in action that is fundamental to the achievement of optimal health outcomes for the patient, nurse, and system. Service excellence is a combination of compassionate caring and competent practice. Nurses may experience challenges in providing service excellence such as the changing demographics and increasing diversity, the growing use of technology, globalization of the world's economy and society, consumer education, the increasing complexity of patient care, the rising cost of health care, the impact of health policy and regulation, interdisciplinary practice, the nursing shortage, the need for lifelong learning, and advances in nursing science and research (Aliyu et al., 2014).
13. Therapeutic Communication – Therapeutic communication promotes relationships between nurses and patients to assist in achieving their health care goals (Crowe, 2017).
14. Technology Skills – Technology skills are essential to the provision of care to improve and enhance safety and patient outcomes (Stockert, 2017).

OUTCOMES

PROGRAM OUTCOMES

1. The program's most recent annual NCLEX pass rate will be at least 80% for all first-time test-takers during the same 12-month period aggregated as a whole. (6.2).
2. 70% of the students as a whole who begin the first nursing course will graduate from the ADN program within 150% of the timeframe allotted for the program. (6.3)
3. 60% of the traditional option students who begin the first nursing course will graduate from the ADN program within 150% of the timeframe allotted for the program. (6.3)
4. 80% of the bridge option students who begin the first nursing course will graduate from the ADN program within 150% of the timeframe allotted for the program. (6.3)
5. 85% of students who pass the NCLEX-RN will be employed within one (1) year of graduation. (6.4)
6. The program will maintain compliance with all governing agencies AEB periodic program reviews based upon Texas Board of Nursing Rules, Southern Association of Colleges and Schools standards, and the Texas Higher Education Coordinating Board rules.

END-OF-PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs)- Class of 2024

The Program Student Learning Outcomes (PSLOs) are statements of learner-oriented, practice-ready expectations written in measurable terms that express the knowledge, skills, or behaviors that the students should be able to demonstrate upon completion of the nursing program. The EPSLOs are:

1. Function within the legal and ethical parameters of the Registered Nurse in a variety of health care settings, while assuming responsibility and accountability for the quality of nursing care provided.
2. Assume responsibility for continued competence in nursing practice and Develop insight through self-reflection and self-analysis, self-care, and lifelong learning.
3. Perform a comprehensive assessment to identify complex health needs of patients and monitor changes in health status with consideration of signs and symptoms of decompensation of patients and families.
4. Analyze priorities and make judgments concerning the needs of multiple patients in order to organize care, while interpreting changes in patient status and related outcomes.
5. Use best practice standards and other evidence-based findings, collaborate with the patient and interdisciplinary health care team to develop individualized teaching plans based upon developmental and health care learning needs.
6. Evaluate the effectiveness of nursing interventions based on expected patient outcomes; modify interventions to meet the changing needs of patients; and revise plan of care as a result of evaluation.
7. Promote a safe, effective caring environment conducive to the optimal health, safety, and dignity of the patients, their families, the health care team, and others consistent with the principles of just culture.
8. Safely perform preventive and therapeutic procedures and nursing measures including safe patient handling and medication administration and treatments.
9. Formulate goals and outcomes using evidence-based data to reduce the risk of health care-associated infections and exposure to infectious pathogens and communicable conditions.
10. Coordinate, collaborate, and communicate in a timely manner with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient-centered care.
11. Use current technology and informatics to enhance communication, support decision-making, and promote improvement of patient care.
12. Use evidence-based nursing practice to supervise, assign and/or delegate nursing activities to

other members of the health care team based upon an analysis of patient or work place need.

13. Participate with health care teams during local or global health emergencies or pandemics to promote health and safety, and prevent disease.

NEW END-OF-PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs)- **Class of 2025**

1. Demonstrate the attitudes, values, and behaviors consistent with the standards of professional nursing practice.
2. Utilize knowledge, skills, and professional values within the legal/ethical framework of the profession.
3. Utilize the clinical judgment model to provide individualized nursing care to diverse patients across the lifespan.
4. Evaluate evidence-based interventions in individualized plans of care.
5. Evaluate safety and quality improvement as a provider of patient-centered care.
6. Coordinate, collaborate and communicate with diverse patients, families and the interdisciplinary health care team to plan, deliver, and evaluate care that promotes quality of life.
7. Manage information, access available resources, and use technology to support decision-making and improve patient care.

COURSE STUDENT LEARNING OUTCOMES (SLOS)

Course Student Learning Outcomes (SLOs) drive the learning activities in each syllabus, along with outcome measures and tools.

SLOs are categorized by Member of Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team and incorporate the differentiated essential competencies (DECs) required for all graduates of ADN programs in Texas.

PROGRAM COMPLETION & DEGREE PLAN REQUIREMENTS

The curriculum in Nursing leads to an Associate in Applied Science Degree and prepares the graduate to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN.)

1. To be eligible to enter the NC ADN program, applicants must meet the following requirements:
 - Completion of Navarro College requirements for admission to the college.
 - Completion of Navarro College ADN Program requirements for admission to the ADN program.

2. To be eligible to graduate with the AAS.ADN in nursing degree, must meet the following requirements.
 - Completion of all ADN Degree Plan course requirements with a final course grade of "C" or higher for theory courses and for clinical courses.
 - Completion of all Navarro College requirements for graduation.
 - Completion of ≥ 19 hours of RNSG degree plan courses at Navarro College.
 - Approval of Program Director and Dean of Health Professions for all courses taken at another college.
 - If final semester RNSG courses are taken at another college, the student must score ≥ 900 on the HESI exam to receive a ADN degree from Navarro College.

3. To be eligible to receive a license as a RN, the graduate must meet the following requirements.
 - Affidavit of Graduation electronically validated by Program Director (based upon completion of all ADN Degree Plan courses and any other requirements and Registrar verification of NC graduation with A.A.S. A.D.N. or A.A.S. A.D.N. Bridge degree.)
 - BON eligibility requirements in Texas (or other targeted state for initial licensure.)
 - Passing score on the BON jurisprudence exam if seeking licensure in Texas.
 - Passing score on the NCLEX-RN licensure exam.

Refer to the [Navarro College Catalog](https://navarrocollege.smartcatalogiq.com/en/2020-2021/Catalog/Degree-and-Certificate-Programs/Allied-Health-Programs/Registered-Nurse-Associate-Degree-Nursing) (online) for the ADN Degree Plan
<https://navarrocollege.smartcatalogiq.com/en/2020-2021/Catalog/Degree-and-Certificate-Programs/Allied-Health-Programs/Registered-Nurse-Associate-Degree-Nursing>

NC ADN FACULTY ORGANIZATION BY-LAWS

ARTICLE I: NAME

The name of the organization shall be known as the Faculty Organization of the Navarro College Associate Degree Nursing Program.

ARTICLE II: PURPOSES

Purposes of the organization shall be to provide an organizational structure for the program; a means for faculty and student representatives to participate in program governance; and a democratic process for assessing, planning, implementing, and evaluating the total program in nursing.

ARTICLE III: FUNCTIONS

The functions of the organization shall be to:

1. Implement, evaluate, and revise the philosophy and objectives of the school in light of trends and developments in professional nursing, education and practice.
2. Plan, implement, evaluate, and revise the curriculum, resources and facilities in order to fulfill the objectives of the program.
3. Provide learning experiences in compliance with the philosophy and objectives of the program and the needs of the individual student.
4. Plan and implement systematic evaluation of the total nursing program.
5. Collect data from students, graduates, and their employers as a basis for evaluation and improvement of the overall program.
6. Plan, implement, and evaluate policies for recruitment, selection, admission, promotion and dismissal of students.
7. Provide input for determining the projected annual program budget.
8. Provide liaisons with appropriate nursing service personnel policies unique to the ADN program.
9. Promote personal and professional growth of faculty members.
10. Evaluate and make recommendations for personnel policies unique to the ADN program.
11. Plan, implement, evaluate, and revise policies for awarding funds donated to the school.

ARTICLE IV: PARTICIPATION

Full time faculty appointed by the Program Director will serve as Chair of the following committees prepared to provide information and recommendations to the committee, as necessary:

- Curriculum Committee*
- Admissions Committee*
- Testing Procedures and Test Policy Committee*
- Student Affairs Committee*
- Peer Review

Student members will be appointed by the faculty under the following guidelines: Each designated (*student) committee will have both freshman student and sophomore student representatives. Student representatives shall participate in discussion and may submit agenda items for committee meetings.

ARTICLE V: FACULTY ORGANIZATION COMMITTEE MEETINGS

1. Meetings of the ADN Faculty Organization Committee shall be held at least six (6) times annually at a time and place to be designated by Program Director.
2. Required student representation meetings shall be conducted at least once each year.
3. Required ADN Advisory Committee Meetings will be conducted at least once each year.
4. Special meetings may be called by the Program Director or by two-thirds (2/3) of the members.
5. The ADN Program Director shall be the chair of the ADN Faculty Organization Committee.
6. Minutes of all meetings shall be recorded. A recorder shall be appointed by the chair. Minutes of all meetings and reports shall be kept on file by the Program Director.
7. Attendance at meetings is expected. Members will be notified in advance of all meetings. If a member must be absent, the member shall notify the committee chair, prior to the absence.
8. Each member may submit items for action to the agenda of any meeting and may request additional agenda items during the meeting with approval of members.
9. Meetings shall be conducted in a democratic manner. Each member is encouraged to participate in discussions and in the decision-making process.
10. A simple majority vote is required for the passage of a motion. The voting body at any meeting shall consist of members who are in attendance and those who, in their absence, cast a signed vote with the Program Director or a faculty member on or before the date of the meeting.
11. Fifty-one percent of the members of the respective committee constitute a quorum for the transaction of business at any regular or special meeting.

ARTICLE VI:

COMMITTEE STRUCTURE

ADN FACULTY ORGANIZATION COMMITTEE

Chairperson: ADN Program Director

Membership: All Full-Time Faculty, Part-Time ADN Faculty, Clerical Staff and Lab Coordinators

1. A majority of full-time faculty votes are required for any decision. The Program Director can cast a tie-breaking vote.
2. Functions:
 - Evaluate the overall effectiveness of the ADN Program.
 - Develop, implement, and evaluate the mission and goals of the ADN Program.

- Evaluate and review the program philosophy, objectives, organizing framework, and goals based upon identified needs of the faculty, students, and clients in accordance with the changing health care system.
- Act upon recommendations from standing committees.
- Facilitate communication between faculty and students regarding program policies.
- Promote professional and personal growth of members.
- Organize and coordinate faculty development activities.
- Develop and coordinate new faculty orientation program.
- Review, evaluate, and recommend revisions of faculty policies.
- Provide input into proposals for grants and other budgetary matters.
- Review, evaluate, and coordinate policies regarding faculty evaluation.
- Review and revise faculty and student handbook

CURRICULUM TOPIC MEETINGS

Chairperson: ADN Program Director or, as appointed.

Membership: Full-Time and Part-time ADN Faculty, Freshman & Sophomore Student Representative, Clerical staff and Lab Assistant

Functions:

- Develop, evaluate, and recommend revisions of the curriculum.
- Coordinate, review, and evaluate all curricular policies.
- Review and make recommendations regarding student learning experiences in compliance with the program mission, values, and philosophy.
- Utilize data from evaluations as a basis for evaluation and improvement of the program.
- Develop and implement a systematic plan for evaluation of the program philosophy, program objectives, and organizing framework.
- When curriculum change is approved, the Director will appoint a faculty to make the changes or call a work session(s) to make the curriculum changes.

ADMISSIONS TOPIC COMMITTEE

Chairperson: ADN Program Director or, as appointed.

Membership: Full-Time, and Part-time ADN Faculty, Freshman & Sophomore Student Representative, Clerical staff and Lab Coordinator

Functions:

- Develop and coordinate policies related to the recruitment, selection, and admission of students.
- Review and recommend revisions of program admission policies
- Assist with program activities related to recruitment, selection and admission of students.

PEER REVIEW COMMITTEE

Chairperson: ADN Program Director

Membership: ADN and LVN full time faculty; other members as deemed appropriate to meet BON guidelines

Functions:

- Review program policies regarding peer review as designated by the Texas Nurse Practice Act and make recommendations to the Faculty Organization Committee.

- Meet at least once per year and as indicated by issues or complaints brought to the committee chair.
- Conduct Peer Review Committee hearings according to policy.

TESTING PROCEDURES AND TEST POLICY COMMITTEE

Chairperson: As appointed by Program Director

Membership: Full-time and Part-time Faculty Member, Freshman and Sophomore Student Representatives

Functions:

- Review, evaluate, and recommend revisions of policies related to testing construction, test review entrance exams, standardized exams and any other testing/tests used by the program.
- Evaluate test sites and equipment and make recommendation to faculty for improvement.
- Maintain record of manuals, pass codes, and written guidelines for use of the exam software.

AD HOC COMMITTEES:

STUDENT AFFAIRS COMMITTEE

Chairperson: As appointed

Co-Chairs: ADN Faculty

Membership: Sophomore and Freshman Student Representatives, President and Officers of ADN Club

Faculty Student Organization Sponsors appointed by Program Director from ADN Faculty and Staff

Functions:

- Review, evaluate, and suggest revisions of student policies and student handbook when issues are noted by students.
- Facilitate access of students to Navarro College services.
- Establish and coordinate student achievement recognition.
- Review and make recommendations regarding grading, student grievances or appeals when issues are noted by students.
- Organize, coordinate, and provide support, guidance, and professional leadership for student activities such as clubs and ceremonial events.

ADN ADVISORY COMMITTEE

Chairperson: Elected by Committee (Vacancies between meetings can be filled by appointment of Program Director)

Membership: Clinical Agency RNs appointed by Affiliated Clinical, Agency CN, Community RNs appointed by Program Director, Student Representatives appointed by Program Director Full and Part-time ADN faculty, Navarro College Full Time non-nursing Faculty appointed by Program Director, Education Coordinators at clinical agencies, Faculty from other nursing programs appointed by Program Director

NOTE: Membership shall meet the following Texas Higher Education Coordinating Board (THECB) guidelines:

Advisory committees must be composed of persons who broadly represent the demographics, including the ethnic and gender diversity, of the institution's service area as well as the demographics of the occupational field. Committee members should be knowledgeable about the skills used in the occupations for which they are providing information and guidance.

Full-time faculty and staff of the community or technical college offering the program must not be members of the advisory committee but may serve in an ex-officio capacity. Part-time faculty who hold full-time positions within the career field may be members of the committee. Faculty and staff of senior institutions with whom the program may be articulated may also be members of the committee.

Purpose:

- To help document the need for a workforce education program
- To ensure that the program has both adequate resources and a well-designed curriculum to provide students with the skills, knowledge, and behaviors necessary to function as competent entry level ADN graduates.

Functions:

- Evaluating the goals and objectives of the program curriculum
- Establishing workplace competencies
- Suggesting program revisions or policy changes as needed
- Evaluating the adequacy of existing college facilities and equipment
- Advising faculty with selection and acquisition of new equipment
- Identifying local clinical sites for learning experiences and employment opportunities
- Assisting in the professional development of the faculty
- Assisting in promoting and publicizing the program to the community
- Representing the needs of students from special populations

Advisory Committee Meeting /Minutes

Advisory committees must meet in person a minimum of one time a year and should, if possible, have a quorum present. Contact with committee members will be maintained throughout the year via e-mail, fax, or phone.

All meetings of the advisory committee must be recorded in official minutes. Minutes must be maintained in college files and made available to the Coordinating Board staff and other agencies upon request.

The minutes must include:

- identification of committee members (name, title, and affiliation)
- an indication of the committee members' presence or absence from the meeting
- the names and titles of others present at the meeting
- the signature of the recorder
- evidence of that industry partners have taken an active role in making decisions which affect the program

(Established as needed to address issues identified by the program and/or affiliated agency.)

Chairperson: As appointed by Program Director and Clinical Agency CNO **Membership:** RN staff or affiliating clinical agency, ADN Academic Clinical Coordinator, ADN Faculty assigned to the affiliating clinical agency

Functions:

- Address issues identified as impacting student clinical assignments/learning experiences
- Maintain clinical affiliations, ensure client safety, and promote an optimal learning environment for students at each agency

NOTE: Faculty assigned to agencies will maintain ongoing relationships with the agency by working closely with the nurse educator during student orientation each semester and by informing/training preceptors each semester regarding student skills and clinical learning objectives.

ARTICLE VII: AMENDMENTS

The by-laws of the Faculty Organization of the Navarro College Associate Degree Nursing Program may be amended by two-thirds of the full-time faculty at any regular meeting provided a copy of the proposed amendment has been presented to all voting members at least one week prior to the meeting.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules obtained in the most recent edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases which are not addressed in these by-laws. Minutes may be delivered prior to a meeting and listed as a consent agenda.

ADN PROGRAM POLICIES

ACADEMIC ADVISEMENT (IN-PROGRAM)

The ADN Program Director, ADN Program Assistant, Coordinator of Operations and Advisor for Health Professions and ADN faculty act as nursing program advisors. For in-program students, the clinical instructor for the semester in which the student is enrolled is the student's advisor. If the clinical instructor is a temporary or part-time faculty member, the course coordinator and/or other faculty on the teaching team will serve as advisors for students who are assigned with a temporary or part-time faculty member.

SPECIAL NOTES REGARDING DROPPING A COURSE: If a student is [receiving financial aid](#), grants, or loans, the student must be in attendance at **all** classes. Students should not drop or stop attending any class without consulting the Financial Aid Office. **Changes in enrollment level and/or failing grades may require repayment of financial aid funds.**

According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of six courses may be dropped throughout the entire undergraduate degree program. Before withdrawing from nursing or any other course, students are advised to make sure they understand the consequences. Decisions regarding a faculty drop for an ADN student may be made by the teaching team when the student cannot be contacted after 3 weeks. Decisions to drop are referred to the Department Dean for review. For more information, contact the Office of the Registrar.

EEOC POLICY STATEMENT

Refer to Navarro College Student Handbook policy regarding EEOC.

TRANSFER STUDENTS

Students may transfer nursing courses only from a nationally accredited ADN program. BSN courses cannot transfer. Must have minimum required GPA 2.0.

Transfer students must complete >50% of their RNSG courses at Navarro College to be granted an ADN degree from Navarro College. (Only RNSG courses, not academic courses, can be considered when calculating > 50% for the purpose of eligibility for a Navarro College ADN degree.) Students being considered for transfer into the ADN Program must meet the same ATI/Skills requirements determined for re-entry students, based on the semester the students is entering. (See Withdrawal and Re-Entry Policy)

APPLICANT HEALTH SCREENING

All students are required to submit an ADN Health Screening Evaluation and Exam completed by a licensed health care provider (physician, nurse practitioner, or physician's assistant) within six months prior to entry into the program. This is a part of the required health and immunization documentation. The provider must specify that the student is physically able to achieve all Clinical Performance Requirements (see below) and has no routine medications that are likely to impair judgment, level of alertness, or motor function. The physical exam form is available online. Applicants may elect to postpone a physical exam until after receiving an offer of admission. Final admission is contingent upon receipt of a health screening and all other admission requirements.

Clinical Performance Requirements:

The Associate Degree Nursing Student must have sufficient:

- 1. Visual acuity** with or without corrective lenses to:
 - a. Accurately read the small print on medication containers and syringes, discriminate color changes, read type at 8 font, and hand-writing on college-ruled paper.
 - b. See objects up to 20 inches away.
 - c. Accurately read monitors and equipment calibrations.
 - d. Identify call lights and unusual occurrences on a unit at a distance of 100 feet.

- 2. Auditory perception** with or without corrective devices to:
 - a. Hear monitor alarms, emergency signals, client's call bells, pagers, and telephone conversation.
 - b. Hear client's heart sounds, bowel sounds, and lung sounds using a stethoscope.
 - c. Receive and understand verbal communication with others.
 - d. Distinguish sounds with background noise ranging from conversation levels to high pitched sounds.

- 3. Physical ability and stamina** to:
 - a. Perform client care for an entire length of clinical experience (8-12 hours).
 - b. Stand for prolonged periods of time (in an 8-12 hour shift).
 - c. Transfer/position/lift up to 300 lbs. with assistance.
 - d. Lift and carry objects (up to 30 lbs.) without assistance.
 - e. Push/pull equipment requiring force on linoleum and carpeted floors.
 - f. Stoop, bend, squat, and reach overhead while maintaining balance as necessary to reach equipment and supplies, or to perform client care, including cardiopulmonary resuscitation (CPR).

- 4. Manual dexterity including sufficient gross motor and fine motor coordination** to:
 - a. Pick up, grasp, and manipulate small objects with control.
 - b. Perform electronic documentation and keyboarding

- 5. Mental and emotional stability** to:
 - a. Interact with people socially despite possible distractions.
 - b. Able to perform nursing skills and multi-task with multiple distractions.

FAMILY MEDICAL LEAVE

Attendance (absences) and assignment due date policy decisions when a student's absences or late assignments are due to pregnancy, childbirth, care of newborn, or other applicable family medical leave issues, will comply with Title IX FMLA laws. In all such situations, the Department Dean and other appropriate Navarro College Administrative personnel will be consulted before action is taken regarding student withdrawal, assignment of a D or F grade (failure), assignment of an incomplete (I) grade, or determination of the student's status regarding application for re-entry.

<https://www.navarrocollege.edu/attachments/title-ix/grievance-resolution-guide-june-2022.pdf#search=Title%20IX>

STUDENT EMPLOYMENT WHILE ENROLLED IN ADN PROGRAM

The ADN faculty is aware that some students may need to work to supplement income while enrolled in nursing school. Students should be aware that employment places additional demands on time and energy expenditure. Employed students are expected to maintain required scholastic standards and other course requirements. Students are encouraged to carefully consider options other than full or part time employment. Faculty cannot inconvenience other students or compromise clinical learning

experiences in order to give special consideration for student requests to accommodate work schedules.

Students act as their own agents when employed and are legally responsible for their actions. Navarro College assumes no responsibility for the actions of the student when in an employment role. While employed, the student is the legal responsibility of the employing agency. Students are not to wear insignia or any other identification that would indicate or suggest that the student is functioning in the student nurse role or as an agent of Navarro College. Violation of this dress code policy is grounds for dismissal from the program.

ADMISSIONS POLICY

Applicants of the ADN Program must be admitted to Navarro College first. Once admitted to Navarro College, the following is required in order to be considered for admission to the ADN Program:

- Submit an ADN Application and provide high school and/or college transcripts from all colleges attended, by the application deadline.
 - Students who have previously been enrolled in a nursing education program, must disclose this information on the ADN application. A letter indicating the student withdrew from the previous nursing program in good standing or for reasons unrelated to unprofessional conduct, must be received by the NC ADN Program Director prior to Orientation or the student will be withdrawn from the program. After five years, admission to the ADN program will be considered by the faculty.
- Attendance is required at a mandatory ADN Information Session with the Nursing Programs Coordinator or designee during the admission period. Dates, times, and locations for Information Sessions will be posted on the Navarro College ADN Website. Sessions are normally held in the fall prior to the eligibility deadlines.
- Complete the TEAS Exam at a Navarro College Testing Center or other approved location. All sections of the exam must be completed. Students must achieve a Total Score of 66% or to be considered eligible for admission. Only 2 attempts are allowed within the same admissions period (2 attempts per year).
- Complete and attain a minimum of a 2.0 (average) GPA (on a 4.0 scale) for all ADN Degree Plan prerequisite/co-requisite courses whether taken at Navarro College or transferred from another college or university. This must be done by the eligibility deadline date.
- Only transfer courses with a grade of “C” or better will be considered for the ADN Degree Plan. Upper level courses may not transfer. All prerequisite courses must be completed during the semester prior to the application deadline.
- Must meet requirements of the ADN Criminal Background Check Policy. The student must withdraw from the ADN program if a conviction interferes with completion of essential clinical assignments due to clinical agency criminal history requirements/restrictions or BON requirements.
- Proof of health insurance is required for admission. Inability to provide proof of health insurance coverage may result in dismissal from the program.
- Immunization requirements must be completed prior to Program Orientation. The only exceptions are TB skins test, influenza, and Hep B series (2 doses must already be completed). Must provide documentation of first dose of Hepatitis B with application.
- Although the NC ADN program does not require students to be fully vaccinated for COVID-19, many of our clinical affiliates do require full vaccination and will not process any exemptions for faculty and students. A student who chooses to decline the vaccine may not be able to complete course requirements and will be withdrawn from the program.
- LVN-RN Bridge applicants must hold a current, unencumbered LVN or LPN license. License must be maintained through graduation.
- Disclosure of social security number- Affiliated clinical agencies require the student social security numbers, in order to secure placement in their facility. Students must be able to attend all affiliated clinical sites. Special placement will not be granted. The ADN Program will not search for alternate clinical sites, in order to accommodate a student who is ineligible to attend specified rotations.
- Must purchase an account in Castlebranch. Health documents and other program requirements must be kept current in Castlebranch or the student may not be allowed to attend clinical and/or may be dismissed from the ADN program.

LICENSURE ELIGIBILITY

The Board of Nursing looks at responses to questions relating to criminal conduct to determine eligibility for renewal. To check your eligibility for renewing your license, please review the following:

To check your eligibility for renewing your license, please review the following questions:

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years*, been addicted to and/or treated for the use of alcohol or any other drug?
4. For any criminal offense*, including those pending appeal, have you: *(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial or renewal application.)*
 - been arrested and have a pending criminal charge?
 - been convicted of a misdemeanor?
 - been convicted of a felony?
 - pled nolo contendere, no contest, or guilty?
 - received deferred adjudication?
 - been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
 - been sentenced to serve jail, prison time, or court-ordered confinement?
 - been granted pre-trial diversion?
 - been cited or charged with any violation of the law?
 - been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

NOTE: Expunged and Sealed Offenses: While expunged or sealed offense, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

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

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?
6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice nursing in a competent, ethical, and professional manner?
7. *Are you currently the target or subject of a grand jury or governmental agency investigation?
8. *Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs)

NOTE: Any positive response will remain confidential and not subject to public disclosure unless required by law.

9. Have you ever been granted the authority to practice nursing in any country, state, province, or territory?

NOTE: This does not apply to any nursing license(s) issued by another US state or territory, excluding Puerto Rico. If you were licensed in Puerto Rico, you should be answering yes.

*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

ADN CRIMINAL BACKGROUND CHECK POLICY

Applicants to the Navarro College Associate Degree Nursing Program are required to complete a criminal background check (CBC). The CBC process may take up to 120 days, depending on individual circumstances.

In order to be eligible to begin RNSG courses, the CBC must be complete and clear or the student will receive a provisional offer for admission. If the ADN Program has not received TX BON clearance (blue card or positive Operations Outcome Letter) within one week prior to the start of class, the student will be dropped from the program.

Process:

A roster with the names of all qualified applicants will be sent to the Texas Board of Nursing (TX BON), within two weeks after the application deadline. At this time, the TX BON will process the roster and send email confirmation to the nursing program director, usually within 10 business days. Once a student has been offered admission, they will receive instructions regarding how to register for electronic fingerprinting through IdentoGO or MorphoTrust USA for the TX BON background check. This should be done at least 90 days prior to the first class day. Results of the CBC will be sent to the TX BON. The TX BON will then send the student their results of the CBC. If the results are clear, the student will receive a "blue card". It is essential that the student keep the blue card for their records. The "blue card" will need to be copied (front and back on the same page) and emailed or taken to the ADN Program's Assistant. Once the program receives the student's "blue card", the student is eligible to remain on the list of accepted students. If the CBC is not clear, the TX BON will request that the student submit a Petition for Declaratory Order (DO), along with court documents or other records pertaining to the issue. Once the DO and associated documentation is received by the TX BON, they will send the student a letter to indicate that they have cleared the CBC hit, or they will send notification that the student's application must be sent forward to the Enforcement Division (will require a fee of \$150 and may take up to 90 days). The Enforcement Division will review the CBC and send an Outcome Operations Letter to the student to indicate whether the student will be eligible to apply for licensure. **Note: If the student does not receive the Operations Outcome Letter one week prior to the first day of class, the student will be dropped from the program.** Refer to current TX BON rule §213.30 regarding Declaratory Order of Eligibility for Licensure.

Students are responsible for the cost of CBCs on admission and upon request.

CRIMINAL OFFENSES WHILE ENROLLED IN THE PROGRAM

If a student is arrested and/or convicted of a criminal offense while enrolled in the program, the student must report the arrest/conviction to the Program Director within 24 hours. **The student must immediately file a Petition of Declaratory Order.** The student must withdraw from the ADN program if the conviction interferes with completion of essential clinical assignments due to clinical agency criminal history requirements/restrictions or BON requirements. **Additionally, an arrest or conviction requires notification to the Board of Nursing and may delay authorization to test from the Board of Nursing upon graduation.** Refer to current TX BON rule §213.27 regarding Good Professional Character.

ALCOHOL/DRUG SCREENINGS

Applicants are required to complete testing/screenings in accordance with Texas Board of Nursing Rules, ADN policies, and clinical agency policies. Alcohol/drug screenings will be completed by an agency

designated by the nursing program prior to the first clinical experience and annually. A positive drug screen will result in dismissal from the program. (Medical Reviews are managed by the agency conducting the drug screens and the final determination of a positive screen will be the Medical Review Officer.)

The student will pay all costs for drug screens on admission and upon request. Random drug screens may be conducted to meet clinical agency and ADN program requirements.

Applicants and students are cautioned that prescribed medications are to be taken only for the purpose and time of the original order. Use of a prescribed substance for any purpose other than the original intent of the order is inappropriate. Such misuse would not be considered reason for a Medical Review Order (MRO) to overturn a positive drug screen.

SUBSTANCE ABUSE/CHEMICAL DEPENDENCY

Students are advised that educational programs are required by the Texas Board of Nursing (BON) to report if a student has a positive drug screen. The Program Director will follow reporting guidelines as established by the BON. The student must comply with BON requirements regarding a treatment plan and application for re-entry into a nursing program.

When a nursing student is dropped from the program due to a positive drug screen, the student must follow BON recommendations regarding Peer Assistance and any other recommendations stated by the BON at the time of the occurrence.

STUDENT ACUTE AND CHRONIC ILLNESSES

Students who have a condition that requires medications that may alter judgment, level of alertness, or motor function will self-report the medications taken on the physical exam form and provide a health care provider's release to participate in clinical activities.

Students who develop an acute or chronic condition while enrolled in the ADN program, that requires medications that may alter judgment, level of alertness, or motor function or a communicable disease will provide a health care provider's statement regarding when the student can safely return to the classroom and the clinical setting. Students who are hospitalized for any reason, must provide a health care provider's statement regarding any restrictions and/or when the student can return to normal activities.

Note: If prescribed medications are detected on a drug screen that have the potential to impair judgment, motor function, or level of alertness, the student will: (1) provide a health care provider's statement that the student can function safely during clinical practice and (2) provide a money order to pay for a future drug screen IF requested by the program director at any time during a clinical or theory course.

The student is responsible for notifying the ADN Program Director if there are changes in prescribed medications that have the potential to alter level of consciousness or ability to care for clients.

In the event of an illness or injury that may hinder a student's ability to meet clinical performance requirements (Section 4), or that may expose patients to an illness; the student may not return to clinical without a verifiable, full medical release. The student must have a health care provider's assessment statement that the student can safely continue with patient care activities. All students who have had an injury that creates restrictions must contact and file for disability services. Absences from injuries or illnesses will continue to result in attendance point deduction and the student cannot exceed the allotted hours for class or clinical. Students who exceed the allotted time for class or clinical will be dismissed from the ADN Program. Illness or injury requiring the use of assistive devices (crutches, casts, scooters, walkers, orthopedic boots, for example) may not be allowed to attend clinical activities. Each case will be considered on an individual basis.

STUDENTS WITH DISABILITIES

According to the Texas Board of Nursing- Texas Administrative Code- RULE §213.29- Fitness to Practice, An

individual's fitness to practice may be subject to Board review due to an individual's substance use disorder; possession, abuse, or misuse of alcohol or drugs, prescribed or otherwise; or physical or mental health condition. This is not an exhaustive list. If an individual exhibits any conduct that may prevent him/her from practicing nursing with reasonable skill and safety, the Board will review the individual's conduct to determine if he/she possesses current fitness to practice.

Functional requirements of the ADN program include the ability to achieve the skills lab and clinical student learning objectives indicated in each course syllabus. Such skills include, but are not limited to assisting patients with standing, walking, positioning, and/or transferring from bed to wheelchair, preparing and administering medications and treatments, and performing physical assessments.

All accepted applicants will provide a physical exam. This should confirm the student is physically capable of performing all tasks required of a nursing student, and/or informing the ADN program of a need for accommodations. The student is responsible for contacting the Navarro College Disability Services Office regarding reasonable accommodations. Navarro College Administration must determine that any proposed accommodations are "reasonable" for the ADN Program and Texas BON Rule §213.29.

If a disability is identified after admission, the student will be dismissed if faculty, the clinical sites, the NC Disabilities Officer, and NC administration determine that the accommodations needed are not reasonable.

Applicants who may need accommodations for testing are advised to read the Texas Board of Nursing policy on accommodations, prior to accepting an offer of admission.

Applicants are responsible for investigating any differences in accommodations requested during the program and accommodations that will be available during the NCLEX-RN exam. The NC ADN Program cannot be responsible for whether testing accommodations requested by a student and granted by a counselor will result in sufficiently rigorous testing to prepare the student/candidate to pass the NCLEX-RN. It is also the applicant's responsibility to determine that a sufficient job market will be available when the applicant earns an RN license.

Qualifications for Diagnostician for accommodations:

For physical or mental disabilities other than learning disabilities - a licensed physician or psychologist with expertise in the disability.

For learning disabilities- a licensed psychologist or psychiatrist who has experience working with adults with learning disabilities and/or another qualified professional with a master's or doctorate degree in special education, education, psychology, educational psychology, or rehabilitation counseling who has the training and experience in all the areas below:

- 1). Assessing intellectual ability level and interpreting tests of such ability
- 2). Screening for cultural, emotional, and motivational factors
- 3). Assessing achievement level
- 4). Administering tests to measure attention and concentration, memory, language reception and expression, cognition, reading, spelling, writing, and mathematics (TX BON, 2015).

Faculty will provide accommodations only for students with letters from the NC employee designated as responsible for determining accommodations. Accommodations will be provided only as specified in the student's letter and approved as reasonable by the NC ADN Program Director or other appropriate NC Administrative Personnel.

Faculty will not initiate an accommodation or change any part of an accommodation without a letter from the NC Employee designated to establish reasonable accommodations for students. Letters of accommodation will be renewed by the student, prior to the beginning of each semester and the student will provide a copy to the ADN Program Director.

Faculty will not allow accommodations, such as students sitting at a requested chair or location for testing, without a letter from the NC Employee designated to approve and prescribe accommodations for students.

STUDENT TRAVEL REQUIREMENTS

To enhance learning in the clinical area, students will be assigned to various clinical agencies. Clinical experiences will involve travel outside the parameters of the program site. Some of the locations include but are not limited to Corsicana, Ennis, Waxahachie, Mexia, Dallas, Waco, Lancaster, Mesquite, Fairfield, Desoto, and Terrell.

Students who are accepted must meet all travel requirements/clinical assignments. Additionally, students who travel for Navarro College or ADN sponsored events must follow NC student travel policies.

LIABILITY (MALPRACTICE) INSURANCE

Students enrolled in the ADN Program are required to have liability insurance. Malpractice fees are included with Summer 1 and Fall registration fees. The college secures the clinical liability insurance coverage for students.

LEGAL WITNESS

Navarro College Associate Degree Nursing Students are not allowed to sign as a witness for any legal forms such as wills, operative permits, No Code status, Advanced Directives, or any other agency consent forms while in the student role.

CPR CERTIFICATION

All students are required to have CPR (Cardio-Pulmonary Resuscitation) **American Heart Association** Certification for entry into the program. To assure maintenance of status while in the program, *the initial CPR certification **must not expire prior to the anticipated graduation date.***

ACCIDENT OR INJURY REPORTING

If a student is injured or becomes ill while in the clinical setting, the instructor must be notified immediately. Hospital protocols will be followed for patient-related injuries or exposures. The instructor will notify the Program Director and complete all necessary documentation which may include the Health Professions Occurrence Report.

If a student is injured while on campus, the Campus Police and the Program Director must be notified immediately. The Campus Police will complete an incident report as indicated. The Program Director or ADN faculty will complete a Health Professions Occurrence Report if the injury occurred in the nursing lab or an ADN classroom.

Navarro College and the clinical facility are not responsible for expenses that result from an action of a student or patient in the clinical setting. The student is responsible for personal medical care/expenses.

CLINICAL REQUIREMENTS

Clinical experiences are selected to provide students with a variety of opportunities to practice safe, effective nursing care. Selected local and out-lying clinical facilities will be utilized to enhance student learning by providing a clinical environment that will allow students to put into operation the knowledge and skills acquired in the classroom and campus lab, and obtain student learning outcomes.

Students are expected to provide their own transportation, to report on time to the appropriate assigned

agency and to be in appropriate uniform.

Prior to going to clinical agencies, all Associate Degree Nursing students must meet the following basic requirements:

- DFWHC orientation
 - Agency specific orientation
 - HIPAA instruction
 - American Heart Association Basic Life Support Provider-CPR (AHA BLS Provider CPR)
 - Safety, Fire, and Standard Precautions instruction
 - Immunizations required by health care provider agency:
 - Two (2) MMR vaccinations or positive titers (rubeola/measles, mumps, rubella/German measles)
 - Annual negative tuberculin (TB, TST or QFT) screen and/or negative CXR
 - If history of having TB or a positive TB screen, must show completed treatment or a negative chest X-ray within the past two years.
 - Two (2) Varicella vaccines or positive titer
 - TDaP vaccine/booster within past ten (10) years (tetanus, diphtheria & pertussis)
 - Full Hepatitis B vaccine series and/or immunity to Hepatitis B
 - Seasonal influenza (flu) vaccination received as recommended by CDC (www.CDC.gov)
 - COVID-19 vaccine—per agency
 - *CDC guidelines consider full vaccination as:
 - a. Pfizer-BioNTech (2 doses)
 - b. Moderna (2 doses)
 - c. Novavax (2 doses)
 - d. Johnson & Johnson's Jansen (1 dose)
- If clinical agencies require COVID-19 boosters, students and faculty will be required to comply with agency requirements.
- Annual drug screen
 - Acceptable DPS and FBI criminal background check (CBC)-Criminal history must not exceed requirements or limitations of essential clinical agencies (see CBC Policy)
 - Negative Office of Inspector General (OIG) screening
 - Negative Department of Aging and Disability Services (DADS) screening

All clinical and ADN program related documentation uploaded to Castlebranch MUST be kept in date to remain compliant. Students are notified by Castlebranch prior to any requirements expiring, so that updates or renewals can be uploaded prior to the expiration date.

If a student fails to update clinical or program documentation before the expiration date, it will result in a loss of 3 clinical points per week (until the document is updated) for expired records that do not affect patient safety (Ex: driver's license, auto insurance, student handbook forms, etc...). A 5 point deduction per week will apply for any vaccine or health related records that are allowed to expire. In most cases, expired vaccine records will also result in a student's inability to attend assigned clinical rotations. In this case, the student will be counted absent and may not be able to meet course outcomes.

STUDENT REPRESENTATION ON PROGRAM COMMITTEES

Freshman and sophomore student representatives are members of the ADN Program Faculty Governing Committee. Student input is requested for Curriculum, Student Affairs, & Ad Hoc Committees plus the ADN Advisory Committee.

Faculty Governing Committee meetings are scheduled to promote student attendance. Faculty governance meetings will be scheduled as frequently as indicated to review and update policy and not less than once each long semester.

MEDICATION DOSAGE COMPETENCIES

Accuracy in calculation of medication dosages is a vital skill for the nurse and dosage exams are scheduled at appropriate points in the curriculum. Students must demonstrate accurate calculation of medication dosages by scoring 90% within 3 attempts in RNSG 1261, RNSG 1361, and RNSG 1262. Inability to meet the Dosage Exam requirements may result in failure of the course, associated with the exam. If a student is absent from a Dosage Competency exam, a zero will be recorded in the gradebook and the student will not be able to make-up the exam*. One hour of absence will also be documented in the clinical evaluation tool. Dosage calculations will be included in all unit exams throughout the ADN program.

MEDICATION ADMINISTRATION COMPETENCY

Students are expected to administer medications safely. Safety involves the basic “Rights” of medication administration, plus essential nursing implications for each medication and documentation. The Medication Error Policy is implemented to assure appropriate follow-up when errors occur.

Violations of the rights of medication administration, failure to know essential nursing implications, and/or failure to seek appropriate faculty or preceptor supervision for each medication administration could result in clinical failure for the semester.

CLASSROOM ATTENDANCE

Students will be expected to comply with Navarro College attendance policies that limit absences to 2 weeks per semester. Students are to be punctual and attend all scheduled classes and lab activities. Students are responsible for announcements and/or course content missed when absent or tardy. Attendance is documented during each class period from beginning to end of the scheduled day/class. Faculty document attendance, however, each student is responsible for assuring that his/her attendance is correctly noted for all scheduled classes, labs, or clinical assignments.

Attendance will be recorded in Canvas each week for student review. The student is responsible for notifying faculty if he/she is unable to attend class or anticipates arriving after class begins. Failure to notify faculty of absence and/or leaving class early is considered unprofessional/uncivil behavior. Students arriving late will be marked as tardy. It is the student’s responsibility to notify the instructor of arrival, in order to sign in on the attendance sheet. Attendance may be randomly taken when class starts, after breaks, and end of the day.

If total absences from theory class equals greater than 2 weeks of class and lab time during any semester, the student will be notified, and the student will develop a student success initiative (SSI) for improving attendance. When total absence from theory class equals 3 weeks, faculty may withdraw the student from the course.

The hours per week of class and lab time vary with each course and will be indicated in the syllabus and on the combined course calendar. *For example, three (3) hours of lecture and 4 hours of lab per week is required for RNSG 1413; therefore, policy allows a student to miss no more than 14 hours for RNSG 1413 in a semester.*

When entering the ADN program, students must be in attendance by the second class day or they will be withdrawn from the program. If extenuating circumstances exist, the student must notify the Program Director prior to the first class day to request approval for nonattendance during the first and/or second class day. Absences will be recorded and the attendance policy will still apply in this situation.

CLINICAL ATTENDANCE

Students are expected to attend all scheduled days of clinical experience, including facility orientations. There are no excused absences. If the student accumulates more than two clinical absences, it may result in dismissal from the program. In the event of a clinical absence, a SSI or Progressive Discipline (PD) contract will be

completed according to the specifications below:

The student's first absence will result in PD Step 1- Warning. If an absence occurs after PD- Step 1, the student will be placed on PD Step 2-Probation status. If an absence occurs after the PD contract, the student may be dropped from the course.

NOTE: Clinical absences are limited to one absence for short semester (6 week) courses. The student will be placed on PD-Probation status after one absence. If the student is absent for more than one day, it may result in dismissal from the program.

Failure to attend clinical site orientations held between semesters will be considered a clinical absence and the above policy will apply.

In the event that the student is not able to attend an assigned clinical rotation, the student must call or text the clinical instructor within 30 minutes prior to the start of the clinical rotation. A **no call/no show** by the time the clinical rotation begins, will result in the student being placed on Progressive Discipline and losing points for unprofessional behavior. Absences from simulation labs and scheduled clinical rotations will result in a 6-point deduction per day. Absences from other on-campus activities that count as clinical, e.g., clinical labs, skills lab activities, and alternate clinical experiences (ACE), will result in a 1-point deduction per hour missed. Absences will be documented in the clinical evaluation tool. If **there is insufficient time** for the student to satisfactorily meet clinical objectives, then the student may be withdrawn from the course.

Students may not switch clinical assignments with classmates or show up for an unassigned clinical as there are student capacity limits for all patient care clinical rotations. For skills lab activities, alternate clinical experiences (ACE), faculty-directed simulation, or other on-campus clinical activities; students should contact the course coordinator no less than one week prior to the scheduled activity, to request permission to switch times with a classmate. The hours per week of class and lab time vary with each course and will be documented in the syllabus and on the combined course calendar and/or schedules posted in Canvas.

Students are considered tardy if not in attendance at the designated time (0630 for most rotations, but times will vary according to each clinical rotation). Being late to clinical is disruptive to clinical agencies and potentially unsafe for patients. Faculty will evaluate the circumstances of the tardiness. This may result in the student being sent home and a receiving a clinical absence.

The following point deductions will apply for each clinical tardy:

- The student's first tardy will result in a 2-point deduction documented in the Daily Clinical Evaluation tool.
- The student's second tardy will result in an SSI with 5 points deducted in the clinical evaluation.
- If the student is tardy a third time, they will be placed on Progressive Discipline (PD)-Probation status and 10 points will be deducted from the Daily Clinical Evaluation tool.

A pattern of being tardy to clinical will be documented as unprofessional behavior.

Scheduled skills validations are considered part of the required time for RNSG 1261, RNSG 1361, RNSG 1262, and RNSG 2461. Absences from scheduled field trips will count toward the appropriate theory or clinical absence totals, each semester.

Extra or independent student lab practice time is not subject to the attendance policy requirements.

Attending a clinical experience while ill will result in the student being placed on Progressive Discipline. Additionally, the student will be sent home and will lose points for the absence and for unprofessional behavior.

CLINICAL GRADES

Clinical grades will come from instructor evaluation of clinical performance as recorded on the

weekly clinical evaluation tool and written clinical assignments. Students are expected to demonstrate progression throughout the clinical course. Students must achieve an average of $\geq 75\%$ on clinical assignments (written, online, virtual, etc...) to pass the course. Additionally, if the student does not achieve a 75% or greater (or a grade of satisfactory) on any assignment that is associated with an SLO, the assignment must be repeated in order for the student to meet objectives. The revised grade will not be greater than 75%. Students must also achieve an average of $\geq 75\%$ on for clinical performance. If the student's grade is less than 75% on the average of all written clinical assignments or clinical performance, a grade of "D" or "F" will be recorded as the final clinical grade in the gradebook. In order to meet course requirements and to progress in the ADN program, students must achieve a final clinical grade of $\geq 75\%$. Student clinical performance that results in loss of points due to unsafe clinical actions, may require remediation in the campus lab or simulation lab as follows:

- (1) The clinical faculty must recommend the campus lab or simulation experience to be attended,
- (2) only two days of such alternate assignments may be scheduled in a semester,
- (3) a second faculty must validate improvement (satisfactory performance) of the skill(s) in question prior to the next scheduled clinical experience.

THEORY COURSE GRADES

Theory competencies may be measured with course topic exams, standardized exams, and comprehensive predictors.

The letter grade determination in the nursing program differs from the Navarro College policy, which is:

A = 100 – 90 B = 89 – 80 C = 79 – 70 D = 69 – 60 F = 59 – 0.

The RNSG grade determination is:

A = 100 – 90 B = 89 – 80 **C = 79 – 75** **D = 74 – 60** **F = <60**

This minimum grade of 75 for a "C" applies only to the ADN program, not other academic course grades in the ADN degree plan (For example, A & P I or English).

COMMUNICATIONS DEVICE POLICY

Clinical agency policies must be followed regarding cell phones at clinical sites. Cell phones may not be visible or used in a patient care area. Pictures may not be taken in a clinical setting including, but not limited to, patients or patient information.

Cell phones may not be taken out of the student's car at Terrell State Hospital (TSH). Students will use a TSH facility phone to call the instructor's cell phone, when necessary.

Cell phones are prohibited in testing venues. It is the students' responsibility to secure cell phones in their vehicle, prior to entering a testing venue.

Telephone Messages via Health Professions Coordinator of Operations

In the event of an emergency and a student is unable to be contacted via cell phone (for example, during an exam or a clinical rotation), the HP Coordinator of Operations will assist in relaying telephone messages. The HP Coordinator of Operations will determine if the message is of an emergency or urgent nature. Telephone messages will then be forwarded to the instructor who is conducting class/clinical. Please advise family, friends, employers, and others to limit calls to those of an urgent or emergency nature.

The HP Coordinator of Operations phone number is 972-923-5121. It is the student's responsibility to share this number with friends and family.

STUDENT EMAIL

All students are required to use their NC e-mail address to correspond with faculty. Students are expected to **check their email daily, Monday through Friday and weekends, as necessary due to varied clinical schedules.** Student should link their Outlook email with Canvas to ensure email messages are not being missed.

NETIQUETTE POLICY

Students who have questions that cannot be answered during class time should use email or office hours as mechanisms for communicating with instructors. Students will adhere to the same standards of behavior and professional respect online that you would follow in face-to-face communication with others. Professionalism should be used when writing emails, posting in discussion boards and collaborating in group activities, including when writing email and when taking part in collaborative and discussion board activities. Students should always address others by name or appropriate title and be mindful of their tone. Students should avoid using sarcasm, being rude or writing in all capital letters. Written words can be easily misinterpreted as they lack nonverbals. Be tolerant, civil and respectful. Commit to a learning environment in which diverse viewpoints can be expressed freely. Associate Degree Nursing faculty and students are expected to treat each other with tolerance, civility, and respect at all times.

COMPUTER & INTERNET ACCESS

Students must have access to a computer or alternate device and internet. Many course resources are available on computer software packages and via internet sites. Students are also required to submit computer-generated reports for selected course projects and other assignments. Computer and internet access are available in the campus skills-media lab and in designated NC computer labs.

MAKE-UP EXAM POLICY

All makeup exams require approval from the faculty team. If a student knows he/she will be unable to take an exam as scheduled, the student may request a make-up exam. This request must be made in advance and in writing (or by email) to the course coordinator.

In emergencies, students are required to notify the course coordinator or another instructor in the course prior to the start of the exam in which the student will be absent --or notify as soon as possible. Other than an emergency, the student should provide 24-hour notice to the course coordinator. Failure to provide prior notice may result in an exam grade of zero (0).

For exam security purposes, faculty can deny requests for make-up exams when the student has already made multiple requests for make-up exams, or when the request does not seem sufficient to justify the need for a make-up exam. The type of make-up exam is at the discretion of the faculty. Make-up exams will consist of fewer and/or alternate format questions.

If exams are not made up prior to the next scheduled theory exam in the course, a grade of zero (0) may be given and averaged into the final course grade.

TUTORIAL SERVICES

Tutoring services are not available through the NC ADN Program, but may be available through other departments: Carl Perkins or Sanchez Library.

Tutor Me is a tutoring service that is currently available to students enrolled at Navarro College. Tutor Me can be accessed at: <https://www.navarrocollege.edu/tutoring-services/tutorme.html>

TESTING PROCEDURES

Students are not to take books and other personal items in the computer lab during testing. Seating and/or rooms for testing will be assigned.

Students entering a testing venue are expected to refrain from talking to other students. Testing venues are considered “quiet zones”. Students are expected to sign in, take their assigned seat, and wait for further instructions. Writing notes or any information other than the student’s name and/or date on exam forms, prior to the start of the exam, is prohibited.

Cell phones, smart watches, and other electronic devices are prohibited in all testing venues. Students found with electronic devices during an exam will be asked to leave the room and will receive a zero on the exam.

Personal calculators may not be used during exams. Calculators will be provided as needed.

Students may not exit to the desktop / internet during a computerized exam for any reason.

Level III and IV students will have “forward only” testing which prohibits the ability to return to a previous question.

Refer to ADN program Honor Code for ADN Academic Dishonesty Policy.

TEST REVIEW & STUDENT INPUT RE: EXAM ITEMS

Students have the opportunity for test review immediately after their exam. No written notes may be taken when reviewing test answers and rationales. In the event that an exam is administered remotely, a review of answers and rationales will not be available (to preserve exam integrity).

One Exam Item Review Form will be provided to students on the day of the test. The form must be submitted prior to leaving the testing venue. All sections of the form must be completed by the student to be considered by faculty.

REMOTE TESTING POLICY

In the event that the ADN program must transition to remote testing, the following policy will apply:

Testing Preparation Student Responsibilities:

Students are responsible for self-testing the functionality of the system, prior to all Remote Proctored examinations so that any required troubleshooting can be accomplished. Students should check with their faculty member for available practice exams.

Students must close and restart computers before logging into the proctored test environment. All other programs and/or windows on the testing computer **MUST** be closed prior to logging into the proctored test environment and must remain closed until the exam is completed.

Students **MUST** establish identity using their NC Identification badge or an official Driver License.

Appropriate lighting is mandatory during the entire testing time.

Test Environment Requirements:

The online testing environment should mimic the “on-campus” testing environment, and **MUST** conform to the following:

Testing Area:

- Sit at a clean desk or table (not on the bed or floor).
- Maintain room lighting bright enough to be considered “daylight” quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the test taker.

- Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. is necessary unless specifically permitted in posted guidelines for that particular examination.
- No other computer monitors, screens or tablets should be on during the exam.
- No watches (any type) are allowed to be worn during the testing period or in the testing
- In case of a failure of the proctoring service or other technical issue, a cell phone may be used to contact the designated faculty member or technical staff during the exam. Cell phones should be brought into the testing environment in case the need arises to contact faculty/staff. The phone must be stored out of view, either face down on the floor beneath the desk/table or in a pocket, with all ringers, alarms, and notifications silenced.
- No writing should be visible on the desk or walls.
- Under no circumstances should students exit remote proctor during the exam or review process. No test items should be copied, saved or shared during or following the exam.
- Screenshots of test information are prohibited.
- If the instructor permits writing during the exam, writing must be completed on a blank piece of notebook or copy paper. The paper must be shown blank at the beginning of the exam with the student's name, date, and time written at the top of the paper. The paper must also be shown at the end of the exam.
- Do not have a radio or television playing in the background.
- Do not talk during the exam--No communicating with others by any means.
- No other persons except the test-taker should be permitted to enter the room during testing.

Expected Behavior:

- Dress as if in a public setting.
- Do not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that particular examination. Do not take the computer into another room to finish testing (exam must be completed in the same room it began in).
- Your face and ears must be visible at all times. Clothing that obstructs the view of the face and ears—such as hoods, hats, headbands, etc.—are not permitted. No use of headsets (or similar audio devices) are permitted. This includes Bluetooth earbuds.
- You must keep your gaze centered on the screen. Frequently glancing away from the screen could be considered cheating.
- Do not use a phone. The only exception is to contact support staff or your instructor in the event of a technical issue.

Policy Violation Consequences

All remote testing sessions will be recorded. If the proctor or an employee of the proctoring service suspects that a violation of testing policies and/or cheating has occurred, a record of the student's activity will be consulted during and/or after the completion of the exam.

Any minor and major violation may result in several consequences ranging from student notifications to reporting possible honor code violations, which could result in dismissal from the program.

If a student deviates from this policy during the exam, as soon as the student completes the exam, the student must email the instructor explaining the nature of the policy violation. Failure to do so could result in an allegation of violation of the Honor Code.

If the student's explanation for the deviation and the instructor's review reveals a reasonably

innocent explanation, the instructor will resolve the deviation with student. The intent is to allow the student a chance to modify behavior to comply with this policy in order to prevent future flags and to avoid possible punitive action. A student who receives multiple flags may be reported to the Program Director for suspected violation of the Honor Code.

Whether or not the exam was flagged by the proctoring service, if the student is suspected of a violation of the Honor Code, the student will be contacted directly by course faculty. If a violation occurred or there is concern of a violation, the PD policy will be followed. If the explanation for the deviation is unsatisfactory, the instructor at his/her discretion may either 1) issue a PD warning (Step 1) that a second occurrence of policy violation will be reported as a suspected Honor Code violation or 2) Issue PD Probation or Withdrawal (Step 2 or 3), depending on the individual circumstances surrounding the violation. The following violations are grounds for automatic dismissal (Step 3) from the ADN program and a final grade of "F" for the course:

- Producing notes, screenshots, or copying parts of the exam. Students cannot take any notes away from the test site or write down any information about the exam, even if it is intended for personal use.
- Identity fraud or failure to present photo identification when prompted.

If the student requires a resume code in order to continue testing, the student will be required to report to the nearest Navarro College Testing Center or to campus (as directed by faculty), to complete the exam.

TITLE IV COMPLIANCE (including repayment of student loans)

A Financial Aid Officer will instruct all new students regarding financial aid including Title IV compliance during orientation to the program (and at other times as required by NC policies).

Faculty will refer students to the Financial Aid Office for all questions concerning financial aid. Students should consult with Financial Aid in the spring and summer and not wait until fall to initiate financial aid or student loans. Students should consult with the Financial Aid Office prior to dropping any class.

<http://www.navarrocollege.edu/financialaid/>

PROFESSIONAL CONDUCT AND INTEGRITY

Each syllabus includes instruction on ethics and professionalism. Navarro College Associate Degree Nursing Students are expected to conduct themselves in a professional and ethical manner, and to exhibit the caring, compassionate, therapeutic use of self that is expected of professional nursing graduates. This includes, but is not limited to:

- supporting the profession of nursing by paying attention during class,
- being polite and helpful to fellow students,
- maintaining professional communication (verbal and written),
- actively engaging in classroom activities,
- avoiding disruptions in the classroom,
- avoid bullying and using profanity,
- consistently attending class on time and remaining in the classroom during class activities,
- not leaving early without notifying the faculty beforehand, and
- following guidelines for appropriate classroom, clinical, and pinning/graduation attire

Graduates are expected to maintain the professional and ethical behaviors developed while in the program. Among the anticipated graduate behaviors are:

- competent, caring, ethical practice that reflects well on the graduate, the profession of nursing, and the NC ADN program,

- continuing engagement in life-long learning,
- repayment of student loans,
- serving as preceptors for nursing students,
- serving as mentors for new nurses, and
- maintaining contact with the NC ADN program to provide graduate data essential to monitoring the program's compliance with standards of governing agencies and accrediting bodies.

Examples of unethical, dishonest, or unprofessional behavior include, but are not limited to:

- Failure to comply with clinical safety and infection control protocols
- Refusing appropriate client care assignments
- Patient abandonment or failure to report significant signs or symptoms to the primary RN
- Unprofessional behaviors that jeopardize the program's relationship with a clinical agency
- Excessive/habitual tardiness, absences, or late written reports/assignments, incomplete written assignments
- Altering clinical records or inventing patient data for a clinical or academic assignment
- Using notes, textbooks, internet sites, cell phones, or programmable calculators during an exam
- Unauthorized entry into test banks
- Unauthorized use of school or clinical site copy resources, faxes, or other supplies or equipment to complete ADN assignments
- Plagiarism (using work of others and presenting it as your own, without giving credit)
- Copyright violations of textbooks or unauthorized use of fee-for-use, on-line programs
- Providing examination answers or sharing examination information with anyone
- Deliberately falsifying records (health records, clinical records, clinical forms, etc..)
- Covering up or denying an error in the clinical setting
- Drug or alcohol use/abuse
- HIPAA violations- including, but not limited to situations during and after clinical rotations and discussions with fellow students. Also posting on social media about a clinical site, texts to friends regarding patients or, identifying information on a clinical assignments.

Examples of evidence, of unethical, dishonest, or unprofessional conduct includes but are not limited to:

- Direct observation of an act by faculty or an account by a reliable witness
- Self-incrimination
- Documentation that does not support data
- Inappropriate written or verbal communication
- Inappropriate social media posts
- Positive Drug Screen or refusal of a drug screen
- DUI conviction
- Failure to report an arrest and/or a conviction of a crime of any nature prior to admission or while enrolled in the ADN program.

Confirmed unprofessional conduct will result in initiation of the Progressive Discipline Procedures.

STUDENT HONOR CODE

The health professions are based on a high degree of trust by the individuals they serve. Members of the Navarro College community, including faculty and students, accept the responsibility to maintain the highest standards of intellectual honesty and ethical and professional conduct. All ADN students receive a copy of the guidelines and procedures for implementing the ADN Student Honor Code on admission. Students will indicate their willingness to adhere to the Code by signing and returning the acknowledgment form, which shall be placed in the student's file. Lacking knowledge of the guidelines and procedures may not constitute an affirmative defense to a violation of the Honor Code. All questions or concerns regarding the Honor code should be directed to the ADN Program Director.

Reporting Violations of the Honor Code

The primary responsibility for reporting violations of the student honor code rests with the individual who has committed the violation. However, fellow students and members of the faculty and staff also share in this responsibility.

Relationship of Honor Code to Local, State, and Federal Laws

Navarro College adheres to all applicable local, state, and federal laws, and cooperates with law officials in all matters. Any alleged violation of local, state, or federal laws will be referred to the appropriate law enforcement officials and such laws have precedence over the provisions of this policy.

Process for Cases of Suspected Violation of the Student Honor Code

Faculty, staff, and other students have the responsibility to report alleged violations of the Student Honor Code. For matters related to nursing practice and risk to patients, covered by the American Nurses Association Code of Ethics, the student is required to report (e.g., a student diverting patient drugs). The failure of a student to report an observed violation of the honor code may constitute a violation of the honor code. Any reasonable suspicion of a violation of the Student Honor Code shall be reported to ADN faculty. All reports must be submitted in writing.

When faculty have evidence that a student has violated the Student Honor Code, he/she may meet with the student to discuss the issue. If the faculty determine that the conduct could constitute a violation of the ADN Student Honor Code, then the matter will be referred to the Program Director and Progressive Discipline will be implemented. (See Navarro College ADN Honor Code, below).

Navarro College Associate Degree Nursing Student Honor Code Agreement

I, _____ (print name), agree to follow the Navarro College ADN Program's honor code with honesty, integrity, respect, responsibility, and ethics. I have refrained and will refrain from any form of academic or clinical dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the nursing program it is my responsibility to report all suspected violators of the Honor Code to ADN Faculty.

The Student Honor Code is either required or implied on all work submitted for credit and otherwise.

The student is responsible for assuring that all examinations and written work abide by the Navarro College ADN Student Honor Code.

For examinations, the student may promote academic honesty by:

- placing personal items and electronic devices in the specified location
- covering exam sheets during an exam
- not looking around the room or at other students' exams
- refusing to discuss an exam with anyone

In all written assignments, the student is responsible for citing all sources of information that are not the product of his/her own thoughts, including published and unpublished material. The student must adhere to the laws and legal agreements governing software use and copyrighted material.

PROGRESSIVE DISCIPLINE

Faculty are committed to assisting students to be successful in the program. Therefore, Associate Degree Nursing students who are not meeting course objectives in theory, lab, clinical, or preceptorship will be apprised of their performance status using the progressive discipline process.

Step 1: Warning/Counseling

The instructor provides the student with a Student Success Initiative report/contract (SSI) and will counsel the student regarding criteria for successful completion of the course and make recommendations for improvement. Recommendations may include, but are not limited to: review of the ADN Student Handbook,

utilization of peer study groups, tutors, computer assisted instruction, submission of a formal paper addressing the issue of concern, completion of a college course on ethics and/or professionalism, and assistance from NC counselors. The SSI will include deadlines for completion of any required remediation and will be developed to correct the deficit so the student can successfully progress through the program. Student and instructor must sign and date the form. A copy of the form will be forwarded to the Course Coordinator and placed in the student's file.

If at any time the student does not comply with all terms outlined in the SSI, the student will be placed on probation or may be withdrawn from the program. Depending on the situation, the instructor and/or Program Director may defer the warning and proceed to probation or immediate withdrawal.

Step 2: Probation

Probation is a period in which the **student must improve or be withdrawn from the program**. Once probation is initiated, it will be ongoing until the student completes the ADN program. The student meets with the instructor and/or program director. The student and faculty will complete an Associate Degree Program Probation Report in which a contract will be formulated. The contract explicitly states the **expectations that must be followed during the probationary period** and is signed by all parties. A Public CARE report may be initiated by the instructor. A student on probation may not be allowed to precept or attend out-rotations. The decision to allow the student to precept is at the discretion of the ADN Faculty and will be based on overall clinical performance, improvement of behavior that led to probation, and availability of preceptors.

Probation for unsafe clinical practice may be implemented for:

- Unsatisfactory punctuality or attendance
- Any behavior which compromises clinical or practice affiliations
- Unsafe clinical performance such as any violation of physical, biological, or emotional safety, etc.
- Actual medication administration errors
- Unethical or unprofessional behavior
- Repeatedly failing to follow ADN Policies
- Repeatedly failing to update/renew immunizations and other documentation required for clinical
- Academic dishonesty

Step 3: Withdrawal

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract or violates the terms of the contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. Some situations do not allow for the progressive discipline process due to the severity of the nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program.

Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Any unprofessional behavior that seriously jeopardizes the safety of the patient, student, staff, preceptor, or jeopardizes clinical affiliation agreements
- Repeatedly failing to follow ADN policies

Student Success Initiative Reference: "Formula for Success" Nurse Educator May/June 2005

*SUCCESS:

S = See it early;
U = Understand the student perspective;
C = Clarify the situation with the student;
C = Contract with the student for success;
E = Evaluate student's progress on the SSI form;
S = Summarize/Evaluate the student's performance;
S = Sign the summary/evaluation and look to the future.

PROGRESSION IN THE ADN PROGRAM

General Education Courses (Non-Nursing Courses)

All general education courses must be completed with a grade of "C" or better. All general education courses *may* be taken prior to admission to the ADN Program.

Anatomy and Physiology I and II must be completed prior to submitting an application for the A.A.S.A.D.N Degree plan. (AAS.ADN_23). Anatomy and Physiology must be completed within seven years of application deadline with a C or better, or the student must complete BIOL 2404 with a C or better.

Anatomy and Physiology I and II, Microbiology, and other non-RNSG degree plan prerequisite courses must be completed prior to submitting an application for the A.A.S. A.D.N Bridge Degree plan. (AAS.ADN.Bridge_20).

SCIT Anatomy & Physiology courses do not meet the standard of BIOL courses and will not transfer to an ADN degree plan.

After admission to the program, general education courses must be taken according to the sequence on the degree plan.

NOTE: Any deviation from this sequence requires written permission from the ADN Program Director.

Nursing Courses (RNSG Courses)

Nursing co-requisite courses must be taken concurrently.

All nursing theory courses must be passed with final course grade of $\geq 75\%$.

All clinical courses must have a final grade of $\geq 75\%$.

All course requirements must be met at the specified syllabus/calendar date/time or at the date/time agreed upon by the faculty, if adjustments are made.

WITHDRAWAL AND RE-ENTRY POLICIES

If a student is unsuccessful in meeting all course requirements or achieving a passing grade, the student must withdraw from the program. It is required that the student schedule an appointment with the Program Director for an Exit Interview within 10 days after withdrawing, or the student will not be eligible for re-entry (See Exit Interview). Students must re-enter within one year (the next time the course is offered per the guidelines listed below), or must apply for regular admission.

First semester traditional students who are unsuccessful in a first semester course, or who withdraw while failing (RNSG 1261, RNSG 1413, RNSG 1201) will not be eligible for traditional re-entry. To be eligible for readmission, these students must complete a LVN program then apply to the ADN-Bridge program. It is also recommended that the student obtain CNA/CMA certification, to gain healthcare experience, while waiting to enter a LVN program.

Students will demonstrate eligibility for re-entry to RNSG 2404/1361 if the student successfully completes the following on the first attempt:

- Achievement of $\geq 75\%$ on a faculty developed ATI Custom Assessment focused on Fundamental and Pharmacology content
- A score of 90% or better on a faculty developed dosage exam

Students will demonstrate eligibility for re-entry to RNSG 1412/2161 if the student successfully completes the

following on the first attempt:

- Achieve a level 2 score on the ATI Fundamentals Proctored Exam
- Achieve a score of 90% or better on a faculty developed dosage exam

Students will demonstrate eligibility for re-entry to RNSG 2414/RNSG 2461 if the student successfully completes the following on the first attempt:

- Achieve a level 2 score on the ATI Fundamentals Proctored Exam
- Achieve a score of 90% or better on a faculty developed dosage exam

An LVN-RN Bridge student who is unsuccessful in RNSG 1201, but passes RNSG 1517, 2161, 1412, and 2161, will be required to enroll in RNSG 1201 in the fall semester, immediately following the summer semester the student was unsuccessful in. The student will be allowed to enroll in fall sophomore courses (RNSG 2414 and RNSG 2461) while enrolled in RNSG 1201. If for any reason the student is unsuccessful in RNSG 1201, RNSG 2414, or RNSG 2461, the student will not be allowed to progress and will be expected to apply for re-entry the following year. If re-entering the following year; the student must enroll in RNSG 1201 during the summer the student is re-entering or complete the course at another institution prior to re-entry.

Students may not re-enter in RNSG 2435 and RNSG 2462.

Other requirements pertaining to re-entry:

- Skills competencies: Re-entry students are required to demonstrate ability to perform all skills previously validated on, during a guided practice time scheduled by faculty. Open labs are scheduled at the beginning of each semester to practice nursing skills. Open labs are not optional for students re-entering the program.
- Students re-entering may be required to purchase an additional skills kit.
- Students who fail twice are not eligible for re-entry to the ADN program. Re-entry must occur within one year.
- Courses must be taken in sequence for re-entry. For example, the student will not be allowed to enroll in RNSG 1412/2161 after RNSG 2435/2462 has been completed.
- When a course is repeated, the most recent grade will determine progression in the program. The student must pass all courses with a grade of C or $\geq 75\%$.
- Students withdrawn due to academic dishonesty or unprofessional behavior will not be eligible for re-entry. Students who withdraw or fail with an existing SSI for unprofessional behavior may not be eligible for re-entry.
- Re-entry is always limited to space available. Re-entry policy will not conflict with federal and state laws regarding family medical leave. Students who re-enter the program may be required to complete additional courses if there is a change in the degree plan.
- Students may be declined re-admission to the Associate Degree Nursing Program. Reasons for not granting re-admission may include, but are not limited to:
 - Clinical failure due to behaviors that compromised safety or well-being of a patient;
 - Disruptive, disrespectful or unprofessional conduct in the clinical, skills lab or classroom setting;
 - Manipulative, negative actions that caused a hostile or unhappy learning environment;
 - Bullying behaviors towards classmates or faculty/staff; or
 - Violation of the code of ethics.

EXIT INTERVIEW

Students are required to meet with the Program Director for an Exit Interview, in order to be eligible for re-entry. The Exit interview must be completed within 10 days after withdrawal, for the student to be considered for re-entry.

Admission requirements in place at the time of each re-entry apply to the current ADN degree plan, not the original admission or progression requirements at the time of the student's first entry.

STUDENTS IN THE MILITARY

Federal law and regulations (in some states) protect active duty, guard and Reserve military personnel who are attending post-secondary education schools if they must miss school due to military orders. The law and regulations accord the post-secondary education student whose education was interrupted by voluntary or involuntary military service the right to readmission to the educational program. These requirements apply to any educational institution that participates in title IV federal student financial aid programs, including Pell Grants, Stafford Loans, and the Federal Work-Study Program.

<https://www.roa.org/blogpost/1434064/271141/Federal-and-State-Laws-Protect-Military-Students-on-Orders>

STUDENT GRIEVANCE

Students are referred to the Navarro College Student Handbook policy regarding student grievance. The following guidelines are provided to encourage students to work within the ADN Program before filing a grievance.

To facilitate student professional development, faculty encourage students to work out conflicts and disagreements in a professional manner. Any student who perceives that he/she has received inequitable or unfair treatment or a biased evaluation by ADN faculty should first seek to resolve the problem with the involved faculty member. If the problem cannot be resolved with the student-faculty member discussion, then:

- a) The student may submit a written statement/report to the faculty member and the course teaching team for consideration.
- b) If the problem is not resolved with the faculty, the student should submit the written statement/report to the ADN Program Director.
- c) If the matter is not yet resolved, the student should make an appointment with the Dean of Health Professions.

GRADE CHALLENGES

Grade challenges must be filed within 10 days of the course grade being posted. Students should refer to the Navarro College Student Handbook for grade challenges.

STUDENT EVALUATION OF PROGRAM/COURSES/FACULTY/SERVICES

In each RNSG course, students will provide feedback and give input regarding elements in the teaching-learning environment for individual faculty classroom and clinical instruction. ADN forms for course evaluations & evaluation of faculty are used to elicit student feedback for accreditation purposes.

ADN students are also encouraged to complete the Navarro College Canvas course evaluation at the end of every semester. ADN student evaluations submitted through ADN Program surveys are reviewed and summarized along with course outcomes by the program director after completion of the semester and after the recording of final course grades.

In addition to student evaluation of faculty and the RNSG courses, students will evaluate access to student services including the adequacy of information regarding available resources and access to student services. See ADN Program objectives and student learning objectives for a list of feedback and self-reporting of clinical and knowledge competencies requested from students.

End of course evaluation forms and other tools will contain items designed to facilitate student input into RNSG courses, NC and ADN policies, faculty, student services, and clinical agencies.

STUDENT RECORDS AND PAPERS

ADN student files are maintained in the ADN Program Assistant's office. Each student will have an academic file that is designated for degree plan print-outs, clinical evaluation forms, counseling records, personal

information, health forms, and immunizations. The program maintains files for at least one year following successful completion of the licensure exam. Files for students who withdraw or who must exit the program are kept for at least the period of time of readmission eligibility. After these periods, the files maintained will be the comprehensive admission data sheet, gradebooks, and a final academic evaluation form for a period of 2 years.

Faculty may elect to retain select student papers for teaching-learning purposes, as examples for accreditation review and to document course activities. Faculty may copy a student's written work or keep the original and give the student a copy to provide documentation for decisions regarding the quality or lack of quality of a student's work. Upon admission, students will sign a form giving consent for the ADN program to retain examples of the student's academic work.

UNSAFE/UNSATISFACTORY CLINICAL PERFORMANCE

Students are regularly informed of progress or lack of progress in meeting course objectives and course requirements. As a student progresses through the program, the student is expected to demonstrate increasing competence and independence in providing nursing care. A student's clinical performance will be evaluated through weekly self-evaluations with instructor feedback and from instructor generated mid-term and final clinical evaluations. The student must have $\geq 75\%$ on the Final Clinical Evaluation, in order to pass the course (See course syllabi for specific grading criteria). Facility orientation and end of course evaluation time are counted as graded clinical time.

Students are expected to provide safe nursing care. Although the primary purpose of clinical learning experiences is to provide the student with opportunities to apply knowledge and skills. It is essential that the student function in a safe, ethical, and professional manner when providing direct nursing care. Patient safety and well-being must be protected. Violation of client safety is cause for dismissal from the ADN Program (See Progressive Discipline Policy). Unprofessional behaviors or failure to meet essential competencies required of all Texas nursing graduates are valid reasons for failing a theory or clinical course. Unsafe patient actions, failure to improve unprofessional behaviors, or actions that cause a student to be denied privileges at a clinical site are grounds for disciplinary action up to, and including dismissal from the program.

Examples of unsafe or unsatisfactory clinical performance include, but are not limited to:

- Inadequate preparation for clinical.
- Failure to perform timely assessments of assigned patient.
- Failure to report significant changes in a patient's condition (for example LOC, VS, pain, etc.)
- Failure to practice proper hand hygiene; for example, not foaming in and out, not washing prior to gloving or after removing gloves
- Failure to follow standard precautions
- Errors in preparation, administration and documentation of medications/treatments--**even** if the error was found by faculty and did not reach the patient
- Attempting procedures or care activities without appropriate preparation, supervision, or authorization
- Failure to follow the care plan of the primary RN
- Failure to notify the clinical instructor and/or clinical agency of absence or need to leave the clinical site/floor
- Habitual tardiness to clinical (**3 incidents in a semester**)
- Uncivil behavior such as verbally and/or physically abusing patients and/or others.
- Presenting to clinical when personal physical, mental, and/or emotional health may put others or self in danger (Example: presenting to clinical with elevated temperature, or use of a substance or medication that may impair judgment, level of alertness, or motor function)
- Falsifying documents
- HIPAA violations
- Failing to comply with policies regarding alcohol/drug abuse or misuse of over-the-counter or prescription medications

- Failing to take appropriate action necessary for the stability & safety of a patient
- Exhibiting behaviors that indicate physical or psychomotor impairment
- Failure to comply with agency policy regarding Personal Protective Gear or infection control policies

- Placing the program's relationship with a clinical site in jeopardy
- Violation of ethical standards (i.e. willful dishonesty regarding information given to faculty, students, or clinical facility staff, stealing, etc.)

Any student not progressing toward satisfactory completion of essential competencies in a clinical course may also be deemed unsafe.

FOOD AND BEVERAGES IN CLASSROOMS

Refer to Navarro College Student Handbook policy regarding classroom food/beverages. Refer to clinical syllabus for policy of clinical sites regarding food and beverage.

NOTICE REGARDING SCHEDULES AND SYLLABI

Students are advised that course syllabus, assignments, calendars, and schedules are subject to change due to changes in laws, clinical agency requirements, publisher changes, faculty changes or resignations, accreditation policy changes, or other issues.

GRADING CRITERIA

Grades will not be rounded until the final grade is calculated. Rounding up will be to the tenth only. For example, 74.49 would **not** round up to 75 and 89.84 would round up to 90. Grading criteria for each course is indicated in course syllabi. Student grades and attendance are posted to Canvas, regularly.

MEDICATION ADMINISTRATION OCCURRENCE PREVENTION POLICY

ACTUAL MEDICATION ADMINISTRATION ERRORS:

An actual medication administration error is defined as any medication that is administered and involves the wrong time, wrong route, wrong medication, wrong dose, or wrong client during the clinical experience. This may include errors of omission, medications given without a healthcare provider's prescription, extra doses, incorrect rates, medications given to clients with a stated allergy to that medication, medications administered incorrectly regarding site or route, failure to discontinue medications as ordered, giving a medication known to be an adverse reaction risk with the client's drug profile, failure to follow special instructions or precautions, and/or errors with intravenous solutions.

POTENTIAL MEDICATION ADMINISTRATION ERRORS:

A potential medication administration error is defined as a medication error that a nursing student was likely to commit without the intervention of the instructor or another registered nurse. NOTE: Such errors will be treated as an actual error for the student and will require documentation and remediation as indicated.

CONTROLLED SUBSTANCE ERRORS:

Any controlled substance not properly recorded, counted inaccurately, or improperly wasted is documented as a medication incident, but is not an actual administration error. NOTE: Students will not be responsible for obtaining controlled substances.

TRANSCRIPTION ERRORS:

Students may not transcribe an order and may not administer a medication or treatment until the primary RN has transcribed the order to the medication or treatment sheet.

Any order that is transcribed incorrectly is documented as a potential medication error. (Even when there was not an actual administration error.) It is documented as an ACTUAL MEDICATION ADMINISTRATION ERROR if it

resulted in a client administration error as described above.

PROCEDURE for Actual Medication Administration Errors

Actual Medication Administration Errors will be reported immediately by the student and/or instructor to the Primary RN. The clinical agency policy will be implemented.

ADMINISTERING STUDENT:

- Notifies the instructor and primary RN immediately.
- Conducts an assessment of the client's condition including vital signs (Temperature, Pulse, Respiratory Rate, Blood pressure, and O2 saturation) and documents the findings.
- Provides Primary RN with information to be reported to attending healthcare provider.
- Assists as requested in completion of agency medication incident report.

NOTE: Students will complete an agency medication incident report only with an instructor present to supervise the documentation.

- Completes a Navarro College Medication Occurrence Report
- Initiates or completes required remediation prior to next clinical assignment.

INSTRUCTOR:

- Immediately conducts an assessment of the client's condition and assures that indicated assessments and actions have been implemented.
- Assures that Primary RN has been notified.
- If client is unstable or adversely affected, immediately notifies ADN Program Director and clinical coordinator.
- Assists as requested in completing agency medication incident report.
- Assures that student has initiated a Navarro College Medication Occurrence Report.
- Reviews medication occurrence report and client care with administering student and develops a remediation plan for the student.
- Completes and delivers the Medication Occurrence Report to the ADN Course Coordinator and Program Director to be filed in the student's file.
- Follows up to assure student initiates the remediation plan prior to the next clinical assignment.

PROCEDURE for POTENTIAL MEDICATION ADMINISTRATION ERRORS

ADMINISTERING STUDENT:

- Consults with the Instructor or RN prior to administering all medications to prevent an *actual* administration error.
- Completes a Navarro College Potential Medication Occurrence Report.
- Initiates or completes required remediation prior to next clinical assignment.

INSTRUCTOR:

- Intervenes immediately to prevent an *actual* administration error.
- Consults immediately with the student to assure that the student can safely continue with the assigned client care.
- Assures student has initiated or completed the Navarro College potential Medication Occurrence Report.
- Reviews all errors with the responsible student and develops a written remediation plan (SSI).
- Reviews causative factors and patient outcome. Reviews/verifies the severity level of error as determined by the student and verifies level.

After reviewing all pertinent information, the instructor documents on the potential Medication Occurrence Report recommendations (i.e., education relating to the error, skills lab review, etc.).

The potential **Medication** Occurrence Report is routed to the Course Coordinator and ADN Program Director. A copy is placed in the student file. The SSR Worksheet will be entered by Faculty or Program Director.

COURSE COORDINATOR:

- Reviews all Medication Occurrence Reports for trends and discusses with Teaching Team and/or ADN faculty as indicated.
- Reports a summary of events to the ADN faculty at scheduled meetings and includes medication error information in the end of course report each semester.

PROCEDURE for Serious or Life-Threatening Actual or *Potential* Medication Administration Errors

INSTRUCTOR:

- The Instructor will notify the ADN Program Director immediately if an **actual** serious or life-threatening error occurs.
- The Instructor will notify the ADN Program Director immediately if a *potential* medication error places a client at risk for a serious adverse outcome or death.
- The Instructor and ADN Program Director are responsible for instituting immediate intervention, including possible dismissal from the program, for any *actual or potential* medication error that is extremely serious in nature or for any negligent student nurse behavior(s).

MEDICATION INCIDENT REPORTING STUDENT/INSTRUCTOR

- A Navarro College Medication Occurrence Report Form (attached) will be completed for each actual or potential medication error.
- A Pharmacology Review Form will be completed for each drug that is administered in error or that is a potential administration error.
- The National Coordinating Council for Medication Error Reporting and Prevention (NCC MERP) Index will be used to determine the category of each actual or potential medication incident and provides guidelines for remediation or other action based upon the seriousness of each incident.

NOTE: Refer to table of contents for location of forms required for medication errors.

REMEDIATION

Recommended remediation/actions based upon the category for each actual or potential medication incident. The NCC MERP Index will be used to determine categories of medication errors and/or other medical errors:

<https://www.nccmerp.org/sites/default/files/indexColor2001-06-12.pdf>

- Category A: Verbal counseling, remediation, and loss of weekly clinical points. (Example of Category A incident: Not checking a patient's ID band.)
- Categories B to D: Written counseling, remediation plan, loss of weekly clinical points.
- Categories E to I: Review of Student Clinical Performance. All medication incident reports will be filed in the student's file to be available for review by faculty at the time of each actual or potential medication error. Any time a student has a Category E to I medication error, faculty will review that student's overall clinical performance and his/her continued eligibility to progress in the program.

MEDICATION ERROR PREVENTION GUIDELINES

Students must demonstrate accurate calculation of medication dosages by scoring 90% within 3 attempts in RNSG 1261, RNSG 1361, and RNSG 1262. Additionally, faculty may require a student to review and re-test any dosage calculation or math skill identified by faculty as needing improvement.

Students may administer only the type/route of medications and treatments for which their skills have been validated by an instructor in the campus lab. Students may be limited by agency policy or NC policy in administering medications in certain specialty areas.

Students may not check, hang, or administer blood or blood products or be solely responsible for monitoring the administration of blood or blood products or for monitoring a client after an epidural.

CLINICAL SUPERVISION GUIDELINES

- Level I students - do not prepare or administer medications until Level II.
- Level II students - must be supervised by the clinical instructor in the preparation and administration of all medications (RNSG 1361, RNSG 1262, RNSG 2161)
- Level III students - must be supervised by the clinical instructor or registered nurse in the administration of all medications. (RNSG 2461)
- Level IV students – must be supervised by clinical instructor or registered nurse in the administration of all medications. (RNSG 2462)

Refer to the program skills level chart for medication administration and other skills level designations. Refer to course syllabi for further details or descriptions of medication administration and other skilled care. Faculty must verify the accuracy of medications administered at all levels, but will adjust the procedures or steps utilized to verify accuracy and the amount of autonomy allowed, as students progress through the program.

TEXTBOOKS

Textbooks lists are not published in the student handbook because they are subject to change each semester. Textbook lists are made available to new students about a month prior to admission, during orientation. After admission, the textbook list is part of each course syllabus and is available to students at the end of the previous semester. An estimated student fee schedule is updated annually.

ADN PINNING CEREMONY

The ADN pinning ceremony is scheduled in May, during the time of Navarro College Commencement Ceremonies, each year. The ADN pinning ceremony is separate from the NC general commencement ceremonies. To participate in any NC commencement ceremonies, students must follow the guidelines determined by NC Administration and ADN Faculty.

For the ADN Pinning ceremony, guidelines will include, but are not be limited to:

- Pinning attire – Navarro College graduation regalia with no alterations.
- Only the official NC ADN nursing pin, obtained from the Navarro College Bookstore may be worn.
- Only medallions or cords approved by the registrar’s office may be worn.
- Only studs for pierced ears that have been approved for clinical may be used for earrings.
- Do not wear necklaces with the graduation gown.
- Only hair clips approved for clinical may be worn.
- Only Navarro College Administration, Board of Trustee Members, or ADN faculty will be eligible to pin students.

Students who do not follow these guidelines may not participate in the pinning/commencement ceremonies.

NOTE: Decorating caps for commencement is not allowed.

STUDENT HANDBOOK SIGNATURE SHEET

It is a requirement of the NC Associate Degree Nursing Program that you read and agree to comply with the information, policies, and procedures found in this handbook. Please read each statement below. Initial each statement in the space indicated and provide your name, signature, and date by the required deadline. You will be notified of this deadline by the nursing program. Failure, or refusal to sign and return this form by the stated deadline may result in a corrective action or disciplinary measure for failure to abide by a Program requirement. Failure to sign and return this form does not excuse a student's responsibility to abide by the policies and procedures outlined in this handbook.

1. _____ I have read and agree to, and will comply with the student policies as outlined in the ADN Student Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in the Syllabus and Student Polices of the Nursing Program.
2. _____ I agree to provide a urine, blood, and/or breath sample for the purpose of drug screening by an agency designated by the nursing program. I also permit the agency to release the results of the drug screening to authorized nursing program faculty or Program Director. I acknowledge that a positive drug screen or failure to provide a specimen when requested is reason for dismissal from the ADN Program. I understand that a Medical Review conducted by the agency providing the drug screen will be at my expense and will be the final result or decision. Any appeal of a drug screen finding will be at my expense.
3. _____ I agree to criminal background checks and agree to immediately notify the Program Director in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.
4. _____ I authorize the Navarro College ADN Program to maintain my criminal background history report from the Texas Board of Nursing and my Health Care Provider Immunization and Screening records. I authorize the Program to share my criminal background reports from the TBON and my Health Care Provider information with necessary clinical agencies, as a condition of approval for my participation in student clinical rotations in those agencies. I am aware that the Program and Navarro College have no control over my report once a copy is shared with any clinical agency.
5. _____ I hereby verify that it is my responsibility to read the Texas Board of Nursing Nurse Practice Act, Nursing Peer Review Act, Rules and Regulations for RNs and LVNs related to Nursing Education, Licensure & Practice and documents regarding licensure eligibility and nursing education for registered professional nurses in Texas.
6. _____ I grant permission for my instructors to keep samples of my written work and use any photographs/video for teaching – learning purposes.
7. _____ I grant permission for the release of my name and expected date of graduation to potential employers of nurses and other agencies and/or organizations for the purpose of recruitment or scholarship application.
8. _____ I agree to follow the Navarro College Professional Nursing Program's Honor Code with honesty, integrity, respect, responsibility, and ethics. I have/will refrain from any form of academic or clinical dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the nursing program it is my responsibility to report all suspected violators of the Honor Code.
9. _____ I understand that I may have access to confidential information about clients and their families, clinical agencies, and other privileged information. I understand that I must maintain the confidentiality of all information – written, verbal, electronic, etc... I understand that I have an ethical, moral, and legal responsibility to protect confidentiality, and that a breach of confidence may result in my termination from the Professional Nursing Program as well as result in legal action against me as a professional nursing student.
10. _____ I will follow college policy regarding student conduct including academic honesty, professional conduct, alcohol and tobacco policies, and confidentiality of student information. As an ADN student, I will support and cooperate with policies regarding Professionalism,

Required self-reporting, Drug Screening, Patient privacy (HIPPA), Academic honor code, SSIs, and Progressive Discipline.

- 11. _____ I understand that I may be dismissed if I fail to maintain all records required in my Castlebranch account.
- 12. _____ I acknowledge that I have been informed of the nursing program requirements for graduation and application for initial licensure to take the NCLEX-RN Exam.
- 13. _____ I acknowledge that excessive absences, as detailed in course syllabi, may necessitate withdrawal from the clinical and didactic course due to inability to complete all course requirements.
- 14. _____ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. Appropriate protection may include the use of gloves, gowns, masks, face shields, eye protection, mouthpieces, resuscitation bags, and other protective equipment. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.
- 15. _____ I acknowledge that Navarro College is providing in-person classes following the advice and recommendations from the Office of the Governor of Texas, the Texas Higher Education Coordinating Board, and these various public health agencies; however, there is still a risk associated with attending classes or clinicals in person. On behalf of myself I do hereby assume that risk.
- 16. _____ I have been informed that the ADN Student Handbook will be updated annually. I will be provided with an updated copy and a new acknowledgement form. I understand that I will be expected to abide by the most current policies and guidelines.
- 17. _____ I acknowledge that information has been provided in multiple forms and situations regarding requirements for repayment of student loans, fiscal responsibility, and prudent use of student loans. The qualifications, process for applying, and method of distribution of student loans has been explained by financial aid staff. My responsibility to re-pay federal student loans has been explained to me by the Financial Aid office and/or Faculty. I agree that I have an ethical and legal responsibility to repay on time if I have a federal student loan.

Printed Name of Student _____

Signature _____ Date _____

Form must be signed and returned and/or uploaded to Castlebranch by the deadline provided.

PROGRAM FORMS

NAVARRO COLLEGE STUDENT TRAVEL RELEASE FORM

I, _____ understand that I am responsible for my own behavior and will
PRINT FIRST AND LAST NAME

abide by all rules and regulations outlined in the Student Code of the Handbook published by Navarro College. I understand that if I am in violation of any of these rules, I will be subject to the consequences stated in the Handbook. In addition, the following stipulations will apply:

Student Signature: _____ Phone: _____

Advisor Signature: _____

Date: _____

Please provide the information requested below:

Local address: _____

Local phone number: _____

Parent's phone number: _____

Person to notify in case of emergency: _____

Relationship to student: _____

Phone number: _____

Medical conditions: _____

PHOTO RELEASE FORM

PHOTO RELEASE FORM

All photographers taking photographs on Navarro College property or of Navarro College events must obtain a signed release form from any student, faculty member, staff person, or member of the public who is visibly recognizable in the photograph. Crowd scenes where no single person is the dominant feature are exempt.

These rules govern photographs intended for use in any Navarro College publication of a marketing or a public relations nature, such as newsletters, brochures, viewbooks, promotional items, or other such material. Releases also must be obtained for photographs used on the Web. These rules are not in effect when photographs are taken of news events, but photographs taken for news purposes require a release for reuse in marketing materials.

PHOTO RELEASE

Date:

I hereby grant Navarro College permission to interview me and/or to use my likeness in photograph(s)/video in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by Navarro College, in perpetuity, and for other use by the College. I will make no monetary or other claim against Navarro College for the use of the interview and/or the photograph(s)/video.

Name (print full name)

Signature

Relation to subject (if subject is a minor)

Address

City, State, Zip code

Telephone

NAVARRO COLLEGE HEALTH PROFESSIONS OCCURRENCE FORM

Name	Identification	Gender	Occurrence Date	Time
	<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Other	<input type="checkbox"/> Female <input type="checkbox"/> Male		____:____ AM ____:____ PM

Location of Occurrence			
Corsicana	Mexia	Midlothian	Waxahachie
Campus Location/ Room Number:	Campus Location/ Room Number:	Campus Location/ Room Number:	Campus Location/ Room Number:
Off Campus Site:	Off Campus Site:	Off Campus Site:	Off Campus Site:

Nature of Injury		
Bites (Insect or Human)	Burn (type)	Fracture
Burn, Scald	Electrical Shock	Puncture Wound
Sprain, Strain	No Apparent Injury	Other

Occurrence		
Fall	Needle Stick	Misadventure
Improper Body Alignment	Illness	Property Damage
Property Missing	Faulty Equipment	Other

Describe the occurrence in detail, giving only the facts involved:

Witness Name: _____ Address: _____

Witness Name: _____ Address: _____

Witness Name: _____ Address: _____

Was person seen by a physician? No Yes Date: _____

Physician's Name: _____ Address: _____

Physician's findings: _____

Any follow up necessary? No Yes Explain: _____

Name of person preparing report: _____ Date of report: _____

Instructor: _____ Department Chair: _____

* = Using improper lifting techniques (not keeping back straight and knees bent while lifting)
 ** = Injury as a result by someone other than the injured person.

NAVARRO COLLEGE -ASSOCIATE DEGREE NURSING PROGRAM MEDICATION ADMINISTRATION OCCURRENCE REPORT

Student Name _____ Clinical Facility _____

Date of Error _____ Time _____ Client's Initials _____ Age _____

Unit _____ Diagnosis(es) _____

Clinical Instructor _____ Actual Error [] Potential Error []

Circle the administration error that occurred:

Patient Drug Dosage Time Route Omission Other (specify) _____

Was this a calculation error? Yes No

Student's Description of Medication Administration Occurrence:

Assessment of Client (if indicated):

Physician response to error (if indicated): _____

Student Signature: _____ Date: _____

STEPS TAKEN AFTER MEDICATION ERROR OCCURRED:

Assist as requested to complete the Medication Error Report for the clinical facility. Attach a Pharmacology review for each medication involved (for NC ADN Program).

Attach the medication error tool that indicates the Category of error: **A B C D E F G H I** Attach a contract detailing a remediation plan or other actions.

Instructor comments: _____

Signatures:

Clinical Instructor _____ Date Reviewed _____

Course Coordinator _____ Date Reviewed _____

ADN Program Director _____ Date Reviewed _____

NAVARRO COLLEGE - ASSOCIATE DEGREE NURSING PROGRAM

PHARMACOLOGY REVIEW

Student Name: _____ Date _____

Instructor: _____ Facility _____

****One form must be completed for each medication**

Required Information	Student Response
MEDICATION	
INDICATION	
SIDE EFFECTS	
NURSING CONSIDERATIONS	
ACTUAL EFFECT OF ERROR TO CLIENT	
POTENTIAL EFFECT OF ERROR TO CLIENT	
WHAT ADDITIONAL CARE OR MONITORING WERE REQUIRED?	
WHAT IS THE ESTIMATED ADDITIONAL COST TO CLIENT?	
WHAT CAN BE DONE TO PREVENT SIMILAR ERRORS FROM OCCURRING?	

<https://www.nccmerp.org/types-medication-errors>

NCC MERP Index for Categorizing Medication Errors Algorithm

Harm

Impairment of the physical, emotional, or psychological function or structure of the body and/or pain resulting therefrom.

Monitoring

To observe or record relevant physiological or psychological signs.

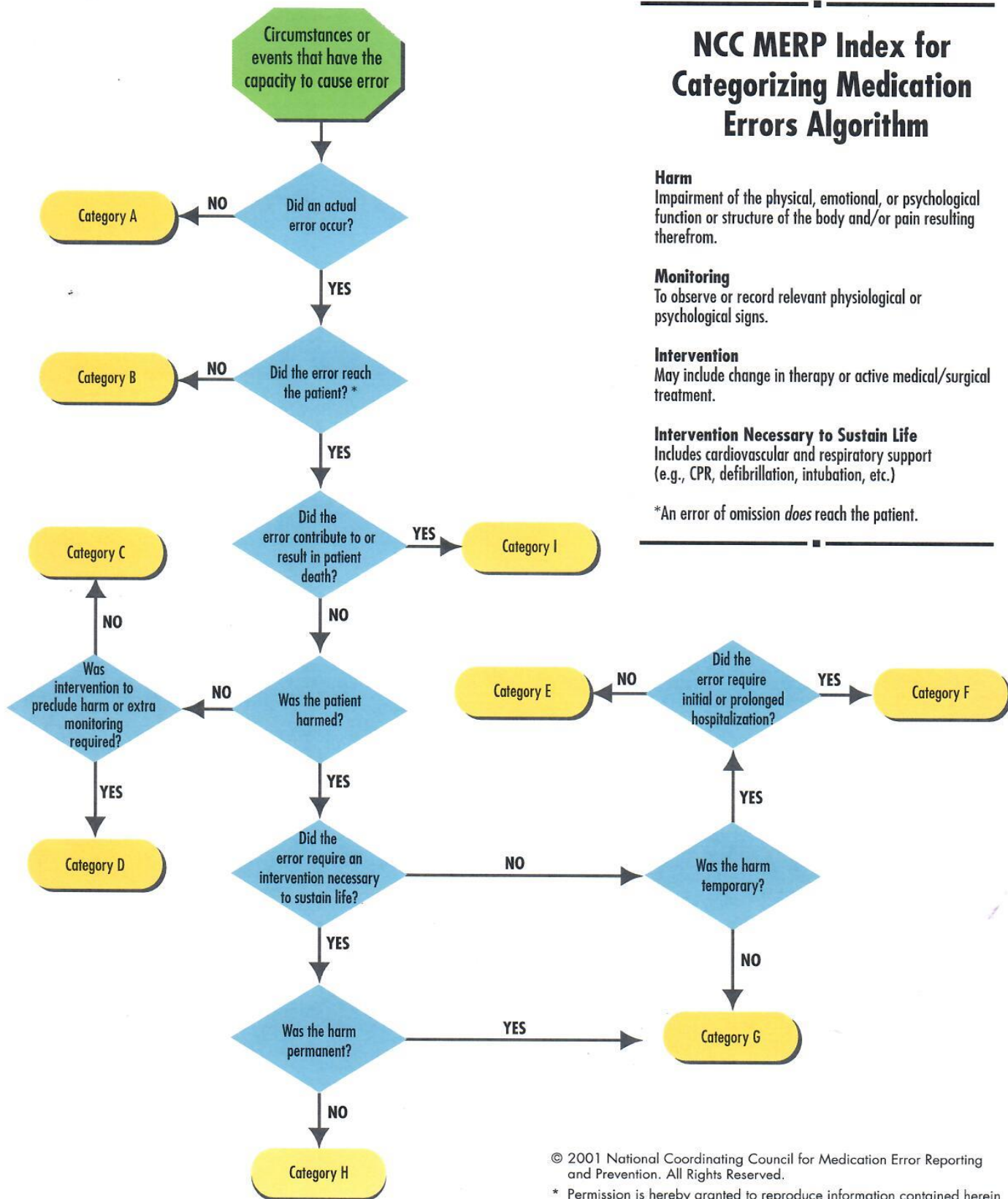
Intervention

May include change in therapy or active medical/surgical treatment.

Intervention Necessary to Sustain Life

Includes cardiovascular and respiratory support (e.g., CPR, defibrillation, intubation, etc.)

*An error of omission *does* reach the patient.



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NC ADN UNIFORM REQUIREMENTS AND GUIDELINES

All NC ADN students are expected to wear the required uniform and adhere to the required uniform guidelines. The requirements address safety and infection control principles. They are designed to ensure students present a professional image and uniformity of dress. Failure to follow the dress code will reflect in an unsatisfactory clinical performance grade and/or a progressive discipline policy contract.

Students are **required** to wear the designated uniforms to class and all clinical activities (lab, skills practice, validations, simulation, off-campus experiences, etc.). Uniforms must be the required color, brand, and style unless otherwise stated. Uniforms can be purchased from any supplier. *Uniform policy may vary according to clinical site requirements.*

TOP	PANTS	JACKET
Women Cherokee Workwear Original Women’s V-neck Top Style# WW645 or #4700 – Red OR Cherokee Workwear Revolution Women’s V-neck Top Style# WW620 - Red Men or Women Cherokee Workwear Unisex V-Neck Top Style #4876 or #4725 – Red ~ADN patch on left sleeve	Cherokee Workwear Stretch Unisex Cargo Drawstring Pant Style #4043 or #4100– Black OR Similar black scrub pants of your choice *NO Low Rise *NO cuffed/jogger styles *Appropriate length – not touching floor OR *For religious beliefs Black Scrub Skirt (below the knee)	Unisex Cherokee Workwear Stretch Jewel Neck Warm Up Jacket Style# 4350 or #WW360 OR Similar Style White or Black *NO lab coat length (keep length 31” or less) CLASSROOM ONLY- Black ADN jacket sold at NC Bookstore ~ADN patch on left sleeve *Jacket is not required

- Plain, black or white shirt, long or short sleeve, without a collar, may be worn under the uniform top if needed
- Black polo-style shirt with buttons (with or without NC logo) for Mental Health clinical is required. Shirt with logo may be worn to class.
- Black or white athletic shoes
 - No backless shoes
 - No open-toe or holes (such as Crocs®)
- Solid black or white socks
- NC student name/photo badge - Badges must have first name and first letter of last name with RN STUDENT. Must wear photo badge **while on campus, class, and all clinical experiences.** Badge must be forward facing and attached to scrub top on the chest near the collar. **Badges should be worn ONLY when representing NC as an ADN student.**
- Stethoscope with a bell and diaphragm, pulse oximeter, manual blood pressure cuff
- Watch with a second-hand
- Black pen and small note pad
- Bandage scissors
- Penlight
- Small hand-gel
- Hair must be a natural color, neat, clean and away from the face. It should not fall forward to support rules of asepsis.
- If required for religious beliefs, a solid black, white, or red (Cherokee red) head covering without ornamentation is allowed. It must be tucked inside the uniform and cannot hang down to support rules of asepsis.
- A solid black, white, or red (Cherokee red) Scrub cap or button head band (worn appropriately) is permitted when a mask is required.
- Natural-color hair clips or pony-tail holders may be worn to keep hair neat and away from face. Bows and/or printed hair bands are not permitted. A black headband may be worn.
- Makeup is permitted in moderation. Perfume/cologne is not permitted, but **deodorant** is required.
- Sideburns, beards and mustaches must be clean, neat and trimmed.
- Fingernails must be clean, neat, **free of polish, and no longer than the tip of the finger.** Artificial nails, gels or tips are not permitted.
- Jewelry is limited to: a watch with a second-hand, one wedding band (no stones), studs/bars that do not fall below the earlobe. **NO necklaces or gauges.**
- Smoking is NOT permitted in/near clinical sites or on campus. Cigarettes or other tobacco products including smoke-less products should not be carried on your person. Students must not smell of tobacco products while in clinical sites.
- Tattoos do not have to be covered unless they are considered offensive or are in violation of the clinical facility policy.
- Facial/oral jewelry is prohibited at all times. A clear or flesh colored spacer is allowed.
- Students MUST practice appropriate attention to personal hygiene habits.

Navarro College Associate Degree Nursing Immunization Declination Form

I understand that if I decline for any reason, I may not be allowed to attend clinical rotations at the facility and this may impact my ability to complete the clinical requirements of the ADN program and may result in withdrawal from the program if an alternate facility cannot be utilized for clinical rotation purposes. **Clinical facilities have the right to refuse my attending clinical rotations in their facility without required immunizations.**

I understand that without being vaccinated, my exposure to patients at healthcare facilities with the following vaccine-preventable diseases puts me at greater risk of acquiring the disease.

Check one:

I am choosing to decline: _____

I am allergic and/or my Health Care Provider is advising me not to take it: _____

<u>Type</u>	<u>Reason</u>
➤ Measles, Mumps, Rubella (MMR)	_____
➤ Varicella	_____
➤ Hepatitis B	_____
➤ Influenza	_____
➤ Tetanus/Pertussis/Tdap	_____
➤ COVID-19	_____
➤ TB test or Chest X-ray	_____

- If you indicate that you are declining, only the student signature is required.
- If you indicate that this is a health-related declination, BOTH the student signature AND the healthcare provider's signature are required.

Student Signature:

X _____ Date: _____

Health Care Provider Signature: (If indicated)

X _____ Date: _____

Facts about the Official “Do Not Use” List of Abbreviations

June 2019

The Joint Commission’s “Do Not Use” List is part of the Information Management standards. This requirement does not apply to preprogrammed health information technology systems (for example, electronic medical records or CPOE systems), but this application remains under consideration for the future. Organizations contemplating introduction or upgrade of such systems should strive to eliminate the use of dangerous abbreviations, acronyms, symbols and dose designations from the software.

Official “Do Not Use” List¹

Do Not Use	Potential Problem	Use Instead
U, u (unit)	Mistaken for “0” (zero), the number “4” (four) or “cc”	Write "unit"
IU (International Unit)	Mistaken for IV (intravenous) or the number 10 (ten)	Write "International Unit"
Q.D., QD, q.d., qd (daily)	Mistaken for each other	Write "daily"
Q.O.D., QOD, q.o.d, qod (every other day)	Period after the Q mistaken for "I" and the "O" mistaken for "I"	Write "every other day"
Trailing zero (X.0 mg)*	Decimal point is missed	Write X mg
Lack of leading zero (.X mg)		Write 0.X mg
MS	Can mean morphine sulfate or magnesium sulfate	Write "morphine sulfate"
MSO ₄ and MgSO ₄	Confused for one another	Write "magnesium sulfate"

¹ Applies to all orders and all medication-related documentation that is handwritten (including free-text computer entry) or on pre-printed forms. ***Exception:** A “trailing zero” may be used only where required to demonstrate the level of precision of the value being reported, such as for laboratory results, imaging studies that report size of lesions, or catheter/tube sizes. It may not be used in medication orders or other medication-related documentation.

https://www.jointcommission.org/facts_about_do_not_use_list/

Navarro College Student Government Association Constitution

Revised: 22nd day of August 2008

Preamble

We, the members of the Student Government Association (SGA), in order to represent, communicate with, and act upon student needs, concerns, and social well-being to the administration, and to make a difference in the institution, and the community, do hereby establish this constitution.

Article I Name

This organization shall be named the Student Government Association of Navarro College, hereafter referred to as the SGA/ ΣΓΑ.

Article II Officers

Section I: The Executive Board

Clause I: The officers of the Executive Board shall be:

- President
- Vice President
- Parliamentarian
- Secretary
- Public Relation Representative
- Cabinet Member(s)
- Freshman Representative(s)
- *State Representative*
- *Regional Representative*

Clause II: The number of Cabinet Members and Freshman Representatives shall be determined by the acting Executive Board & the Director of Student Activities.

Section II: Qualifications of the Executive Board are:

- To have and maintain a 2.5 Grade Point Average
- To be a full time student
- To be in good standing at Navarro College
- To be on neither scholastic nor disciplinary probation
- To not have any disciplinary action taken upon them by any department or faculty member within NC • To not have any disciplinary action taken upon them by any city, county, state or federal law enforcement agencies.

Section III: Disciplinary Actions of the Executive Board

Clause I: Should any Executive Board Officer receive three (3) unexcused absences from any SGA (ΣΓΑ) activity as described by the President of the SGA (ΣΓΑ) or the Director of Student Activities, that officer will be subject to review by the President of the SGA (ΣΓΑ) and the Director of Student Activities and may be subject to removal or probation.

Clause II: All Executive Board Officers will sign a three (3) strikes agreement given by the Director of Student Activities. If the any offices does not abide by the agreement they will serve the consequences stated in Article X Disciplinary Procedures for Officers.

Section IV: Duties of the Executive Board**Clause I: General Officer Requirements**

- Represents the student body of Navarro College on and off campus
- Attends all meetings or conferences pertaining to the SGA (ΣΓΑ).
- Performs all duties assigned by the President or the Director of Student Activities
- All college business performed by the SGA student officers must first be approved by the Advisor of SGA

Clause II: Advisor

- Shall enforce all college policies, procedures and regulations
- Shall dismiss from the meeting any member or spectator who is discourteous, rude, or disrespectful
- Shall offer assistance and advice for all Student Government undertakings
- Shall veto any resolution of the Association deemed improper or unwise
- Shall permit any vetoed measure to be referred to the VP of the Student Services if the Association desires, provided the advisor is informed of such an action in advance of its occurrence

Clause III: President

- Presides over all Congressional and Executive meetings
- Assists the Director of Student Activities in coordinating events
- Provides all members and the Director of Student Activities with a complete agenda prior to the Call to Order of each meeting.
- Attends all meetings and/or conferences pertaining to SGA (ΣΓΑ)
- May not be president or an officer of any other club
- Is required to live on campus during his/her tenure in order to benefit from the Presidential Scholarship

Clause IV: Vice President

- Executes the duties of the President in his/her absence
- Is Chair of the Activities Board
- Coordinates all campus elections
- Responsible for informing the Senate of information pertaining to SGA (ΣΓΑ)
- Responsible for maintaining an accurate roll sheet for all Senate members and informing Senators of excessive absences

Clause V: Parliamentarian

- Executes the duties of the Vice President in his/her absence
- Maintains Parliamentary Procedure and order at all Congressional and Executive meetings
- Shall be the contact person for all the club and organizations
- Shall enforce the guidelines during Elections and help count ballots

Clause VI: Secretary

- Executes the duties of the Parliamentarian in his/her absence
- Records minutes at all Congressional and Executive meetings, and prepares them for each following meeting
- Maintains accurate roll sheet for all student organizations and informs club representatives of excessive absences

Clause VII. Public Relations Representative

- Executes the duties of the Secretary in his/her absence
- Responsible for advertising and promoting all SGA sponsored event
- Be the official SGA voice to the administration about clubs and on/off campus events the SGA participates in.
- To assist other organizations events on/off campus.
- Serve as the chair for the Historian Committee.
- To serve at the SGA representative at the Navarro College Board meetings.

Clause VIII: Cabinet Member(s)

- Executes the duties of the Parliamentarian in his/her absence in the event that the Secretary is unable

Clause IXI: Freshman Representative(s)

- Serve as the voice for the Freshman Class
- Serve as the Chair for the decorations and cleanup of upcoming or new events.

Clause X: State Representative

The state representative shall be chosen by the SGA Advisor and should the Navarro College SGA hold such an office. It is recommended that the representative be a member of the Executive Board who has previously attended the TJCSGA State Convention. If the chosen person is the newly elected President or Vice-President the chosen one must step down from that office and become a Cabinet Member. The vacancy shall be filled in accordance to the guidelines in Article V; Succession of Officers until a permanent replacement can be found under Article IV, Section IV

Clause XI: Regional Representative

Depending upon the office held, if any, at the regional level, the Executive Board may choose to follow the same guidelines established in Article II, Section IV, Clause VII to determine the duties of the Regional Representative. The decision to apply Article II, Section III, Clause VII to the Regional Representative simply requires a majority vote of the Executive Board

Article III Membership Requirements

Section I: The Congressional Body of the SGA (ΣΓΑ) shall consist of the House of Representatives and the Senate

Section II: The House of Representatives shall consist of at least one designated representative from each club or organization as named on the Club Information Sheet,

and the Senate shall consist of general students, or Senators, who are not named as a club representative on any Club Information Sheet

Section III: The House of Representatives

Clause I: Active Membership will be based upon attendance policy as established by

the Executive Board and the Director of Student Activities. Clause II: Each club or organization may have up to three Representatives, but will have only one vote

Clause III: Each Representative is required to maintain a 2.0 Grade Point Average and must not be on either scholastic or disciplinary probation

Clause IV: Representatives may only represent one organization, unless special approval is granted by the Director of Student Activities or the President of SGA (ΣΓΑ), and may not speak on behalf of any other organization on campus, regardless of their membership within the organization

Clause V: The duties of the Representative shall be:

- To represent his/her on-campus organization and SGA (ΣΓΑ) at student activities, on and off campus.
- To vote on all motions brought to the General Assembly.

Section IV: The Senate

Clause I: Active Membership will be based upon attendance policy as established by the Parliamentarian of SGA (ΣΓΑ) and the Director of Student Activities.

Clause II: Each Senator is required to maintain a 2.0 Grade Point Average, be a full time student and not be on either scholastic or disciplinary probation.

Clause III: At the beginning of each fall semester, Senators will be appointed by the Executive Board and the Director of Student Activities. Senators must complete an application and interview process in order to be appointed. The number of Senators appointed shall be determined by the Parliamentarian of SGA (ΣΓΑ) and the Director of Student Activities.

Clause IV: The duties of the Senator shall be:

- To represent SGA (ΣΓΑ) positively at student activities, on and off campus.
- To vote on all motions brought to the General Assembly.
- To work with the executive board, in an efficient manner, in order to progress SGA (ΣΓΑ) in a positive direction.
- To help organize, work at, and participate in activities and events sponsored by the SGA (ΣΓΑ).
- To serve on the Activities Committee, which shall be chaired by the Parliamentarian of SGA (ΣΓΑ).

Clause V: Any senator that does not perform the duties stated in Article III, Section IV, Clause IV of this constitution, is subject to removal by the Parliamentarian of SGA (ΣΓΑ) and the Director of Student Activities.

Article IV Elections

Section I: Two elections will be held for electing the SGA (ΣΓΑ) Executive Board

Clause I: The President, Vice President, Parliamentarian, Secretary, Public Relations Representative, and a selected number of Cabinet Member(s) shall be elected in the spring semester preceding the school year in which they will serve

Clause II: A selected number of Cabinet Member(s) and Freshman Representatives shall be elected at the following fall semester.

Clause III: Senators will be selected after all vacant offices are filled in the fall election.

Section II: It is required that the President be a full time student for at least two semesters, be a full time student during his/her tenure, actively and effectively served in SGA (ΣΓΑ) as an officer or Senator at least a minimum of one semester and be actively involved with campus and student activities, exceptions made only by the Director of Student Activities

Section III: Voting and Interviews

Clause I: All Officers must go through an election and interview process before taking office.

Clause II: All student registered at Navarro College may vote in SGA (ΣΓΑ) elections.

Clause III: The student's votes will count for fifty (50) percent and the interview will count for the remaining fifty (50) percent when running for office.

Clause IV: The final choice for electing an Officer will be with the interview committee, which will consist of three (3) outgoing Executive Board members, the Director of Student Activities and at least two other faculty, staff or administrative employees of Navarro College.

Clause V: If a tie occurs, the candidate with the higher interview score will assume the office.

Clause VI: No write in votes or absentee voting shall be permitted.

Clause VII: All ballots and interview sheets will be secured by the Director of Student Activities and must be destroyed within seventy two (72) hours after the announcement of the results of the election, unless the election has been contested.

Section VI: Contested Elections

Clause I: If a candidate feels that an election was conducted in an improper manner, the candidate may petition the Director of Student Activities for a complete review and investigation of the election in question. The investigation must be completed before any new election may be conducted.

Clause II: Any candidate listed on the ballot, or a group of twenty-five percent (25%) of the members of SGA (ΣΓΑ), may petition for an investigation, but this petition must be received not more than seventy-two (72) hours after the original results has been announced.

Clause III: A committee composed of the SGA (ΣΓΑ) President, the Director of Student Activities and the Vice President of Student Services shall investigate any contested elections. If the President is a candidate, the SGA (ΣΓΑ) shall elect, by a majority vote, a representative to serve on this committee.

Clause IV: If, in the opinion of the committee, the election was conducted improperly, a new election must be held within three weeks following the contested election. If, in the opinion of the committee, the election was conducted properly, the election cannot be petitioned again and the ballots and interview sheets must be destroyed immediately.

Section V: Fulfillment of Vacancies

If a vacancy occurs for any reason, it shall be filled by the following procedure:

Clause I: The number of vacancies shall be announced by the Secretary of SGA (ΣΓΑ) not less than one week prior to being filled.

Clause II: Prospective members shall make application to the Director of Student Activities and make a personal appearance before the election.

Clause III: The SGA (ΣΓΑ) shall vote to determine which of the qualified prospective members shall fill the vacancies. The vacancies shall be filled, in order, by the candidates receiving the highest number of votes cast.

Article V**Succession of Officers**

Section I: In the event that the President is unable to fulfill his/her responsibilities, the Vice President will succeed the President

Section II: In the event that the Vice President succeeds the President, or is unable to fulfill his/her responsibilities, the Executive Board will nominate and elect by a majority vote a current Executive Board member to succeed the Vice President

Section III: In the event that the Parliamentarian is elected to another position, or is unable to fulfill his/her responsibilities, the Executive Board will nominate and elect by a majority vote a current Executive Board member to succeed the Parliamentarian

Section IV: In the event that the Secretary is elected to another position or unable to fulfill his/her responsibilities, the Executive Board will nominate and elect by a majority vote a current Executive Board member to succeed the Secretary

Section V: In the event that a Cabinet Member or a Freshman Representative is elected to another position or unable to fulfill his/her responsibilities, a special election may be held in accordance with the guidelines established in Article IV, Section IV in order to fill the vacancy. The Executive Board may also choose not to fulfill the vacancy in accordance with Article II Clause II.

**Article VI
Meetings****Section I: General Sessions**

Clause I: A quorum, which is defined as 50% of the House of Representatives, Senate and Officers, is required to conduct official business

Clause II: Special Meetings may be called as deemed necessary by the Executive Board or the Director of Student Activities

Section II: Executive Board Meetings

Clause I: Executive Board Meetings shall be held weekly to discuss plans for campus activities and to prepare for General Meetings

Clause II: Special Meetings may be called by the President or Director of Student Activities as deemed necessary

Clause III: A quorum is required to conduct official business and is defined as a simple majority of the Executive Board

Article VII Committees

Section I: Activities Committee

Clause I: The Chairman for the Activities Committee will be the Vice President of SGA (ΣΓΑ). Clause II: The Vice Chairman for the Activities Committee will be a Senator appointed by the current Executive Board.

Clause III: All Senate members are required to serve on this committee as part of their membership within SGA (ΣΓΑ). Any SGA (ΣΓΑ) officer, club representative or general student may also sit on this committee.

Clause IV: The Committee will be responsible for planning special events, activities, lectures, workshops, concerts, etc., to provide student development and student activity programming for the student body.

Section II: Publicity Committee

Clause I: The Chairman for the Publicity Committee shall be appointed with the approval of the majority of the Executive Board officers.

Clause II: Any SGA (ΣΓΑ) officer, Senator, club representative or general student may sit on this committee.

Clause III: The Committee will be responsible for organizing, planning and effecting publicity for all SGA (ΣΓΑ) functions. The Committee will also be responsible for a monthly update of the SGA (ΣΓΑ) webpage, sending out a monthly newsletter to students and working with the Marketing and Public Information office as necessary to promote events.

Section III: Representation Committee

Clause I: The Chairman for the Representation Committee shall be appointed with the approval of the majority of the Executive Board officers.

Clause II: Any SGA (ΣΓΑ) officer, Senator, club representative or general student may sit on this committee.

Clause III: The Committee will be responsible for liaison with the administration, faculty and staff of Navarro College and for initiating any necessary actions to insure communication and representation for and by the SGA (ΣΓΑ).

Section IV: Historian Committee

Clause I: The Chairman for the Historian Committee shall be appointed with the approval of the majority of the Executive Board officers.

Clause II: Any SGA (ΣΓΑ) officer, Senator, club representative or general student may sit on this committee.

Clause III: The Committee will be responsible for creating a scrapbook for competition entry at the annual state convention, collecting and organizing pictures, clippings, flyers and other memorabilia of the year's SGA (ΣΓΑ) activities, and for submitting pictures and articles to the state bulletin schools.

Article VIII Amendments

The Constitution may be amended at any regular or called General Session by two-thirds vote after being presented to the Congressional Body and the Executive Board at two prior consecutive meetings.
Each club representative will be furnished with a copy of the amendment(s) at the initial reading.

Article IX Resolutions

Section I: A resolution shall be defined as a written motion when passed by the majority of the assembly, and will constitute the positions of the assembly

Section II: All resolutions must be presented in writing to the SGA (ΣΓΑ) Executive Board one week prior to being presented to the assembly

Section III: Rules of Debate, Discussion and Adoption

Clause I: The resolution must be read in its entirety before discussion may begin. After the resolution is read, the author(s) of the resolution may have 5 minutes to explain the resolution. If the entire time is not used, the author may waive the remaining time.

Clause II: The assembly will then have five minutes to ask the author questions about the resolutions. After questioning, those wishing to debate the resolution will have five minutes per side to explain whether the assembly should vote for or against the resolution.

Clause III: After debate, the assembly will have a voice vote with those in favor stating "Aye" and those against stating "Nay." If the vote cannot be determined by voice, a hand vote or roll call vote will be taken. The resolution requires a simple majority to pass. The resolution will then go to the Vice President and President of SGA (ΣΓΑ) for their respective signatures.

Section IV: Overruling a Veto

Clause I: If either the Vice President or President of SGA (ΣΓΑ) chooses to veto the resolution, they must prepare a statement in writing to the assembly stating why they chose not to sign the resolution. Clause II: The assembly may overrule the veto with a 2/3 vote, which will send the resolution to the Director of Student Activities and the Vice President of Student Services without the Vice President or President of SGA (ΣΓΑ) signatures.

Clause III: If the Director of Student Activities or the Vice President of Student Services chooses to reject the resolution, it may not be overturned by the assembly.

Article X

Disciplinary Procedures for Officers and Senators

Section I: Any Congressional member, Executive Board member, or Navarro College Administrator or Faculty may bring disciplinary actions against any Executive Board officer or Senator of the SGA (ΣΓΑ)

Section II: Any Executive Board member or Senator to whom disciplinary charges are brought against may request a hearing by the Disciplinary Committee according to Article VII Section V.

Section III: Any Executive Board member or Senator to whom disciplinary charges are brought against may appeal the decision put forth by the Disciplinary Committee through the Appeals Committee which is constructed of Navarro College Faculty and two chosen by the Appeals Committee core members.

Section IV: Any executive board member or senator found in disciplinary trouble with Navarro College or in legal trouble may temporarily be removed from the executive board, pending the outcome of the issue and may be removed indefinitely once the issue has been resolved in the event that the individual is found at fault.

Article XI

Disciplinary Procedures for Campus Organizations

Section I: Suspension of Campus Organizations

Clause I: Suspension is defined as prohibiting an organization from participating in or conducting any activities on campus. These activities shall include fund raising and/or any other activity as determined by SGA (ΣΓΑ).

Clause II: Suspension will occur when no representative from an organization has been present at three consecutive SGA (ΣΓΑ) meetings during one semester. These three unexcused absences will suspend and deprive both the representative and the organization represented of any voice in the SGA (ΣΓΑ) or its meetings. Any committee member(s) the club may have had will be expelled from such committee(s).

Clause III: The suspension may be lifted by the Executive Board at the end of the semester if the number of absences does not exceed four. If an organization is still on suspension at the beginning of the following semester, the suspension may be lifted if a representative attends the first three regular SGA (ΣΓΑ) meetings.

Clause IV: If the organization is not returned to good standing by following the guidelines established in Article XI, Section 1, Clause III, the organization must file a new petition with the Director of Student Activities and the SGA (ΣΓΑ).

Article XII
Ratification

Upon ratification by two-thirds of the Congressional body, this constitution shall become the superior document of the Navarro College ΣΓΑ

Article XIII
Parliamentary
Authority

The rules contained in the current edition of the Roberts Rules of Order Newly Revised shall govern the ΣΓΑ in all cases in which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the ΣΓΑ may adopt

Article XIV
Oath of
Office

Newly elected officers inducted into office must take the following oath before assuming office:

"I, (officer's name), do solemnly swear to assume the responsibilities of (elected office) for the Navarro College Student Government Association. I pledge to fulfill my responsibilities to the best of my ability, to serve with my time, ideas and integrity, and above all, to be dedicated to the purpose of the Navarro College Student Government Association