

LAREDO COLLEGE  
BACHELOR OF SCIENCE IN NURSING PROGRAM

**LAREDO COLLEGE**

**HEALTH SCIENCE DIVISION  
BACHELOR OF SCIENCE IN NURSING PROGRAM**



**LAREDO  
COLLEGE**  
EST. 1947

**STUDENT HANDBOOK  
2024-2025  
ACADEMIC YEAR**

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This handbook is a procedural manual to assist nursing students admitted and enrolled in the Bachelor of Science in Nursing Program (B.S.N.). The student is responsible for reading, understanding, and complying with the B.S.N. 2024-2025 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 B.S.N. student handbook has been prepared to guide the student as the student progresses through the Nursing Program. The handbook provides information regarding students' conduct, procedures, and general practices within the program. The B.S.N. student is expected to abide by the procedures and guidelines outlined in this handbook, the Laredo College Catalog, and the Laredo College Student Handbook.

The B.S.N. student handbook is pertinent to **all students** with the start of the fall semester regardless of the entry date into the program. This current B.S.N. 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 B.S.N. 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.

**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](mailto: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>

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**Welcome to the B.S.N. Program**

Welcome to Laredo College and the Online B.S.N. Program. The Bachelor of Science in Nursing (B.S.N.) Program Director, and the faculty would like to welcome you and congratulate you on choosing to continue your nursing education. 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 Bachelor of Science in Nursing Program at Laredo College was awarded initial accreditation by the Accreditation Commission for Education in Nursing (ACEN) on March 16, 2020, through Spring 2026 and approved by the Texas Board of Nursing (BON) and the Texas Higher Education Coordination Board (THECB).

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.

BSN Program Director, Faculty, and Staff.

This document serves as a reference for the student to use during their enrollment in the Bachelor of Science in Nursing Program. Please refer to it often. This document contains general information about the program and policies and procedures applicable to students in this program. Thus, it should be used to supplement the Laredo College (LC) Student Handbook and LC Catalog. The student must 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.

**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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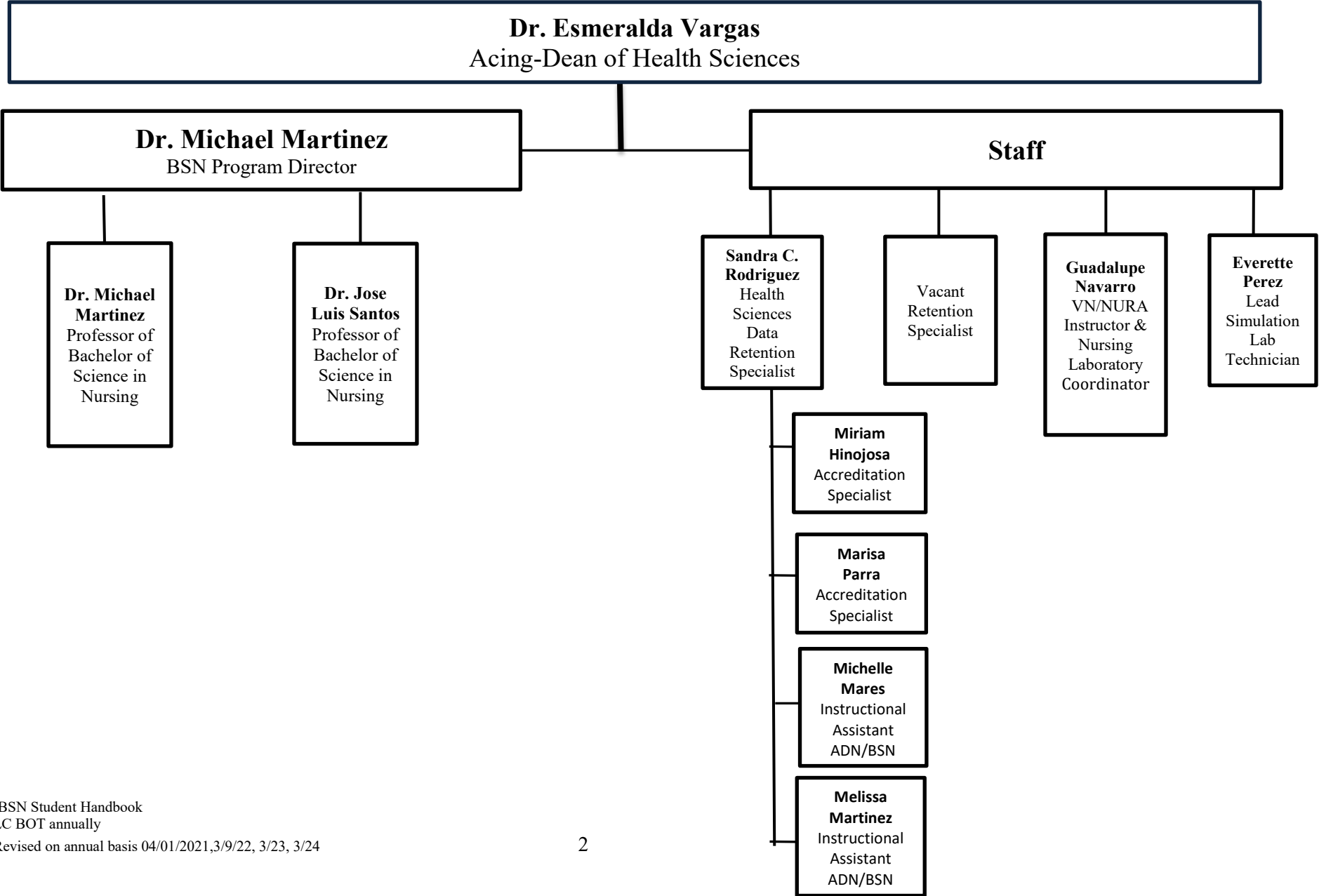
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**NURSING-BACHELOR OF SCIENCE IN NURSING PROGRAM**  
**ORGANIZATIONAL CHART 2024-2025**





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**INSTITUTIONAL MISSION**

Laredo College is a learner-centered institution transforming students' lives through educational programs and services to fulfill the dynamic needs of its local, regional, national, and global community.

**INSTITUTIONAL VISION**

Laredo College aspires to cultivate a learning, teaching, and working environment that facilitates student success and promotes institutional excellence.

**INSTITUTIONAL CORE VALUES**

**Institutional Core Values**

Laredo College Values:

**Learner Centered:** It's all about students!

Realization of educational and professional goals.

**Learning Connections:** It's all about partnerships!

Collaboration with all stakeholders.

**Leadership & Change:** It's all about innovation!

Empowerment for our students, faculty, and staff.

**Life Changing:** It's all about transformation!

Excellence & Innovation that responds to student and community needs.

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

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**INSTITUTIONAL GOALS**

**Goal 1: Student Success**

Ensure students have adequate access and support for the achievement, completion, and success of their educational goals.

**Goal 2: College of the 21<sup>st</sup> Century**

Design and implement collaborative pathways to enhance student learning through innovative teaching and services.

**Goal 3: Institutional Positioning**

Optimize institutional positioning in response to community needs and uphold excellence in all programs and services.

**Goal 4: Resources**

Secure and retain appropriate financial, physical, and human resources to ensure continued and effective college operations and growth.

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

**PROGRAM MISSION**

The mission of the Bachelor of Science in Nursing Program is to prepare individuals to become professional nurses with a commitment to lifelong learning by providing educational excellence and promoting student success.

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**PROGRAM PHILOSOPHY**

The philosophy of the Bachelor of Science in 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 is derived from the student learning outcomes. The nursing curriculum is designed to assist the student in meeting program outcomes, student learning outcomes, and competency levels. The essential curriculum concepts are outlined in the program's Conceptual Framework, which includes leadership, research, informatics, and community health.

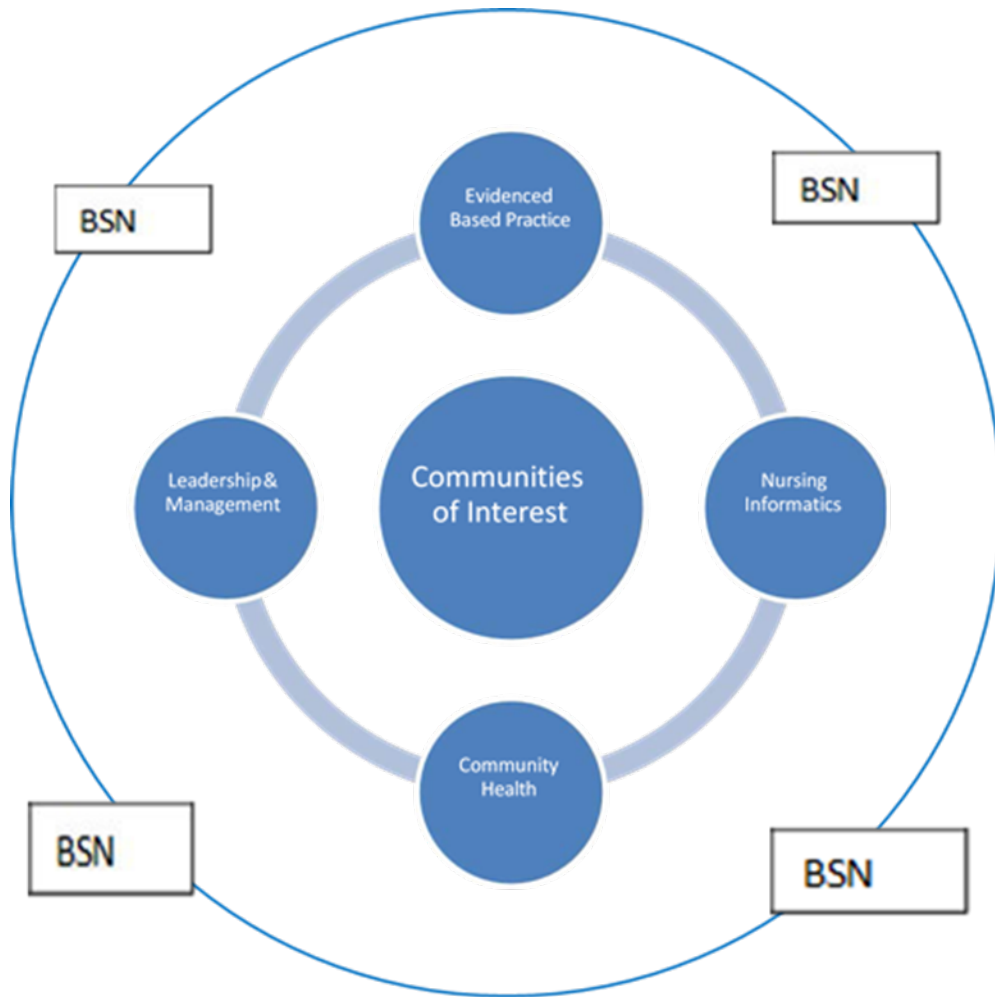
The national and state standards are part of this eclectic curriculum. The Differential Entry Level Competencies of Graduates of Texas Nursing Program, which are Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team, comprises and leads the student learning outcomes.

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**CONCEPTUAL FRAMEWORK**

The Bachelor of Science in Nursing Program conceptual framework consists of the core concepts that are the driving force of the B.S.N. program, which include: leadership, research, informatics, and community health service.

**CONCEPTUAL FRAMEWORK**



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The B.S.N. degree at Laredo College will cultivate leadership skills, emphasize the evaluation and application of nursing research, community health, and the use of informatics in health care. These skills will augment the professional attributes of licensed professional registered nurses (RNs). Upon graduation, students will be prepared to practice in progressive health care arenas, understand the importance of evidence-based-practice (EBP) and lifelong learning, and/or apply to advanced practice degree programs.

**Leadership:** The professional registered nurse will learn to apply nursing leadership and management practices. This will include critical thinking, effective communication, conflict resolution, delegation, and management of resources. They will learn how to work with inter-disciplinary teams to transform complex healthcare systems and how to analyze current best practices related to leadership roles, organizational dynamics, quality improvement, and safety in healthcare systems.

**Research:** The professional registered nurse will learn techniques for analyzing published research studies and the use of research in current nursing practice. They will learn important concepts and methodology involved in conducting research in nursing. These concepts include appraisal, critique, and implementation of nursing research. They will learn to use qualitative, quantitative, and mixed-method research to evaluate the use of evidence-based practice in healthcare systems management and clinical practice.

Students will use research to evaluate patient-centered care, quality improvement, safety, and leadership outcomes. In addition to, critical appraisal skills that assist nurses in becoming professional leaders in their respective fields will be cultivated.

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**Informatics:** The professional registered nurse will learn the use of evidence-based research and practice utilizing health care informatics. This includes informatics theories, research methodologies, networks, skills, technology, system implementation, use of electronic health records (EHR), telehealth, web-based education, and data extraction from EHR systems. Students will learn the use of health care technology, design, and how technology influences patient outcomes in remote and varied populations.

**Community Health:** The professional registered nurse will learn to provide and manage the care of patients, families, populations, and communities with an emphasis of care placed on whole-person wellness and interprofessional collaboration. This includes identification of the client and population risk, risk reduction, disease prevention, and health promotion across the lifespan. The clinical focus will be on community assessment, concepts of health promotion, disease prevention, and management of complex issues in the provision of care for varied populations within the community.

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**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. These concepts are incorporated into each course, and display skill level progression noted in each course syllabus. The B.S.N. program curriculum is derived from the end of program student learning outcomes.

1. Coordinate nursing care by collaborating and communicating with communities of interest.
2. Construct focused teaching plans on the needs and preferences of communities of interest.
3. Exhibit leadership and advocacy when providing nursing care for communities of interest.
4. Appraise cost-effectiveness of comprehensive nursing care for communities of interest.
5. Evaluate nursing care outcomes and responses to therapeutic interventions using published research as the basis for decision-making for communities of interest.
6. Anticipate the health care needs of communities of interest using a variety of informatics systems.
7. Formulate comprehensive solutions to actual and potential unsafe practices for communities of interest by incorporating management and leadership skills.

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**PROGRAM OUTCOMES**

Upon completion of the Bachelor of Science Nursing Program at Laredo College:

1. Eighty percent of the LC students will complete the B.S.N. program within 100% of the time from entry into the program.
2. Eighty percent of the graduates who complete an exit survey will report “overall satisfaction” (3.5 or above mean rating on satisfaction scale) with preparation for professional nursing practice provided by the program.
3. Eighty percent of graduates will self-report a change in professional nursing practice by the end of the program.



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**STUDENT INFORMATION**

**ADMISSION PROCESS**

First priority: Graduates of Laredo College’s Associate Degree Nursing Program will be considered for admission into the B.S.N. program first.

Second priority: Nurses living and/or working in the Laredo College service area who are not Laredo College graduates will receive second priority.

Within the priorities, GPA will determine rank.

Conditional admission: Students admitted under “conditional admission status” will be allowed to enroll in the 1st and 2<sup>nd</sup> semester BSN courses while taking up to 6 hours of pre-requisite courses. All pre-requisite courses must be completed successfully with a grade of “C” or better before continuation to the Spring semester (refer to Conditional Admission Agreement Form).

**Admission Requirements:**

1. The student must have an unencumbered registered nursing license.
2. Have a minimum of a C in all previous pre-requisite and core coursework and an overall GPA of 2.5 or better.
3. Applicants must meet the Technical Standards required by the program.
4. Current immunization record.
5. Overall GPAs will be ranked by a sliding scale.

**Student Advising**

Advising of students for the BSN program will be done by the BSN faculty, the Nursing Retention Specialist, and Program Director. . The faculty will predominately be tasked with career guidance and academic planning, while the Nursing Retention Specialist will review admission criteria, develop and implement effective strategies to increase student retention, and assist in decreasing attrition of students in the nursing programs. The Nursing Retention Specialist collaborates with the BSN Program Director, faculty, and staff to develop individualized student plans to enhance student success and refer to academic student support services, as needed. BSN faculty and the Nursing Retention Specialist will advise all admitted students. This will include planning for cost, course time management, and programs demands. In addition, BSN faculty will discuss the community Capstone project required in the BSN program. The student will be appraised on the expectations for success in Laredo College’s BSN.

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**Student Retention**

To facilitate student retention, students will be scheduled at midterm to meet individually with the Program Director at least once per semester to discuss academic performance, adherence to program policies and procedures, professional behaviors, and previously identified remediation/action plans. An action plan may be developed and include learning strategy recommendations or referrals for tutoring. The instructor/student conference will be documented on the Instructor/Student Progress form.

**DEGREE GUIDE**

Students must follow the Bachelor of Science in Nursing program curriculum plan valid for the cohort entrance year. Students must be college-ready as per Texas Success Initiative (TSI) requirements.

**Student Health Requirements**

All students who have been admitted and are making satisfactory progress must adhere to the following requirements to remain enrolled in the Bachelor of Science in Nursing Program. The following requirements are due upon admission into the program:

1. Be in compliance with the Texas Department of Health's immunization requirements for nursing students enrolled in health-related courses which involve direct client contact.
2. Immunizations - documentation must be provided for the following:
  - TB skin test (annually) or Chest X-Ray within 2 years.
  - 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 does of Tetanus-Diphtheria and Pertussis (Tdap) required within the last ten years. (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 Vaccine based on 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. 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)

***Failure to submit documentation as deemed necessary may result in the clinical site(s) refusing placement to a student who does not provide the requested records.***

- Recommended: Due to the Pandemic, some clinical agencies require the COVID-19 vaccine. As a guest in the facility, the programs must adhere to the agency's requirements. If you choose not to take the vaccine, you may not be able to complete your clinical requirements. Therefore, you may need to "withdraw" from the course.
3. The BSN 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 BSN Program.
  4. 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 they may not be able to attend clinical based on clinical sites rules, keeping them from completing course requirements.
  5. Submit evidence of a current American Heart Association BLS Health Care Provider CPR certification. Certification must remain current for the duration of the program.
  6. Purchase and maintain current Student Liability Insurance. Fees are paid with

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registration on an annual basis.

7. 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.
8. It is expected that the student report to the health care 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 students standing in the program.
9. 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 and if not resolved submitted to the Dean of Health Sciences/.
10. 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 by 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.
11. On the Bachelor of Science in Nursing Information Card, include emergency or medical information necessary for your safety. This information will be kept confidential.

***\*\*The student will assume responsibility for the costs of the immunizations, criminal background check, drug screen, and medical services. All student applicants shall submit a negative background check (should have no criminal record) 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 with [www.Castlebranch.com](http://www.Castlebranch.com) As changes in policy are received from the Center for Disease Control (CDC), these changes will be incorporated into the Program's requirements. The Laredo College Board of Trustees will be notified in a timely manner of changes in the immunization policy. It is the students' responsibility to provide documentation and to adhere 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 Blood Borne 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 student is responsible for their own health care needs and medical expenses. It is recommended that the student obtain health insurance coverage. If an emergency occurs during clinical, it is the student's responsibility to arrange transportation. The clinical faculty can contact the family as requested by the student. The clinical faculty or another student cannot leave the clinical site in order to provide transportation for the ill student.

*It is the student's responsibility to provide documentation and to adhere to all of the above health requirements. Failure to do so may keep the student from attending the 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.*

**CRIMINAL BACKGROUND**

Criminal backgrounds may be done for a clinical site placement that deals with the care of the elderly, the care of children, and the care of the client in a mental health facility. The student is hereby informed that if the student does agree to the background check and does 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.* A student with a positive criminal background check or an arrest while enrolled in the B.S.N. program **must disclose** the issue to the Dean of Health Sciences/Nursing Programs Director immediately, which may result in expulsion from the program.

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**Professional Liability Insurance**

The college requires professional liability insurance coverage for all nursing students in the Bachelor of Science in Nursing Program. Payment for insurance coverage and Student Liability insurance is made at the time of registration.

**Pregnancy, Parenting Students, & Breastfeeding**

The Bachelors of Science 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 Bachelor of Science in Nursing Program.

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

**TECHNOLOGY USED IN CLINICAL SETTINGS**

Procedures and guidelines for the use of technology in 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. Student Videotape, Audiotape, and Photograph
  - a. Videotaping, audiotaping, or photographing of students may be required while enrolled in the Program for instructional purposes. Students must agree and sign the consent form for participation in these activities while in the Program (Refer to Videotape, Audio tape, and Photograph consent form, page 69).
  
2. Social Media
  - a. Students should not discuss any confidential information about patients, clinical facility staff, faculty, and fellow students in any form of social media. The Health Insurance Portability and Accountability Act (HIPAA) guidelines are to be always maintained during classroom

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and clinical course activities.

- b. Uploading, downloading or distributing unauthorized pictures, videos, and course materials are strictly prohibited without the express written consent from the faculty or individuals concerned.
- c. Use of social media, including texting, emailing, and social networking during class and clinical hours, is prohibited (see Use of Electronic Devices Policy). Inappropriate use of social media by a student will be considered a violation and will be subject to disciplinary action.

3. Cell Phones

- a. Cell phones may not be used for personal use in the clinical setting.
- b. Cameras and/or video recordings on cell phones are never to be used to take pictures or videos of a patient, peers, personnel, etc., in 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.
- d. Students must complete documentation for the clinical day; therefore, they may carry electronic devices for this purpose.

**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 faculty 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 the injury of a visitor must also be followed.
6. Provide a copy of the incident report to the Nursing Programs Director.

**INCIDENT REPORT**

**Procedure for Injury, Illness, 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.

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- b. Faculty, Program Director, Dean of Health Sciences/, or Supervisor calls the LC Safety and Risk Manager to notify of the incident if the injured person is sent to them. Also, calls Campus Police for escort of local emergency service of the victim's location if 911 was called.
- c. Then fill out an accident report: <https://www.laredo.edu/title-ix/report-an-incident.html>

Off-Campus:

- a. Assess the extent of injury or illness. Then either send the injured to a 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, Dean of Health Sciences/, 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://www.laredo.edu/title-ix/report-an-incident.html>
2. As soon as the student is able, they have to fill out an incident report at the LC Safety & Risk Management website. <https://www.laredo.edu/title-ix/report-an-incident.html>
  3. Students should follow up with a physician if necessary.
  4. Payment
    - The 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 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 the student has no other health insurance coverage other than the LC, insurance will be used to the extent allowed.
    - The student will be responsible for any expenses incurred not covered by



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either insurance.

- Contact the Office of Safety & Risk Management Department at 956-721-5852 for further questions.

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**DISABILITIES STATEMENT**

The nursing programs have established technical standards 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 Center** at (956)721-5137 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 wish 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 Billy Hall Center room 132A located at South Campus or call (956) 721-5137.
3. The student who needs notetaking and/or test-taking accommodations must notify the faculty member prior to the first exam/quiz based on the Counseling and Disability Services Center letter.
4. Students must follow the Bachelor of Science in Nursing program curriculum plan valid for the cohort entrance year. Students must be college-ready as per Texas Success Initiative (TSI) requirements.
5. All students will be required to take computer-based exams/quizzes in the B.S.N. program. Students must have their own computer and adhere to the specs provided when admitted to the program and update their browsers frequently.

**Title IX and Disability**

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

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**EDUCATIONAL COSTS**

The tuition and fee schedule for the nursing student is the same as for regular college students. See 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 are at the student's expense. Additional expenses for nursing students include the purchase of a lab coat, student liability insurance, a name pin, a watch, 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:

E-Books	\$ 600
Student Learning Resources	\$195
Lab coat	\$ 80.00

**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-serve basis. Students must meet eligibility requirements for financial assistance. Occasionally scholarships are available through the Health Sciences Division and Nursing Programs.

**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.

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**STUDENT RECORDS**

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

Documents included in the B.S.N. student records are:

1. Admission application, data, and information for the nursing program.
2. Clinical Evaluation Tools
3. Anecdotal Notes
4. Specific information regarding the individual student
5. Continuation Agreements and Tutorials/Remediation
6. Health Records (separate file)

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.

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**TRANSFER GUIDELINES**

Nursing courses must be evaluated before being transferred into the B.S.N. Program.

1. The student makes an appointment to meet with the Dean of Health Sciences/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 Bachelor of Science in 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 B.S.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 from 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 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 Dean of Health Sciences/Nursing Programs Director if there are areas of concern.
6. If concerns still exist, a nursing faculty committee is established to further review and deliberate the request and make a recommendation to the Dean of Health Sciences/Nursing Programs Director based on their review. The faculty may request for students to show content proficiency through an examination. **The student must achieve a 75% or higher on the exam.** The student will be responsible for the cost of the examination and any skills preparation material.
7. The Dean of Health Sciences/Nursing Programs Director reviews the recommendation from the nursing faculty committee and determines the final outcome of the request.
8. The decision and the conditions (remediation, challenge, proficiency examinations) regarding the transfer are presented to the student in writing.
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 ensure the graduate is a safe and competent practitioner.

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**GENERAL PROCEDURES**

**Program Advisement**

BSN program faculty and the Nursing Retention Specialist provide advisement for individual nursing courses. Students who are a high risk for academic failure should schedule a meeting with the faculty member for academic advisement. An advisement form will be initiated, and a plan for success developed by the student and the Nursing Retention Specialist with input from the faculty member.

**Faculty Availability**

Nursing faculty is available for students according to office hours posted on the faculty's door schedule and on the syllabi. The student should make an appointment with the individual faculty for academic advisement or discussion on student concerns. The program secretary can assist in scheduling an appointment, or students may schedule through Canvas email to the faculty member.

**PASPort/Canvas Email**

Students are able to communicate with the appropriate faculty by using PASPort e-mail. The PASPort e-mail is one of the official ways for the student to communicate with the faculty member. Faculty members will E-mail class information, etc., to the student. *LC PASPort email and/or Canvas* will be used to communicate class information.

**LC Academic Advising**

Semester-long academic advising is available to all students in the /College of Health Sciences (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. Bachelor of Science in Nursing Department Faculty Evaluation of Student performance will utilize the clinical evaluation tool (CET).
3. B.S.N. 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, (956) 721-5171 or the Campus Police at (956) 721-5303. Class or clinical will not be interrupted unless it is an emergency. The caller must identify themselves and state the emergency.

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**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 Laredo College Bachelor of Science in 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 Bachelor of Science in Nursing Program.
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**

The -Nursing Programs Director/ Course Faculty will highlight the material students have read prior to orientation and answer students' 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 Bachelor of Science in Nursing Program and the Laredo College Administration.
4. Present the Mission/Philosophy and End of Program Student Learning Outcomes of the Bachelor of Science in Nursing Program.
5. Present and review Registered Nurse Licensure laws and statement of eligible requirement sent by the Texas Board of Nurse Examiners.
6. Discuss the graduation ceremony.

**/Nursing Programs 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
  - 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 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.

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**STUDENT REPRESENTATIVE PROCEDURE**

The B.S.N. faculty realizes that students are an integral part of the educational process at Laredo College (LC). Furthermore, the B.S.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. The selection must be made within two weeks into 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 faculty for that course (Refer to Student Grievance Procedure).

Meeting notification:

1. Student representative(s) will be emailed notice of the scheduled meeting.
2. Department Administrative Assistant will notify representatives and alternatives of additionally called meetings.

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**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. 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. The Bachelor of Science in 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.

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**NURSING STUDENT CODE OF CONDUCT**

One of the goals of the Bachelor of Science in 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 Bachelor of Science in Nursing department's goal is supported 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 student aware of guidelines regarding the Bachelor of Science in Nursing Department's expectations. These guidelines are in keeping with general rules pertaining to the 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 Bachelor of Science in Nursing Program.

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**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 Bachelor of Science in 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 Dean of Health Sciences/Nursing Programs Director. A student dismissed from the Nursing Program **will not** be allowed continuation or be able to reapply to the Bachelor of Science in Nursing Program.

This procedure is integrated into 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. As a first occurrence of unprofessional conduct, the student will be advised; an Advisement Form will be completed, signed by the student and the clinical faculty, and placed in the student's nursing program file.
2. The 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 form and forwarded to a committee for review and recommendations for further action.
3. The 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 Bachelor of Science in 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 Dean of Health Sciences/Nursing Programs Director. A student dismissed from the Nursing Program will not be allowed continuation or be able to reapply to the Bachelor of Science in 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 Bachelor of Science in Nursing Program'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, glassy red eyes.
  - b. Difficulties in maintaining their 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 expose patients, the public, students, and faculty unnecessarily to 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.
  - b. Failure to administer medications in a responsible manner.

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- 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 faculty 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 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/quiz or grade on any required assignment.  
Examples may include but are not limited to:
- a. Cheating on an exam/ quiz or allowing another student to copy answers.
  - b. Plagiarizing data for any reason.
  - c. Submitting late papers and then informing the faculty 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 desktops, or on the computer to access information, etc.
  - f. Utilizing advanced technology for sharing information via text messaging, the internet, etc.
  - g. Accessing online testing material before or after the designated time frame.
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 four-letter words, 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 obscene gestures.
  - 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 a faculty member over an assignment, examination, or other academic or clinical issue. 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 experiences.
- c. Habitually arriving to class late and disrupting instruction that is in progress. It is at the discretion of the faculty 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 faculty 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 faculty 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.
- c. Demonstrating behaviors that could be categorized as harassment. Examples may include but are not limited to:
- d. 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 matter is for the student to visit the faculty during office hours or to make an appointment.
- e. Calling faculty/administrators at home without specific permission.
- f. Making repeated phone calls to the faculty member's office or home to challenge grades or assignments.
- g. Making obscene calls to the faculty member's office or home.
- h. Harassment of another student or faculty.



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**COURSE/CLINICAL ATTENDANCE REQUIREMENTS**

**Attendance – Theory**

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 attendances – 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 B.S.N. department adheres to the Laredo College attendance policy for theory courses. Refer to the course syllabus for the clinical attendance policy. If a student is absent or tardy, it is their responsibility to obtain the handouts with information covered in the missed class.

**Attendance – Clinical**

Students enrolled in clinical nurse training courses must adhere to specific attendance/ clinical hour requirements. The student will be referred to a committee for review of the circumstance if attendance/ clinical hour requirements are not met. Documentation by the student of the extenuating circumstance must be available for the committee members to review prior to the scheduled meeting. The student will be informed in writing of the committee’s recommendations within seven working days.

**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 (based on clinical time sheet). Refer to the Bachelor of Science in Nursing Student Handbook section on clinical absences and tardiness.

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**CLINICAL GUIDELINES**

**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 may be worn with the lab coat. Shorts, halter-tops, sandals, or other casual or recreation clothing is not acceptable apparel in the professional setting.

**Lab Coat: (Optional)** A neat, clean, white 3/4 length or full-length lab coat is required with the school insignia to be worn on the upper left front chest area.

**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 minimal fee at the Laredo College Student Services Center. The ID badges **must be turned in to the nursing faculty at the end of each semester. Grades will not be issued until the badge is turned in.** The ID badges will be returned to the students at the beginning of the next course.

**Personal Appearance**

**Cosmetics:** Cosmetics should be used moderately, and deodorant is mandatory. No highly scented perfume or after-shave is permitted.

**Hair:** Long hair must be tied up and back from the face. Beards and mustaches must be neatly trimmed.

**Fingernails:** Nails should not be visible beyond the fingertips.

**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. 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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**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 clinical agencies' policies.

**Personal Electronic Devices:** Personal use of phones must be discussed with the clinical faculty 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 faculty. Cell phones and other electronic messaging devices are allowed in the classroom and clinical site to use for specific class/clinical assignments.

**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.

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**PROFESSIONAL CLINICAL STANDARDS & GUIDELINES**

**STUDENT PRECEPTOR/MENTOR CLINICAL ASSIGNMENTS**

Students are required to be prepared for their preceptor/clinical rotations to provide safe, professional nursing care to their community of interest. At the preceptor/clinical faculty's discretion, a student who is unprepared or unsafe for their community assignment will be sent home for the day, and a zero will be recorded.

Professional behavior and common courtesy are expected when arriving at the designated community site. The student should:

- a. Identify yourself to the preceptor or staff.
- b. Introduce yourself to the clients and support staff and request permission to assist in providing care for them on the assigned clinical day.
- c. Use common courtesy when requesting and reviewing information.
- d. **DO NOT REMOVE** client information or data from their designated area.
- e. **DO NOT** use any client identifiers when handling information.
- f. **DO NOT use any electronic device to take photo or video clients' charts.**  
*Enforce confidentiality at all times to protect client information.*
- g. Follow the student responsibilities as listed in the Clinical Preceptor/Mentor Orientation Packet.

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**GRADING & EVALUATION**

**METHODS AND CRITERIA FOR EVALUATION OF THEORY**

***Theory Didactics(s):***

Unit exams/quizzes will be scheduled in advance to correlate with the completion of a portion of the content. The student may not take notes, record, take a picture/video or retain a copy of the exam/quiz. Any student found violating this procedure may jeopardize their standing within the nursing program. A student must communicate with the course faculty if they are unable to take an exam/quiz prior to the exam/quiz. If there is no communication prior to the administration of the exam/quiz, a zero will be recorded. The RN to BSN program at Laredo College enables the professional nurse to demonstrate leadership by strengthening community health assessment, research, professional communication, and informatics skills. With this in mind, most of the grades in theory courses are derived from discussion board postings, writing assignments, presentations, and a community capstone project. The Writing Center is available to assist online students and those on campus. The Center provides assistance with APA formatting, reading/critiquing, tutoring in grammar and usage, mechanics, and sentence structure. Students are encouraged to utilize the services with writing assignments.

Plagiarism: Copying another student's paper or any portion of it is plagiarism. Copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. Plagiarism is interpreted as academic misconduct and will not be tolerated. Students are required to purchase the Publication Manual of the American Psychological Association, the official source for APA Style.

All required work must be submitted on time.

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**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 and rounded 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.**

**APPEAL FOR GRADE PROCESS**

Grade determination and the awarding of a final grade in the course is the responsibility of the course faculty. 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 instructor of record who issued the grade.
2. If the issue is not resolved, the student should request a meeting with the Program Director.
3. If the issue is not resolved, the student should request in writing a meeting with the Program Committee.
4. If the issue is not resolved, the student should request in writing a meeting with the Dean of Health Science.
5. The student may request a review by the Provost/Vice-President of Academic Affairs after all other avenues have been exhausted for the review of the grade. Student grades are an academic matter; therefore, there is no further appeal beyond the Office of the Provost/Vice-President of Academic Affairs.

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 one week (five working days) after the grade is issued to appeal the grade. **After a class assignment grade is issued, a student will have five working days to appeal the grade.**

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**STUDENT REMEDIATION**

**Clinical Evaluation**

Students who demonstrate poor performance within the Clinical Evaluation Tool or who require clinical remediation may be advised and receive a written evaluation of the behavior that delineates corrective measures.

**CLASS OR CLINICAL PROGRESS**

1. A faculty 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 B.S.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
2. Being dismissed from the clinical setting results in a zero for the clinical day. The student will not be able to make-up clinical days.

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**PROGRESS FORMS**

Progress Forms are used by faculty as documentation and may include written comments made by a faculty and/or the /Nursing Programs Director. The Progress Forms are written 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 that 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 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 faculty 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 faculty within a reasonable time.



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**PROGRESS FORM**

Student  
Name \_\_\_\_\_ ID \_\_\_\_\_ Date \_\_\_\_\_

Course \_\_\_\_\_  
Semester \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Attendance/Tardiness   | <input type="checkbox"/> Clinical/Theory Progress |
| <input type="checkbox"/> Unprofessional Conduct | <input type="checkbox"/> Other _____              |
| <input type="checkbox"/> Disciplinary Action    | <input type="checkbox"/> Other _____              |

Faculty Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Comments/Plan of Action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

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**READMISSION/CONTINUATION/WITHDRAWAL/DISMISSAL**  
**CONTINUATION PROCEDURE**

A “**continuation**” is when a student enrolled in the Bachelor of Science in Nursing Program (B.S.N.) is given the opportunity to repeat a nursing course(s), which constitutes nursing course(s) academic failure. A withdrawal or an academic failure from a course(s) are viewed as unsuccessful attempts and will be equally evaluated as part of the continuation process. A student enrolled in the B.S.N. Program that fails a nursing course will be allowed to continue into the subsequent semester and courses as long as the failed course is not a prerequisite for another course. A student will retake the failed course in the subsequent year.

A student requesting “**continuation**” must abide by the following procedures:

- The student must submit the “**Continuation Application Form**” to the faculty within five (5) **business** days of the final course grade notification sent through Canvas.
- The student must abide by the continuation procedure in order to be considered for progression in the B.S.N. Program.
- The student must have an **LC Institutional and Overall Grade Point Average of 2.5 or greater**.
- The student eligible for continuation must meet with the Program Director to initiate the Learning Contract. Failure to complete the learning contract forfeits the opportunity to proceed with the continuation process.

**ACADEMIC WITHDRAWAL PROCEDURE**

A student who withdraws from a nursing course(s) for the first time due to extenuating circumstances unrelated to grades must inform their faculty(s) and schedule a meeting with the Nursing Programs Director. The student will not be penalized on the continuation process if the withdrawal is made prior to taking the first unit exam/quiz for a theory course or prior to attending the first clinical rotation for a clinical course. The student must submit a formal letter explaining the reasons for the withdrawal and a plan of action for future success to the /Nursing Programs Director. Failure to comply with this procedure can result in the withdrawal being deemed an academic failure.

A committee will review the student’s case and determine whether the withdrawal will constitute an academic failure. A withdrawal from a nursing course based on a failing course average will constitute a nursing course academic failure. The student should refer to the Continuation Procedure for eligibility.

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**ACADEMIC DISMISSAL**

A student who commits a violation of the Professional Code of Conduct or demonstrates unprofessional conduct as outlined in the B.S.N. Student Handbook, Laredo College Student Handbook, and Catalog will be dismissed from the B.S.N. Program. A student who is dismissed under this paragraph **will not be allowed** to return to the B.S.N. Program. A student found guilty of Scholastic Dishonesty will be dismissed from the B.S.N. Program. A student who is dismissed under this paragraph **will not be allowed** to return to the B.S.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 means the unauthorized collaboration with another person in preparing written work offered for credit and submitting it as one’s own work.

**Immediate Dismissal from The B.S.N. Program**

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

1. The 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. A confirmed positive drug test.
4. Patient Abandonment.

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**INCOMPLETE/WITHDRAWAL POLICY**

**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, another 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 faculty. If the course requirements have not been satisfactorily completed by the deadline set by the faculty, 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 course work.

**Policy on Withdrawal (W)**

A student desiring to withdraw from a course must withdraw officially through the Registrar’s Office; simply informing the faculty of a desire or intent to withdraw is not sufficient.

**Note: It is the responsibility of the student to officially withdraw from a course.**

Failure to withdraw officially 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) prior to the official drop date will receive a grade of “W” for such course(s).

Students whose faculty drops them from a course(s) because of excessive clinical absences will receive a grade of “W” or “F” for such course(s).

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**STUDENT GRIEVANCE PROCESS**

**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 to the faculty for that course. The Student Incident/Concern Form can be obtained from the department secretary. The faculty 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. Faculty
2. /Nursing Programs Director
3. Dean of Health Sciences

**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 Concerns 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 from the Laredo College Student Handbook <https://www.laredo.edu/Academic-Career-Pathways/health-sciences/bsn-nursing.html>

**Student Complaints - Informal Process**

The Program adheres to the [Student Complaints Policy](#) FLD(Local) as stated in the LC Manual of Policy. If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the program director at Level One. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

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**Student Complaints - Formal Process**

Laredo College has a formal process to address student complaints that have not been resolved through the established Laredo College Student Complaints Informal Process. Students who wish to file a formal complaint must follow the Laredo College [Student Complaints Policy](#) FLD(Local) outlined in the LC Manual of Policy.

**Complaints About the Program, Faculty, Students, or Graduates**

Community members may submit concerns or complaints about Laredo College's Health Science Program, faculty, students, or program graduates. The Dean of Health Sciences/Nursing Programs Director will review and investigate all complaints made against the Program, faculty, a student, or graduate, and will address the concerns and identify methods to resolve the issue. If the issue is not resolved, then the complaint should proceed with the appropriate chain of command:

1. Program Director
2. Dean of Health Sciences
3. Provost/Vice President of Academic Affairs

Records of the complaint forms will be kept for two years in a locked file in the Programs Department Office.

**Neither the Board nor any College employee shall unlawfully retaliate against any member of the general public for bringing a concern or complaint.**

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## Student Incident/Concern Form

Student Name reporting the incident (Print):

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

Incident/Concern reported to:

- Faculty     Dean of Health Sciences/Nursing Programs Director

Describe the Incident/Concern: (Facts Only)

\_\_\_\_\_  
Student's 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 the person addressing the incident or complaint

\_\_\_\_\_  
Date

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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 that submit an admissions application to Laredo College.**

*Dissemination of Information to Students*

When a student attends 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 asks 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.



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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.

The student is responsible for providing the current address, telephone number(s), and email address to the instructor, Program Director, and to the College. This is necessary for notification of family in case of emergency or in the event the instructor needs to contact the student regarding classes, labs, or clinical.

By signing the Review of Records and Release of Records form, the student voluntarily agrees to allow full disclosure of personally identifiable information to accrediting agencies to fulfill accreditation requirements, admission committees, clinical affiliates, and academic advisors. This task does not require prior written consent from the student.

Provisions will be made to ensure the protection of records against the invasion of privacy.

**HIPAA  
Confidential Information**

The students will abide by the Health Insurance Portability and Accountability Act (HIPAA) to safeguard the confidentiality of health record information. All hospital and clinic records are confidential, and any requests for information concerning a patient should be referred to the clinical instructor. No component of a patient's medical record shall be copied or removed (written or electronic). Patient information should only be discussed with the clinical instructor in a private venue. **Violation of HIPAA or confidentiality policy will lead to dismissal from the program.**

Students are reminded not to discuss fellow classmates' performance nor criticize previous clinical sites or clinical instructors with individuals at the current clinical site.

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**PROCEDURES FOR EMPLOYMENT**

The Laredo College Bachelor of Science in Nursing Program supports the current Texas Board of Nursing Practice Act & Nursing Peer Review Act. The Bachelor of Science in Nursing Program is committed to excellence in nursing by nurses appropriately prepared for the services they are rendering. Therefore, the position of the Bachelor of Science in Nursing Program regarding undergraduate nursing students 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 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 individual 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 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.
3. The student is responsible for maintaining the required grade point average and should consider the demands of employment upon the student's time and success in the nursing program.

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**GRADUATION**

**CRITERIA FOR GRADUATION**

**Bachelor of Science in Nursing Degree**

In addition to the Laredo College requirements for graduation, the B.S.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 course syllabi).

The Bachelor of Science in Nursing Program 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; by June for August graduation; 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.**

# **STUDENT'S SIGNATURE REQUIRED**

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**APPENDIX A**

**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 Bachelor of Science in Nursing Degree as outlined in the Bachelor of Science in 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 pal that lists all courses required for the program and 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: \_\_\_\_\_

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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 the oropharynx, gastrointestinal tract, and genitourinary tract.
  - e. During all cleaning of body fluids and decontaminating of 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 aerolization 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 readily be 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.

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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.
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 is 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 on 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 faculty.
  3. Seek immediate medical attention.
13. A student who sustains an injury while participating in a lab or clinical experience should notify the clinical faculty and follow the protocol of the affiliated institution. The student should report to 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.

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Student's Signature

---

Date

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APPENDIX C  
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 which is to assist 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 Bachelor of Science in 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** with the start of the fall semester regardless of the entry date into the program.

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

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

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

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



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APPENDIX D

**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 Bachelor of Science in 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 understand the Curriculum Requirements of the Nursing Program, and I am aware of the Graduation Requirements of the Bachelor of Science in Nursing Program.

I have read the B.S.N. Student Handbook, and I understand that I will adhere to this current handbook.

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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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APPENDIX E

**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

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**APPENDIX F**

**REVIEW OF RECORDS**

I (Print Name) \_\_\_\_\_ give permission to the Health Sciences Division and Bachelor of Science in Nursing Department to allow access of my records for accreditation purposes.

Student's Signature \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

**RELEASE OF RECORDS**

I (Print Name) \_\_\_\_\_ give permission to the Health Sciences Division and Bachelor of Science in Nursing Department to release personal (i.e., immunization record, criminal history, drug test results) and other information as needed to the clinical facilities where I will participate in clinical rotations.

Student's Signature \_\_\_\_\_ ID# \_\_\_\_\_  
Date \_\_\_\_\_

**RELEASE OF LIABILITY FORM**

I acknowledge and understand that there may be certain risks while a student in the Bachelor of Science in Nursing Department at Laredo College. I agree to adhere to the safety regulations of the program to which I have been admitted. I also understand that safety precautions have been incorporated into the laboratory sessions and clinical experiences. I also agree that in the event of an accident or injury, I will in no way hold Laredo College, the Division of Health Sciences, or the training facilities liable.

Student's Signature \_\_\_\_\_  
Student's Printed Name \_\_\_\_\_  
Student ID # \_\_\_\_\_ Date \_\_\_\_\_

LAREDO COLLEGE  
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**APPENDIX G**

**PERMISSION FORM**

I (Print Name) \_\_\_\_\_ give permission to the Bachelor of  
Science in Nursing Program to:

- a. display my photograph, projects, papers, care plans, or other work
- b. allow access to 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 the clinical agency.

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

Student Name (Print): \_\_\_\_\_

Student PID# \_\_\_\_\_

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

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**APPENDIX H**  
**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 any 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 Bachelor of Science in Nursing Program.

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

LAREDO COLLEGE  
BACHELOR OF SCIENCE IN NURSING PROGRAM

**APPENDIX I**  
**CONSENT TO VIDEOTAPE, AUDIOTAPE, and PHOTOGRAPH**

I, \_\_\_\_\_, do hereby consent to the participation in videotaping, audiotaping, and taking of photographs by the faculty in the Bachelors of Science in Nursing Program for instructional purposes. I also grant the BSN Program faculty the right to edit, use, and reuse said products for non-profit purposes (educational, public service, health awareness purposes), including use in print, on the internet, and all other forms of media. I also hereby release the BSN Program, Laredo College, and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Student's Signature \_\_\_\_\_ ID# \_\_\_\_\_

Date \_\_\_\_\_

LAREDO COLLEGE  
BACHELOR OF SCIENCE IN NURSING PROGRAM

**APPENDIX J**

**NEW OR RETURNING 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 B.S.N. Student Handbook

Were the following objectives met?

- Yes  No      As a new or the returning student had the opportunity to become familiar with the philosophy, administration, and organization of Laredo College Bachelor of Science in Nursing Program.
- Yes  No      As a new or the returning student was an overview of the course curriculum and procedures explained.
- Yes  No      Identified the responsibilities of the new or returning student in the classroom and clinical areas in accordance with the mission/philosophy and procedures of Laredo College and the Bachelor of Science in Nursing Department.
- Yes  No      Was the orientation completed prior to the 1st day of class?
- Yes  No      Identifies the textbooks in the Bachelor of Science in Nursing Program
- Yes  No      Lists the information components in a course syllabus.
- Yes  No      Identifies the content of the B.S.N. student handbook.
- Yes  No      Identifies the content of the LC student handbook.
- Yes  No      Identifies college resources.
- Yes  No      Summarizes the LC Bachelor of Science in Nursing Program and its requirements

**Course Faculty**

Yes  No

Yes  No

Oriented to computer requirements and computer programs/apps.

Schedule and hours of operation

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

Date \_\_\_\_\_

LAREDO COLLEGE  
BACHELOR OF SCIENCE IN NURSING PROGRAM

APPENDIX K

2024-2025

Online-R.N to B.S.N Program 4-year Plan

General Education/Core Curriculum Coursework		
<b>Fall Semester Year 1</b>		Credit Hrs.
ENGL 1301	Composition I (ADN Pre-Requisite)	3
PSYC	SOCIAL/BEHAVIORAL SCIENCE*(ADN Pre-Requisite)	3
BIOL 2301	Anatomy and Physiology I (ADN Pre-Requisite)	3
BIOL 2101	Anatomy and Physiology I- Lab (AND Pre-Requisite)	1
MATH 1342	Statistics	3
	Subtotal	13
<b>Spring Semester Year 1</b>		Credit Hrs.
ENGL 1302	Composition II	3
HIST 1301	United States History I	3
GOVT 2305	Federal Government	3
SPCH	COMPONENT AREA*	3
KINE 1304	Personal/Community Health*	3
	Subtotal	15
<b>Beginning Course work for Associate Degree Nursing (ADN)</b>		
<b>Fall Semester Year 2</b>		Credit Hrs.
PSYC	SOCIAL/BEHAVIORAL SCIENCE* (Required for ADN)	3
BIOL 2302	Anatomy and Physiology II (Required for ADN)	3
BIOL 2102	Anatomy and Physiology II- Lab (Required for ADN)	1
RNSG 1413	Foundations for Nursing Practice	4
RNSG 1260	Clinical Registered Nursing/Registered Nurse (Fundamentals)]	2
RNSG 1205	Nursing Skills I	2
	Subtotal	15
<b>Spring Semester Year 2</b>		Credit Hrs.
BIOL 2320	Microbiology for Non Science Majors (Required for ADN)	3
BIOL 2120	Microbiology for Non Science Majors-Lab (Required for ADN)	1
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
ENGL	LANGUAGE AND PHILOSOPHY*	3
	Subtotal	15
<b>Fall Semester Year 3</b>		Credit Hrs.
RNSG 1201	Pharmacology	2
RNSG 2213	Mental Health Nursing	2
RNSG 2162	Clinical Registered Nursing/ Registered Nurse (Mental Health)	1
RNSG 1412	Nursing Care of Childbearing and Childrearing Family	4
RNSG 2261	Clinical Registered Nursing/ Registered Nurse (Pediatric/Maternity)	2
HIST 1302	United States History II	3
	Subtotal	14
<b>Spring Semester Year 3</b>		Credit Hrs.
RNSG 2307	Adaption to Role of Professional Nurse (Capstone)	3
RNSG 2331	Advanced Concepts of Adult Health (Capstone)	3
RNSG 2363	Clinical Registered Nursing/ Registered Nurse (Advanced Med/Surg.) (Capstone)]	3
ARTS	CREATIVE ARTS* (Required for ADN)	3
GOVT 2306	Texas Government	3
	Subtotal	15
	Total number of hours/Completion of ADN	87
<b>Beginning Upper-Level Coursework</b>		
<b>Fall Semester</b>		Credit Hrs.
NURS 3315	Professional Role Development for the Bachelor's Prepared Nurse	3
NURS 3312	Holistic Health Assessment Legal and Ethical Principles of Nursing	3
NURS 3316	Nursing Research: Evidence -based Decision Making	3
NURS 3314	Legal and Ethical Principals of Nursing	3
	Total	12
<b>Spring Semester</b>		Credit Hrs.
NURS 3313	Gerontology	3
NURS 4433	Applied Nursing Research: Quality Health Care and Best Practices	4
NURS 4431	Leadership & Management: Professional Approach to Healthcare Issues	4
NURS 4432	Nursing Informatics	4
	Total	15
<b>Summer</b>		
NURS 4401	Community Nursing: Population and Culture (Capstone)	4
NURS 4260	Community Nursing Clinical (Capstone)	2
	Subtotal	6
	Subtotal AND-BSN Program Semester Hours	33
<b>* Refer to current LC Catalog CORE</b>	Total number of hours/Completion of BSN	120



LAREDO COLLEGE  
BACHELOR OF SCIENCE IN NURSING PROGRAM  
APPENDIX L  
2024-2025

**Bachelor of Science in Nursing (NURS)  
Online A.D.N to B.S.N Program**

Nursing Courses must be taken in sequence. Non-nursing courses may be taken in sequence or prior to the semester required.			
CORE PRE-REQUISITES			Credit Hrs.
ENGL	1301	Composition I	3
ENGL	1302	Composition II	3
MATH	1342	Statistics	3
BIOL	2301	Anatomy & Physiology I	3
BIOL	2302	Anatomy & Physiology II	3
ENGL		LANGUAGE AND PHILOSOPHY*	3
ARTS		CREATIVE ARTS*	3
HIST	1301	United States History I	3
HIST	1302	United States History II	3
GOVT	2305	Federal Government	3
GOVT	2306	Texas Government	3
PSYC	2301 or 2314	SOCIAL/BEHAVIORAL SCIENCE*	3
SPCH		COMPONENT AREA*	3
*KINE	1304	Personal/Community Health	3
<b>Total Semester Hours</b>			<b>42</b>
PRE-REQUISITES			Credit Hrs.
BIOL	2101	Anatomy and Physiology I -Lab	1
BIOL	2102	Anatomy and Physiology II – Lab	1
BIOL	2320	Microbiology for Non-Science Majors	3
BIOL	2120	Microbiology for Non-Science Majors – Lab	1
PSYC	2301 or 2314	SOCIAL/BEHAVIORAL SCIENCE*	3
<b>Total Semester Hours</b>			<b>9</b>
BSN COURSE WORK			
FIRST SEMESTER – LEVEL 1			Credit Hrs.
NURS	3315	Professional Role Development for the Bachelor’s Prepared Nurse	3
NURS	3312	Holistic Health Assessment	3
NURS	3316	Nursing Research: Evidence-based Decision Making	3
NURS	3314	Legal and Ethical Principles in Nursing	3
SECOND SEMESTER – LEVEL 2			Credit Hrs.
NURS	3313	Gerontology	3
NURS	4433	Applied Nursing Research: Quality health care and best practices	4
NURS	4431	Leadership and Management: Professional approach to healthcare Issues	4
NURS	4432	Nursing Informatics	4
THIRD SEMESTER – LEVEL 3			Credit Hrs.
**NURS	4401	Community Nursing: Population and Culture (Capstone)	4
**NURS	4260	Community Nursing Clinical (Capstone)	2
<b>Total Semester Hours</b>			<b>33</b>
<b>Associates Degree in Nursing Credits</b>			<b>36</b>
<b>Total Nursing course credit upon completion of BSN</b>			<b>120-Credit Hours</b>

\*Language, Philosophy, and Culture must be selected from ENGL 2322, ENGL 2323, ENGL 2326, ENGL2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2351. Creative Arts courses must be selected from ARTS 1301, ARTS 1303, ARTS 1304, DANC 2303, DRAM 1310, MUSI 1306, MUSI 1308, MUSI 1309, MUSI 1310; **Refer to current LC Catalog CORE**

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

**Requirements**

- LC Pre-requisite/Core, Institutional, and Overall grade point average (GPA) of 2.5 or greater.
- Follow BSN program curriculum plan.
- Students desiring admissions to the Bachelor of Science in Nursing Program require a current unencumbered registered nursing license.

This nursing education program was approved by the Texas Board of Nursing (BON) and the Texas Higher Education Coordination Board (THECB) and awarded initial accreditation by the Accreditation Commission for Education in Nursing (ACEN) on March 16, 2020, through Spring 2026.

LAREDO COLLEGE  
BACHELOR OF SCIENCE IN NURSING PROGRAM

**APPENDIX M**

**STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, have read and understand the content of the 2024-2025 Bachelor of Science in Nursing Student Handbook and have been given the opportunity to inquire about the content. I agree to abide by all the policies of the LC Catalog and the LC Student Handbook, of the BSN program, and of the Health Sciences Division. I understand that policies may change during the course of the program and that I will abide by the changes (and will be given notice of the changes).

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date