

Texas Woman’s University College of Nursing Bachelor of Science (BS) Student Handbook

Table of Contents

I. Letter from the Dean.....	2
II. Mission and Goals.....	2
A. College of Nursing Mission Statement.....	2
B. Program Goals.....	3
III. Academic Information and Policies.....	3
A. Essential Elements for Nursing Practice.....	3
B. Core Performance Standards.....	5
C. Academic Advisement.....	7
D. Bachelor of Science in Nursing Degree Plan.....	8
E. RN-BS Program.....	8
F. Academic Information.....	8
1. Grading Scale.....	8
2. Honor Roll.....	9
3. Academic Policies: All Students.....	9
4. Dismissal.....	9
5. Readmission into Nursing Program: All Students.....	10
6. Requirements for Enrollment in Clinical Nursing Courses.....	10
G. Priorities for Class Enrollment.....	10
H. Appeals Procedure.....	11
IV. Student Rights and Responsibilities.....	16
A. Nondiscrimination Policy.....	16
B. Disability Support Services.....	16
C. University Standards of Student Conduct.....	17
D. Texas Board of Nursing Licensure Notification Requirements.....	17
E. Class Attendance.....	17
F. Severe Weather Procedure.....	18
G. Immunization Requirements.....	19
H. Universal Precautions.....	19
I. Guidelines for Professional Appearance.....	21
1. Dress Code.....	21
V. Graduation - NCLEX-RN Exam.....	23
A. Graduation.....	23
1. Degree Plan.....	23
2. Comprehensive Exam.....	23
3. Graduation Application.....	23
4. Graduation Ceremonies.....	23
5. Graduation with Honors.....	23
B. NCLEX-RN Candidate Information.....	24
1. Application Process.....	24
2. Students Desiring to Take the NCLEX Out-of-State.....	24

I. Letter from the Dean

COLLEGE OF NURSING
P.O. Box 425498
Denton, TX 76204-5498
Phone: 940/898-2401

Dear Baccalaureate Student:

On behalf of the College of Nursing, welcome!!

You have been selected to an excellent nursing program at Texas Woman's University. Faculty and staff are highly committed to your success. Although the nursing program requires your serious attention to study, we are confident you will find becoming a registered nurse a significant accomplishment to your own future and that of the patients you will serve here in Texas or beyond.

All my best wishes for a challenging and rewarding education at the College of Nursing.

Sincerely,

Pat Holden-Huchton, R.N. DSN. CNE
Interim Dean

II. Mission and Goals

A. College of Nursing Mission Statement

Texas Woman's University College of Nursing embraces and endorses the University Mission Statement. The specific mission of the College of Nursing is to:

- Provide a supportive environment and foster creativity in undergraduate and graduate programs;
- Empower students by assisting them to acquire the knowledge base and leadership skills to assume professional roles in nursing;
- Prepare students in health promotion and disease prevention activities which consider individual, cultural, and environmental determinants of health;
- Enable students to meet diverse and evolving health care needs, which include the special needs of vulnerable, underserved, and culturally diverse groups;
- Educate students to address the health care issues of people in Texas, the nation, and the world in a time of rapid technological and social change;
- Address the needs of adults who wish to initiate or resume collegiate or graduate study in preparation for career entry or advancement;
- Provide opportunities for minorities to pursue and complete the nursing programs;

- Prepare undergraduate students for entry level practice and provide the foundation for graduate study;
- Prepare master's students for advanced nursing practice;
- Prepare doctoral students to advance the domain of nursing practice and knowledge by engaging in theory development and research;
- Support faculty participation in scholarly activities;
- Provide community service to meet societal needs via health activities and educational programs.

B. Program Goals

The goals of the baccalaureate nursing program are to prepare students who should be able to:

1. Practice in a professional manner in an entry level nursing position.
2. Incorporate current research findings into practice.
3. Collaborate with clients, families, health care providers, and communities in the coordination of health care.
4. Demonstrate novice leadership skills within the organizational structure of health care settings.
5. Think critically in managing health care problems.
6. Demonstrate commitment to the profession of nursing.
7. Care for culturally diverse populations through health protection, health promotion and health maintenance activities.
8. Communicate effectively in professional nursing practice.

Approved by Faculty Organization

III. Academic Information and Policies

A. Essential Elements for Nursing Practice

To: Nursing Students

From: Pat Holden-Huchton, RN, DSN, CNE, Interim Dean

Subject: Essential Elements for Nursing Practice

Texas Woman's University is committed to affording equal educational opportunity to all individuals qualified for admission to its academic programs. To succeed, all students must meet specified performance standards of the University and the specific program of study.

The College of Nursing has identified those performance standards which are expected of all students enrolled in the nursing program and these are attached for your information. The "General Outline for Essential Elements for Nursing" includes the expectations for all University students as well as those specific to nursing. The College of Nursing "Core

Performance Standards" gives specific examples of the performance standards that are specific to nursing.

These standards are provided for your information as you begin the nursing program so that you will know what will be expected during the program. If any student requires reasonable accommodation to meet these performance standards, it is the responsibility of the student to register with Disability Support Services and to notify the faculty member in a timely fashion.

General Outline for Essential Elements for Nursing

I. Academic Readiness - The student, with or without reasonable accommodation, must be able to:

A. Demonstrate eligibility for scholarship at the post secondary level by:

1. Satisfying general admission requirements of Texas Woman's University.
2. Satisfying specific admission requirements unique to a program selected as an academic major.

B. Demonstrate the ability to profit from advanced scholarship by:

1. Communicating with an academic advisor.
2. Planning an academic schedule appropriate to the content area selected as a major.

II. Academic Progress - The student, with or without reasonable accommodation, must be able to:

A. Profit from learning experiences relevant to program objectives, including such means as:

1. Attending scheduled class lectures, laboratory sections, etc.
2. Satisfying specific course/program objectives as specified in syllabi.
3. Demonstrating competencies through evaluation procedures adopted by the academic program.
4. Complete degree plans and other student progress records as required by the program and the University.

B. Demonstrate critical thinking skills deemed appropriate for the academic level and discipline content, including such means as:

1. Successfully completing the University Core Curriculum requirements.
2. Comprehending appropriate professional literature.
3. Integrating professional literature.

4. Articulating information specific to the academic major.
 5. *Demonstrating critical thinking and cognitive abilities sufficient for problem solving and clinical judgment.
- C. Demonstrate eligibility to assume a professional role at program completion, including such means as:
1. Meeting all matriculation requirements specific to the program.
 2. *Interacting in a productive manner with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.
 3. *Demonstrating communication skills sufficient for interaction with others in verbal and written form. (Communication is understandable to others).
 4. *Demonstrating mobility sufficient to move independently from room to room and maneuver in small spaces.
 5. *Demonstrating motor skills sufficient to provide safe and effective nursing care.
 6. *Demonstrating auditory ability sufficient to provide safe and effective nursing care.
 7. *Demonstrating visual ability sufficient for observation and assessment necessary in nursing care.
 8. *Demonstrating tactile abilities sufficient for physical assessment and therapeutic interventions.
 9. Completing certification/licensure requirements if needed for employability.

****elements specific to nursing***

III. Conduct Within the Academy-The student, with or without reasonable accommodation, must be able to:

- A. Demonstrate behaviors appropriate to study at the post secondary level, including such means as:
1. Abiding by the current University policies for student conduct.
 2. Interacting appropriately with peers, faculty, and the professional community.

B. Core Performance Standards

Nursing care must be delivered in a timely fashion for safe and effective nursing care to be given to the patient/client

Issue	Standards	Examples
-------	-----------	----------

Critical Thinking Cognitive Ability	Critical thinking sufficient for clinical judgment.	Ability to handle multiple tasks and problem solve simultaneously. Identify cause-effect relationships in clinical situations; utilize the nursing process in developing nursing care plans; and perform dosage calculations in a time frame to deliver safe care.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.	Establish rapport and maintain professional demeanor with patient/client, family, and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form. Communication is understandable to others.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Moves around in patient's rooms, work spaces, and treatment areas and can administer cardiopulmonary procedures. Able to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed when providing patient care.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Motor skills of lifting, carrying, pushing, and pulling are required. Physical ability to lift and transfer 50 pounds and carrying of objects up to 25 pounds. Physical ability of bending or stooping 1 inch from the floor and of reaching overhead to retrieve or place items on patient/unit shelves; to intermittently push objects over 100 pounds; stand/walk for 8 -12 hours.
Hearing	Auditory ability sufficient to provide safe and effective nursing care.	Hears, with and without background noises, monitor alarms, emergency signals, auscultatory sounds, and cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Assess and observe patient/client responses; able to identify and distinguish colors and shades of the same color.
Tactile	Tactile ability sufficient	Finger dexterity to perform palpation and

	for physical assessment.	percussion functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter. Perceives attributes of object such as size, shape, temperature, or texture.
--	--------------------------	--

C. Academic Advisement

Academic advisement by faculty is primarily provided during individual appointments at the Denton Campus, Houston and Dallas Centers. The Baccalaureate Coordinators are available to students who encounter problems or need further assistance.

Responsibilities

The Faculty Will:

1. Review the student's permanent file which includes a projected degree plan and dated notes of contacts with student.
2. Be available to students by posting office hours and/or responding to requests for appointments.
3. Provide academic advisement regarding course selection, requirements for progression and graduation, and resources and referrals as needed.
4. Identify potential scholarship/awards nominees.
5. As requested, assist with completion of degree plans.

The Student Should:

1. Maintain a file of transcripts, grade reports, and all communications with the University.
2. Obtain and read the Texas Woman's University Student Handbook, Baccalaureate Nursing Student Handbook, and the current University Catalog at the time of initial enrollment at TWU.
3. Promptly submit transcripts to the Registrar's Office in Denton for courses completed at other colleges/universities.
4. Prior to registration each semester make an appointment with the designated faculty member, according to the procedure at each center.
5. Prior to withdrawing from a course, consult with the appropriate faculty and the Program Coordinator/Associate Dean.
6. If encountering difficulties in academic or clinical matters, seek guidance, resources and/or referrals from the appropriate faculty and program coordinator.
7. Review and sign a degree plan at the designated time, one year prior to anticipated graduation.
8. Notify the Program Coordinator in writing when:
 - a. part time enrollment will delay progression and graduation.
 - b. requesting to return after withdrawing or failing a nursing course.

c. desiring to resume one's nursing studies after an absence from the University.

D. Bachelor of Science in Nursing Degree Plan

Please see the Bachelor of Science (BS) Web page at <http://www.twu.edu/nursing/bs.asp> for Sample Plans

E. RN-BS Program

Upper Division Nursing Program Requirements

Twenty-eight semester hours of credit will be awarded to those individuals who have a license to practice in Texas as a registered nurse and who have met the established criteria for admission to upper division nursing courses. Credit is awarded for Pharmacology, Mental Health Competencies, Child Health Competencies, Adult Health Competencies I, Adult Health Competencies II, and Women's Health and Family Role Competencies.

The following upper division course requirements are taken at TWU (Total 34 credit hours).

- NURS 3643 The RN Introduction to Baccalaureate Nursing (3 hours)
- NURS 3612 Introduction to Nursing Research (2 hours)
- NURS 3614 Nursing Assessment Across the Life Span (4 hours)
- NURS 3804 The RN Experience with Families and Groups (4 hours)
- BIOL 4344 Pathophysiology (4 hours)
- NURS 4612 Promoting Wellness in the Aging Family (2 hours)
- NURS 4614 Communities Health Competencies (4 hours)
- NURS 4803 The Nursing Leadership and Management Experience (3 hours)
- NURS 4813 The RN High Acuity Nursing Experience (3 hours)
- NURS 4823 Competencies in RN Transition to Baccalaureate Nursing (3 hours)
- Additional credits (2 hours)

The upper division courses may be completed in three semesters of full-time study or may be completed on a part-time basis. Thirty of the last 36 hours of credit for the degree must be taken at TWU.

F. Academic Information

1. Grading Scale

The following grading scale is used in the College of Nursing:

90 -100 = A

80 - 89 = B

72 - 79 = C

60 - 71 = D

0 - 59 = F

2. Honor Roll

Undergraduate students are placed on the Honor Roll when they have in the preceding semester received credit for no fewer than nine hours with grade points totaling 3.3 times the hours of credit and with no failing grades. Honor roll cards are issued by the Office of the Vice President for Academic Affairs after commencement for both the Fall and Spring Semesters.

3. Academic Policies: All Students

1. A minimum grade of C is required in pathophysiology.
2. A minimum grade of C is required in all courses in the nursing major. If a student earns a grade of D, F, or WF in a nursing course, that course must be repeated. A course in which a grade of less than C (D, F, or WF) was earned may be repeated only once.
3. A student who has earned a grade of less than C (D, F, or WF) in two nursing courses or who has earned a grade of less than C (D, F, or WF) twice in the same nursing course will be removed from the nursing program. There will be no exceptions. For the purpose of removal from the nursing program, a grade of less than C is counted as a grade of less than C even if the course has been successfully repeated.
4. Students receiving a grade of I, D, F, or WF in a nursing course may not progress in courses for which that course is a prerequisite.
5. All nursing courses must be completed within a period of five consecutive calendar years from the date of first enrollment in a nursing course. Any current or returning student unable to complete the program within this allotted time frame must apply and compete for admission as a beginning nursing student.
6. To be eligible to graduate, students who are not already licensed in Texas as a registered nurse are required to achieve a passing score on a nursing comprehensive exam. If a student does not pass by the second attempt, the student must enroll the following semester in a 3 credit hour nursing independent study course, designed for the student's area of deficiency, and take another nursing comprehensive exam. If, after one attempt during the independent study course, the student does not achieve a passing score on the nursing comprehensive exam, the student will receive an F in the course and will not be allowed to continue in or graduate from the program.

4. Dismissal

The College of Nursing reserves the right to require the withdrawal from the College of Nursing any student whose behavior is deemed to threaten the welfare of any individual or whose behavior is deemed unsafe in any manner.

5. Readmission into Nursing Program: All Students

If a baccalaureate student who was in good academic standing has been absent from the program for more than one year, the procedure for re-entry into the nursing program will consist of:

1. Placement test(s)
2. Clinical skills assessment

The placement test(s) and clinical skills assessment will determine the level of re-entry. Enrollment will be based on the availability of clinical faculty and clinical space.

An individual who has been unsuccessful in meeting the progression requirements, after being admitted to the baccalaureate program in the College of Nursing, is eligible to apply to the College of Nursing and be considered for admission as a new student in the baccalaureate program after a period of five years.

6. Requirements for Enrollment in Clinical Nursing Courses

At the time of enrollment in clinical nursing courses, the student must provide proof of:

1. Current cardiopulmonary resuscitation certification (must include one person, two person, infant, child, adult, choking, and one way valve mask breathing for Health Care Providers.).
2. Current required immunizations. Information on specific requirements is sent with the acceptance letter.
3. Drug testing and criminal background screening by a company designated by the College of Nursing. If enrollment is continuous at TWU, the student does not have to repeat the drug testing and criminal background screening.

Professional liability insurance will be provided for each student through the TWU student professional liability group policy.

G. Priorities for Class Enrollment

Enrollments in nursing courses are limited and are determined by the number of faculty available to teach each course. Teaching assignments are based on projections of class size for each course and every attempt is made to assure there are enough faculty to meet projected needs. However, there are times when the number of students seeking enrollment is more than the space available in the class. The College of Nursing has established priorities for determining who may enroll in a course if there is not space for all students. The following groups are listed in order of priority.

1. Ongoing fulltime students who are in good academic standing.
2. Ongoing part-time students who are in good academic standing.

3. Previously enrolled students who were in good standing when they stopped taking nursing courses.
4. Ongoing students transferring from one TWU clinical center to another.
5. Ongoing students in good academic standing previously enrolled in the course who withdrew with a WP.
6. Students who are seeking to repeat a course because they earned a grade less than C the first time they took the course.
7. Students seeking to transfer from another nursing program.

H. Appeals Procedure

Academic Appeal Process (see below for the Academic Appeal Form)

1. Functions

- a. The College of Nursing (CON) Academic Appeals Committee shall recommend, to the Faculty Organization, policies for students appeals. These policies will have first been reviewed and approved by the campus academic appeals subcommittees.
- b. Upon request, the Committee will provide academic appeals subcommittees with objective appraisal regarding academic appeals.
- c. The subcommittee shall review all policies under consideration by the CON Academic Appeals Committee. The subcommittee on any campus may formulate and recommend for review a change in/or policy procedure. Such changes would be reviewed by each subcommittee and then reviewed by the CON Academic Appeals Committee. If approved, the suggested change would be recommended to the CON Faculty Organization for adoption. The subcommittees shall consider student appeals of academic matters. The subcommittee shall consider student appeals of clinical performance, papers, projects, and other matters as delineated in the Student Handbook. The subcommittee shall consider questions as to whether a student has met progression requirements and/or other academic policies of the College of Nursing. The subcommittee will hear the evidence presented during the appeal process and make recommendations to the Dean. The subcommittee shall likewise apprise the campus Associate Dean of the recommendation.

**TEXAS WOMAN'S UNIVERSITY
COLLEGE OF NURSING
Academic Appeal**

Student filing appeal:

Name: _____

Mailing Address: _____

Telephone Number: _____

Course Number and Title of Course: _____

Grade or Issue Being Appealed: _____

Date Grade was Received: _____

Name of Faculty Involved in Evaluation: _____

This issue has been discussed with:

Instructor Signature

Date

Course Manager or Program
Coordinator Signature

Date

Associate Dean Signature

Date

Student must attach a written rationale for the appeal, including the outcome that the student is seeking.

2. Membership

Each subcommittee shall consist of three faculty selected by the respective campus, Associate Dean or designate from a list of faculty who volunteer for the subcommittee. Three alternates will also be appointed to serve in the event of the unavailability of a subcommittee member. The campus Associate Dean will appoint one member of the committee to convene the first meeting. The subcommittee will then elect a chairperson and an alternate chairperson under a system of staggered terms. The Dean will designate an alternate campus subcommittee to hear an appeal.

Academic Appeal Procedure

1. Purpose

- a. The purpose of the appeal procedure is to provide faculty and students with a detailed outline of the steps to follow when appealing academic matters while the appeal process provides objective appraisal regarding academic matters within the CON.
- b. The Academic Appeals Subcommittee shall consider student appeals of the academic matters such as clinical performance, course grades, and grades on papers or projects. The subcommittee may consider questions as to whether a student has met progression requirements and/or other academic policies of the CON. Individual test questions are not subject to appeal. The committee will not function as a grader for projects or papers.

2. Process

In the event the student wishes to appeal a decision relating to an academic matter, the student will:

- a. Contact the faculty member responsible for the decision and ask for further consideration of the issue.
- b. If the student is not satisfied with the action of the faculty member, the student will ask the course manager to review the matter.

1) Graduate students will proceed to the program coordinator.

2) If the undergraduate student is still not satisfied, they will ask the Undergraduate Program Coordinator to review the matter.

- c. If the issue is not resolved satisfactorily at this level, the student may seek redress by appealing in writing through the campus Associate Dean. The written petition (see attached format) must include:

- 1) Name of student with a current mailing address and telephone number
- 2) Name of course
- 3) Grade or issue which is being challenged
- 4) Date student received grade
- 5) Name of faculty involved in evaluation of the issue concern
- 6) Date(s) student met or had communications with instructor, course manager, program coordinator, and Associate Dean
- 7) Student's reason for challenging the grade (issue) and any documentation to support the challenge
- 8) Outcome student is seeking

3. Time Frame

- a. The student must initiate a written appeal within 10 working days of the student's receipt of the grade or academic decision being appealed.
- b. Within 5 working days of the receipt of the written petition, the campus Associate Dean, or designee, will read the student's concern and determine the appropriate disposition of the charge. The Associate Dean will not respond to the substance of the charge.
- c. If the campus Associate Dean determines that an Academic Appeals Subcommittee should be convened, she/he will initiate this step for the student. If the Associate Dean determines that another avenue is more appropriate to review the concern, she will advise the student of the appropriate channel.
- d. The Academic Appeals Subcommittee will meet within 10 working days of notification of the appeal.
- e. The time limits identified for the appeal process do not include weekends, term breaks, or holidays.

4. Preliminary Proceeding

- a. The chairperson of the Academic Appeals Subcommittee will set a time for a hearing. The chairperson will notify the campus Associate Dean, committee members, student, and faculty named in the petition as to the date, time, and place of hearing. Faculty involved in the petition and students petitioning have the responsibility to notify their own witnesses.
- b. Prior to the hearing, the chairperson will share with the committee members all pertinent material submitted by the individuals involved in the appeal process and send a copy of the appeal letter to the faculty involved in the appeal.

c. If the issue of the appeal is related to a grade, prior to the hearing (minimum of 48 hours) the faculty member involved in the appeal must submit to the hearing chairperson the following material:

- 1) Criteria for assignment
- 2) Syllabus
- 3) Objectives
- 4) Copy for paper, project, or clinical evaluation form and rationale for grade assigned
- 5) Grade sheet summary form for the course
- 6) Additional pertinent information

d. Materials from the student will be submitted to the Associate Dean at the time of submitting the written appeal and will be passed on to the hearing chairperson. In addition, the student will provide the hearing chairperson any other information/materials that she/he believes would be helpful to the appeals process prior to or at the time of the hearing.

5. Hearing Procedures

a. Individuals who may be present during the appeal hearing are:

- 1) Members of the Academic Appeals Subcommittee
- 2) Student requesting appeal
- 3) Faculty member involved in the academic decision being appealed
- 4) Designated witnesses of student and/or faculty member during the time they are presenting information.

b. The chairperson and committee members will determine who will be present in the room and in what order they will present. The student will present rationale for the appeal first, followed by faculty presentation of rationale for the decision/grade.

c. Witnesses will be asked to wait in an adjoining area until called by the hearing chairperson. Upon presenting their information, the witnesses will be asked to leave the appeal hearing and remain in an adjoining area.

d. Attorneys are not permitted at appeal hearings.

e. No tape recording of the appeal hearing will be permitted.

f. During the hearing participants/witnesses will present their information and the opportunity for questions will be provided.

g. The student and/or faculty member involved will be directed by the hearing chairperson to channel remarks only to the issue identified in the written request submitted for the appeal hearing.

h. Upon conclusion of the presentation of information, the student and faculty member will be requested to leave the hearing. The subcommittee members will then deliberate and arrive at a recommendation. The chairperson will notify the Dean in writing within 48 hours of the subcommittee's recommendation and rationale for the recommendation. The hearing chairperson will also submit to the

- Dean supporting evidence for the recommendation, and any other pertinent material. The campus Associate Dean shall be apprised of the recommendation.
- i. The Dean shall notify the student, faculty member involved, Associate Dean, and the Academic Appeals Subcommittee Chair of the final decision in writing within 10 working days after receiving the completed information from the subcommittee.
 - j. The student may appeal the same grade through this procedure only once. If the student or faculty wish to pursue the review, administrative channels are established for this purpose.

Approved by TWU College of Nursing Academic Appeals Committee

August 22, 2001

Revised and approved by the College of Nursing August 2007

IV. Student Rights and Responsibilities

A. Nondiscrimination Policy

Texas Woman's University strives to provide an educational environment that affirms the rights of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, veteran's status, or against qualified disabled persons.

(For additional information refer to the University Catalog, General Information. At <http://www.twu.edu/academics/catalogs.html>)

B. Disability Support Services

It is the policy of Texas Woman's University to provide reasonable accommodations for qualified individuals with disabilities. This college will adhere to all applicable federal, state and local law, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact Disability Support Services and the faculty member in a timely manner to arrange for appropriate accommodations.

The Disability Support Services Office is designated to respond to the special needs of students with disabilities. The professional staff in this office acts as the centralized clearing house for provision of those accommodations/services that will most appropriately meet each student's needs. The office provides or locates appropriate services that allow students to have equal access to academic programs and services. Disability Support Services endeavors to provide the assistance and encouragement that the student needs in meeting the challenges of university life.

To obtain services a student must meet the following criteria:

1. Receive notice of acceptance to TWU.
2. Complete an application form available through the Disability Support Services Office.
3. Provide documentation indicating the presence of an impairment which substantially limits one or more major life activities.
4. Apply well in advance of the semester for which assistance is needed to obtain services in a timely manner.

Additional information, including a Campus Access Guide, may be obtained by contacting Disability Support Services, CFO 105, P. O. Box 425966, Denton, TX 76204-5379, 940/898-3835, (Voice) or TDD access at 940/898-3830.

C. University Standards of Student Conduct

Undergraduate and graduate students are subject to the general rules and regulations of the University as printed in the TWU General Catalog and the University Student Handbook. All students of the Texas Woman's University are expected to know and adhere to high standards to conduct and of academic integrity and scholarship.

Academic Dishonesty

Definitions

Academic dishonesty includes cheating, plagiarism, falsifying academic records, and other acts intentionally designed to provide unfair advantage to the student, or the attempt to commit such acts. Cheating includes, but is not limited to, intentionally giving or receiving unauthorized aid or notes on examinations, papers, or class assignments intended to be individually completed. Cheating also includes the unauthorized copying of tests or any other deceit or fraud related to the student's academic conduct. Plagiarism occurs when a student obtains someone else's work and presents those ideas or words as his or her own academic work. Falsifying academic records includes, but is not limited to, altering grades or other academic records.

D. Texas Board of Nursing Licensure Notification Requirements

Please go to the website of the Texas Board of Nursing to print the licensure eligibility notification requirements.

E. Class Attendance

The University expects students to attend all classes regularly and punctually. It is a policy of the University not to allow a fixed number of "cuts" in any class. The only excused absences are for:

1. Illness certified by a personal physician
2. Serious illness or death in student's immediate family
3. Being away from the campus with the sanction of the University or for a religious holiday

Instructors may report students to the Office of the Vice President for Academic Affairs when, by excessive absences or tardiness, they endanger their standing in a course. Instructors will list each absence. The Vice President will notify such students that their academic records are in jeopardy.

Instructors must keep a record of class attendance and include it in the semester report to the Registrar. The total number of absences is to be entered on the grade report at the end of the semester.

The student will be responsible for providing the proper verification for the absence to the professors. For situations that do not meet these guidelines, the student is responsible for contacting the professors directly.

Religious Holidays

The state law allows students in Texas colleges and universities to make up missed work if they are absent because of a religious holy day. The law requires an institution of higher education to allow a student who is absent from classes for the observance of a "religious holy day" to take an examination or complete an assignment scheduled for that day. The student must notify the instructor prior to the day of the planned absence. The law defines a "religious holy day" as a day observed by a religion whose place of worship is exempt from property taxation under state law. If a student plans to be absent for an observance, written notice must be given to each instructor by the 15th day of the semester.

The law, which became effective August, 1985, further states that a student who is excused under these conditions may not be penalized for the absence; but the instructor may appropriately respond if the student fails to complete satisfactorily the assignment or examination.

F. Severe Weather Procedure

A severe weather watch may be defined as an atmospheric condition which is likely to produce severe weather. A severe weather warning may be defined as severe weather occurring in the area which necessitates precautions being taken. Severe weather may be defined as tornadoes, cyclones, and high winds.

In the event of inclement weather, information about closings may be obtained from the following sources:

Radio Stations		Television		Telephone	
Dallas:	KRLD 1080 AM	Dallas:	Channels 4, 5, 8, & 11	Dallas:	(214) 689-6631
	KLIF 1190 AM	Denton:	Cable: Channel 25	Denton:	(940) 898-3430
Houston:	KPRC 950 AM	Houston:	KPRC TV - Channel 2	Houston:	(713) 794-2310
	KTRK 740 AM		KTRK TV - Channel 13		
	KIKK 96 FM				
	KODA 99.1 FM				

G. Immunization Requirements

TO: Health Science Students

FROM: Student Health Service, Immunization Program

Phone Number: (940) 898-3826

RE: Immunization Requirements

State law requires all college and university students in health care or ancillary programs to show proof of certain immunizations. These requirements must be met prior to students beginning their first clinical course, affiliation or practicum.

Please visit the Student Health Services Web site at <http://www.twu.edu/o-sl/shs/> or call 940.898.3825 for more information about requirements.

Please complete and return a COPY of the Immunization Record for Nursing Majors at Texas Woman's University to:

Texas Woman's University
 Immunization Program
 P.O. Box 425467
 Denton, TX 76204-5467
 Immunization Fax line: (940) 898-3849

KEEP THE ORIGINAL FOR YOUR OWN RECORDS, SEND ONLY A COPY.

H. Universal Precautions

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and body-fluid precautions should be consistently used for ALL patients. This approach, previously recommended by CDC, and referred to as "universal blood and body-fluid precautions" or "universal/standards precautions," should be used in the care of ALL patients, especially including those in emergency-care settings in which the risk of blood exposure is increased and the infection status of the patient is usually unknown.

1. All health-care workers shall routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves shall be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves shall be changed after contact with each patient. Masks and protective eyewear or face shields shall be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons shall be worn during procedures that are likely to generate splashes of blood or other body fluids.
2. Hands shall be washed before and after examining each patient. Hands and other skin surfaces shall be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands shall be washed immediately after gloves are removed.
3. All health-care workers shall take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needlestick injuries, needles shall not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items shall be placed in puncture-resistant containers for disposal; the puncture-resistant containers shall be located as close as practical to the use area. Large-bore reusable needles shall be placed in a puncture-resistant container for transport to the reprocessing area.
4. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags, or other ventilation devices shall be available for use in areas in which the need for resuscitation is predictable.
5. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
6. Pregnant health-care workers are not known to be at greater risk of contracting HIV infection than health-care workers who are not pregnant; however, if a health-care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health-care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

Implementation of universal blood and body-fluid precautions for ALL patients eliminates the need for use of the isolation category of "Blood and Body Fluid Precautions" previously recommended by CDC for patients known or suspected to be infected with blood-borne pathogens. Isolation precautions (e.g., enteric, "AFB") should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.

(CDC Prevention Guidelines is presented as part of CDC WONDER)

I. Guidelines for Professional Appearance

The uniform policy of the agency in which the student practices must be followed. In addition, the student must comply with the TWU Guidelines. When there are questions not specifically addressed in this policy, it is the faculty member's role to determine what is professional appearance.

1. Dress Code

The uniform policy of the agency in which the student practices must be followed. In addition, the student must comply with the TWU Guidelines. When there are questions not specifically addressed in this policy, it is the faculty member's role to determine what is professional appearance.

Clothing:

1. **Uniform:** The official undergraduate nursing student uniform is maroon or wine colored pants (or skirt) with a white or maroon colored top (or white dress) with the triangular Texas Woman's University College of Nursing patch on the left sleeve. Beginning with the spring semester 2004 students will be expected to comply with the uniform change. In some clinicals, for example, pediatrics, students may wear scrub or uniform tops that comply with hospital rules and which are consistent with what is worn in the clinical agency.
2. **Identification - pins/patches:** Must be worn on uniform and lab coats. The TWU patch is to be worn on the left sleeve of the uniform and lab coat. The name pin is to be worn on the left side of the chest at top pocket level. The name should be followed by "S.N." (Student Nurse) or "R.N." (Registered Nurse) whichever applies. Student Nurse may be spelled out on the second line of the name pin. Texas Woman's University may be on the third line.
3. **Shoes:** White or black professional nursing shoes or plain white or black leather (all white or black with no colored trim) low top athletic shoes are to be worn with the uniform.
4. **Hosiery:** Solid white socks should be worn with pants. Solid white hose should be worn with dress style uniforms. When wearing athletic shoes with dresses, solid white socks should not be visible above the shoes.
5. **Sweater or Scrub Jacket:** White or navy blue washable sweater or scrub jacket with TWU patch on left sleeve.

6. **Preclinical Attire:** Appropriate, professional-looking attire is mandatory. (No jeans). Lab coats will be worn during preclinical visits. Professional-looking attire includes wearing hose (or socks) and closed toe shoes. As noted below, wearing perfumed products is forbidden. Other personal habits (see below) should be observed for preclinical visits.
7. **Laboratory Coats:** A white lab coat with TWU patch and name pin is to be worn over street clothes when the student is in the hospital on school business other than direct patient care. Full length or 3/4 length lab coats will be required in some clinical areas.
8. **Other Clothing:** Faculty will inform students if clothing other than official uniform is to be worn for a clinical experience.

General Appearance

1. **Clothing:** Should be clean and wrinkle free. Skirts should reach the knees. Shirts should be buttoned or zipped. When wearing white scrubs or white tops tee-shirts or other undergarments that are worn underneath should be white and not have visible pictures, prints, logos, etc. Shoes should be clean and polished.
2. **Hair:** Hair management must conform to infection control guidelines and standards of professional appearance. Hair should be off the collar and pulled back. Hair must be only natural hair colors: no decorative hair colors, etc.
3. **Cosmetics:** Should be conservative. Do not wear perfumed products.
4. **Fingernails:** Should be short and neatly trimmed. Clear polish only. No artificial nails.
5. **Jewelry:** No jewelry, with the following exceptions: (a) watch, (b) plain wedding band, (c) stud/button style earrings, (d) keepsakes on chains long enough to be concealed under the uniforms.
6. **Body piercing:** No more than two (2) studs or button style earrings per ear lobe; no visible body piercings – that is, no tongue, no eyebrow piercings, etc.
7. **Body art:** No visible tattoos are allowed.

Personal Habits

1. **Personal Hygiene:** Good personal hygiene is mandatory. Unclean, unkempt appearance, unpleasant body or breath odors, including smoke odors, are not acceptable. Strong scents are to be avoided, as noted above.

2. **Uniform:** The uniform and lab coat are not for street attire. The TWU patch and identification pin may not be worn while working for a salary.
3. **Eating:** Eating should be confined to appropriate areas. No chewing gum while in uniform and/or in clinical areas.
4. **Smoking:** Smoking and use of other tobacco products are discouraged and must be confined to designated areas.
5. **Language:** Polite, professional in nature. No profanity or vulgar slang.

Initially Approved by College of Nursing Spring 2001
Revised and approved August 2006

V. Graduation - NCLEX-RN Exam

A. Graduation

1. Degree Plan

Any student planning to graduate should make an appointment with his/her faculty advisor and submit a degree plan to the designated office, Program Coordinator or Associate Dean at least one year before the intended semester of graduation.

2. Comprehensive Exam

Students must achieve a passing score on a comprehensive exam. (See Academic Policies: All Students.)

3. Graduation Application

At the beginning of the semester of graduation, the student must file the application for graduation by the published deadline. (See University Calendar at <http://www.twu.edu/registrar/graduation.htm> for deadlines.)

4. Graduation Ceremonies

Graduation ceremonies are held two times each year in Denton at the close of the fall and spring semesters. Graduation ceremonies are held in Houston once each year in December.

5. Graduation with Honors

Undergraduate students who have attended TWU at least two semesters with a minimum of 45 hours and who have the following grade point average based on TWU course work are recognized as honor graduates at commencement exercises and on their diplomas:

Summa Cum Laude 4.00

Magna Cum Laude 3.70-3.99

Cum Laude 3.50-3.69

B. NCLEX-RN Candidate Information

1. Application Process

The application process for initial licensure by examination has several steps. Please contact the Undergraduate Program Coordinator on your campus for specific information.

If you have questions, contact the Texas Board of Nursing at <http://www.bne.state.tx.us/>.

Texas Board of Nursing
333 Guadalupe, #3-460
Austin, Texas 78701
(512) 305-7400

2. Students Desiring to Take the NCLEX Out-of-State

For instructions, the student must contact the state board of nursing of the state in which he or she desires to take the exam. The Board of Nurse Examiners for the State of Texas does not process out-of-state applications.