

LAREDO COLLEGE
HEALTH SCIENCES DIVISION
ASSOCIATE DEGREE NURSING PROGRAM



STUDENT HANDBOOK
2025-2026
ACADEMIC YEAR

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

This handbook is a procedural manual to assist nursing students admitted and enrolled in the Associate Degree Nursing Program (A.D.N.). The student is responsible for reading, understanding, and complying with the Associate Degree Nursing 2025-2026 Student Handbook. Revisions are based on procedural changes and new requirements from the Laredo College Board of Trustees, Accreditation Organizations, Federal, State, and Local Agencies. Students will be notified in writing of such revisions and are responsible for remaining current with changes or revisions to this handbook.

The Associate Degree Nursing Student Handbook has been prepared to guide the students as they progress through the Nursing Program. The handbook provides information regarding students' conduct, procedures, and general practices within the program. The Associate Degree Nursing student is expected to abide by the procedures and guidelines outlined in this handbook, the Laredo College Catalog, and the Laredo College Student Handbook for the respective academic year.

The Associate Degree Nursing Student Handbook is pertinent to **all students** at the start of the fall semester, regardless of the entry date into the program. The current Associate Degree Nursing Student Handbook procedures and guidelines will be applied to **current and returning students**

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STUDENT INFORMATION

STUDENT RECORDS

In accordance with Federal (FERPA) Law, information regarding a student's academic records cannot be released without the student's participation and/or consent. Only information considered "Public Information" is available to outside sources under certain circumstances. Students will be required to have their picture identification available when requesting information.

EQUAL OPPORTUNITY POLICY

The Associate Degree Nursing Program adheres to the LC Manual of Policy FA (legal), <https://pol.tasb.org/Policy/Code/1207?filter=FA>.

Inclusion of Non-Discrimination Notice on Marketing Materials

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, the Americans with Disabilities Act and ADA Amendments, Laredo College does not unlawfully discriminate on the basis of sex, gender, race, color, national origin, age, disability, genetic information, veteran status, religion or any other protected status under federal, state or local law applicable to the college in its education policies, programs and activities, admissions policies, employment policies, employment practices and all other areas of the institution.

For more information regarding this requirement, please click on the following link:

[Non-Discrimination Notice](#)

DISCLAIMER:

Laredo College is committed to maintaining the health and safety of the college community. It is important for all students, employees, and community members to take proactive measures to create a safe learning and working environment. LC is required to report any student and employee cases of notifiable conditions to the Texas Department of State Health Services (DSHS) in a timely manner. Therefore, all students and employees should report a confirmed diagnosis of a notifiable condition to LC's Health and Safety Operations Center at safety@laredo.edu and (956) 721-5852. Notifiable conditions that LC is required to report can be found at: <https://www.dshs.texas.gov/sites/default/files/IDCU/investigation/Reporting-forms/Notifiable-Conditions-2023Color.pdf>

LAREDO COLLEGE
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Welcome to the A.D.N. Program

Welcome to Laredo College and the Associate Degree Nursing (A.D.N.) Program. The Associate Degree Nursing Program Director and the faculty would like to welcome you and congratulate you on selecting nursing as a career. We are here to help you reach your goal. We will help you build a foundation that will serve you for the rest of your nursing career.

The purpose of this document is to serve as a reference for the student to use during their enrollment in the A.D.N. Program. Please refer to it often. This document contains general information about the program, policies, and procedures applicable to students in this program. Thus, it should be used as a supplement to the Laredo College (LC) Student Handbook and LC Catalog for the academic year. The student is required to review the information contained in this handbook prior to each course. The student is responsible for the information it contains. Please refer to the handbook at the beginning of each semester.

The Accreditation Commission for Education in Nursing (ACEN) accredits the Associate Degree Nursing Program at Laredo College. The Texas Board of Nursing and the Texas Higher Education Coordinating Board (THECB) approve the Associate Degree Nursing Program at Laredo College.

The quality of instruction, the commitment of the faculty, and the friendships you build in this program will be something you will cherish for the rest of your life. Good luck with your studies. If we can assist you further, please let us know. We are here to support you in your endeavors.

Associate Degree Nursing Program Director, Faculty, and Staff.

Please read this entire document. Sign the final page of this document, indicating that you have read, understood, and were given an opportunity to inquire about the content contained within.

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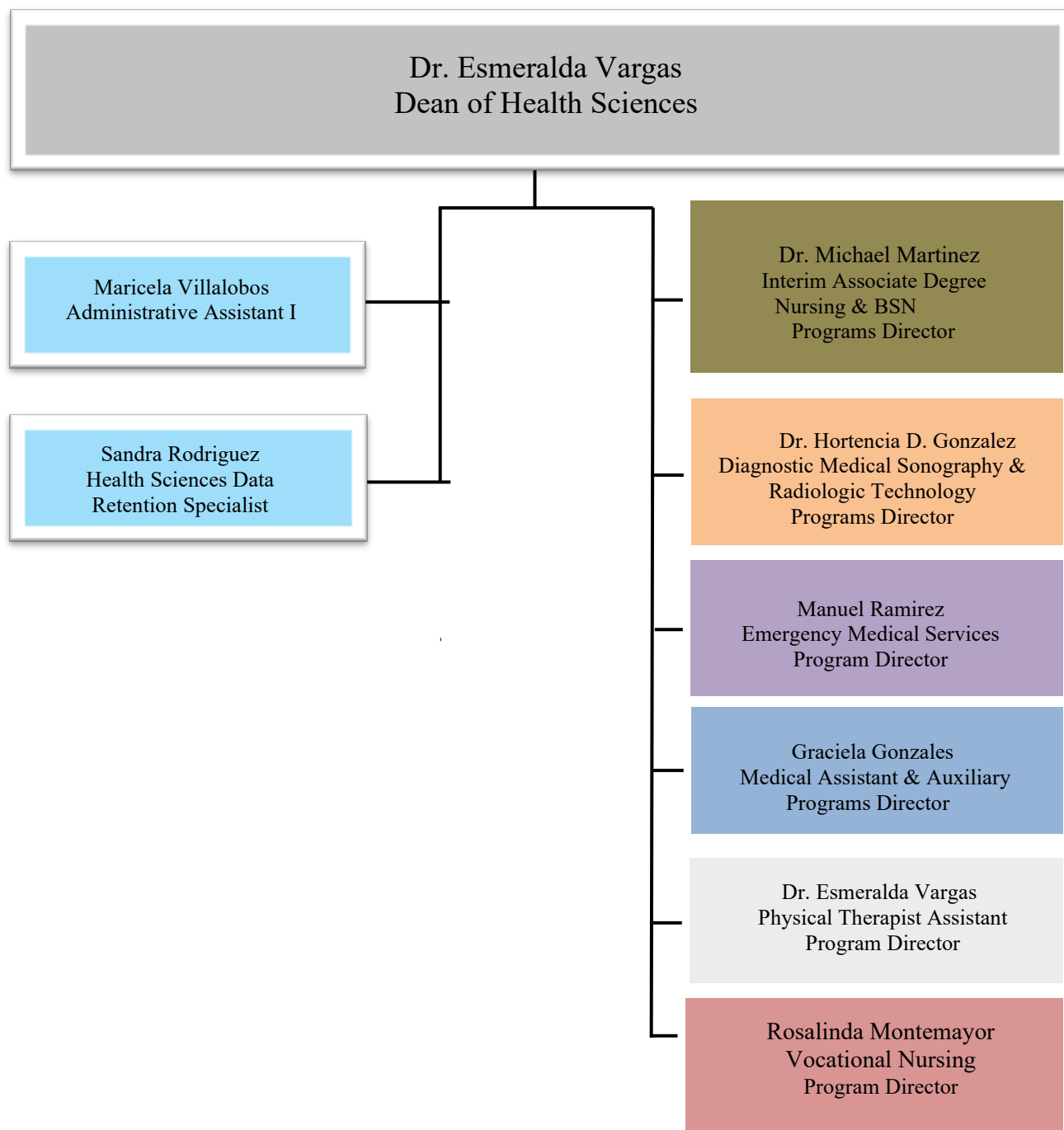
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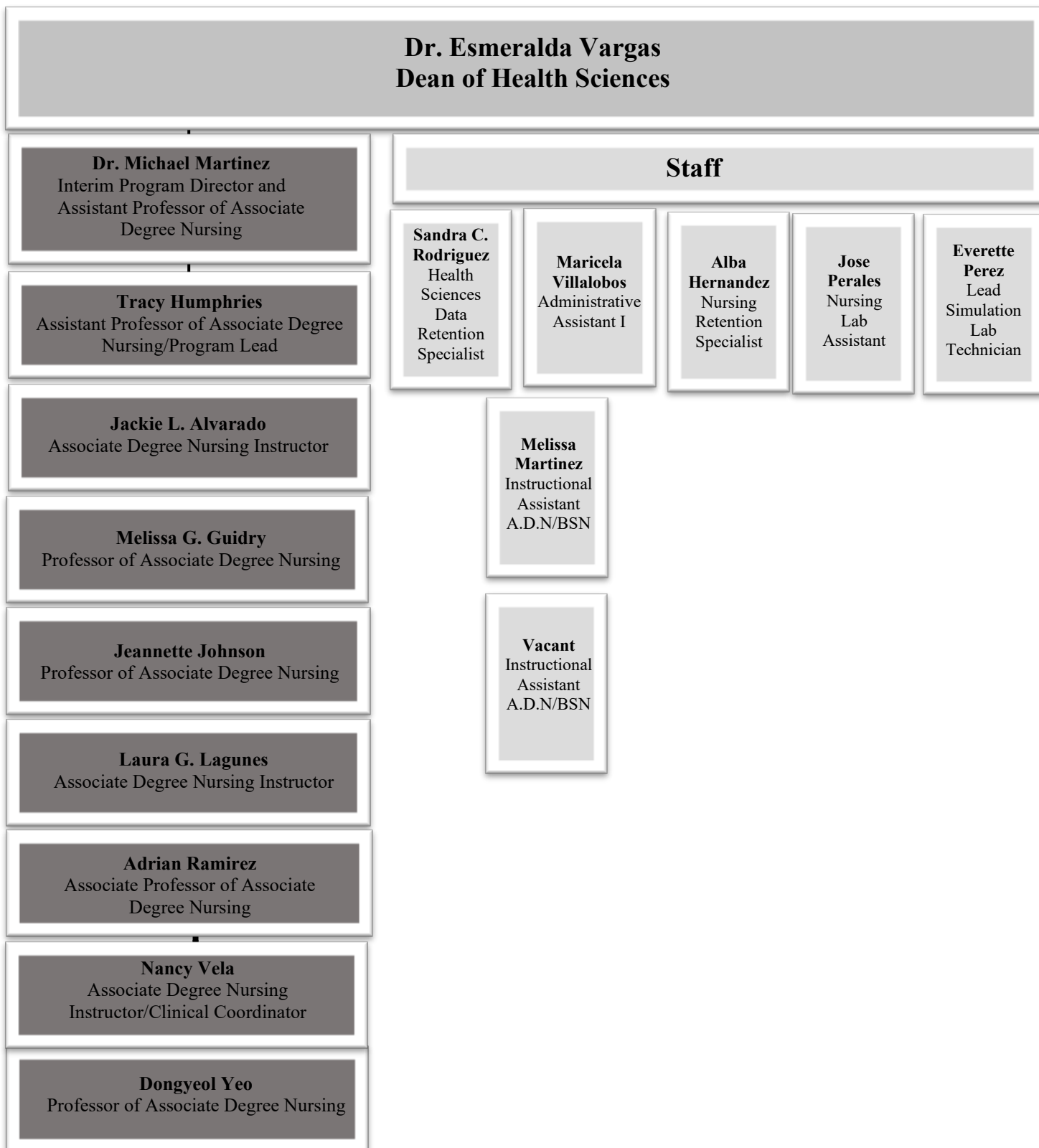
HEALTH SCIENCES DIVISION
ORGANIZATION CHART 2025-2026



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ASSOCIATE DEGREE NURSING DEPARTMENT

ORGANIZATIONAL CHART 2025-2026



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INSTITUTIONAL MISSION

Laredo College, a Hispanic-Serving Institution, is committed to transforming students' lives through high-quality, innovative, and affordable programs and services. By leveraging emerging technologies and fostering lifelong learning, Laredo College equips students with the knowledge and skills to positively impact local, regional, national, and global development.

INSTITUTIONAL VISION

Laredo College aspires to cultivate graduates who drive positive change and make meaningful contributions to communities and the world.

INSTITUTIONAL CORE VALUES

Integrity

Upholding honesty, accountability, and transparency in all actions fosters trust within the college and community.

Excellence

Striving for the highest standards in education, service, and performance ensures impactful and transformative learning experiences.

Innovation

Embracing change and applying forward-thinking strategies leverages emerging technologies to equip students for future challenges.

Service

Committing to community engagement builds partnerships that enhance economic, cultural, and social vitality locally and globally.

Wellness

Prioritizing the well-being of students, faculty, and staff cultivates an environment that supports holistic growth, resilience, and lifelong health.

<https://www.laredo.edu/about/mission.html>

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INSTITUTIONAL GOALS

GOAL 1: INSTRUCTION AND STUDENT ACHIEVEMENT

Laredo College aims to deliver quality instructional programs that inspire, challenge, and empower students to reach academic and career objectives. By applying innovative teaching methods, relevant curricula, and a supportive learning environment, students are equipped with the knowledge, skills, and mindset needed for success in chosen fields and as active members of communities.

PALOMINO PROMISE

Laredo College will cultivate a dynamic teaching and learning environment to ensure excellence in instruction with seamless pathways that connect educational experiences, career and transfer opportunities, and overall student success.

GOAL 2: ACADEMIC AND STUDENT SUPPORT

Laredo College aims to promote comprehensive support services and co-curricular experiences that enhance educational programs and empower students to reach their fullest potential. The institution endeavors to produce graduates who are academically proficient, socially responsible, and prepared to make an impact in communities and beyond.

PALOMINO PROMISE

Laredo College will institute support systems that adapt to emerging needs and trends to address the academic, professional, and personal needs of all students.

GOAL 3: SAFE AND CARING ENVIRONMENT

Laredo College aims to provide the resources and support necessary for the well-being of every member of the college community. By cultivating an environment that prioritizes wellness, safety, and care, the institution ensures that students and employees feel valued and empowered.

PALOMINO PROMISE

Laredo College will integrate wellness, safety, and support into all aspects of the institution to foster a thriving and supportive environment where everyone can achieve full potential.

GOAL 4: COMMUNICATION AND TECHNOLOGY

Laredo College aims to revolutionize its approach to communication and technology to establish a digitally cohesive campus, where state-of-the-art technology and communication methods are central to every interaction, facilitating collaboration, learning, and community engagement. This enhances academic excellence and operational efficiency, making Laredo College a beacon of digital innovation and education.

PALOMINO PROMISE

Laredo College will foster innovative communication technologies and invest in advanced digital infrastructure and platforms to ensure the college community is adept at navigating the evolving digital era.

<https://www.laredo.edu/about/mission.html>

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Program Mission

The mission of the Associate Degree Nursing Program is to prepare individuals to become competent and safe professional nurses by providing quality nursing education with a commitment to educational excellence and the promotion of student success.

Program Philosophy

The philosophy of the Associate Degree Nursing Program evolves from and concurs with the core values of Laredo College to empower students to achieve their educational goals in a positive learning environment and to promote nursing excellence in a diverse population. The faculty believes that nursing evolves from an eclectic body of knowledge based on evidence-based practice, which forms the foundation of the nursing profession.

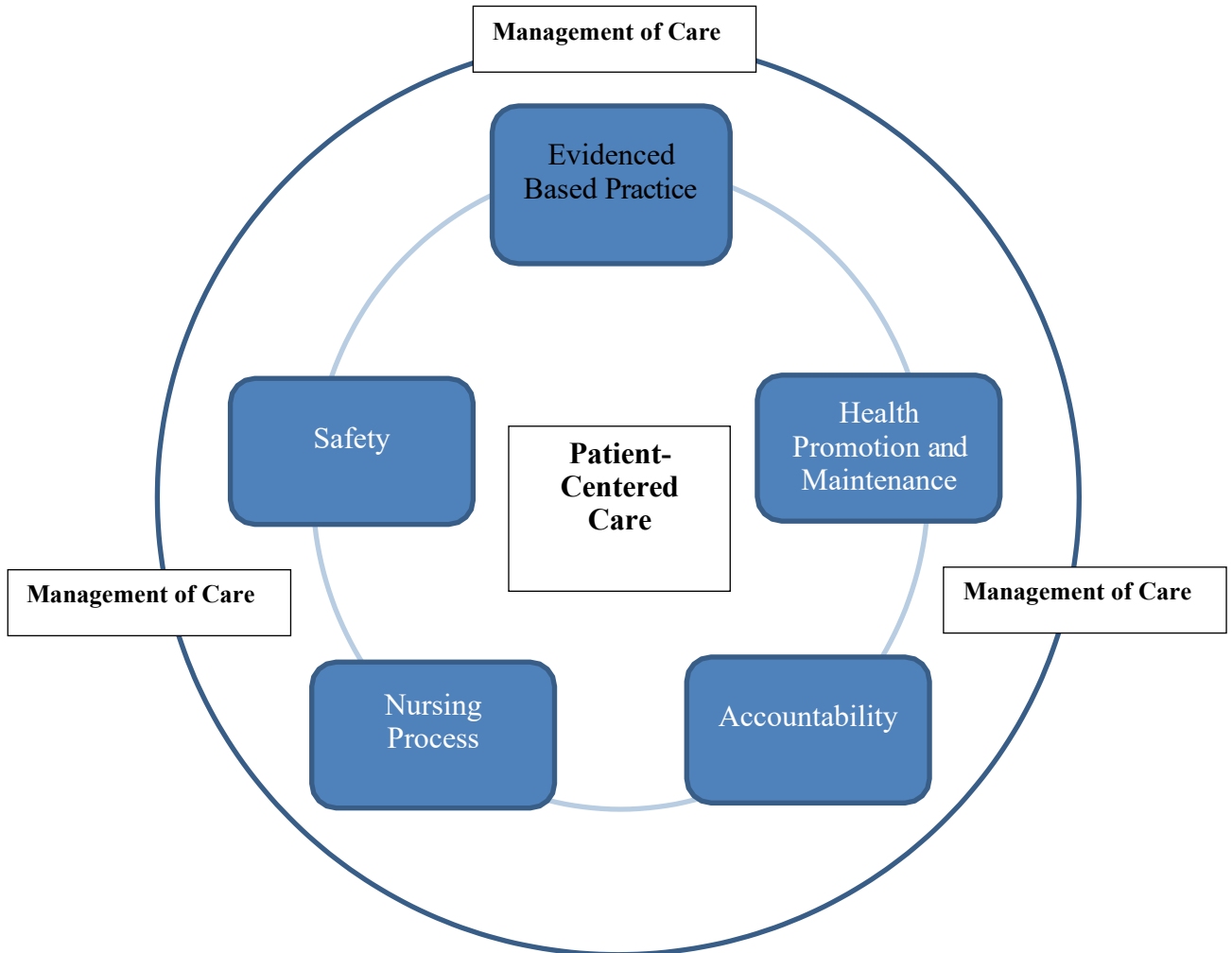
The nursing curriculum progresses from simple to complex and is derived from the student learning outcomes. The nursing curriculum is designed to assist the students in meeting program outcomes, student learning outcomes, and competency levels. The essential curriculum concepts are outlined in the program's Conceptual Framework, which includes Patient-centered Care, Management of Care, Evidence-Based Practice, Health Promotion and Maintenance, Accountability, the Nursing Process, and Safety. The national and state standards are part of this eclectic curriculum. The Differential Entry Level Competencies of Graduates of Texas Nursing Program which are Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team comprises and leads the student learning outcomes.

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CONCEPTUAL FRAMEWORK

The Associate Degree Nursing Program conceptual framework consists of the management of care of the patient and family to include the use of evidence-based practices, health promotion and maintenance, accountability, the nursing process, and safety by the nurse.

CONCEPTUAL FRAMEWORK



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Patient Centered Care

The faculty believes that nursing is patient-centered and that teaching encompasses a holistic approach with respect to human dignity for every individual while respecting their cultural and individual needs. Each individual has distinctive physiological, psychosocial, and spiritual needs, which are influenced by a changing environment. The nurse strives to provide nursing care with integrity in a caring and compassionate manner for clients, families, groups, or individuals within a community.

Management of Care

Students should be able to progress through educational tiers in accordance with their abilities and motivation to promote the development of their individual creativity, critical thinking, and self-directed learning. This progression in knowledge and skills prepares the Associate Degree Nursing Graduate to provide nursing care as a Member of the Profession, Provider of Patient Centered Care, Patient Safety Advocate, and Member of the Health Care Team by preparing the individual to manage the physiological, psychological, and developmental needs of individuals, families, groups, and communities.

Evidence-Based Practice

Student learning progresses from simple to complex, utilizing an evidence-based practice approach and incorporating recent advances in technology. Community needs, professional organizations, accrediting bodies, and national and state governing bodies guide the Associate Degree Nursing curriculum. The student will collaborate and effectively communicate with patients, their families, and the interdisciplinary healthcare team to plan, deliver, and evaluate patient-centered care.

Health Promotion and Maintenance

Health is broadly defined by individual cultures and beliefs. The student learning focuses on health maintenance and health promotion. The student provides teaching for families, groups, or individuals that focus on health promotion and maintenance.

Accountability

The environment encompasses internal and external factors that affect and influence the behaviors and responses of an individual. The internal environment consists of physiologic and psychosocial needs of the individual. The external environment consists of values, beliefs, social, spiritual, and cultural components. A combination of these factors assists the student individually in adapting to a changing environment while assuming legal, ethical, and professional accountability.

Nursing Process

The Nursing Process is a systematic method for data collection utilizing critical thinking, problem solving, and evidence-based practice. This process involves a series of steps and actions focusing on identifying and treating responses of individuals or groups of actual or potential alterations in health in a caring and compassionate manner.

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Assessment:

Assessment is the process of gathering, verifying, and communicating data for the purpose of establishing health care needs.

Nursing Diagnosis:

The nursing diagnosis is a clinical judgment about individual, family, or community nursing responses to actual or potential health problems/life processes. It provides the basis for the selection of nursing interventions or actions to achieve outcomes for which the nurse is accountable.

Planning:

Planning results in developing outcome criteria that are behavioral, client-oriented, measurable, and realistic for the establishment of the patient's health care needs.

Intervention:

Interventions or nursing actions involve demonstrating those activities that will be provided to and with the patient to allow achievement of the expected outcomes of care.

Evaluation:

Evaluation involves the comparison of the patient's current state of health. This final phase includes evaluating the stated expected patient outcomes and results in revision of the plan of care to enhance, progress, or revise the plan of care to achieve the stated expected outcomes.

Safety:

Nursing education is dedicated to the preparation of Associate Degree Nursing Graduates by providing the knowledge and skills necessary to provide competent and safe nursing care in a variety of health care settings. The faculty guides the student and individual learners by providing experiences that assist in meeting the program and student learning outcomes of the Associate Degree Nursing Program while acting as facilitators and role models.

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END OF PROGRAM STUDENT LEARNING OUTCOMES

End of Program Student Learning Outcomes are statements of expectations written in measurable terms that express what a student will know, do, or think at the end of a learning experience; characteristics of the student at the completion of a course and/or program. Learning outcomes are measurable, learner-oriented abilities that are consistent with standards of professional practice

The Associate Degree Nursing Program curriculum is derived from the end-of-program student learning outcomes. These concepts are incorporated into each course and include measurable, learner-oriented abilities and level progression, which are noted in each syllabus.

1. Coordinate patient-centered care by collaborating and communicating with the interdisciplinary health care team.
2. Plan evidence-based practice to create patient-centered teaching plans that focus on health promotion, maintenance, and restoration.
3. Determine accountability when providing patient-centered nursing care by functioning within the legal/ethical scope of practice.
4. Develop critical thinking to provide comprehensive patient-centered nursing care.
5. Evaluate patient outcomes to therapeutic interventions.
6. Prioritize patient-centered health needs with social diversity.
7. Appraise actual and potential unsafe practices in the client's environment.

PROGRAM OUTCOMES

Upon completion of the Associate Degree Nursing Program at Laredo College:

1. The program's most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period (January 1-December 31st).
2. 50% of the LC students will complete the A.D.N. program within 100% of the time from entry into the program.
3. 90% of graduates who seek employment will be employed within 6 months of program completion as a Registered Nurse.

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STUDENT INFORMATION

DEGREE GUIDE

Students must follow the Associate Degree Nursing program curriculum plan (Appendix C & D) valid for the cohort entrance year. Students must be college-ready as per Texas Success Initiative (TSI) requirements.

TESTING REQUIREMENTS

All students will be required to take computer-based exams in the A.D.N. program. The computer-based exams prepare the student for the NCLEX exam. Students are responsible for bringing their own computer with specific specifications to each class.

HEALTH & SAFETY

Student Health Requirements

All students who have been admitted and are making satisfactory progress are required to adhere to the following requirements to remain enrolled in the Associate Degree Nursing Program:

1. Have a physical health examination on file that has been completed within six months prior to admission.
2. Submit verification of physical examination by a U.S. physician, nurse practitioner, or physician assistant on file.
3. Be in compliance with the Texas Department of Health's immunization requirements for nursing students enrolled in health-related courses involving direct client contact.
4. Immunizations - documentation must be provided for the following:
 - TB test* upon entering, and one TB test annually thereafter, or a Chest X-Ray within 2 years, or T-Spot or QuantiFERON-TB Gold serum blood test acceptable.
 - Two (2) Doses or current titer of Measles, Mumps, Rubella (MMR) Series must be completed based on the series requirements.
 - Students born on or after January 1, 1957, must show acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968
 - One dose of Tetanus-Diphtheria and Pertussis (Tdap) required within the last ten years as an adult (18 years or older) (approval verification pending).
 - Influenza vaccine annually in September for fall admission and January for Spring admission.
 - Initiation of Hepatitis B (HBV) vaccine series prior to direct patient contact, but series must be completed based on the series requirements (initial, one month, and four months).
 - Serologic confirmation of immunity to the hepatitis B virus is acceptable.
 - Two doses of varicella (chickenpox). Also acceptable:
 - ❖ Titer report indicating varicella immunity.

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- Bacterial Meningitis
Texas State Law Senate Bill 62 requires students who meet the criteria below to provide proper documentation that they have received the bacterial meningitis vaccination within the last five years and at least 10 calendar days before the beginning of the semester.
 - All new or transfer students under age 22.
 - All returning students under the age of 22, who have experienced a break in enrollment of a least one fall or spring term.
 - Students enrolled in online courses that physically attend classes or come to campus within the semester.
- Recommended: Hepatitis A and COVID-19; or a COVID-19 vaccination exemption form according to the facility requirements.

At the discretion of clinical sites, the student or nursing program may be required to provide physical or electronic documentation to clinical sites prior to the start of the clinical experience. Program Directors/Instructors will provide direction regarding the submission of documents and time frames.

The following documents may be required for submission by the student and/or faculty to the clinical site:

- A negative criminal background check completed through the Texas Board of Nursing and the local sheriff's office
- Negative 10-panel drug screen
- Immunization records
- Negative COVID-19 test(s) (Depending on Clinical Site)
- Unexpired, valid government-issued identification card

Failure to submit the required documentation to the clinical site(s) may result in the clinical site(s) refusal for placement.

******The student will assume responsibility for the costs of immunizations, criminal background checks, drug screens, and medical services for the duration of the program and at the request of clinical facilities. All student applicants shall submit a negative background check and obtain a DPS/FBI background clearance (blue card) or outcome letter from the Texas Board of Nursing to be considered eligible for acceptance and continuation in the Program. *The student is responsible for uploading all completed documentation to the Compliance Tracker system at www.Castlebranch.com*
Refer to Appendix N: Required Eligibility Notification Form.

5. The ADN Program adheres to Laredo College's Notifiable Conditions statement (refer to the current syllabus). The student is expected to report physically and mentally fit to the clinical sites. A student identified as having a communicable disease (e.g., TB, Scabies, etc.) must be treated and obtain a release form from a U.S. licensed physician or nurse practitioner indicating that the student is non-communicable and may return to the ADN Program.

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6. Students unable to receive an immunization must have a written statement from a U.S. licensed physician or nurse practitioner indicating such. Students should be aware that they may not be able to attend clinical based on the clinical sites' rules, keeping them from completing course requirements.
7. Submit evidence of a current American Heart Association BLS Health Care Provider CPR certification. Certification must remain current for the duration of the program.
8. Purchase and maintain current Student Liability Insurance. Fees are paid through tuition and fees.
9. It is the student's responsibility to keep admission requirements up to date and submit pending requirements in a timely manner. Failure to do so may keep the student from attending clinical sites.
10. The student is expected to report to the healthcare facilities physically and mentally fit. When it is determined that the student's condition jeopardizes the welfare of clients, staff, other students, or themselves, the student will not be allowed to remain and will have the day recorded as an absence. The student will not earn clinical points or be given an alternative assignment. In addition, this may jeopardize the student's standing in the program.
11. At any time during the program, the student may be required to supply a physician's statement regarding their physical and/or emotional fitness to continue in the program. If the student is found to be unfit physically or emotionally, a Health Sciences Committee will meet to review the case individually and render a decision. The Committee's decision will be forwarded to the Program Director.
12. If a medical/surgical condition occurs during the course of the student's enrollment that warrants the prescription of a controlled substance by a licensed medical practitioner, the student must obtain a release form from the physician who initiated the prescription. A Faculty Committee will review the release form and the admission request. The committee will then render a decision about the student's ability to participate in clinical.
13. On the Associate Degree Nursing Program Information Card, include emergency or medical information necessary for your safety. This information will be kept confidential.

As changes in policy are received from the Centers for Disease Control (CDC), these changes will be incorporated into the nursing program's requirements. The students are responsible for providing documentation and adhering to all of the above health requirements.

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Occupational Exposure to Infectious Agents

In accordance with the Occupational Safety and Health Administration (OSHA) regulations, the student will receive information and training regarding Bloodborne Pathogen preventive measures. The student must review the policy and procedures for infection control in each clinical facility before providing care to patients in that facility.

Emergency Health Care

The nursing students are responsible for their own health care needs and medical expenses. It is recommended that the students obtain health insurance coverage. If an emergency occurs during clinical, it is the student's responsibility to arrange transportation. The clinical instructor can contact the family as requested by the student(s). The clinical instructor or another student cannot leave the clinical site to provide transportation for the ill student.

It is the student's responsibility to provide documentation and to adhere to all the above health requirements. Failure to do so may keep the student from attending clinical rotations. The clinical site may refuse placement to a student who does not provide the requested records or complete requirements. Students who are not permitted to attend a clinical site must "withdraw" from the program.

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Criminal Background

Students enrolled in the A.D.N. Program must have verification of a negative/clearance criminal background check prior to being accepted into the nursing program from the Texas Board of Nursing. Criminal background checks may be done on an annual basis for clinical site placement that deals with the care of the elderly, the care of children, and the care of clients in a mental health facility. The student is hereby informed that if they do agree to the background check and do agree to release it to the clinical site, the clinical site may conduct the background inquiry directly or require students to provide proof of criminal background clearance. *Clinical sites may refuse placement to a student who does not provide the requested records or who has a record of prior or current criminal conduct. Students who are not permitted to attend a clinical site must “withdraw” from the clinical course(s) and all concurrent theory course(s).* A student with a positive criminal background check or an arrest while enrolled in the A.D.N. program **must disclose** the issue to the Nursing Programs Director immediately, which may result in expulsion from the program.

Professional Liability Insurance

The college requires professional liability insurance coverage for all nursing students in the Associate Degree Nursing Program. Payment for insurance coverage and Student Liability insurance is collected in the tuition and fees for clinical courses.

Pregnancy, Parenting Students, & Breastfeeding

The Associate Degree in Nursing Program adheres to Laredo College's Title IX and Disability Policy (please refer to the current syllabi).

Alcohol and Drug Use Policy

The Alcohol and Drug Use Policy will follow the procedure as stated in the current Laredo College Student Handbook. In addition, students may be subject to random drug screening by an institution or clinical facility where they are being trained. A positive drug screen for illegal substances is grounds for immediate dismissal from the Associate Degree Nursing Program.

Over-the-counter drugs or prescription drugs that affect the students' performance must have a physician's release form. The Health Sciences Committee will meet to review the case individually and render a decision. The Committee's decision will be forwarded to the Program Director.

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Technology Used in Clinical Settings

Procedures and guidelines for the use of technology in the clinical settings are listed below. Students are expected to adhere to these processes. Failure to adhere to these processes will jeopardize the student's status in the program and may lead to legal actions by the facility, clients or family.

1. Social Media

- a. Do not share confidential information about the facility, clients, visitors, staff, residents or family members. The Health Insurance Portability and Accountability Act (HIPAA) will be strictly enforced.
- b. Be respectful and professional to fellow team members, staff, visitors, residents, and family members.
- c. Comply with facility policies regarding the use of employer-owned computers, cameras, and other electronic devices and the use of personal devices in the workplace.
- d. Improper use of social media by students may violate state and federal laws established to protect patient privacy and confidentiality.
- e. Be respectful and professional to fellow students, instructors, staff, etc., and do not place clinical, simulation, skills, or theory course pictures on social media.

2. Cell Phones

- a. Cell phones may not be used for personal use in the clinical setting.
- b. Cameras and/or video recording on cell phones are never to be used to take pictures or videos of a patient, peers, personnel, etc., in the clinical settings.
- c. Cell phones or other electronic devices may be used in clinical to obtain information for medications, lab review, and other essential information for client care in designated approved areas.
- d. Students must complete documentation for the clinical day after they leave the clinical site. Electronic devices are not allowed to be used in the clinical facilities. All identifiable personal information and confidential health information should not be removed from the facility in any form.

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REPORTING INJURY

The nursing student who is injured while in the role of a student nurse must:

1. Follow standard precaution procedure for exposure.
2. Report the injury to the instructor or preceptor immediately.
3. Complete an incident report at the clinical site.
4. Contact Laredo College's LC Safety and Risk Manager and complete an accident health insurance coverage form. The health coverage is supplemental to the student's primary health insurance. The student is responsible for the expenses incurred.
5. If the student is at a health care facility, the facility's policy governing injury to a visitor must also be followed.
6. Provide a copy of the incident report to the faculty and/or the Dean of Health Sciences /Nursing Programs Director.

INCIDENT REPORT

Procedure for Injury, Illness, and Exposure to a Student Involved in LC Activity

If an LC student is injured, becomes ill, or is exposed to potentially harmful substances while involved in an LC related activity such as academic class, clinical class, sport, etc., the following will occur:

1. Address the injury, illness, or exposure immediately.

On Campus:

- a. Assess the extent of injury or illness. If the injury or illness does not cause harm, send the student to the LC Safety and Risk Manager. If the injury or illness may cause harm, call Campus Police or 911.
- b. Faculty, Program Director, or Supervisor calls the LC Safety and Risk Manager to notify them of the incident if the injured person is sent to them. Also, call Campus Police for an escort of local emergency services to the victim's location if 911 was called.
- c. Then fill out an accident report: <https://laredo.campusoptics.com/s/incident-report>

Off-Campus:

- a. Assess the extent of injury or illness. Then either send the injured to their personal physician or call 911. If the injury or illness is severe, students taking a clinical rotation at a local Hospital should go to the ER for treatment. If not severe, the student should seek treatment from their personal physician.
- b. Faculty, Program Director, or Supervisor calls or emails LC Safety & Risk Manager and notifies them of the incident as soon as they learn of the incident.
- c. Then fill out an accident report: <https://laredo.campusoptics.com/s/incident-report>

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2. As soon as the student is able, they fill out an incident report at the LC Safety & Risk Management website. <https://laredo.campusoptics.com/s/incident-report>
3. The student should follow up with the physician if necessary.
4. Payment
 - Incident must be addressed and reported immediately to the insurance carrier.
 - A claim will be filed with the insured's primary health insurance plan by the victim and or the provider for payment for services rendered.
 - A claim can be filed with the LC's student accident insurance carrier for expenses not covered by the victim's primary insurance. This is done with the office of Safety & Risk Management.
 - If a student has no other health insurance coverage other than the LC insurance, it will be used to the extent allowed.
 - The student will be responsible for any expenses incurred, not covered by either insurance.
 - Contact the Office of Safety & Risk Management Department at 956-721- 5852 for further questions.

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DISABILITIES STATEMENT

The student with disabilities who wishes to request accommodations in a class, should notify the Counseling and Disability Services at Billy Hall Student Center, Room A209, or at 956-794-5838. The request should be made early in the semester so that the appropriate arrangements may be made. Under Federal law, a student requesting accommodations must provide documentation of their disability to the Counseling and Disability Services Counselor.

The nursing programs have established technical standards (see Appendix O) and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions, which include minimum physical abilities for nursing programs. It is the responsibility of the student to contact the **Counseling and Disability Services** at Billy Hall Student Center, Room A209, or at 956-794-5838, if they feel they cannot meet one or more of the technical standards listed. If an applicant or student is unable to meet all of the outlined standards, they may be withdrawn from the program.

The student with disabilities must meet program objectives without major or unreasonable accommodations.

1. An applicant would be considered ineligible to participate when their physical, emotional, and/or learning disability:
 - a. Prohibits the student from achieving the knowledge and/or motor skills required to practice as a registered nurse.
 - b. Places the student and/or recipient of health care services at the risk of injury.
2. The student with disabilities, including learning disabilities, who wishes to request accommodations in a class should notify the Counseling and Disability Services Center. The request should be made early in the semester so that the appropriate arrangements may be made. In accordance with Federal law, a student requesting accommodations must provide documentation of their disability to the Counseling and Disability Services Center Counselor. For additional information, visit the Counseling and Disability Services Center located at the Lerma Peña Room 250 at Fort McIntosh Campus or William N. Billy Hall Jr. Student Center Room A209, or at 956-794-5838. The student who needs note-taking and/or test-taking accommodations must notify the faculty member prior to the first exam based on the Counseling and Disability Services Center letter.
3. Student must follow the Associate Degree Nursing program curriculum plan valid for the cohort entrance year. Students must be college-ready as per Texas Success Initiative (TSI) requirements.
4. All students will be required to take computer-based exams in the A.D.N. program. The computer-based exams prepare the student for the NCLEX exam. Students must provide their own computer and adhere to the specs provided when admitted to the program, and update their browsers frequently.

Title IX and Disability

The Associate Degree Nursing Program adheres to Laredo College's Title IX and Disability Policy (Follow current syllabi). <https://www.laredo.edu/title-ix/>

2025-2026 Student Handbook Approved LC BOT annually

Reviewed/Revised on annual basis 5/14, 6/15, 5/16, 8/17, 4/18, 5/19, 5/20, 5/21, 5/22, 3/23, 3/24, 5/25

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

EDUCATIONAL COSTS

The tuition and fee schedule for nursing student is the same as for regular college students. Refer to the current college catalog to determine fees. Students are charged tuition and fees based on their residency classifications at the time of registration. The tuition and fee schedules are based on semester hours.

The cost of the physical exam, criminal background report, immunizations, 10-panel drug screening, and CPR certification is at the student's expense. Additional expenses for nursing students include the purchase of a uniform(s), student liability insurance, a name pin, a watch, white shoes, and items listed in the next section.

The following costs are listed as a guide in preparation for nursing school supplies, school fees, and required texts. Costs are approximate, and prices are subject to change:

Books	\$ 1,200.00
Nursing Central App (Unbound Medicine)	\$ 219.00 (one-time)
Student Learning Resources	\$ 450 (per semester)
Uniforms	\$ 150.00
Required Lab pack	\$ 100.00
Stethoscope	\$ 30 to \$150
Texas BON - NCLEX Registration/ Nursing Jurisprudence Examination	\$ 100.00
NCLEX-RN Testing Center (Pearson)	\$ 25.00
Graduation/Pinning Ceremony	\$ 200.00
Exam Soft	\$ 140.00
Castle Branch Documentation	\$ 26.00 (per semester)
(requirement for graduation based on Texas Board of Nursing Rules & Regulations)	\$ 65.00

Financial Assistance:

Inquiries regarding scholarships, grants, and loans should be directed to the Financial Aid Office. Financial Aid applications are processed on a first-come, first-served basis. Students must meet eligibility requirements for financial assistance. Occasionally, scholarships are available through the Health Sciences Division and Nursing Programs at [Palomino Scholar Dollars](#). An updated FAFSA application must be on file. For more information, visit [The Office of Financial Aid](#).

STUDENT LIABILITY INSURANCE

Student liability insurance is required for all nursing students enrolled at Laredo College. The fee is payable at the time of registration.

Laredo College carries a student liability insurance policy on nursing students while performing assigned duties as a Laredo College student nurse. The policy covers an academic school year. Students who enter or re-enter the program in the spring or summer semester will have to pay the student liability insurance fee. In addition, a fee is charged each fall semester.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
STUDENT RECORDS

Nursing Student program records are kept in a locked file or electronically in the Nursing Department Office.

Documents included in the A.D.N. student records are:

1. Admission application, data, and information for the nursing program.
2. Anecdotal Notes
3. Specific information regarding the individual student
4. Memos, progress forms, and Tutorials/Remediation
5. Health Records (separate file)/Castlebranch Electronic Program

Provisions are made for the protection of records against loss/destruction and/or invasion of privacy. Records are kept for five years in the Nursing Department.

Official student records are located at the Registrar's Office.

LAREDO COLLEGE
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TRANSFER GUIDELINES

Nursing courses must be evaluated before being transferred into the A.D.N. Program. The last nursing course(s) that the student was enrolled must have been completed within one year of submitting the application.

1. The student makes an appointment to meet with the Nursing Programs Director or designated person to obtain program information regarding admission and transfer.
2. The Nursing Programs Director or designated person will review the Associate Degree Nursing Program and Admission Criteria with the student. The student will be asked to submit:
 - a. An official written request to be admitted into the A.D.N. program
 - b. All official transcripts from colleges or universities previously attended
 - c. Syllabi and study guides of all previously completed nursing courses
 - d. Course descriptions from the previous college catalog.
 - e. A letter of good standing from the Director of the Nursing Program of the transferring institution. **Good standing is defined as successfully completing all nursing courses on the first attempt at the college or university previously attended, with a grade of C or better, and a G.P.A. of 2.5 or better.**
3. The Nursing Programs Director or designated person reviews and compares the information presented with the course(s) requested for transfer.
4. The Nursing Programs Director consults with the college Coordinator of Records regarding course validity, semester credit hours or quarter hours, and criteria for graduation based on the currently published program.
5. The faculty member teaching the content will review the nursing content, which is in question. Based on the faculty member's review, they will advise the Nursing Programs Director if there are areas of concern.

If concerns still exist, a nursing faculty committee is established to further review and deliberate the request and make a recommendation to the Nursing Programs Director based on their review. The faculty may request that students show content proficiency through an examination. **The student must achieve 75% or higher on the exam.** The student will be responsible for the cost of the examination and any skills preparation material.
6. The Nursing Programs Director reviews the recommendation from the nursing faculty committee and determines the final outcome of the request.
7. The decision and the conditions (remediation, challenge, proficiency examinations) regarding the transfer are presented to the student in writing.
8. The same transfer guidelines are applied to WECM courses.
9. Admission is based on space availability.
10. Students must complete a minimum of 25% of the nursing curriculum at Laredo College.

The motivation for these stringent guidelines is to accomplish two goals:

- The student must be successful on the NCLEX-RN exam required for licensure.
- The graduate must be a safe and competent practitioner.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
GENERAL PROCEDURES

PROGRAM ADVISEMENT

Nursing faculty and the Retention Specialist provide advisement for individual nursing courses. Students who are at high risk of academic failure should schedule a meeting with the faculty member for academic advisement. A progress form will be initiated, and the student and the faculty member with input from the faculty member will develop a plan for success. Students requiring advisement for unit examinations should refer to the section on Remediation/Tutoring. It is the student's responsibility to meet with the faculty member.

INSTRUCTOR AVAILABILITY

Nursing faculty are available for students according to the office hours posted on the instructor's door schedule. The student should make an appointment with the individual instructor for academic advisement or discussion on student concerns. The program secretary can assist in scheduling an appointment.

PASPORT/CANVAS EMAIL

Students are able to communicate with the appropriate instructor by using PASPort email. The PASPort e-mail is one of the official ways for the student to communicate with the faculty member. Faculty members will email class information, etc., to the student.

LC *PASPort email and/or Canvas* will be used to communicate class information.

L.C. ACADEMIC ADVISING

Semester-long academic advising is available to all students in the College of Health Sciences Building (South Campus). Students are encouraged to contact an advisor to receive information regarding Laredo College services, discuss academic/clinical goals, and update degree plans.

TRANSPORTATION

Students are responsible for their own transportation to and from class, the clinical facilities, and other designated areas.

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EVALUATION

An evaluation of faculty members and students is required at the end of each course. The following evaluation tools will be utilized:

1. Laredo College Student Evaluation of Faculty/course will be completed using Watermark integrated in CANVAS.
2. Associate Degree Nursing Department Faculty Evaluation of Student performance will utilize the clinical evaluation tool (CET).
3. A.D.N. Nursing Program clinical site evaluation.

EMERGENCY MESSAGES

The student should notify their family that in case of an emergency (during class or clinical), they should call the Nursing Office at (956) 721-5252 or the Campus Police (South Campus) at (956) 794-4303. Class or clinical will not be interrupted unless it is an emergency. The caller must identify themselves and state the emergency.

Cell phones and other electronic messaging devices are allowed in the classroom and clinical site for specific class/clinical assignments. The faculty member will meet and document with students who use electronic devices for other reasons.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

ORIENTATION PROCEDURE FOR NEW OR RETURNING STUDENTS

OBJECTIVES

1. Provide the new or returning student with an opportunity to become familiar with the philosophy, administration, and organization of the Laredo College Associate Degree Nursing Program.
2. Provide the new or returning student with an overview of the course curriculum and procedures.
3. Identify the responsibilities of the new or returning student in the classroom and clinical areas in accordance with the philosophy and procedures of Laredo College and the Associate Degree Nursing Department.
4. Introduce and/or review computers and/or technology required for communication, class work, lab, or clinical.
5. Attendance for orientation is mandatory for all new and returning students.

PROCEDURE

An email sent through LC's Student PASPort will be sent informing the new or returning student of the day and time of orientation. Students who do not attend the orientation forfeit their space in the nursing program.

RESPONSIBILITIES

Nursing- Programs Director/Course Faculty will highlight the material students have read prior to orientation and answer student's questions concerning the Student Handbook.

1. Welcome the new or returning student.
2. Introduce the faculty and the clerical staff.
3. Describe the Organizational Chart of the Associate Degree Nursing Department and the Laredo College Administration.
4. Present the Mission/Philosophy and End of Program Student Learning Outcomes of the Associate Degree Nursing Program.
5. Present and review Registered Nurse Licensure laws and statement of eligibility requirement by the Texas Board of Nurse Examiners.
6. Discuss the awards (Mary Alice Lopez and Merit) and the pinning ceremony.
7. Discuss the Comprehensive and Standardized Assessment Tests

The Program Director/ Course Faculty will:

1. Review the Student Handbook and Procedures.
2. Present and review requirements for:
 - a. Updating address, etc.
 - b. Scheduling
 - c. Maintaining Current Immunization Records; drug screening
 - d. CPR certification requirements
 - e. Annual Criminal Background Checks

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Course Faculty will:

1. Discuss the purpose and functions of the simulation lab, skills lab, and computer assignments, exams, quizzes, etc.
2. Orient students to computers and/or technology required for communication, class, lab, and clinical.
3. Explain scheduling and the hours of operation.

The Student Nurse Association sponsor will:

1. Discuss the purpose and goals of the SNA.
2. Distribute applications.
3. Explain activities.

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ASSOCIATE DEGREE NURSING PROGRAM
STUDENT REPRESENTATIVE PROCEDURE

The Associate Degree Nursing (A.D.N.) faculty realizes that students are an integral part of the educational process at Laredo College (LC). Furthermore, the A.D.N. faculty recognizes that students are shareholders in their own educational process and can contribute to the overall excellence of the program. It, therefore, becomes essential that a means for student input be established.

Method of choosing representatives:

1. One student representative and one alternate will be chosen from each cohort. Selection must be made within two weeks into the start of the semester.
2. Students will be asked to nominate a peer or to volunteer as a representative or alternate.
3. Students will be required to vote by show of hands for the representative and the alternate. A simple majority vote will constitute the elections of the representative and the alternate.

Description of responsibilities:

1. Actively participate in the Curriculum and the Recruitment Committees.
2. Provide a means of communication between Nursing Administration, Nursing Faculty, and Nursing Students.
3. Provide input for concerns and/or innovative ideas between Nursing Administration, Nursing Faculty, and Nursing Students.
4. Concerns or problems in a nursing course should be directed in writing to the instructor for that course (Refer to Student Grievance Procedure).

Meeting notification:

1. Student representative(s) will be emailed notice of the scheduled meeting.
2. The Department Faculty Instructional Assistant will notify representatives and alternates of additional called meetings.

STUDENT NURSES' ASSOCIATION

The Student Nurses' Association (SNA) is active in the college and community. The Student Nurses' Association activities include workshops, guest speakers, community service projects, and participation in local and state conferences. These activities provide an opportunity to network with nursing professionals as well as the local community personalities. The members are responsible for maintaining and promoting high standards of conduct in the nursing profession. Membership is open to any student enrolled in the Associate Degree Nursing Program at Laredo College.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
STUDENT CODE OF PROFESSIONAL CONDUCT

CODE OF ETHICS

The nursing faculty at Laredo College strongly believes that a graduate of the nursing program should: Assume ethical and legal responsibility for actions taken in the course of nursing practice. Further, it is the responsibility of the nursing faculty and administration to recommend only those students who meet these objectives to the Texas Board of Nursing to sit for the licensing exam required to become a Registered Nurse. Since there is a transfer of behavior from the classroom, skills lab, and clinical lab setting to the practice of the graduate nurse in the work setting, any student who is involved in unprofessional conduct and/or is in direct violation of the stated program objectives will be held accountable for their actions as outlined in the Unprofessional Conduct Procedure. This places the student in great jeopardy regarding progression and successful completion of the nursing program and subsequent recommendation to the Texas Board of Nursing. The Associate Degree Nursing Program encompasses ethical and professional behavior as outlined in the American Nurses Association (ANA) Code of Ethics which is available online at: <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

The ANA Code of Ethics for Nurses serves the following purposes:

1. It is a statement of the ethical obligations and duties of every individual who enters the nursing profession.
2. It serves as a guide for professional and ethical standards of nursing.
3. It defines professional nursing conduct and promotes patient safety and patient advocacy.

NURSING STUDENT CODE OF CONDUCT

One of the goals of the Associate Degree Nursing Department is to assist the student in becoming a safe practitioner of professional nursing. The primary mission of the Texas Board of Nursing is to protect and promote the welfare of the people of Texas by assuring that professional nurses are competent and safe practitioners.

The Associate Degree Nursing department's goal is fulfilled by holding the student accountable for safe behaviors and by establishing a code of ethics and conduct along with professional standards of behavior that will help the student in meeting the Texas Board of Nursing's expectations.

The following code of conduct has been established to make the students aware of the guidelines regarding the Associate Degree Nursing Department's expectations. These guidelines are in keeping with general rules pertaining to disciplinary process and procedure, which may be found in Laredo College's Student Handbook. Infraction of the code of conduct, whether it occurs during the admissions process, the classroom, the clinical site, on campus, or through social media, will result in disciplinary action. Disciplinary action will be based on the individual incident and may include dismissal from the Associate Degree Nursing Program.

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ASSOCIATE DEGREE NURSING PROGRAM

UNPROFESSIONAL CONDUCT & DISCIPLINARY ACTION PROCEDURE

This procedure outlines unprofessional conduct and behavior and includes reasons for disciplinary action, which may be grounds for dismissal from the Associate Degree Nursing Program. A Health Sciences Committee may review an incident based on the severity during the first, second, or third occurrence and recommend further action to the Program Director. A student dismissed from the Nursing Program **will not** be allowed to continue or reapply to the Associate Degree Nursing Program.

This procedure is integrated in ALL nursing courses across the curriculum. Students found to demonstrate unprofessional conduct in the classroom, skills lab, and clinical lab setting on or off campus activities, or through social media will result in disciplinary action as follows:

1. A first occurrence of unprofessional conduct, the student will be advised; an Advisement Form will be completed, signed by the student and the clinical instructor, and placed in the student's nursing program file.
2. A second occurrence of unprofessional conduct will result in the student being dismissed from the class or sent home from the clinical site. The student's occurrence will be documented on an Advisement/Progress form and forwarded to a committee for review and recommendations for further action.
3. A third occurrence of unprofessional conduct will result in an academic failure of an "F" for the nursing course(s). The student will be dismissed from the Associate Degree Nursing Program and **will not** be allowed to return.

Reminder: A Health Sciences Committee may review an incident based on the severity during the first, second, or third occurrence and recommend further action to the Program Director. A student dismissed from the Nursing Program will not be allowed to continue or reapply to the Associate Degree Nursing Program.

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UNPROFESSIONAL CONDUCT

The following reasons for disciplinary action have been established to make the student aware of what defines unprofessional conduct and the Associate Degree Nursing Department's expectations. These guidelines are in keeping with general rules pertaining to the Nursing Student Code of Conduct and the Unprofessional Conduct and Disciplinary Action Procedure.

Reasons for disciplinary action may include, but are not limited to, the following:

1. Use of alcohol or drugs before or during class or during a clinical work shift.

Examples may include, but are not limited to:

- a. Alcohol on a student's person or detected on their breath, slurred speech, or glassy red eyes.
- b. Difficulties in maintaining the student's balance, belligerent, combative, irrational behavior.
- c. Illogical or inappropriate decision-making that could endanger patients or others.
- d. Possessing articles usually associated with drug use.

2. Impairment by reason of mental or physical health, alcohol, or other mind-altering drugs, which could unnecessarily expose patients, the public, students, and faculty to the risk of harm.

Examples may include, but are not limited to:

- a. Demonstration of hallucination, delusion, or combative behavior.
- b. Physically or verbally attacking or threatening to attack patients, family, staff, other students, or faculty.
- c. Misleading and deceptive comments, including slanderous remarks or actions.

3. Unprofessional or dishonorable conduct which may deceive, defraud, or injure patients, the public, school personnel, staff, other students, and faculty.

Examples may include, but are not limited to:

- a. The brandishing of any kind of knife, firearm, or other instrument that could be used as a weapon or that could frighten others.
- b. Informing the charge nurse or faculty member that a treatment, medicine, or procedure has been done when in fact it has been omitted.
- c. Possessing medications, including narcotics, which need to be credited to the patient or returned to the narcotic locker or the pharmacy.
- d. Omitting the administration of medications, treatments, safety measures, or activities.
- e. Placing the patient's safety at risk or endangering a patient's life.
- f. Failing to follow instructional directives, falsifying patient records, and/or theft.

4. Failure to care adequately for patients or to conform to minimum standards of acceptable nursing practice under the supervision of the faculty or the designee of the facility.

Examples may include, but are not limited to:

- a. Failure to follow the plan of care, including medications, treatments, and other treatment activities.

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- b. Failure to administer medications in a responsible manner.
 - c. Failure to follow the physician's prescribed orders, which have been held to be prudent by other nursing personnel.
 - d. Failure to follow the instructional directives of the faculty member.
 - e. Failure to wait for instructor supervision when directed to do so by faculty or student policy.
 - f. Insubordination to Faculty or hospital/facility staff.
 - g. Violation of HIPAA by disclosing confidential patient information except where required by law.
 - h. Copying or taking a picture/video of the patient's medical records.
 - i. Taking pictures of a patient, patient's body, or others within the facility.
 - j. Performing any act which is beyond the scope of the student's approved level of practice.
5. Aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, care plan grade, or grade on any required assignment.
Examples may include but are not limited to:
- a. Cheating on an exam or allowing another student to copy answers.
 - b. Plagiarizing data for any reason.
 - c. Submitting late papers and then informing the instructor that the paper was previously submitted.
 - d. Using codes, gestures, or any other types of conduct designed to share or obtain answers from another student.
 - e. Using "crib" notes, writing answers on the walls or desk tops, or on the computer to access information, etc.
 - f. Utilizing advanced technology for sharing of information via text messaging, internet, etc.
 - g. Accessing online testing material before or after a designated time frame.
 - h. Cheating on the Nursing Pre-Entrance exam or other standardized exams.
6. Damaging or destroying school or hospital/facility property or equipment or removing property or equipment from campus or from a clinical site.
Examples may include but are not limited to:
- a. Removing limbs, eyes, other body parts, or electronic material (LEAP pads, computer, mouse, etc.) from the teaching mannequins or torsos.
 - b. Destroying computers in the simulation labs, skills labs, or other settings by intentionally infecting the computer software with viruses, malware, or disrupting system settings.
 - c. Removing equipment from the lab without permission.
7. Using profane language or gestures.
Examples may include, but are not limited to:
- a. Using profane or obscene language or obscenities, or words and phrases that are derogatory or demeaning. Using language or engaging in conduct that could be construed as sexual harassment under Laredo College's policy on sexual harassment.
 - b. Demonstrating an obscene gesture.
 - c. Making derogatory statements regarding a specific cultural or ethnic group

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8. Being disruptive, habitually late, or absent from class or clinical. Examples may include, but are not limited to:
 - a Arguing with an instructor over an assignment, examination, or other academic or clinical issues. The college recognizes the value of class discussion and debate. However, the College will not tolerate students who are knowingly confrontational or who knowingly attempt to embarrass or intimidate, making gestures, slamming down books, or talking loudly when someone else has the attention of the group.
 - b Monopolizing class time to share personal family problems or medical experience.
 - c Habitually arriving to class late and disrupting instruction that is in progress. It is at the discretion of the instructor to allow students to attend class.
 - d Missing more than allowed hours of clinical time or excessive class absence
 - e Failing to call or contact the instructor when an absence from clinical occurs.
 - f Cell phone use, text messaging, or using a computer during clinical or class time if not related to class activity. The instructor may ask students to excuse themselves from class or confiscate electronic devices and return them at the end of class time.
9. Physically or verbally assaulting others, demonstrating poor coping mechanisms, or becoming confrontational during the instructional or application process.
Examples can include:
 - a Grabbing, hitting, or assaulting a student, patient, faculty, or other persons affiliated with the college or clinical site.
 - b Using menacing, aggressive verbal or physical behavior.
 - c Shouting obscene or abusive words.
 - d Being argumentative and menacing.
 - e Threatening others with physical or personal injury.
10. Refusing to adhere to the specified code of conduct, dress code, and personal appearance.
Examples may include, but are not limited to:
 - a Dressing in a garment that is not the designated uniform.
 - b Coming to clinical without proper grooming or coming in a dirty or wrinkled uniform.
11. Demonstrating behaviors that could be categorized as harassment. Examples may include, but are not limited to:
 - a Following or stalking a faculty member around campus or to the faculty member's home or other places. Except in an emergency or under conditions previously approved by the faculty member, the proper method to discuss such matters is for the student to visit the instructor during office hours or to make an appointment.
 - b Calling faculty/administrators at home without specific permission.
 - c Making repeated phone calls to the faculty member's office or home to challenge grade or assignment.
 - d Making obscene calls to the faculty member's office or home.
 - e Harassment of another student or faculty.

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COURSE/CLINICAL ATTENDANCE REQUIREMENTS

ATTENDANCE – THEORY/LAB

Students, through regular class attendance, receive benefits in addition to the mere acquisition of information. They gain insight into issues, gain an increased understanding of complex topics, frequently experience a change of attitude (professionally termed the “affective domain”), and receive other similar benefits. These benefits, however, cannot always be measured or graded because of the limitations of the examination process or the grading system, but they are nevertheless at the very heart of the educational process. For this reason, regular class attendance – along with grade standards – are deemed important. A student who is habitually late to class or clinical will be advised by the faculty member (refer to the section on Code of Conduct).

The A.D.N. department adheres to the Laredo College attendance policy for theory and lab courses. Refer to the course syllabus for the clinical attendance policy. If a student is absent or tardy, it is the student’s responsibility to obtain the handouts with information covered in the missed class.

ATTENDANCE – CLINICAL

A student who exceeds the absence requirements due to an extenuating circumstance must follow the following process:

1. The student will be referred to a committee for review of the circumstances.
2. Documentation by the student of the extenuating circumstance must be available for the committee members to review prior to the scheduled meeting.
3. The student will be informed in writing of the committee’s recommendations within seven working days.
-Students enrolled in clinical nurse training courses must adhere to specific attendance requirements.
4. If a student is going to be absent on a clinical day, it is the student's responsibility to contact the clinical instructor in person, via text, email, or phone call prior to the start of the clinical day.

Students enrolled in clinical nurse training courses must adhere to specific attendance requirements.

The student may not have more than 1 clinical absence for any A.D.N. program clinical course.

Tardiness:

Reporting on time to the assigned clinical site is expected as a demonstration of professional behavior. A student arriving after the scheduled clinical time may be dismissed from the clinical site and will receive a grade of “zero” for the clinical day. Refer to the Associate Degree Nursing Student Handbook section on clinical absences and tardiness.

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PROFESSIONAL CLINICAL STANDARDS AND GUIDELINES

CLINICAL ATTIRE

- **Dress Code:** Students are expected to dress in a professional manner at all times for clinical assignments, seminars, or college activities. This includes but is not limited to clinical assignments, school-sponsored field trips, or clinical orientations. Dress clothes or the A.D.N. uniform may be worn with the lab coat. Shorts, halter-tops, sandals, or other casual or recreational clothing are not acceptable apparel in the professional setting. Students must arrive at the clinical area in uniform and change into scrub attire when scrub attire is required. Students who do not adhere to the dress code will be sent home from the clinical site, and a zero will be recorded for the clinical day. A neat, clean, and hunter green nurse's uniform of appropriate size is to be worn. The LC interlock insignia is embroidered in gold/yellow stitching on the upper left front chest area of the uniform. Undershirts, if worn, must be all white (short or long sleeve).
Lab Coat (optional): A neat, clean, white lab coat may be worn with the LC interlock insignia embroidered in green stitching on the upper left front chest area. Other coats and jackets, such as athletic jackets, sweaters, and windbreakers, are not allowed.
Footwear: Clean, white nursing shoes or solid white leather tennis shoes (minimal contrasting color) must be worn. No clogs, open heel, or open-toe shoes are allowed. Shoelaces must be clean and white. Socks/stockings must be clean and white in color. No open-toe shoes are allowed for clinical assignments or seminars.
- **School Identification Badge:** An identification badge is required and must be worn at all times during a clinical activity. The ID badge can be purchased for a minimum fee at the Laredo College Student Services Center. The ID badges **must be turned in to the nursing instructors at the end of each semester**. The ID badges will be returned to the students at the beginning of the next clinical course.

PERSONAL APPEARANCE

- **Cosmetics:** Cosmetics should be used moderately, and deodorants are mandatory. No highly scented perfume or aftershave is permitted.
- **Hair:** Long hair must be tied up and back from the face. Buns, braids, and secure ponytails that do not touch the collar or fall toward the face are acceptable in order to be in compliance with infection control standards. Plain barrettes are accepted. No ribbons or flowers are permitted. Beards and mustaches must be neatly trimmed.
- **Fingernails:** Nails should be neatly manicured and not be visible beyond the fingertips. Artificial nails are not permitted.
- **Body Art: Visible body art must be covered with a long white sleeve.**
- **Jewelry:** No piercing jewelry allowed. The only exceptions are the following: a plain wedding band and small studded earrings on earlobes may be worn, but no hoop-style earrings. A watch that identifies seconds must be worn. No facial piercings will be allowed at the clinical site, including but not limited to nose, brow, lip, or tongue piercings. Students must follow the standards of clinical facilities.

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Accessories: Students are required to take a blood pressure cuff, stethoscope, bandage scissors, penlight, pens with black ink, and computers (notebook, laptop, tablet, etc.) to the clinical area each clinical day. These items are part of the requirements for clinical.

STUDENT CONDUCT

- **Gum:** The chewing of gum is not allowed during a school-related activity that involves direct patient care or where a student is representing the nursing program.
- **Smoking:** LC is a smoke-free campus. No smoking or vaping is permitted on campus. Students are to follow the clinical agencies' policies.
- **Personal Electronic Devices:** Personal use of phones must be discussed with the clinical instructor first. Students abusing the use of cell phones or patient/facility phones will be sent home and receive a zero for the day at the discretion of the clinical instructor.
- **Physician Orders:** Nursing students at any level may not receive phone or verbal orders from physicians, residents, interns, physician assistants, or nurse practitioners. Students may not initiate any written/electronic orders within a patient's chart until the charge nurse has verified and signed them.
- **Consent Forms and Permits:** Students may not be a witness on any form that requires the signature of a patient.
- **Documentation of Medications Administered:** All medications administered by a student must be co-signed by the instructor or a licensed nurse.
- **Preparation of Medications:** Students may only administer medications prepared by a pharmacist, which are appropriately labeled, and should never administer medications prepared by anyone else. Students may not supervise any other students in the administration of medications.
- **Procedures:** Students are to perform only those skills and procedures that they have been checked-off on in the skills lab or during simulation. All procedures and skills performed on a patient require supervision by the clinical instructor. The student may be supervised by a licensed nurse only with designated permission by the clinical instructor. Students may not perform invasive procedures on another student.
- **Administration of Controlled Substances/Narcotic Medications:** Students may not take possession of a narcotic until an instructor or the primary nurse is present. The professional nurse or clinical instructor must assist the student with appropriate documentation of administration, disposal, and preparation of the patient's narcotic medication. No student is to have access to the narcotic key or code where they are secured. Discarding of a controlled substance requires two licensed nurses for appropriate disposal and documentation.

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PROFESSIONAL CLINICAL STANDARDS & GUIDELINES
BEGINNING, INTERMEDIATE, ADVANCED LEVEL NURSING STUDENTS

STUDENT CLINICAL ASSIGNMENTS

Students are required to be prepared for their clinical rotations to provide safe nursing care to their assigned patients. All students are expected to submit their own individual work. All students are expected to own an electronic device for the electronic documentation assignment. Aiding another student in deceiving or attempting to deceive the faculty in replicating another student's clinical objective(s), care plan, or other clinical assignment is grounds for disciplinary action, which may lead to dismissal from the nursing program. At the clinical instructor's discretion, a student who is unprepared for their clinical assignment will be sent home for the day, and a zero will be recorded.

Professional behavior and common courtesy are expected when arriving to the designated clinical site or unit. The student should:

- a. Identify yourself to the nurse in charge of the assigned patient.
- b. Verify the patient selection with the nurse for final confirmation prior to gathering patient data.
- c. Introduce yourself to the patient and/or family and request permission to assist the nurse in caring for them on the assigned clinical day.
- d. Use common courtesy when requesting and reviewing patient information.
- e. **DO NOT REMOVE** patient information or data from their designated area.
- f. **DO NOT** write the patient's name, use initials or room number.
- g. **DO NOT use any electronic device to take a photo or video patient's charts.**
Enforce confidentiality at all times to protect patient information.

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PROFESSIONAL CLINICAL STANDARDS & GUIDELINES
BEGINNING, INTERMEDIATE, ADVANCED LEVEL NURSING STUDENTS
MEDICATION ADMINISTRATION PROCEDURE

PURPOSE: The following procedure identifies the requirements necessary to progress through each level of medication administration in the Associate Degree Nursing Program at Laredo College.

STUDENT OBJECTIVES: Each student will be required to successfully pass a medication math proficiency exam prior to participating in the administration of medications in the clinical area for beginning, intermediate, and advanced level clinical nursing courses. Refer to the clinical course syllabus for the satisfactory score requirement.

Beginning Level

The student must achieve the medication administration clinical objectives outlined in the Clinical Evaluation Tool.

Prior to the clinical experience, the student must demonstrate competency in the administration of P.O. and alternate routes of medications in the skills lab according to the course objectives. This includes the ability to pass a medication calculation competency test.

Intermediate Level

The student must achieve the medication administration clinical objectives outlined in the Clinical Evaluation Tool.

Prior to the clinical experience, the student must demonstrate competency in the administration of Parenteral to include: Intramuscular, Subcutaneous, Intradermal, Z-track, and Intravenous medications in the skills lab according to the course objectives. This includes the ability to pass a medication calculation competency test.

Advanced Level

The student must achieve the medication administration clinical objectives outlined in the Clinical Evaluation Tool.

Prior to the clinical experience, the student must demonstrate knowledge of medications and the administration of medications. This includes the ability to pass a medication calculation competency test for patients across the lifespan.

Beginning, Intermediate, and Advanced Level Nursing Students: May not administer:

1. Medications during a code
2. IV oncological chemotherapy
3. Experimental drugs
4. Intravenous push of controlled substances

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5. Epidural drugs at any time

BEGINNING LEVEL: Beginning Level Nursing Students:

1. May administer scheduled medications, PRN medications, and One-time only medications. All medications must be verified by the clinical instructor or licensed nurse prior to administration.
2. May Administer Oral, Ophthalmic, Optic, Nasal, Vaginal, Rectal, Buccal, and Sublingual medications. After being checked off in the clinical setting, the instructor will determine if continued direct supervision is needed.
3. Must have knowledge of all medications, including adverse effects, that the patient is receiving, regardless of whether the student is responsible for the actual administration of the medication.
4. Must observe the patient's IV site for signs of infiltration, infection, or signs of local reactions and report the assessment findings to the patient's nurse.
5. Must know the type of IV Solution the patient is receiving and notify the patient's nurse when the IV fluid level is running low.

INTERMEDIATE LEVEL: In addition to Beginning Level Guidelines,

Intermediate Level nursing students:

1. May administer scheduled medications, PRN medications, and One-time only medications. All medications must be verified by the clinical instructor or licensed nurse prior to administration.
2. May Administer Parenteral-Intramuscular, Subcutaneous, Intradermal, and Z-track injections and approved IV medications.
3. Must have knowledge of all medications, including adverse effects that the patient is receiving, regardless of whether the student is responsible for the actual administration of the medication.
4. A venipuncture procedure may be performed for the administration of intravenous medications or solutions under the direct supervision of the clinical instructor or designated licensed nurse. The student:
 - a. May discontinue IV fluids UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
 - b. May change IV bottles/bags UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
 - c. May stop or adjust flow rate of IV solution UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
 - d. May hang IV piggyback medications UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
 - e. Observe the IV injection site for signs of infiltration, infection, or local reactions and report assessment findings to the patient's nurse and notify the patient's nurse when the IV fluid level is running low.
 - f. CVP readings may not be obtained or recorded.

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- g. Must know the type of IV fluid solution the patient is receiving, the rate in ml/hr. and gtts/minute.
- h. May change a continuous IV access to an intermittent IV access; perform site care, and tubing changes as designated by instructor.
- i. May add medications to IV fluids UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
- j. May perform approved IV push medication administration UNDER THE DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR LICENSED RN.
- k. Student is to avoid the antecubital sites when performing venipuncture or drawing blood for any laboratory exam.

ADVANCED LEVEL: In addition to Beginning Level and Intermediate Level Guidelines, Advanced Level nursing students:

- 1. May administer scheduled medications, PRN medications, One-time only, STAT, and initial doses of ordered medications. All medications must be verified by the clinical instructor or licensed nurse prior to administration.
- 2. May Administer Oral, Ophthalmic, Optic, Nasal, Vaginal, Rectal, Buccal, Sublingual, Parenteral-Intramuscular, Subcutaneous, Intradermal, Z-Track Injections, and Intravenous medications.
- 3. Must have knowledge of all medications to include adverse effects that the patient is receiving, regardless of whether the student is responsible for the actual administration of the medication.
- 4. Pitocin, Magnesium Sulfate, Terbutaline, and Yutopar may not be mixed or administered IV push by a nursing student. Oral and Subcutaneous forms of the medications may be given by the nursing students ONLY UNDER DIRECT SUPERVISION BY THE CLINICAL INSTRUCTOR OR LICENSED RN.
- 5. Nursing students must be SUPERVISED BY THE CLINICAL INSTRUCTOR OR LICENSED RN when performing venipuncture.
- 6. All IV push medications administered by students must be UNDER the DIRECT SUPERVISION OF A CLINICAL INSTRUCTOR OR a DESIGNATED LICENSED RN.
- 7. Must be familiar with preparation, dilution, administration rate, compatibility, and intravenous access devices before the administration of any intravenous medication.

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DEFINITIONS FOR IV and IV PUSH MEDICATIONS

"Piggy-back":	Intermittent administration of an intravenous drug by drip method through an existing intravenous infusion. The drug is mixed in a specified volume and administered in a specified period of time.
"Drip":	Continuous administration by infusion in a large volume (greater than 100cc). A drug is mixed in a specific amount of fluid and administered over a specified period of time.
"Push":	The medication is administered diluted or undiluted at a specific rate directly into the vein by direct venipuncture or through an administration site of an existing intravenous infusion.
"Retrograde":	The medication is injected into the intravenous tubing by displacing IV fluid into an empty syringe. This method is useful when the child is small and/or has a slow drip rate.
"Bolus":	Medication put in a solution, e.g., 50 or 100 cc's, and administered over a period of 30 minutes to 2 hours or as per physician orders.

The above routes may be used for administration by the Advanced Level Nursing student UNDER DIRECT SUPERVISION OF THE CLINICAL INSTRUCTOR OR RN DESIGNEE. At the instructor's discretion, selected licensed personnel may supervise those students who have previously demonstrated competency.

MEDICATION ERROR PROCEDURE

BEGINNING, INTERMEDIATE, AND ADVANCED LEVEL NURSING STUDENTS

The Laredo College Associate Degree Nursing Program's medication error procedure is as follows:

1. The student must immediately inform their clinical instructor and the charge nurse of the medication error.
2. The student must complete an occurrence report for the Nurse Manager of the unit, and the course instructor. The instructor will notify the Program Director of the Associate Degree Nursing Program of the incident.
3. The student must submit a plan of action to include the medication(s) in question to the course instructor.
4. The Advisement form and plan of action with corrective measures will become a part of the student's permanent record.
5. At the discretion of the instructor and/or Program Director of the Associate Degree Nursing Program, a committee may be appointed to meet with the student and review the medication error.
6. If a student violates Unprofessional Conduct of the Texas Board of Nursing Rules and Regulations relating to Professional Nurse Education, Licensure, and Practice, the student will receive an "F" for the course, be dismissed from the Associate Degree Nursing Program, and will not be allowed to reapply for admission.

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METHODS AND CRITERIA FOR EVALUATION OF THEORY/SKILLS

Theory/Skills Didactics(s):

Unit exams will be scheduled in advance to correlate with the completion of a portion of the content. Students will be able to view incorrect answers on the unit exams. Students will not review final exam answers. The student may not take notes, record, take a picture/video, or retain a copy of the exam. Any student found violating this procedure, may jeopardize their standing within the nursing program.

Grades will be provided within 72 work week hours of the exam or at the discretion of the faculty. A student must communicate with the course instructor if unable to take an exam prior to the scheduled exam. A written, verifiable excuse or documentation of the circumstances for missing the exam must be provided. The type of documentation will be at the discretion of the course instructor. The type/format of make-up exams administered will be at the discretion of the course instructor (i.e. Essay, Nursing Care Plan). If there is no communication prior to the administration of the exam, a zero will be recorded.

The computer-generated student's response report is the official document when assigning a student's examination score.

The course instructor will determine the grading and administration of quizzes. A student who misses a quiz will receive a grade of zero regardless of the circumstances. Quizzes cannot be made up, and the grade cannot be dropped. The student is advised to acquaint themselves with the material covered on the quiz, as it may help prepare the student for the next exam.

All required work must be submitted on time. ***NO LATE WORK ACCEPTED.***

NURSING COURSE GRADING SCALE

Nursing Courses utilize the grading scale as follows:

- A = 100-90%
- B = 89-80%
- C = 79-75%
- D = 74-60%
- F = 59% or below

Grades in the course will be recorded to the second decimal place. The **final course grade** will be recorded and rounded as a **whole number**.

The final course grade must be $\geq 75\%$ to successfully pass each nursing course.

Refer to the individual nursing course syllabus for specific course grading criteria.

The comprehensive final examination will be scheduled according to the schedule printed by the Office of the Provost/Vice President of Academic Affairs.

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**ADMINISTRATION OF COMPUTER-BASED EXAMINATIONS AND/OR
QUIZZES**

The A.D.N. program exams will be computer-based to prepare the student for the NCLEX and to meet the NCLEX testing requirements. Honesty is a value required in the Nursing Profession. Therefore, academic honesty must be adhered to throughout the program and throughout the student's professional career. Test Misconduct is not tolerated in the Nursing Program and may jeopardize a student's standing in the program.

The following examination procedures are in addition to the procedures in the current LC catalog.

1. Students must bring their laptop computers daily to class as well as on exam day. It is the students' responsibility to verify that their computer is functioning and that the exam has been downloaded prior to class time.
2. Personal belongings such as backpacks, books, etc. will not be allowed with the student during the exam. Students should place their personal belongings in a designated area prior to the exam, including all electronic devices, e.g., watches, cell phones, etc. Personal digital assistant (PDA) or cellular phone calculators are not permitted during an examination. The computer drop-down calculator will be provided. Dress apparel is important during an examination. Please dress comfortably; however, please do not wear hats/caps, hoodies, smart watches, etc. in the classroom.
3. No food or beverages are allowed during the exam.
4. The instructor will determine and provide additional aids if needed during the examination, which may include paper, pencil, or pen.
5. Examinations and/or Quizzes will be proctored by faculty members or through a third-party agency. This will assist the student as they prepare for the NCLEX-RN.
6. Students may not leave the computer room once the examination has begun without the approval of the instructor. Exiting the computer lab will indicate that the student has ended their testing session.
7. The student who arrives late for a test session will have that time deducted from the original scheduled time. For example, if the student arrives 15 minutes late for a test scheduled to be completed in one hour, the student will have a total of 45 minutes in which to complete the test, OR the student may not be permitted to test and will receive a zero for the exam.
8. The student who displays test misconduct will be given a zero for the examination and should refer to the Academic Dismissal Section of this handbook.
9. Times and dates for review of examinations will be announced. The exam grade is not final until the instructor reviews the exam statistics.
10. The computer-generated student's response report is the official document when assigning a student's examination score.
11. In the event a student is unable to take an exam at the scheduled time, the student must notify the course instructor prior to the time of the exam. Failure to do so will result in a score of zero for the exam. The instructor will determine the type of

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Make-Up Examination. The student must take the Make-Up exam within three (3) calendar days of the original examination date or as determined by the instructor.

12. No examination grades will be dropped when determining the Final Grade.
13. Quizzes may be paper-based at the faculty's discretion.
14. The exam results will be posted within 72 hours after the date of the exam on Canvas, unless unforeseen circumstances arise.
15. Official course grades will be on the student's transcript.

Off-Campus Exams:

- a. Proctorio is utilized to monitor examinations, plus faculty members monitor students during examinations.
- b. Identification of student verified on-line by faculty member
- c. Surroundings confirmed; only person in room, no other resources with student.
- d. If Proctorio notes an issue, it will stop the exam and alert the faculty member.

STANDARDIZED ASSESSMENT EXAMINATIONS

Standardized examinations are administered at various times during the student's enrollment in the Associate Degree Nursing Program. The student is required to pay the required fees and to take Computer-Based Standardized Assessment Examinations in a proctored environment as part of the Associate Degree Nursing Curriculum. Students will be notified of the available payment methods to purchase the standardized examination prior to its administration. The results will be utilized to assess the individual student's strengths and weaknesses to assist in establishing remediation activities. In addition, results are used for curriculum development and program outcomes.

A mandatory NCLEX-RN Review course and Standardized testing evaluation are required during the capstone course of the program.

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APPEAL FOR GRADE PROCESS

Grade determination and the awarding of a final grade in the course is clearly the responsibility of the course instructor. The official grade report is sent by LC's Registrar's Office and is posted through LC's PASPort Portal.

A student who wishes to question the final grade earned in a course or a grade earned in a class activity must follow the **Departmental Procedure for Appeal of Grade Process:**

1. The student meets with the faculty member(s) of record who issued the grade.
2. The student meets with a Committee.
3. The student meets with Nursing Program Director
4. The student meets with the Dean of Health Sciences

If the issue is not resolved, the student should refer to the LC Final Grade Appeal process.

Students who believe their final course grade is unfair have 10 days (working days) after the grade is issued to appeal the grade. Students who believe that a grade earned in a class activity is unfair have five working days after the grade is issued to appeal the grade.

***Quizzes are unannounced and cannot be appealed if the student did not attend the class on the day of the quiz.

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STUDENT REMEDIATION

Course Examinations

To promote success in the Associate Degree Program Nursing Courses, a student with ***less than 80% on any unit exam*** will be required to complete remediation.

1. The student must complete all remediation assignments as instructed by the course instructor by the designated time frame or they cannot sit for the next scheduled exam and a zero will be recorded for that exam/final (no make-up exams will be provided).
2. The remediation/tutoring assignments may consist of any or all of the following:
 - a. Computer assignments
 - b. A review session (notification of location designated by instructor)
 - c. Assignment as designated by the instructor.
 - d. Meet with Retention Specialist.

Clinical Evaluation

Students who demonstrate poor performance within the Clinical Evaluation Tool or who require clinical remediation may:

1. Be advised and receive a written evaluation of the behavior that delineates corrective measures.
2. The student may be referred to the Nursing Simulation Lab for an assignment as designated by the instructor. It is the student's responsibility to schedule practice time in the simulation lab and to provide documentation and/or demonstration of improvement to the course instructor prior to the next clinical day. A student who fails to practice and/or demonstrate improvement will receive a zero for the clinical day.

Skills Lab

Students must attend, participate, and successfully pass the designated skills as determined in each course. Failure to pass skills directly affects students' clinical requirements. Students must successfully pass the skills prior to demonstrating the skills in the clinical settings.

Students will be referred for remediation when the need for additional practice is identified for specific motor skills. Remediation must be successfully completed prior to the next clinical day or before the next skills class. The student must present written proof of remediation to the clinical instructor.

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CLASS OR CLINICAL PROGRESS

1. An instructor may remove the student from a class or clinical setting if the student demonstrates a violation of policies, procedures, or guidelines. Please refer to the A.D.N. Student Handbook Sections that further define the following:
 - a. Professional Code of Conduct
 - b. Course Clinical Attendance Requirements
 - c. Professional Clinical Standards and Guidelines
 - Clinical Attire
 - Personal Appearance
 - Student Conduct
 - Student Clinical Assignments
 - Medication Administration Procedure
 - Medication Error Procedure
2. Being dismissed from the clinical setting results in a zero for the clinical day. The student will not be able to make up the clinical day.

PROGRESS FORMS

Progress Forms are used by faculty as documentation and may include written comments made by an instructor and/or the Program Director. The Progress Forms are written/electronic (PDF) and placed in the student's permanent file, and serve as:

- a. Documentation of a student's conduct or progress.
- b. Documentation to reference during a conference following a clinical experience.
- c. Record of an event which may be referenced by the teaching team to determine whether the incident is a pattern or one-time event, and that the student continues to follow the established policy.
- d. Record of typed/written factual information.

Each student is given the opportunity to review their Progress Form and write comments in the designated student comment area. The student is required to formulate a plan of action. The instructor and student are required to sign the Progress Form. The student's signature indicates that the student has read and understood the comments and NOT whether the student disagrees with them. It is the student's responsibility to schedule a meeting with the course instructor within a reasonable time (Refer to Appendix E).

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Recovery Option

A recovery option is offered to a student who is unsuccessful in the 3rd or 4th semester of the A.D.N. Program. It is defined as a readmission opportunity back into specific courses in which the student was unsuccessful. Only one readmission opportunity is allowed with the recovery option.

A student who withdraws or receives a letter grade BELOW “C” in any RNSG course(s) is defined as unsuccessful, regardless of the reason.

- Eligibility for the recovery option is available for a student who is unsuccessful the first time in the A.D.N. Program in the following courses, and may opt to be recovered the next time the course is offered: RNSG 2213, RNSG 1412, RNSG 2307, and RNSG 2331.
- Clinical courses are not eligible for the recovery option.
- **ONLY 1 Recovery attempt is allowed per admission in the 3rd or 4th semester.** Students who are unsuccessful a second time in the A.D.N. Program may reapply during the next application cycle.
Being a prior student in the A.D.N. program does not grant preference for the next application cycle nor guarantee re-admission of the applicant into the program.

Procedure:

1. Students must submit a formal email to the retention specialist and program director by the following deadlines:
 - a Date specified by faculty or within 5 business days of Final Course Grade notification.
2. Students must maintain an Institutional and Overall GPA of at least a 2.5 to continue in the recovery option.

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ACADEMIC WITHDRAWAL PROCEDURE

A student who withdraws from a nursing course(s) due to extenuating circumstances must inform their instructor(s) within 5 business days of the student's last class attendance, and a meeting with a review committee will be scheduled. The student will be informed in writing via email of the committee's recommendations within seven working days.

The student must submit the Exit Survey (Appendix P) documentation within 5 days, explaining the reasons for the withdrawal and a plan of action. Failure to comply with this procedure will result in the withdrawal counting against the student's recovery option process.

The student should refer to the Recovery Option Procedure for eligibility.

ACADEMIC DISMISSAL

A student who commits a violation of the Professional Code of Conduct or demonstrates unprofessional conduct as outlined in the A.D.N. Student Handbook, Laredo College Student Handbook, and Catalog will be dismissed from the A.D.N. Program. A student who is dismissed under this paragraph **will not be allowed** to return to the A.D.N. Program.

A student found guilty of Scholastic Dishonesty will be dismissed from the A.D.N. Program. A student who is dismissed under this paragraph **will not be allowed** to return to the A.D.N. Program. "Scholastic Dishonesty" includes but is not limited to the following:

Cheating on academic work, which includes but is not limited to:

1. Unauthorized use of materials during an exam or quiz.
2. Copying from another student's exam, quiz, or assignment.
3. Acquiring exams, quizzes, or any other academic materials from a faculty member without permission.
4. Using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an exam, quiz, or assignment.
5. Plagiarism is defined as the appropriation of another's work and submitting the unacknowledged incorporation of that work as one's own written work.
6. Collusion, which means the unauthorized collaboration with another person in preparing written work offered for credit and submitting it as one's own work.

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IMMEDIATE DISMISSAL FROM THE A.D.N. PROGRAM

A student will be dismissed from the A.D.N. Program for the following conditions or conduct:

1. Clinical agency refuses to allow the student to attend or return to a clinical site.
2. A breach of a patient's rights or confidentiality by written, spoken, or through social media, including information from the patient's medical records. In addition, this may lead to legal actions from the agency, patient, patient family, or others involved in the patient's care.
3. Confirmed positive drug test.
4. Patient Abandonment.

INCOMPLETE/WITHDRAWAL

Policy on Incomplete (I*)

Incomplete (I*) is a temporary grade that indicates that a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work that has been delayed on account of illness, other emergency, or authorized absence. Students have a maximum of four months to complete the work. It is the responsibility of the student to make arrangements within the time limit set by the instructor. If the course requirements have not been satisfactorily completed by the deadline set by the instructor, the grade of incomplete will remain (I*) and will be calculated as an "F" for the course and will affect the student's GPA. In order for the student to be eligible for an incomplete, the student must be passing the course with a 75% or greater in the completed coursework.

Policy on Withdrawal (W)

A student desiring to withdraw from a course must withdraw officially through the Registrar's Office; simply informing the instructor of a desire or intent to withdraw is not sufficient. **Note: It is the responsibility of the student to withdraw from a course officially.** Failure to officially withdraw or failure to officially withdraw in a timely manner may result in a grade of "F" for the course.

Students who properly withdraw from course(s) will receive a grade of "W" for such course(s).

Students whose instructor drops them from a course(s) because of excessive absences will receive a grade of "W" or "F" for such course(s).

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LEARNING AGREEMENT

The purpose of the Learning Agreement is to provide remediation for the student who has failed or withdrawn from a nursing course(s). The faculty and student will assess the student's academic and/or clinical weaknesses and develop an individualized learning plan that will assist the student to improve the probability of success.

The Learning Agreement will consist of interactive learning programs (computer-based or case studies), clinical skills demonstration, and other exercises that will enhance the students' learning requirements for remediation and will be determined at the discretion of the instructor. The student will be given a deadline to complete and submit all required work as designated by the faculty member (Refer to Appendix F).

A student who does not comply with the Learning Agreement(s) will not be eligible to continue in the recovery option in the Associate Degree Nursing Program. Matriculation of students requesting recovery or readmission will be contingent on space availability. (Refer to Recovery Option Procedure)

STUDENT INCIDENT/CONCERN AND GRIEVANCE PROCEDURE

Student Incident/Concern Procedure

Concerns or problems a student may have in a nursing course should be discussed or addressed with the instructor for that course. Refer to **Appendix G** for the Student Incident/Concern Form. The instructor will address the student's concerns and identify methods to resolve the issue. If the issue is not resolved, then the student should proceed with the appropriate chain of command:

1. Instructor
2. A.D.N./BSN Program Director
3. Dean of Health Science
4. Provost/Vice President of Academic Affairs

Student Grievance Procedure

Laredo College has a Student Grievance Procedure to formally address issues that have not been resolved through the established Laredo College Student Concern Process. Students who wish to file a formal grievance must follow the Laredo College Student Grievance Procedure outlined in the Laredo College Student Handbook. Student grievances must be filed in writing by completing a Student Grievance Form within 10 class days from the date of the act or last act giving rise to the student's grievance. Failure to file the Laredo College Student Grievance Form within such time frame will bar any student's right to pursue such grievance. Students may obtain a copy of this form from the Provost/Vice President of Academic Affairs.

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STUDENT CONFIDENTIALITY FERPA

FERPA is an acronym for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR §99). Congress enacted FERPA, also referred to as the "Buckley Amendment," in 1974. FERPA conditions federal educational funding on providing student access to, and maintaining the privacy of, education records. Faculty, staff, administrators, and other College officials are required by FERPA to treat education records in a legally specified manner. The rights under FERPA apply to all individuals who submit an admissions application to Laredo College.

Dissemination of Information to Students

When a student is in attendance at LC, the student exercises the rights under FERPA. In elementary and secondary schools, those rights are exercised by the parent. However, if a student is in a secondary school and begins attending a postsecondary institution, FERPA rights transfer to the student.

Faculty and staff may not provide information to parents, spouses, or others who may call and ask for information about a student. If there is no written waiver by the student or the student is not a dependent, disclosure even to a parent can be unlawful. In addition, faculty and staff will require a waiver if the student requests another person to attend conferences. The conference discussion will be directed to the student, and the guest will be an observer during the interactions.

Directory Information only from the Admissions and Registration Center

In accordance with the provisions of FERPA, LC has the right to provide "directory information" without the student's written consent. LC currently defines "directory information" to mean the following:

- Student name, address, and phone (if any),
- Major Field of Study
- Dates of attendance
- Degrees and awards received
- Student Classification
- Enrollment status (i.e., full-time, part-time)
- Name of the most recent previous educational institution attended.

If a student does not want directory information released, the student must complete a **Request to Withhold Student Directory Information Form**. The form is valid until the student gives LC a statement in writing that they wish to have their directory information released.

HIPAA

The Associate Degree Nursing program students will abide by the Health Insurance Portability and Accountability Act (HIPAA) to safeguard the confidentiality of a patient's medical record information.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

PROCEDURES FOR EMPLOYMENT

The Laredo College Associate Degree Nursing Program supports the current Texas Board of Nursing Practice Act & Nursing Peer Review Act. The Associate Degree Nursing Program is committed to excellence in nursing by nurses appropriately prepared for the services they are rendering. Therefore, the position of the Associate Degree Nursing Program regarding undergraduate nursing students (who are unlicensed in the State of Texas either as Registered Professional Nurses or as Licensed Vocational Nurse) accepting employment in hospitals or health agencies, is as follows:

1. Laredo College undergraduate nursing students who accept positions, for which they receive compensation for client care, do so as unlicensed individuals and will not wear the school uniform, laboratory coat with insignia, or other indications of their student status. The individual is not functioning as a nursing student but as a paid employee for the employing institution.
2. Students are advised to familiarize themselves with the current Texas Board of Nursing Practice Act & Nursing Peer Review Act and the Rules and Regulations so that they will recognize the full scope and responsibility of the role of the student nurse and the role of the Registered Nurse. Laredo College undergraduate nursing students who accept a position for pay as a nurse's aide, nursing assistant or nurse tech must recognize that they may be held legally liable for their actions and therefore, should not accept responsibilities—nor perform nursing interventions beyond their knowledge and skills, NOR those within the responsibilities of the professional nurse as defined in the Texas Board of Nursing Practice Act & Nursing Peer Review Act and the Rules and Regulations.
3. The student is responsible for maintaining the required grade point average and should consider the demands of part-time employment upon the student's time and success in the nursing program.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

**CRITERIA FOR GRADUATION
ASSOCIATE IN APPLIED SCIENCE DEGREE**

In addition to the Laredo College requirements for graduation, the A.D.N. Department requires that the student:

1. Receive a minimum grade of C in each support (non-nursing) course as well as each nursing course.
2. A 2.5 institutional grade point average on all courses is required by Laredo College.
3. The student must satisfactorily complete all capstone course requirements to participate in the pinning and graduation ceremonies (refer to coursesyllabi).

The Associate Degree Nursing Department abides by the Laredo College requirements for graduation as found in the current college catalog. Application for graduation needs to be initiated by March for May graduation, and by October for December graduation. Students are responsible for knowing and abiding by all graduation requirements.

It is the student's responsibility to review their degree plan and ensure that all courses required for graduation have been completed.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
PINNING CEREMONY

Registered Nurse School Pin

A standard Laredo College nursing pin is to be ordered by all graduates within the designated time frame.

Awards

Mary Alice Lopez Award

Classmates will select one peer as the nurse that they would entrust to care for their own loved ones. The award is presented to the Associate Degree Nursing Student upon completion of the Associate Degree Nursing Program.

Merit Award

At the completion of the Associate Degree Nursing program, the student(s) with the highest nursing course average for all Associate Degree Nursing courses is/are recognized by the Associate Degree Nursing Department. A student **with a nursing academic failure will not be eligible** for the Merit Award.

Pinning Ceremony

A pinning ceremony is held in May.

Dress Attire for Pinning Ceremony

Attire for the Pinning Ceremony includes a white (clinical) scrub uniform and white nursing shoes or solid white leather tennis shoes. A Laredo College Stole may be worn at the pinning ceremony.

Video

The graduating class, in conjunction with an assigned faculty member, may develop a video or PowerPoint presentation. The presentation is to represent the cohort and not to exceed three to four minutes.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

LICENSURE BY EXAMINATION

The requirements for Licensure by Examination as a Registered Nurse in the State of Texas are:

1. The student must file an Application to the Texas Board of Nursing. The application contains personal data (i.e., full name, date of birth, etc.), educational information, a copy of charges, disposition papers if the applicant has ever been convicted of a crime other than a minor traffic violation, and a notarized affidavit of the above information. Refer to <http://www.bon.state.tx.us>
2. Verification of graduation from an accredited school.
 - a. The applicant must be certified by the Program Director as having successfully completed all requirements for graduation, including clinical practice.
 - b. Submission of the filing fee to the Texas Board of Nursing (Fees subject to change without notice).
3. Completion of the Pearson NCLEX-RN Application form, with a test fee (Fees subject to change without notice).
4. Pass the NCLEX-RN Examination.

Eligibility for Licensure

Upon successful completion of the NCLEX-RN examination and provided any other condition(s) as stipulated by the Texas Board of Nursing is/are met, the graduate will be issued the license. The graduate may then use the title Registered Nurse (RN).

APPENDICES & STUDENT SIGNATURES

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX A
NEW STUDENT ORIENTATION FORM

Student Name (Print) _____

Please mark each question with the appropriate response.

Were you provided with the following:

- ☐ Yes ☐ No Organizational Charts
☐ Yes ☐ No LC A.D.N. Student Handbook

Were the following objectives met?

- ☐ Yes ☐ No As a new student, I had the opportunity to become familiar with the philosophy, administration, and organization of the Laredo College Associate Degree Nursing Program.
- ☐ Yes ☐ No As a new student, I was provided an overview of the course curriculum, and procedures were explained.
- ☐ Yes ☐ No Identified the responsibilities of the student in the classroom and clinical areas in accordance with the mission/philosophy and procedures of Laredo College and the Associate Degree Nursing Department.
- ☐ Yes ☐ No Was the student orientation completed prior to the 1st day of class?
- ☐ Yes ☐ No Identifies the textbooks in the Associate Degree Nursing Program.
- ☐ Yes ☐ No Lists the information components in a course syllabus.
- ☐ Yes ☐ No Identifies the content of the A.D.N. Student Handbook.
- ☐ Yes ☐ No Identifies the content of the LC Student Handbook.
- ☐ Yes ☐ No Identifies the requirements for current TB test and immunization records.
- ☐ Yes ☐ No Identifies the requirements for valid CPR certification, drug screens, and criminal background checks.
- ☐ Yes ☐ No Summarizes the Texas Board of Nursing requirements.
- ☐ Yes ☐ No Identifies college resources.
- ☐ Yes ☐ No Summarizes the LC ADN Program and its requirements, including standardized assessment tests.

Course Faculty

- ☐ Yes ☐ No Purpose and function of simulation and skillslab.
- ☐ Yes ☐ No Oriented to computer requirements and computer programs/apps.
- ☐ Yes ☐ No Schedule and hours of operation of the nursing department.

Student Nurses Association (SNA)

- ☐ Yes ☐ No Purpose and goals of the Association.
- ☐ Yes ☐ No The process and requirements of joining the SNA.
- ☐ Yes ☐ No Explanation of Activities

Student Signature _____

Date _____

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX B
STANDARD PRECAUTIONS PROCEDURE

Universal Precautions should be taken to minimize the risk of exposure to BLOOD AND BODY FLUIDS OF ALL PATIENTS REGARDLESS OF THE DIAGNOSIS.

1. Hands should always be washed before and after contact with blood, body fluids or human tissue. Hands should be washed with soap and water immediately. (Refer to hand washing procedure)
2. A. GLOVES – disposable (single use) latex examination or surgical to be worn when:
 - a. The health care worker has cuts, abraded skin, chapped hands, dermatitis, etc.
 - b. Examination of abraded or non-intact skin of patients with active bleeding.
 - c. During invasive procedures.
 - d. Examination of oropharynx, gastrointestinal tract, and genitourinary tract.
 - e. During all cleaning of body fluids and decontamination procedures.
- B. GLOVES – should be changed:
 - a. Between patients.
 - b. As soon as possible, whenever gloves are visibly soiled with blood or any other potentially infectious fluid.
 - c. As soon as possible, when gloves are torn.
 - d. As soon as the worker leaves the work area.

HANDS should be washed after removing gloves

3. GOWNS or plastic aprons should be used if blood/body fluid splattering is likely.
4. MASKS and PROTECTIVE GOGGLES should be worn if aerosolization or splattering is likely to occur, such as in treatments, surgical procedures, wound irrigations, or postmortem examinations.
5. To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or ventilation devices should be readily located and available for use in areas where the need for resuscitation is predictable.
6. All health-care workers should take precautions when using, cleaning, or discarding needles, scalpels, and other instruments or devices. Used needles should not be bent, broken, reinserted into their original sheath, or unnecessarily handled. Needles should be discarded immediately after use into an impervious needle disposal box.
7. All needle sticks, mucosal splashes or contamination of open wounds with blood or body fluids should be immediately washed and reported immediately.
8. 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.
9. Blood/Body fluid spills should be cleaned up promptly with a hospital-approved disinfectant solution or a 1:10 dilution of bleach.

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

10. Invasive procedures (surgical entry into tissue, cavities, or organs) or repair of major traumatic injuries carry a risk of splattering blood and fluids. The use of gloves, masks, protective eyewear or face shield, and gowns or aprons made of materials that provide an effective fluid barrier are required.
11. Body fluids that require Universal Safety Precautions, such as but not limited to the following:
 - A. blood
 - B. semen
 - C. tissues
 - D. fluids:
 1. saliva
 2. cerebrospinal fluid
 3. synovial fluid
 4. pleural fluid
 5. pericardial fluid
 6. peritoneal fluid
 7. amniotic fluid
 8. breast milk
12. If stuck by a needle, sharp objects, blood, or if infectious materials fall in the student's eyes, nose, mouth, or broken skin, the students should:
 1. Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available.
 2. Report this immediately to the instructor.
 3. Seek immediate medical attention.
13. A student who sustains an injury while participating in a lab or clinical experience should notify the clinical instructor and follow the protocol of the affiliated institution. The student should report to the Laredo College's Risk Manager to file proper documentation of the incident. Expenses incurred by the student for treatment immediately following the injury will be the responsibility of the student. Laredo College will not be held responsible/liable for any injury incurred while enrolled as a student at Laredo College.

Student's Signature

Date

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

Appendix C

2025-2026

Associate Degree Nursing (RNSG) Two- Year Program

(Fall Admission Only - Online Application Due: 4th Monday in February)

Nursing Courses must be taken in sequence. Non-nursing courses may be taken in sequence or prior to the semester required.			
PRE-REQUISITES			Credit Hrs.
ENGL	1301	Composition I	3
*PSYC	2314 or 2301	Life Span Growth & Development	3
		General Psychology	
BIOL	2301	Anatomy & Physiology I	3
BIOL	2101	Anatomy & Physiology I	1
Total Semester Hours			10
FIRST SEMESTER - FALL SEMESTER			Credit Hrs.
*PSYC	2314 or 2301	Life Span Growth & Development	3
		General Psychology	
RNSG	1205	Nursing Skills I	2
RNSG	1413	Foundations of Nursing Practice	4
RNSG	1260	Clinical Registered Nursing/Registered Nurse (Fundamentals)	2
BIOL	2302	Anatomy and Physiology II	3
BIOL	2102	Anatomy and Physiology II	1
Total Semester Hours			15
SECOND SEMESTER - SPRING SEMESTER			Credit Hrs.
RNSG	1443	Complex Concepts of Adult Health	4
RNSG	1360	Clinical Registered Nursing/Registered Nurse (Intermediate M/S)	3
RNSG	1144	Nursing Skills II	1
BIOL	2320	Microbiology for Non-Science Majors (Lecture)	3
BIOL	2120	Microbiology for Non-Science Majors (Laboratory)	1
Total Semester Hours			12
SUMMER SESSION			
RNSG	1201	Pharmacology	2
Total Hours			2
THIRD SEMESTER - FALL SEMESTER			Credit Hrs.
RNSG	2213	Mental Health Nursing	2
RNSG	2162	Clinical Registered Nursing/ Registered Nurse (Mental Health)	1
RNSG	1412	Nursing Care of the Childbearing & Childrearing Family	4
RNSG	2261	Clinical Registered Nursing/Registered Nurse (Pediatric/Maternity)	2
Total Semester Hours			9
FOURTH SEMESTER - SPRING SEMESTER			Credit Hrs.
**RNSG	2307	Adaptation to Role of Professional Nurse	3
**RNSG	2331	Advanced Concepts of Adult Health	3
**RNSG	2363	Clinical Nursing (R.N. Training-Advanced Med./Surg.)	3
***3 Credit Hours Language, Philosophy, and Culture/Creative Arts			3
Total Semester Hours			12
TOTAL NUMBER OF CREDITS REQUIRED FOR GRADUATION:			60

*Both PSYC 2301 and PSYC 2314 are required for the program. Student will take one PSYC as a pre-requisite and the other PSYC in first semester.

**Capstone courses are taught in the last semester. The learning experiences in these courses result in consolidation of a student's educational experience.

***3 Credit Hours Language, Philosophy, and Culture/Creative Arts** Refer to current LC Catalog CORE or [Plan of Study/Pathway Link](#)

Requirements

- Complete Assessment Test requirements for placement and/or satisfy the Texas Success Initiative (TSI) requirements for entry into college-level courses.
- LC Pre-requisite, Institutional and Overall grade point average (GPA) of 2.5 or greater.
- Successfully complete the Pre-Entrance Standardized Exam.
- Nursing program curriculum plan.
- *All nursing courses must be taken concurrently.*

Approved by the Texas Board of Nursing (BON) and the Texas Higher Education Coordination Board (THECB). Accredited by the Accreditation Commission for Education in Nursing (ACEN).

***Student must follow Associate Degree Nursing program curriculum plan valid for the current cohort entrance year.**

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

Appendix D

2025-2026

Associate Degree Nursing (RNSG)

Transition Program

(Spring Admission Only- Application Due by: 1st Thursday in September)

Nursing Courses must be taken in sequence. Non-nursing courses may be taken in sequence or prior to the semester required.			
PRE-REQUISITES			Credit Hrs.
ENGL	1301	Composition I	3
PSYC	2314	Life Span Growth & Development	3
BIOL	2301	Anatomy & Physiology I	3
BIOL	2101	Anatomy & Physiology I	1
PSYC	2301	General Psychology	3
Total Semester Hours			13
FIRST SEMESTER - SPRING SEMESTER			Credit Hrs.
RNSG	1443	Complex Concepts of Adult Health	4
RNSG	1360	Clinical Registered Nursing/Registered Nurse (Intermediate M/S)	3
RNSG	1144	Nursing Skills II	1
BIOL	2302	Anatomy & Physiology II	3
BIOL	2102	Anatomy & Physiology II	1
Total Semester Hours			12
SUMMER SESSION			
RNSG	1201	Pharmacology	2
Total Hours			2
SECOND SEMESTER - FALL SEMESTER			Credit Hrs.
RNSG	2213	Mental Health Nursing	2
RNSG	2162	Clinical Registered Nursing/ Registered Nurse (Mental Health)	1
RNSG	1412	Nursing Care of the Childbearing & Childrearing Family	4
RNSG	2261	Clinical Registered Nursing/Registered Nurse (Pediatric/Maternity)	2
BIOL	2320	Microbiology for Non-Science Majors (Lecture)	3
BIOL	2120	Microbiology for Non-Science Majors (Laboratory)	1
Total Semester Hours			13
THIRD SEMESTER - SPRING SEMESTER			Credit Hrs.
*RNSG	2307	Adaptation to Role of Professional Nurse	3
*RNSG	2331	Advanced Concepts of Adult Health	3
*RNSG	2363	Clinical Nursing (R.N. Training-Advanced Med./Surg.)	3
**3 Credit Hours Language, Philosophy, and Culture/Creative Arts			3
Total Semester Hours			12
TOTAL NUMBER OF CREDITS REQUIRED FOR GRADUATION:			60
Upon successful completion of the Transition Program courses, the student will receive credit for RNSG 1205, RNSG 1260, and RNSG 1413.			8-Credit Hours

*Capstone courses are taught in the last semester. The learning experiences in these courses result in consolidation of a student's educational experience.

3 Credit Hours Language, Philosophy, and Culture/Creative Arts Refer to current LC Catalog CORE or [Plan of Study/Pathway Link](#)

Requirements

- Complete Assessment Test requirements for placement and/or satisfy the Texas Success Initiative (TSI) requirements for entry into college level courses.
- LC Pre-requisite, Institutional and Overall grade point average (GPA) of 2.5 or greater.
- Successfully completes Pre-Entrance Standardized Exam.
- Nursing program curriculum plan.
- All nursing courses must be taken concurrently.

Approved by Texas Board of Nursing (BON), and the Texas Higher Education Coordination Board (THECB). Accredited by the Accreditation Commission for Education in Nursing (ACEN),

***Student must follow Associate Degree Nursing program curriculum plan valid for the current cohort entrance year.**

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX E
PROGRESS FORM

Student Name _____ ID _____ Date _____

Course _____ Semester _____

- ☐ Attendance/Tardiness
- ☐ Unprofessional Conduct
- ☐ Disciplinary Action

- ☐ Clinical/Theory Progress
- ☐ Other _____
- ☐ Other _____

Faculty Comments:

Recommendations:

Student Comments/Plan of Action:

Student Signature

Date

Faculty Signature

Date

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX F
LC NURSING LEARNING ASSIGNMENTS AGREEMENT – (SAMPLE)

Semester: Spring_____ Fall_____

Student Name_____ Faculty Name_____

Month	Assignment	Due Date
	Focused Review Study Guide	
	Focused Review Study Guide	
	Focused Review Study Guide	
	Study Guide	
	Study Guide	
	Study Guide	

Student Signature

Date

Faculty Signature

Date

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

**APPENDIX G
STUDENT INCIDENT/CONCERN FORM**

**Student Name reporting the incident
(Print):** _____

Date: _____

Time:__

**Incident/concern
reported to:**

☐

Faculty

☐

Dean of Health Sciences/Nursing Program Director

Director Describe the incident/concern: (Facts Only)

Student Signature

Date

Please allow 7-10 days for response

Resolution of Incident/Concern: (For Departmental Use)

☐ **Issue/Concern Resolved OR Referred Student to:**

☐ **Dean of Health Sciences/Nursing Programs Director**

Signature and Title of person addressing the incidentor concern

Date

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX H

DEGREE PLAN REQUIREMENTS

Students are responsible for knowing and abiding by all graduation requirements. **It is the student's responsibility to review their degree plan and ensure that all courses required for graduation have been completed.**

I, the undersigned, take full responsibility for completing all required courses for the Associate of Applied Science Degree in Nursing as outlined in the Associate Degree Nursing Program Curriculum and the Laredo College Catalog. I recognize that I must keep a record of those courses as they are completed. I have been provided a degree plan worksheet or degree plan that lists all courses required for the program, and I take responsibility for verifying that they have been completed. I know that if any of the required courses have not been completed as required, I will not graduate with the class cohort I am designated to graduate with.

Print Name: _____

Student Signature: _____

Date: _____

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX I

DISCLAIMER

The content of this handbook is accurate at the time of printing or posting on the website. The student handbook is a procedural manual that assists students in the nursing programs. The student handbook is reviewed and revised based on procedural changes and new requirements from Accrediting Agencies, Federal, State, Local Agencies, or the Laredo College Board of Trustees. It is the student's responsibility to remain current and to adhere to these changes. The student should be aware that modifications in cost, procedures, regulations, and course offerings may occur without advanced notice.

The Associate Degree Nursing Department reserves the right to assess and modify the educational procedures and program requirements as new information is available and as student or curricular needs are identified.

The Student Handbooks are reviewed, revised, and approved on an annual basis.

The Student Handbooks are pertinent to **all students** at the start of the fall semester, regardless of the entry date into the program.

The current Student Handbook procedures and guidelines will be applied to **current and returning students**.

Date: _____

Student's Signature: _____

Print Name: _____

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX J

PROCEDURE STATEMENT OF UNDERSTANDING

I, the undersigned, have been informed and have read the Laredo College Catalog and Student Handbook, and I am aware of the College Procedures as presented in these two documents.

I have been informed and directed to the Associate Degree Nursing Program Student Handbook concerning Progression Requirements, Classroom and Clinical Policies, Student Expectations, Nursing Student Code of Conduct, Unprofessional Conduct and Disciplinary Action Procedure, Grading and Attendance Policies, Standard Precautions Procedure, and Department Procedures.

I have an understanding of the Curriculum Requirements of the Nursing Program, and I am aware of the Graduation Requirements of the Associate Degree Nursing Program.

I have read the A.D.N. Student Handbook, and I understand that I will adhere to this current handbook and future handbooks for each academic year.

Print Name: _____

Student's Signature: _____ Date: _____

FALSIFICATION OF INFORMATION

Students who were previously enrolled in any Health Sciences program(s) at Laredo College or at any other college or university must have exited in good standing in order for this application to be considered. ***Falsification of information will jeopardize admission or continuation to the program.***

I understand that falsifying any information on the Health Sciences application or while in the program will jeopardize my admission or standing in the Health Sciences Programs.

Student signature

Date

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX K

PERMISSION FORM

I (Print Name)_____give permission to the Associate
Degree Nursing Program to:

- a. display my photograph, projects, papers, care plans or other work
- b. allow access of my records for accreditation purposes.
- c. submit medical records, criminal background records, CPR certification and/or other pertinent information to clinical agencies if required or upon request from clinical agency.

Student Signature: _____

Student Name (Print): _____

Student PID# _____

Date: _____

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX L

STATEMENT OF CONFIDENTIALITY

The health care provider has an ethical and legal obligation to maintain the confidentiality of a patient's personal or medical information. A student has the responsibility to maintain the same degree of patient privacy and confidentiality at all times. The student is required not to discuss the patient's condition with the family, bystanders, the media, or any other non-medical personnel. In addition, the student is prohibited from discussing the patient's condition or prognosis outside of class or from transmitting by way of any electronic media or patient-related image. The student is restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient. Violation of confidentiality rules may result in the student being dismissed from the course or the program.

I have read and understand the significance of the information given above.

I (Print Name) _____ will not reveal any information concerning patients to anyone not authorized to discuss the individual's physical and psychological condition. I am aware that if I do, I may be subject to dismissal from the Associate Degree Nursing Program.

Date: _____ PID: _____

Print Name: _____

Student's Signature: _____

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX M

LAB AND SIMULATION CONSENT FORM

I, _____, agree to participate in skills lab and simulation lab as needed. Practice on manikins, myself, or classmates during lab sessions may occur throughout the various nursing courses. I understand that all efforts to provide modesty and safety precautions have been incorporated into the laboratory sessions. If I feel or think that I am uncomfortable with any draping, manner of touch, or procedure, I will carefully discuss this issue with my classmate. If I still do not sense that the issue is resolved by this action, I will inform my instructor. I will follow the dress code for lab according to the Dress Code guidelines listed in the Student Handbook. I will notify faculty of any allergies (i.e. latex, nylon fibers, cold hypersensitivity, etc.) or medical conditions prior to the start of the laboratory session.

I, _____, will follow the Student Handbook Code of Conduct during all lab and simulation sessions. I agree to drape manikins, classmates, guests, or patients in a way that protects the modesty and safety for all “patients.” I will demonstrate professional behavior by practicing considerate and respectful non-verbal and verbal communication during all activities. I will adhere to safe behavior while using equipment during laboratory activities and will do so only under supervision of faculty. I will promptly report any malfunctioning equipment to faculty as soon as it becomes evident.

Student’s Signature _____ ID# _____

Date _____

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX N

**Texas Board of Nursing
1801 Congress Avenue,
Suite 10-200
Austin, Texas 78701**

**Required Eligibility
Notification Form**

I hereby verify that I have been provided verbal and written information through the Texas Board of Nursing website (<http://www.bon.state.tx.us>) regarding conditions that may disqualify graduates from licensure and of my right to petition the Texas Board of Nursing for a Declaratory Order of Eligibility:

1. ***Rules & Regulations Relating to Nurse Education, Licensure and Practice***
Sections 213.27 – 213.30 Texas Administrative Code relating to Good Professional Character, Licensure of Persons with Criminal Offenses, Disciplinary Guidelines for Criminal Conduct, Fitness to Practice, Declaratory Order of Eligibility for Licensure.
2. ***Nursing Practice Act, Nursing Peer Review, and Nurse Licensure Compact***
Texas Occupations Code 301.251, 301, 2511, 301.252, 30.253, 301.257, 301.451-301.469 relating to License Requirements, Criminal History Information for License Applicants, Declaratory Order of License Eligibility, Prohibited Practices and Disciplinary Actions.
3. Petition for Declaratory Order.

(Print) Student Name

Student PID Number

Date of Birth

Student Signature

Date Signed

This instrument was acknowledged before me on _____ by _____

(Seal)

Notary Public - Signature

LAREDO COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX O

TECHNICAL PERFORMANCE STANDARDS

Applicant's Name: (Sign in Castlebranch during admission process)

An applicant to the Health Science Division must possess necessary technical performance standards to complete a health science program. The applicant is required to be physically, mentally, and medically able to perform the technical standards necessary in the role of a health science student. These technical performance standards are also required of the student to fulfill the responsibilities of an entry-level staff person upon graduation. The applicant must understand that if he/she is unable to perform an essential function he/she may be counseled to consider another field of study.

Mark each appropriate Technical Performance Standard:

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | READ: Ability to read and understand printed materials used in the classroom and health care settings, such as textbooks, signs, medical supply packages, policy and procedure manuals, and patient records. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | ARITHMETIC COMPETENCE: Read and understand columns of numbers and measurement marks, count rates, tell time, use measuring tools, write numbers in records, and calculate (add, subtract, multiply, divide) mathematical information such as fluid volumes, weights, and measurements, and vital signs. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | ANALYTICAL THINKING: Ability to acquire and apply information from classroom instruction, skills laboratory experiences, independent learning, and group projects. Demonstrate skills for memorizing, integration of concepts, abstract reasoning, multifactorial problem solving, and interpreting. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | COMMUNICATION: Ability to communicate effectively in English in oral and written form with peers and instructors to complete assignments and tests, give directions, explain procedures, give oral reports, speak on the phone, interact with others, and document care. Ability to comprehend, interpret, and follow oral and written instructions. Communicate in a clear and concise manner with patients of all ages, including obtaining health history and other pertinent information. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | INTERPERSONAL SKILLS: establish rapport with peers, patients/ clients, and instructors respect individual differences and negotiate interpersonal conflicts. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | EMOTIONAL STABILITY: Focus attention on task, monitor own emotions, perform multiple responsibilities concurrently, deal with the unexpected, handle strong emotions (i.e. grief, revulsion), and function as part of a team (ask advice, seek information, and share).
Provide emotional support to patients before, during, and after procedures. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | FINE MOTOR: Manual dexterity necessary to palpate muscles and/or bony prominences, pick up objects with hands, grasp small objects, write with pen or pencil, and squeeze fingers. |

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TECHNICAL PERFORMANCE STANDARDS

- ☐ Yes ☐ No **PHYSICAL ENDURANCE:** Stand and maintain balance during classroom or therapeutic procedure. Endure clinical day with a minimum of 4 to 12 hours of standing or walking. Bend, lift, turn, grasp, and squat with full range of motion.
- ☐ Yes ☐ No **PHYSICAL MOBILITY:** Walk, reach arms above head and below waist, stoop/twist body, kneel, squat, move quickly (respond to emergency).
- ☐ Yes ☐ No **PHYSICAL STRENGTH:** Move objects independently weighing up to 25 pounds, move heavy objects (up to 50 lbs.), squeeze with hands (i.e. fire extinguisher), and use upper body strength (CPR, patient handling). Transport, move lift, or transfer patients from a wheelchair to a stretcher to an exam table or to a patient's bed. Move, adjust, and manipulate a variety of medical equipment to perform examinations according to established procedures.
- ☐ Yes ☐ No **VISUAL:** Ability to read fine print on measuring devices and computer screens, see objects more than 20 feet away, recognize depths and use peripheral vision. Visually monitor patients, charts, and machine indicator lights in dimly lit conditions.
- ☐ Yes ☐ No **AUDITORY:** Hear auditory alarms and normal speaking level sounds. Tolerate high-pitched and constant noise.
- ☐ Yes ☐ No **SMELL:** Detect odors from client, smoke, gasses, or noxious smells.
- ☐ Yes ☐ No **TACTILE:** Feel vibrations (palpate pulse), detect temperature (skin, solutions), and detect environmental temperature (drafts, cold and hot).

I have reviewed and responded to the technical performance standards listed above. I attest that all of my responses are true and accurately indicate my ability to meet the responsibilities of the student role. I am prepared to meet these requirements.

Print Applicant Name

Applicant Signature

Date

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APPENDIX P

Exit Survey from the Associate Degree Nursing Program

Section 1: Demographic Information

Name : _____ Email: _____

Phone Number: _____ Semester of Enrollment: _____

Semester/year of withdrawal or unsuccessful attempt: _____

Reason for Withdrawal/Unsuccessful semester:

Preventive Measures: Is there anything the program could have done to prevent your withdrawal?

Section 2: Program Experience

Overall Satisfaction: How satisfied were you with the ADN program?
(Scale: 1 - Very Dissatisfied, 2 - Dissatisfied, 3 - Neutral, 4 - Satisfied, 5 - Very Satisfied)

Quality of Instruction: How would you rate the quality of instruction you received?
(Scale: 1 - Poor, 2 - Fair, 3 - Neutral, 4 - Good, 5 - Excellent)

Clinical Experience: How would you rate your clinical experience?
(Scale: 1 - Poor, 2 - Fair, 3 - Neutral, 4 - Good, 5 - Excellent)

Support Services: How would you rate the support services provided (e.g., academic advising, counseling)?
(Scale: 1 - Poor, 2 - Fair, 3 - Neutral, 4 - Good, 5 - Excellent)

Facilities and Resources: How would you rate the facilities and resources available to you?
(Scale: 1 - Poor, 2 - Fair, 3 - Neutral, 4 - Good, 5 - Excellent)

Created 05/25