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PREFACE

This document is the official student handbook of Prairie View A&M University College of Nursing (CON). Its primary purpose is to provide a guide for students in clinical studies (upper division undergraduates). Policies and procedures applicable to the program of study leading to the Bachelor of Science Degree in Nursing are contained within. It is to be used in conjunction with the Prairie View A&M University Catalog of entry (www.pvamu.edu) and the official Prairie View A&M University Student Planner (current edition).

Entering a professional program is often perplexing and confusing to students. By providing readily available information about the program, this document facilitates the progression and success of students in the nursing major.

Students’ acquaintance with this handbook and compliance with guidelines supports the smooth operation of the organization and promotes a positive learning environment. The College of Nursing is accredited by The Texas Board of Nursing (TXBON), Accreditation Commission for Education (ACEN) and the Commission on Collegiate Nursing Education (CCNE).

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE
Suite 650
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle, NW
Suite 530
Washington, DC 20036-1120
(202) 463-6930
www.aacn.nche.edu

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

This document is revised annually as a result of policy changes and input from administration, faculty, and students. All policies have been reviewed and/or revised. Publication Date: Fiscal Year 2015-2017.
As the Dean of the PVAMU College of Nursing, it is my pleasure to welcome you to the upper division of the baccalaureate nursing program, consisting of the Basic-Generic, LVN-BSN and RN – BSN tracks. With almost 100 years of serving nursing students, this program continues to produce nurses who are exemplars throughout the world, nationally, and locally for intelligent and passionate caring. As a long standing member of the Texas Medical Center, the College of Nursing remains competitive in the quality and variety of programs offered that embrace the latest research, simulation technology, smart classrooms, as well as qualified and dedicated faculty. The College continues to grow through its graduate programs that include the Doctor of Nursing Practice (DNP), Family Nurse Practitioner Nurse Educator, and Nurse Administrator programs. Also, the College is establishing a Center for Nursing Research that has been supported through a generous grant from the Houston Endowment.

This handbook reflects the guidelines that you will need to successfully navigate your journey through the program. Included are overviews of the curriculum for each program; the support services for the CON; professional requirements; academic performance expectations; graduation requirements and related policies and procedures. Please use it as your guide throughout your matriculation in the program.

With the world renowned reputation of Prairie View A&M College of Nursing graduates, a current program that supports two national accreditations, and an administration, staff and faculty dedicated to help you navigate a successful journey, you can feel confident that you have made a wise choice by choosing PVAMU CON.

Welcome! Enjoy the journey, and become a part of a distinctive group of PVAMU College of Nursing alumnnae. Congratulations on your choice of a school that “produces productive people”. We look forward to your graduation and outstanding performance as a compassionate and competent professional nurse and a Prairie View Graduate PANTHER.

Respectfully yours,

Betty N. Adams, PhD
Professor and Dean
College of Nursing
STATEMENT OF POLICY ON DISCRIMINATION AND HARASSMENT
Rules and Procedures on Discrimination, Harassment, and Privacy

Prairie View A&M University is a member of the Texas A&M University System. The A&M System is committed to equal employment, educational programs and activities, and a discrimination free workplace and learning environment. As such, the University complies with all applicable state and federal laws and regulations on discrimination, harassment and privacy. These laws and regulations include Title V of the Rehabilitation Act of 1973; Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; and the Family Educational Rights and Privacy Act of 1974. For more details, please consult the Office of Equal Opportunity or the Office of Human Resources, Prairie View A&M University.

Equal Opportunity Policy Statement
Title VI & VII of the Civil Rights Act of 1964

Prairie View A&M University is fully committed to and promotes equal opportunity for all. This commitment by the University includes equal employment and educational opportunity, affirmative action, and program accessibility. The Office of Equal Opportunity is responsible for the Equal Opportunity Programs of the University.

Program Accessibility
Title VI of the Civil Rights Act of 1964

No otherwise qualified individual shall, on the basis of race, color, sex, religion, national origin, age, disability or veteran status, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity provided by the University in accordance with applicable laws and regulations. The University Office of Equal Opportunity is responsible for the Title VI Program of the University.

Title IX of The Education Amendment Act of 1972

Prairie View A&M University does not discriminate against persons on the basis of sex. Individuals will not be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of sex under any educational program, service or activity offered by the University. The University Office of Equal Opportunity is responsible for the Title IX Program of the University. (Prairie View A&M University E Catalogue 2012 – 2013, p.25)

In the public interest, and in compliance with Title VII of the Civil Rights Act of 1964, Executive Order 11245, as amended, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and State and Federal regulations and guidelines, Prairie View A&M University is an Equal Opportunity/Affirmative Action University, and pledges to permit no discrimination or harassment for or against an individual or group of students, prospective students, employees, or prospective employees on the basis of race, color, religion, sex, disabilities, age, national or ethnic origin.

Inquiries concerning application of this policy should be directed to:
Dr. Laurretta Byars
Vice President, Student Affairs and Institutional Relations
Prairie View A&M University
P.O. Box 519, MS 1100
Prairie View, Texas 77446
(936) 261-2130

Ms. Alexia M. Taylor
Interim EEO Compliance Officer/Title IX Coordinator
A.I. Thomas, LL - Suite 013
Prairie View A&M University
P.O. Box 519, MS 1107
Prairie View A&M University
(936) 261-2121/2118
“WORDS OF WISDOM”

You hold in your hands the camel’s hair brush of a painter of life. You stand before the vast white canvas of time. The paints are your thoughts, emotions, and acts. You select the colors of your thoughts, drab or bright, weak or strong, good or bad. You select the colors of your emotions, discordant or harmonious, harsh or quiet, weak or strong. You select the colors of your acts, cold or warm, fearful or daring, small or big.

Through the power of your creative imagination, you catch a vision... you dream a dream. You visualize yourself as a triumphant personality striding toward far horizons of constructive accomplishment. You see yourself as a master servant of the race ministering to human needs, radiating happiness. You see yourself as a builder making a creative contribution of the evolution of modern civilization. You strive to make the ideal in your mind become a reality on this canvas of time.

You select and mix the positive colors of heart, mind, and spirit into the qualities of effective living, patience, determination, endurance, self-discipline, work, love, and faith. Each moment of your life is a brush stroke in the paintings of your growing career in nursing.

Today, you make a bold, sweeping stroke of one increasing dynamic purpose — being a nurse. There are the lights and shadows that make your life deep and strong. There are the little touches that add the stamp of character and worth. The art of achievement is the art of making life-your life-a masterpiece.

Copied from Wilfred A. Peterson, "Art of Living "(1961)
HISTORICAL BACKGROUND
of the
COLLEGE OF NURSING

The Prairie View A&M University College of Nursing Baccalaureate Program evolved from a limited two-year curriculum in 1918 and today is accredited by the Texas Board of Nursing (BON), Accreditation Commission for Education in Nursing (ACEN); and the Commission on Collegiate Nursing Education (CCNE).

In 1928 the program was lengthened to three years, and the first “off-campus” affiliation was begun two years later at Jefferson Davis Hospital, Houston, Texas. As the school developed, increased demands were made on the curriculum, and in 1952 the University received approval to commence a collegiate nursing program. The new baccalaureate degree program and the three year diploma program operated concurrently until the termination of the latter in 1960. At that time the University had awarded 431 diplomas in nursing. Presently, 3,762 nursing degrees have been awarded since May 2015.

In 1968 the Clinical Division of the College of Nursing was established in Houston, Texas. This action improved the coordination of clinical experiences in the professional phase of the program. Students gained access to the clinical learning experiences in health care agencies in the Greater Metropolitan Houston Community. Pre-clinical courses (general studies lower division) continued to be offered on the University campus at Prairie View, Texas.

In 1982 the College of Nursing upper division clinical studies moved to the renowned Texas Medical Center (TMC) in Houston and became a participating member of the Texas Medical Center institutions. The move improved the ambience of the overall learning environment for both students and faculty. In Spring 2006, the College moved into a newly constructed facility at its original location in the TMC.

The prescribed nursing curriculum for the generic program consists of four years and one semester of study leading to a Bachelor of Science Degree in Nursing. Pre-clinical study consists of two years of study in the liberal arts, humanities, and natural and behavioral sciences. Professional courses, which consist of theoretical and clinical learning experiences, occupy the remaining years of the academic program. Admission of students to upper division clinical studies is based on the completion of all required University core curriculum and nursing support area pre-requisite courses. The College of Nursing also offers a program via distance education for registered nurses: The RN-BSN Program. This program are is at the following campuses: Houston Center, 6436 Fannin; Northwest Houston Center, 9449 Grant Road, Houston, Texas 77070.

The College of Nursing supports the mission of the University and strives for excellence in teaching, research and service. The administration, faculty, staff, and students embrace the College of Nursing’s history and are proud of its graduates and will continue to produce quality professional nurses from our Baccalaureate; Masters and Doctoral prepared programs to serve the healthcare needs of the citizens of Texas, nation, and beyond.
MISSION OF THE COLLEGE OF NURSING

The faculty of the College of Nursing at Prairie View A&M University embraces the University's mission of excellence in education, research and service. The purpose of the College of Nursing is to prepare beginning professionals as nurse generalists (BSN); and graduate prepared nurses with an area of specialization (MSN) and/or a doctoral prepared (DNP) expert clinical practice scholar, all of whom have foundations for continuing personal, professional and educational growth. Graduates are prepared to practice in a variety of settings and to assume leadership roles as socially responsible and accountable professionals in response to the health needs of a rapidly changing, technological complex society.

COLLEGE OF NURSING VISION

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

COLLEGE OF NURSING PHILOSOPHY

The philosophy of the Prairie View A&M University College of Nursing reflects the beliefs of the faculty and provides the foundation for the curriculum. While striving to maintain effective teaching and a strong curriculum, the faculty believe our role should include the fostering of academic excellence and intellectual curiosity in our students. The faculty believe in educating students of diverse ethnic, academic and socio-economic backgrounds through professional role-modeling, mentoring relationships and the development of culturally sensitive paradigms for clinical practice. The faculty strive to foster commitment to values believed to be inherent in professional nursing: altruism, human dignity, truth, justice, freedom, equality and esthetics.

The faculty believe that learning is a life-long process which progresses along a continuum from simple recall of information, through comprehension, application, and synthesis of concepts, toward the creative use of new information and technology. Each student brings to the learning environment knowledge, values, attitudes and beliefs. Although the faculty facilitates learning by providing a receptive environment for students to use and expand their body of knowledge, the student must assume responsibility for the interactive learning process, which requires active participation of both the student and faculty.

Health is culturally and individually defined. The faculty believe that health is a dynamic state of integrated functioning/balance and purposeful direction within the internal and external environment to maximize one's potential. The faculty believe that all human beings have a right to health care, including the increasing vulnerable populations who do not have complete access to health care.

10  PVAMU: College of Nursing Undergraduate Student Handbook 2015-2017
In this rapidly changing society, health care delivery must also change to meet changing needs of consumers. The faculty believe that consumers are not merely passive recipients of health care services, but active participants in the decision-making process affecting their health. The faculty espouse a primary health care strategy, which encourages advocacy and partnerships with consumers in systematic efforts to identify and address major health needs. The faculty empower consumers to be self-reliant and competent in managing the health aspects of their lives.

Nursing has a caring and holistic role in the promotion, protection, and restoration of health for culturally diverse individuals, families, aggregates, communities, and society. The nurse in collaboration with clients and other health care providers, functions in a variety of roles and settings to provide effective care based upon a planned, deliberate decision making process. The nursing process serves as the method by which therapeutic interventions and decisions are implemented.

The faculty believe that community service is a vital component of nursing practice. Community service involves providing cultural sensitive primary health care, direct services, and educational information designed to promote and maintain healthy communities in rural and urban settings.

The faculty believe that research provides a foundation for analytical thinking and guides nursing practice. The baccalaureate graduate uses the research process in clinical problem solving and incorporates research findings into practice. Research at the undergraduate level provides a basis for continued study at the graduate level.

Professional nursing education is based upon a general liberal arts education with an emphasis on the behavioral and natural sciences. The ability to process information, problem-solve, make informed decisions and think critically are desired outcomes of nursing education. The professional nurse who can communicate effectively, intervene therapeutically, think critically, and is technologically competent will be uniquely valuable in the present and future health care system.

The outcome of baccalaureate education is to empower graduates to continually develop as contributing members of the nursing profession and of the larger society to practice in a variety of settings, to assume leadership roles in response to the health needs of a rapidly changing, complex society, and to practice nursing within a framework that encompasses legal, ethical, and professional standards. The graduates are prepared for entry into graduate nursing education to further develop their professional roles.

Building upon the broad generalist foundation of baccalaureate education in nursing, the faculty believe that graduate education in nursing consists of an advanced research-based specialized body of knowledge which is required to deliver high quality consumer-focused health care. The master’s and doctoral prepared nurse has specialized knowledge and skills sets in leadership and health care management. Also, there is understanding and appreciation of curriculum theory and development, and the ethical responsibility and accountability for safety, best practices, and competencies as evidenced for effectiveness in teaching and management of health care delivery.
The faculty further believe graduate education in nursing to be the most effective means of preparing nurses to deliver advanced culturally sensitive health care to diverse and vulnerable populations; to advance nursing's research base by linking nursing theory to advanced clinical practice; to lead change to advance health care; and to advocate for continuous improvement in health care through the formulation and implementation of consumer-focused health policy and health legislation.
BACCALAUREATE PROGRAM OBJECTIVES (OUTCOMES)

1. Integrate knowledge and theories from nursing, the sciences, and the humanities to guide evidenced-based nursing practice.

2. Utilize the nursing process in a variety of nursing roles and settings to promote, maintain, and restore health for individuals, families, groups and global communities.

3. Integrate the clinical reasoning, communication, and leadership principles with the professional nursing practice setting.

4. Apply information management and patient care technology in the delivery of innovative, cost-effective nursing care for diverse populations.

5. Collaborate with individuals, families, groups, global communities and health care providers in the coordination and provision of health care.

6. Incorporate research findings in providing evidenced-based nursing practice.

7. Assume ethical responsibility and accountability for nursing practice, service and professionalism.
College of Nursing

ORGANIZING FRAMEWORK
Baccalaureate Nursing Program

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

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

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

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

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

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

Culture

Economic

External Environment

Provider of Patient
Centered Care

Nursing

Patient Advocate
Member of profession

Promotion
Restoration

Health

Maintenance

Internal Environment

Client

Public Policy

Technology

Psychosocial

Internal Environment

External Environment

College of Nursing Baccalaureate Program
Organizing Framework Schematic

Faculty Organization Fall 2013
revised Summer 2015
ACADEMIC PROGRAMS

- Pre-Clinical Studies
- Basic Generic BSN
  - LVN-BSN
  - RN-BSN
## PROGRAM OF STUDY

### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
<th>Second Semester</th>
<th>Hours</th>
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<tr>
<td>ENGL 1123 Freshman Comp I</td>
<td>3</td>
<td>ENGL 1133 Freshman Comp II</td>
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</tr>
<tr>
<td>MATH 1113 College Algebra</td>
<td>3</td>
<td>or 1143 Technical Writing</td>
<td></td>
</tr>
<tr>
<td>BIOL 1054 Human Anat. &amp; Phys. I  &amp; Lab</td>
<td>4</td>
<td>BIOL 1064 Human Anat. &amp; Phys. II &amp; Lab</td>
<td>4</td>
</tr>
<tr>
<td>Misy 1013 Info and Communication</td>
<td>3</td>
<td>FINA 2103 or ECON 2003</td>
<td>3</td>
</tr>
<tr>
<td>In Digital Age Or Comm 1003 Foundations of Speech</td>
<td></td>
<td>HIST 1326 The U.S.-1876 to Present</td>
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<tr>
<td>HIST 1313 U.S. to 1876</td>
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<td><strong>16</strong></td>
<td><strong>Total</strong></td>
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### SOPHOMORE YEAR

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<th>Hours</th>
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</tr>
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<tbody>
<tr>
<td>POSC 1113 American Government I</td>
<td>3</td>
<td>POSC 1123 American Government II</td>
<td>3</td>
</tr>
<tr>
<td>VPA Visual and Performing Arts *</td>
<td>3</td>
<td>PHIL 2023 Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HDFM 2553 Human Dev: Life Span</td>
<td>3</td>
<td>HUSC 1343 Ecol of Human Nutrition</td>
<td>3</td>
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<tr>
<td>CHEM 1053 General Inorg Chemistry</td>
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<td>PSYC 2613 Stats for Psychology I</td>
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<td>CHEM 1051 General Inorg Chemistry</td>
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<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

- Refer to University catalogue for list of acceptable visual and performing arts

Total SCHs = 60

Lower Division
BASIC GENERIC BSN PROGRAM

Admissions Requirements (Clinical Studies Upper Division)

Admission to the Clinical Studies (upper division) may be considered when the applicant satisfies the undergraduate admission requirements of the University and the College of Nursing as a continuing, Prairie View A&M University pre-nursing major or as a transfer student. The requirements for admission are the same for all applicants.

Students seeking admission to clinical studies must meet the following criteria:

1. Complete the Pre-Nursing Program (Lower Division) with a minimum 3.00 overall cumulative grade-point-average (GPA), and a minimum 3.00 GPA in support courses) in the following areas: microbiology, anatomy and physiology, chemistry, sociology, psychology, nutrition, human development life span and statistics.
   a. Completion of all natural science courses within the last 5 years of admission with a minimum grade of “C”: anatomy and physiology, microbiology, and chemistry; and completion of all support courses within 10 years of admission: psychology, nutrition, human development life span, and statistics.
   b. The assessment of dated credits and courses requiring updating is made upon receipt of a completed application to the College of Nursing.
   c. All lower division (core and support courses) classified as Pre-Nursing and the natural science courses may not be repeated more than once to achieve a passing grade of “C”. Also, no more than two Pre Nursing lower division courses may be repeated.

2. Perform satisfactorily on a faculty selected pre-nursing examination admission test which may not be taken more than two times. The retake must be taken at a minimum of 30 days between exams.
### Bachelor of Science Degree in Nursing (BSN)
#### Basic Generic Program
#### Upper Division

#### PROGRAM OF STUDY

<table>
<thead>
<tr>
<th>JUNIOR YEAR</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Hours</strong></td>
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<tr>
<td>Nurs 3023</td>
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<tr>
<td>Basic Pathophysiology</td>
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<tr>
<td>Nurs 3013</td>
<td>3</td>
</tr>
<tr>
<td>Individual Health Assessment</td>
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<tr>
<td>Nurs 3164</td>
<td>4</td>
</tr>
<tr>
<td>Basic Concepts of Nursing</td>
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<tr>
<td>Nurs 3263</td>
<td>3</td>
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**Total** 13 **Total** 13

<table>
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<th>SENIOR YEAR</th>
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<tr>
<td><strong>Third Semester</strong></td>
<td><strong>Hours</strong></td>
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<td>Nurs 3185</td>
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<tr>
<td>Family Health Nursing</td>
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<td>Nurs 3284</td>
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<td>Nurs 4013</td>
<td>3</td>
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<tr>
<td>Intro Nursing Research</td>
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<tr>
<td>Nurs 4173</td>
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<tr>
<td>Community Health Nursing</td>
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<td>Nurs 4272</td>
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**Total** 12 **Total** 13

<table>
<thead>
<tr>
<th><strong>Fifth Semester</strong></th>
<th><strong>Hours</strong></th>
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<tbody>
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<td>Nurs 4173</td>
<td>3</td>
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<tr>
<td>Community Health Nursing</td>
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</tr>
<tr>
<td>Nurs 4272</td>
<td>2</td>
</tr>
<tr>
<td>Community Health Pract</td>
<td></td>
</tr>
<tr>
<td>Nurs 4193</td>
<td>3</td>
</tr>
<tr>
<td>Leadership/Management</td>
<td></td>
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<tr>
<td>Nurs 4292</td>
<td>2</td>
</tr>
<tr>
<td>Leadership/Management Pract</td>
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<tr>
<td>Nurs 4403</td>
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<tr>
<td>Nursing Process Seminar</td>
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</tbody>
</table>

**Total** 13

**Total SCHs = 64**

*Upper Division*
LVN-BSN

Licensed Vocational Nurses (LVN)
Licensed Vocational Nurses (LVNs) who seek admission to the LVN-BSN Program must meet the same lower division requisites and degree requirements as generic students. Applicants are evaluated on an individual basis and must complete the upper division clinical studies within five years of the initial admission date.

Admission Requirements:
1. Be a graduate of an accredited Texas or out-of-state vocational technical or a community college program with a 3.0 GPA.
2. Current licensure as a licensed vocational nurse in the State of Texas or application for licensure in progress for Texas.
3. Completion of lower division requisite courses (60 credit hours), including core and support courses with a minimum grade of “C” per course and a cumulative grade point-average of 3.0.
4. A minimum passing score on the Pre-Nursing Standardized Admission Test, which may not be taken more than twice.
5. Attend orientation for professional nursing education preparation.
6. Documentation of recent nursing practice experience, a minimum of one year, fulltime employment as an LVN.
7. Two letters of recommendation: one from a faculty member or administrator of the LVN nursing program and one from the supervisor at the agency of employment.
8. Official documentation of negative criminal background check and drug screening test.

Process for Advanced Placement
1. Upon admission to the LVN-BSN program, students may qualify for seven (7) hours of advanced placement through credit by examinations.
2. Advanced placement is achieved by obtaining a satisfactory performance score on the National League for Nursing (Acceleration Challenge Exams (ACEs): A. Care of the Adult Client B. Clinical Pharmacology
3. Upon successful completion of the above (NLN-ACEs) challenge exams, the student is eligible to enroll in the first semester of the program. After satisfactory completion of the first 10 credit hours of the program (First Semester) and continuation of LVN licensure, the student is awarded 17 nursing credit hours in congruence with the Texas Articulation Model.
4. If unsuccessful with ACE exams, will be placed in the regular generic track.
Bachelor of Science Degree in Nursing Program  
LVN-BSN Program  
Upper Division Clinical Studies

## PROGRAM OF STUDY

<table>
<thead>
<tr>
<th>Advanced Standing Credits</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits by Examination</td>
<td>7</td>
</tr>
</tbody>
</table>

### Advanced Standing Credits
- Nurs 3003 Intro to Pharmacology: 3 credits
- Nurs 3174 Adult Health Nurs I: 4 credits
- Nurs 3273 Adult Health I Pract: 3 credits

### Credit by Examination
- Nurs 3164 Basic Concepts Nurs: 4 credits
- Nurs 3263 Basic Concepts Pract: 3 credits

<table>
<thead>
<tr>
<th>Total</th>
<th>10</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>7</td>
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</tbody>
</table>

## JUNIOR YEAR

### First Semester
- Nurs 3023: 3 hours
- Basic Pathophysiology: 3 hours
- Nurs 3013: 3 hours
- Individual Health Assessment: 5 hours
- Nurs 3005: 5 hours
- Transitions to Prof Nursing: 5 hours

<table>
<thead>
<tr>
<th>Total</th>
<th>11</th>
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</thead>
</table>

### Second Semester
- Nurs 3185: 5 hours
- Family Health Nursing: 4 hours
- Nurs 3284: 4 hours
- Family Health Nurs Pract: 3 hours
- Nurs 4013: 3 hours
- Intro to Nursing Research: 3 hours

<table>
<thead>
<tr>
<th>Total</th>
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</table>

## SENIOR YEAR

### Third Semester
- Nurs 4163: 3 hours
- Mental Health Nursing: 3 hours
- Nurs 4262: 2 hours
- Mental Health Practicum: 3 hours
- Nurs 4183: 3 hours
- Adult Health Nursing II: 2 hours
- Nurs 4282: 2 hours
- Adult Health Nursing I Pract: 3 hours
- Nursing Elective: 3 hours

| Total | 13 |

### Fourth Semester
- Nurs 4173: 3 hours
- Community Health Nursing: 3 hours
- Nurs 4272: 2 hours
- Community Health Pract: 2 hours
- Nurs 4193: 3 hours
- Leadership/Management: 3 hours
- Nurs 4292: 2 hours
- Leadership/Management: 2 hours
- Nurs 4403: 3 hours
- Nursing Process Seminar: 3 hours

| Total | 13 |

TOTAL SCHs = 66  
Upper Division
RN-BSN
ON-LINE PROGRAM

Diploma or Associate Degree Nurses (RN)
Registered nurses who seek admission to the RN-BSN Program must meet the same lower division prerequisites as generic students. Applicants are evaluated on an individual basis and must complete the upper division within five years of the initial admission date.

These programs are available at the following campuses: Houston Campus - TMC; 6436 Fannin Street; Northwest Houston Center; 9449 Grant Road.

Other Requirements:
1. Be a graduate of a nursing diploma or associate degree program, which is accredited by the ACEN for preparing registered nurses.
2. Current license as a registered nurse in the State of Texas or application for licensure in progress for Texas.
3. Completion of requisite lower division courses (60 credit hours), including core and support courses with a minimum grade of “C” per course and a cumulative grade point-average of 3.00.
4. Documentation of recent nursing practice experience of at least 6 months full-time or one year part-time or a refresher course with a clinical component within the last two years.
5. Official documentation of a negative criminal background check and drug screening test.
Bachelor of Science Degree in Nursing  
RN-BSN On-Line Program  
Clinical Studies Upper Division

**PROGRAM OF STUDY**

Course/credits to be awarded as certification for advanced placement (articulation), RN-BSN Program:

<table>
<thead>
<tr>
<th>Course/credits to be awarded as certification for advanced placement</th>
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<tr>
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<td>NURS 4163 Mental Health Nurs</td>
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<td>NURS 4183 Adult Health Nurs II</td>
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**Total** 36

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<td>Nurs 3013</td>
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<td>Indiv Health Assessment</td>
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<td>Nurs 3023</td>
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<td>Basic Pathophysiology</td>
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<thead>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>SENIOR YEAR</th>
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</thead>
<tbody>
<tr>
<td><strong>Third Semester</strong></td>
<td><strong>Hours</strong></td>
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<td>Nurs 4193</td>
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<tr>
<td>Nursing Elective</td>
<td></td>
</tr>
</tbody>
</table>

| Total | 8 |

TOTAL SCHs = 64  
Upper Division
Background:

Selected students from the main campus are from the cohort of students in The Honors Program. These students have been selected as incoming freshman based on specifically identified criteria. In addition to the prerequisite nursing requirements, they have had intensive foreign language experience through didactic classroom learning, travel and/or elite level of study at selected summer university programs. These students additionally have participated in the Honors Colloquium classes as freshmen and sophomores requiring high levels of critical thinking and application of knowledge. They are required to meet the same admission criteria for upper division nursing as all other students.

Current Faculty:

Dr. James A. Wilson, Jr. – Director of The Honors Program
Margie Landson RN, MSN, CNE – CON Honors Liaison between College of Nursing and the Honors Program

Policy:

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

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

A. Director of Honors and Coordinator of Pre Nursing Advising will concur on the names of the students who will start sophomore studies; and students will be assisted in placing an application for admission to upper division clinical studies (junior/senior level at the CON, Houston campus)

B. At a mutually designated day / time each semester prior to new Honor Students progressing to upper division, there will be meetings with the students to ensure a smooth transition to the clinical studies
OFFICE OF ADMISSIONS AND
STUDENT SERVICES
College of Nursing

Office of Admissions and Student Services (Suite 102)

Mission

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

Goals:

To present and implement diverse recruitment and admission plans that integrate stakeholders.

To foster a caring, positive, and unique College environment through which all students may develop their maximum potential.

To provide coordinated services which are student-focused and are unified with those of the wider University/College communities.

Services:

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

On site, students may meet with staff to:

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

*Scholarship applications may be found on the bulletin boards in the Student Lounge (9th Floor); the Office of Admissions and Student Services; the University website; and the College website and/or the video messaging monitor on the first floor of the College of Nursing.

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

Housing:

Students are responsible for securing their own housing arrangements. A list of some of the apartments in the Texas Medical Center area can be obtained through the College of Nursing Admissions and Student Services Office.
Parking / Building Access /Use

Parking:

Students may purchase garage parking for the CON. While rates are subject to yearly changes, the following represent the approximate amounts:

- Part time: 3 p.m. – 12 a.m.; All day Saturday and Sunday: $46.00
- Per academic year (Full time); September 1 – August 31: $145.00

Students may purchase garage parking for the College of Nursing at the beginning of each semester. Instructions for purchase will be given at orientation prior to the beginning of each semester. Students using garage parking are expected to follow the designated guidelines related to safety and card use as per policy received upon purchase of parking.

Building Use

Badges:

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

Security Desk

- Students who do not have their badges will be required to sign in at the Security Desk, first floor.
- Visitors to the College of Nursing must also sign in at the security desk and wait for approval to proceed beyond the first floor.

Building Hours

Students may use the College of Nursing student areas from 6 a.m. to 12 midnight. After 6 p.m. and prior to 8 a.m., students must use their building access card to enter the building and other designated areas. Students must use access badges individually and must not use their badges to allow other students, visitors, etc. to enter building.
Note: In order to protect the integrity and extensive wiring in each classroom and the computer labs, these areas have been designated as NON EATING / DRINKING areas. This includes the space directly outside of each classroom as well. The 9th floor student lounge area is designed to accommodate eating / drinking.

Posting of Announcements:

No posting of announcements is allowed on the elevators, walls, doors or hallways of the buildings. Bulletin board areas are provided in the student lounge areas for posting and the electronic monitor on the first floor. Announcements should be approved prior to posting by Office of Admissions and Student Services.

Student Areas:

Overview:
The College of Nursing building is to be used by students only for the purposes of classroom instruction, lab and study activities. It is open for student use from 6 a.m. until 12 midnight. The non-classroom areas designed for students are as follows:

9th Floor:
Room 983    Student Lounge (equipped with lockers; laptop areas, kitchenette with vending machines, microwave, and refrigerator), big screen TV and lounge chairs and couches Additional snacks can be purchased in the College of Nursing bookstore on the first floor.

Room 991    Wellness Center - Exercise Room and Hygiene Suite

Room 942    Learning Resource Center – PVAMU College of Nursing Students. Guests are not allowed.

Rooms 987, 991    UNDERGRADUATE STUDY AREAS. CLASSROOMS ARE NOT PERMITTED FOR USE AS STUDY AREAS (PRIVATE, GROUPS ETC.)
Room 1008
Room 1112

Restrooms:    Male and female restrooms are located on 1st, 9th, 10th, and 11th floors.

Children:    Children are permitted to attend only approved College of Nursing public programs with supervision of parents. Children are not allowed to accompany students to class, computer labs or any learning activity.
Classrooms:  

Student classrooms are located on the 9th, 10th and 11th floors. Classrooms are assigned to each lecture section at the beginning of the semester. Some of the features of the classrooms to enhance students learning are:
- Laptop ready desks
- Overhead LCD projections
- Extensive white board space (use white board markers only)

LRC (Learning Resources Center): (Self-Serving and for Scheduled Testing)

- Located in Rooms 942 (undergraduates); 928 (graduate students)
- Orientation provided at new student orientations
- Contains a fax machine; photo copier; printers
  - Copier – requires use of a copy card that can be purchased from The College of Nursing Bookstore.
  - Printer – The school allows each student the use of 1 ream of paper per semester. Students are encouraged to use printing efficiently and to pick up their materials from the printers.

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

Library:

The Houston Academy of Medicine Texas Medical Center Library (HAM-TMC) provides the information materials and services that are needed to support the research and educational program of the College of Nursing. Students who are new to the CON will be provided with a required orientation program. The library is located across the street from the CON at 1133 John Freeman Blvd or can be accessed through the website http://www.library.tmc.edu/

HAM-TMC Library

Hours:
Monday-Thursday: 7:00 a.m. - 10:00 p.m.
Friday: 7:00 a.m. – 9:00 p.m.
Saturday: 9:00 a.m. – 5:00 p.m.
Sunday: 1:00 p.m. – 8:00 p.m.

Contact Information:
Phone: (713) 795-4200
Four steps to full library access:

1. The first time you visit the library’s physical space, you will need to have your College of Nursing ID card registered to open the gates. Stop by the Circulation Desk to do that.

2. Complete the Library Card registration either online or also at the Circulation Desk. Online access here: http://library.tmc.edu/services/circulation-services/library-card-registration/ When you sign up, use the drop down menu to choose your institution and use your school email address.

3. For remote access to the library from home or work: http://library.tmc.edu/resources/resource-access-registration/

4. Inter-Library Loan: the first time you need an article or a book that the TMC library does not own, you will need to create an ILL account. You can do so here: http://illiadw.library.tmc.edu/. It is very important that you use your school email address for this. TMC Library provides free ILL service to our patrons, and the system recognizes you by your school email address. For “Preferred article delivery method” choose “Mail to address,” then for “Preferred electronic delivery if possible (PDF file via Web),” also choose YES. Your articles will be sent to you via your email in a pdf format.
Also, library services are available through Prairie View A&M University, John Coleman Library and Texas A&M University Library. For assistance in library services, contact the College of Nursing’s Librarian, Ms. Krista Brown, MIS Learning Resource Center, Room 941, 713-790-7119.

Smoking Policy

To protect the rights of people who smoke and people who do not smoke, the College of Nursing building has been designated “smoke free”. Study rooms, lounges, classrooms, faculty and staff offices, and outside the building (including side walks, north and south drive through lanes, east and west (front and back) are non-smoking areas. Violators to the above will receive citations and fines.
VIRTUAL TEACHING-LEARNING SIMULATION CENTER

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

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

The Virtual Teaching-Learning Simulation Center offers high fidelity patient simulations and high fidelity virtual technology. The core functionality allows for remote content delivery, course and learner management, curriculum and content management, remote evaluations and collaborations creation of e-portfolios for the student, performance capture and debriefing.

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

The Virtual Teaching and Learning Simulation Center’s infrastructure offers ongoing, endless learning opportunities for students. The virtual recording feature is activated when the student logs into the B-Line Clinical Skills system via user indemnification and password, which have been previously secured in the server. Room 1191, a tiered classroom adjacent to the HPS – Emergency lab, is a model smart classroom equipped to support stream live video to distance sites for interaction with distance students. Live video can also be streamed into Room 1191 to allow the entire class to view a real-time simulation and critique as simulations are occurring. There is also a debriefing room in the HPS – Emergency suite for small groups to visually review and critique simulations.

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

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

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

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

**Laptop Computer Program**

Students in Semesters II-V are issued a laptop computer to use for learning and scheduled testing. Students are to return the laptop after graduation from the nursing program or following disruption of enrollment due to dismissal or suspension from the program.

**Lockers:**

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

*Students are expected to leave all personal materials and books in their locker before reporting to the classroom or LRC for exams.*
Student Decorum

All students are expected to follow the rules of the building, classrooms and parking. Excessive or loud talking should be avoided near classroom areas and in public areas. Also, utilizing the parking garage for purposes other than entering, parking and exiting the garage is prohibited. **NOTE: ANY STUDENT WHO PLACES OTHER STUDENTS OR PROPERTY AT RISK WILL BE IMMEDIATELY DISCIPLINED THROUGH THE DEAN’S OFFICE AND SUBJECT TO DISMISSAL FROM THE NURSING PROGRAM.**

Counseling Services

Counseling Services are available to students through the Office of Student Counseling Services. Counselors, with whom students may schedule appointments, are available at the College of Nursing weekly. Appointments may be scheduled by calling (936) 261-3564 and indicating that you are a “nursing student.” Appointments may also be made to see a counselor on the second floor of the Owens-Franklin Health Center. You may review the website: [http://www.pvamu.edu/pages/814.asp](http://www.pvamu.edu/pages/814.asp) for other resources. Counseling professionals present workshops to address many student concerns. Should an emergency arise, please call 911 for assistance.

FINANCIAL SUPPORT

Financial Aid

Financial aid counseling is offered through the main campus. Students may access information through the web site: [http://pvamu.edu/pages/1630.asp](http://pvamu.edu/pages/1630.asp)

Scholarships (College of Nursing):

College of Nursing Academic Scholarships are offered to students upon completion of successful admissions and acceptance into the College, all admitted students meeting this criterion maybe considered for these awards. Award availability is limited and based on funding availability and various scholarship criteria. The Application is located on the website: [www.pvamu.edu/nursing](http://www.pvamu.edu/nursing) in the Admissions category. Only one application is required for each applicable semester. Newly admitted and continuing students may apply before the deadlines of: March 1 (Summer) and March 15 (Fall/Spring). Only newly admitted students may apply for College of Nursing Scholarship for Spring awards before the deadline: September 1.

- Charlotte Cameron Scholarship
- Mattie M. Nickson Scholarship
- Ora Nell Pryor Memorial Scholarship
- Prairie View Nurses Alumni Scholarship
- Professional Nursing Scholarship Program
- Rebecca E. Wright Scholarship
- Roseanne Wendell Endowment Memorial
Theresa Golden Thompson Memorial Scholarship
VNA Endowed Nursing Scholarship
A.J. Jones Graduate Nursing Endowment *(Graduate Students only)*
Health and Research Endowment *(DNP Students only)*
Stel Lowman Scholarship *(DNP only)*

Students are encouraged to research and apply for additional funding at the Office of Financial Aid and Scholarship. Other funding may be located through corporate, community and foundation scholarships such as the National Association of Hispanic Nurses, Good Samaritan Foundation, Prairie View Nurses Alumni Scholarship, Fort Bend County Black Nurses Association, Health and Nurse Education Foundation (HNEF), Rotary Club of the University Area-Houston, Filipino Nurses Association of Greater Houston, Black Nurses Association of Greater Houston, and many more.

**Office of Financial Aid:**

- Maida’s Brannon Nursing Scholarship

**College of Nursing Bookstore:**

A full service bookstore is located on the first floor of the College of Nursing next to the security desk. A variety of school supplies, textbooks, reference books, uniforms, clothing, nursing pins, gift items, and snack foods are available for purchase in the bookstore.

**Wellness Program:**

Students are encouraged to use the exercise room and to participate in various wellness programs (e.g. aerobic classes). A large area with showers is available for convenience and hygiene.

**Convocation Program:**

Each semester, the College of Nursing begins with a Convocation Program in which the graduating class is honored. Additionally, new students are welcomed, College of Nursing updates are announced, and students have the opportunity to hear “helpful hints” from each level of the program. **All students are required to attend.** The expected dress code is professional casual.

**Pinning Ceremony:**

Each semester, a Pinning Ceremony is held for graduating seniors. At that time students graduating from the undergraduate programs receive the College of Nursing pin. Also, selected students are nominated to receive the Faculty award and Dean’s award. All students are invited to attend this program. ➯See Appendix P for protocol on Pinning Ceremony.
RECOGNIZED STUDENT ORGANIZATIONS

Membership in student organizations can be an especially enriching aspect of the collegiate experience. Working with others to achieve common goals and programs and developing one’s individual potential are important benefits of participating in out-of-class activities. The College of Nursing has the following student organizations:

- National Student Nurses Association
- Chi Eta Phi Sorority
- Sigma Theta Tau Honor Society
- American Red Cross
- American Assembly Men in Nursing
- The Prairie View International Student Nurses Organization

**National Student Nurses Association (NSNA)**
Membership is opened to pre-nursing (lower division) and nursing majors (upper division). The Prairie View A&M University College of Nursing Chapter of the Texas Nursing Students Association is comprised of students from schools of nursing in the State of Texas and affords opportunities to meet other student nurses, promote interschool affairs, promote interest and awareness of professional nursing organizations, and prepare for participation in these organizations. The chapter is a member of the Texas State Nursing Student’s Association and the National Student Nurses Association (NSNA). For information on NSNA and how to become a member, go to the website at [http://www.nsna.org](http://www.nsna.org). Local chapter information can be found at [www.pvamu.edu](http://www.pvamu.edu). Click on College of Nursing.

**Chi Eta Phi Sorority**
Students, based on selected criteria, are invited to join Zeta Chi Beta Chapter of Chi Eta Phi Sorority during the second semester. The principal goal of the sorority is to promote scholarship, leadership, and the delivery of health care through participation in civic, community, and health-related activities. Local chapter information can be found at [www.pvamu.edu](http://www.pvamu.edu). Click on College of Nursing.

**Sigma Theta Tau, International Honor Society**
Eta Delta is the chartered Prairie View A&M University chapter of Sigma Theta Tau International Honor Society for Nursing. The honor society recognizes superior achievement, leadership, innovation, and professional students. Qualified students are invited to join upon completion of 50% of clinical nursing program. Local chapter information can be found at [www.pvamu.edu](http://www.pvamu.edu). Click on College of Nursing.

**American Red Cross Student Nurses’ Volunteer Committee**
Membership is open to all students enrolled in clinical studies. This committee serves as an extension of the Houston Chapter of the American Red Cross; provides volunteer nursing and health service to the College of Nursing, university, and community-at-large; provides an auxiliary source of training for student nurses; and promotes professional development and commitment to community service. Local chapter information can be found at [www.pvamu.edu](http://www.pvamu.edu). Click on College of Nursing.
**American Assembly Men in Nursing (AAMN)**
Membership is open to men at the Prairie View A & M University College of Nursing enrolled in the upper division. The focus of the association is to expose the membership to activities to enhance their professional growth and development career in nursing.

**The Prairie View International Student Nurses Organization (PVISNO)**
This is a College of Nursing Organization of international students; however PVISNO is open to all enrolled students, and is governed by its members through officers elected by students. Members are encouraged to be active members of Prairie View Student Nursing Association. Faculty serves as advisors.

Prairie View International Student Nurses Organization (PVISNO) promotes participation in social activities and cultural diversity through group sponsored events. The group also participates in mentoring of students who need help in different academic areas.
COMPUTER AND WEB USE
TECHNOLOGY USE

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

- oriented to the available technology within the building
- introduced to the technology staff
- advised of who to contact for technology issues (CON and University)
- referred to student handbook for additional information

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

Introduction

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

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

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

Permitted Use

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

Prohibited Use

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

Responsibilities

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

Violations

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

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

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

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

References:

PROFESSIONAL REQUIREMENTS
Ethics

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

AACN Code of Ethics for Nursing – 2015 Approved Provision*

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community or population.

3. The nurse promotes, advocates for, and protects the rights, health and safety of the patient.

4. The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence and continue personal and professional growth.

6. The nurse through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health policy.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

2015 By American Nurses Association
The NSNA Student Bill of Rights and Responsibilities

<table>
<thead>
<tr>
<th>Bill of Rights and Responsibilities for Students of Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).</td>
</tr>
<tr>
<td>1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.</td>
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<tr>
<td>2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.</td>
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<td>3. Each institution has a duty to develop policies and procedures which provide and safeguard the students’ freedom to learn.</td>
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<tr>
<td>4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.</td>
</tr>
<tr>
<td>5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.</td>
</tr>
<tr>
<td>6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.</td>
</tr>
<tr>
<td>7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.</td>
</tr>
<tr>
<td>8. The student should have the right to have a responsible voice in the determination of his/her curriculum.</td>
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<tr>
<td>9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.</td>
</tr>
<tr>
<td>10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.</td>
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<tr>
<td>11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.</td>
</tr>
<tr>
<td>12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.</td>
</tr>
<tr>
<td>13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.</td>
</tr>
</tbody>
</table>
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.

15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.

16. Students have the right to belong or refuse to belong to any organization of their choice.

17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.

18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.

19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.

20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

Grievance Procedure Guidelines

The following guidelines were developed by the NSNA Board of Directors in January 1975, and updated in April 1991.

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

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

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

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

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

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

4. The grievance committee should be composed of an equal representation of students and faculty, with a minimum ratio of four to four.
**Rationale:** Equal representation with at least eight on the committee provides for broader range, more objective opinions.

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

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

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

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

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

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

Some suggestions:

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

- Review student evaluations of courses and faculty, and make recommendations to the appropriate people.

- Review curriculum and grading system on a yearly basis, and initiate change as necessary.

- Review dress code, if any, every 5 years.

- Review other grievances not necessarily included in Student Bill of Rights.

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

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

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

**Rationale:** To serve as evidence of the committee's action, and as a precedent for future committee action.
8. Any student shall have the right to ask for an "emergency meeting" of the grievance committee on matters that are crucial and cannot wait until the regularly scheduled meeting. The grievance committee shall define whether a matter is crucial, and may postpone consideration of the matter if a majority of the members considers the matter appropriate for a regularly scheduled meeting.

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

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

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

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

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

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

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

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

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

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

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

15. Any charges against the student or faculty member should be in writing and be made available to both the committee and the student or faculty member at least seven days before his/her scheduled appearance.
**Rationale:** To give the student or faculty member adequate time to prepare a defense against charges

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

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

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

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

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

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

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

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

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

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

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

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

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**Bill of Rights**
National Student Nurses Association (NSNA)
[www.nsna.org/Publications/ChapterResources.aspx](http://www.nsna.org/Publications/ChapterResources.aspx)
Student Dress and Decorum Expectations

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

**Student Dress Code:**

**Classrooms:**

<table>
<thead>
<tr>
<th>Professional Attire</th>
<th>Preferred</th>
<th>Discouraged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slacks/Jeans</td>
<td>Full length with tailored cuffs or hems.</td>
<td>Baggy, low cut or skin tight; frayed or torn.</td>
</tr>
<tr>
<td>Blouses/Shirts</td>
<td>Button down; “tee style”; pull over</td>
<td>Low cut, backless, sleeveless; strapless undershirts as primary shirt; Vulgar artwork or language on clothing (or skin).</td>
</tr>
<tr>
<td>Skirts/Dress</td>
<td>Length – mid calf to mid-thigh</td>
<td>Less than mid-thigh; skin tight; dress tops as described above.</td>
</tr>
<tr>
<td>Shorts</td>
<td>Below knee</td>
<td>Above the knee; exercise garments.</td>
</tr>
<tr>
<td>Jewelry</td>
<td></td>
<td>Nose, tongue or facial studs or rings.</td>
</tr>
<tr>
<td>Shoes</td>
<td>Flats, tennis shoes; closed toe.</td>
<td>Heels greater than 1 inch; flip flops or open sandals.</td>
</tr>
<tr>
<td>Fragrances</td>
<td>Personal products (Hair, deodorants, clothing, etc) will have neutral odors.</td>
<td>Strong fragrances of perfumes or after shaves, clothing that smell of perspiration or cooking odors.</td>
</tr>
</tbody>
</table>

**Clinical:**

**Uniform Policy**

Students are expected to be neat and well-groomed at all times. Good personal hygiene is a necessity. A minimum of two uniforms is strongly recommended. In some clinical settings, the uniform policy is based on specific client care needs. Uniforms may only be purchased through the College of Nursing bookstore. Students who are new to the College of Nursing must order and purchase uniforms by the end of the orientation week. Shoes (white duty shoes NOT tennis shoes) are required and available for purchase in the College of Nursing (CON) Bookstore.
A. **General**

Only the College’s uniform shall be worn in all clinical practice settings, except when an alternate attire is designated. **Personally selected scrubs or white clothing are not acceptable substitutes.**

1. Shoes are to be white, clean, closed-in, standard uniform type with no more than 1 inch heels. No clogs, sandals or sneakers are allowed anytime.

2. Full or 3/4 length white laboratory coat with a Prairie View A&M University insignia sewn (not pinned) on the left sleeve, 2 inches below the shoulder is worn to and from the clinical areas and the College simulation laboratories. It is NOT worn during the clinical time period.

3. The College of Nursing ID badge must be worn with the uniform and/or laboratory coat at all times. (In some cases an ID badge from the institution is required as well).

4. The laboratory coat, name pin and picture identification are to be worn for hospital learning activities, other than direct client care when authorized. Blue jeans, shorts, halter tops, sweaters, and open toed shoes are not to be worn to clinical agencies. Attire under the lab coat should be business casual street clothes in good taste. Shoe heels should not be higher than one inch. Under no circumstances are the flip flop type shoes to be worn in the clinical agencies.

5. Colognes, perfumes, after shave or other fragrances are to be omitted when in uniform. This includes fragrant hair spray. Under arm deodorant is a necessity for maintaining hygiene and is required. Clothing should be odor free.

6. Rings are to be restricted to wedding bands. Fingernails must be trimmed short at all times. Only clear fingernail polish may be worn. Absolutely, no acrylic nails are allowed in any of the clinical areas.

7. Standard equipment for clinical settings:
   a. Wrist watch with a metal band and a second hand that is waterproof or water resistant
   b. Bandage scissors
   c. Stethoscope with bell and diaphragm
   d. Black and red ball point pens; pencil
   e. Penlight

8. Students may not show exposed body rings (eyebrows, tongue, etc), tattoos or body art in the classrooms and all clinical settings. Body art must be covered with sleeves or use of bandage.

9. No necklaces of any type are to be worn during with the clinical uniform.
B. **Women**

1. Uniforms shall be the standard CON clinical uniform as purchased from the bookstore. Pants shall be hemmed and length shall be at the top of the shoe.

2. White hose (support hosiery recommended) and neutral to skin color undergarments shall be worn.

3. Earrings, if worn, must be located on the ear lobe only and be conservative studs. Only one earring in each ear may be worn. There shall be no visible body piercings.

4. Hair shall be clean, neat, non-oily and worn up if longer than shoulder length. Hair color and extensions should be mainstream colors. Extreme streaking of hair and extensions should be avoided. Make-up shall be minimally applied and not apparent on lab coats or uniforms.

C. **Men**

1. Tops shall be the official uniform as purchased through the College of Nursing bookstore; Pants shall be hemmed and length shall be at the top of the shoe. The standard pant is also purchased through the College of Nursing bookstore.

2. No jewelry or visible body piercings with the exception of a watch with a second hand is to be worn.

3. Hair shall be neatly groomed, non-oily, and no longer than neck length. Facial hair should be at a minimum and shaven.

**Uniform Management:** Uniforms are to be laundered and ironed AT HOME or dry cleaned prior to wearing them to the clinical area. The College of Nursing does not have provision for ironing uniforms or any other clothing. Do not bring or utilize an iron on furniture, hospital bed, or any object, floor, etc. of the College facility.

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**Use of laundry irons, hair irons, or other electrical items other than laptop computers are not permitted for use in the classrooms, labs, study rooms or student lounge areas. Students found using these types of items will be immediately referred to the Dean’s Office for disciplinary counseling and academic misconduct.**

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**Labs:** Dress for the labs (which includes skills related labs and human simulation labs) is the College of Nursing lab coat and or uniform or as directed by faculty. Additionally, nails should be cut short; and only low heeled, closed toe shoes with rubber soles should be worn*. Students who are not dressed properly for lab will not be allowed to participate in the learning experience which may result in a failing grade.

*Ballet styled slippers for women are not acceptable for lab wear.*
PROFESSIONAL CONDUCT POLICY

Professionalism
As a beginning professional, the student is expected to develop and practice high standards of achievement and conduct defined as professional behavior. The behavior of the professional student extends beyond the College of Nursing and the clinical laboratory facility. Appropriate or inappropriate personal behavior and/or attire represent self as well as one’s identified school, Prairie View A&M University College of Nursing.

Students are expected to conduct themselves in a professional manner at all times. This includes showing discretion with respect to grooming and appropriate dress; punctuality; respect for self and others; positive relations with faculty, staff and peers; avoidance of disruptive classroom behavior; avoidance of threatening, non-verbal behavior and loss of self control; and, restraint from the use of abusive and/or profane language either verbally or nonverbally or by electronic media.

Professional Conduct, Accountability and Honesty
The faculty and administration of the College of Nursing expect quality work and self-directed behavior from students. Each student is regarded as an adult and responsible for his/her own learning. The student who consistently demonstrates inappropriate or “non-professional” behavior will be counseled and subject to disciplinary action. It is expected that each student will come to class and clinical practice prepared and present oneself as a sincere and motivated learner.

The College of Nursing student conduct codes reflect congruency with the Prairie View A&M University Student Planner (current edition).

Acts of Academic Misconduct will be subject to disciplinary action ranging from a warning to dismissal from the nursing course, College of Nursing, or the University. Any act of dishonesty in academic work constitutes Academic Misconduct. Some specific examples of Academic Misconduct, but are not mutually exclusive are:

1. Giving or receiving unauthorized aid on tests, examinations or other assigned work.
2. Submitting work other than one’s own. (Plagiarism)
3. Charting false or non-observed data (falsification or records) on client records.
5. Cheating or stealing.
6. Abuse of drugs and/or alcoholic beverages.
7. Willful lying or deceit.
10. Destruction of furniture and any facility properties.
11. Utilizing the facility, parking garage, or building surrounding for activities exclusive of instruction and learning.
12. Plagiarism – defined by the American Heritage Dictionary of the English Language (p. 540) as stealing or using the ideas of another writer and using it as one’s own. Plagiarism is recognized as a form of cheating. Copying from books
or journals without documentation, or copying another student’s term paper or theme should bring the maximum penalty from the faculty. Students dismissed for any of the above stated reasons are not eligible for reinstatement in the program.

13. No recording of audio, video or still photography in the clinical area.

14. No recording of audio, video or still photography in the classroom without permission.

15. Conduct unbecoming to a student as described in Prairie View A&M University Student Planner (current edition).

University Class Attendance, Absenteeism
Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive television (video). Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or an assignment of a grade of “F”. Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Excused Absences
Absences due to illness, attendance at university approved activities, and family or other emergencies constitute excused absences and must be supported by documentation presented to the instructor prior to or immediately upon the student’s return to class. Students are always responsible for all oral and written examinations as well as all assignments (e.g., projects, papers, reports) and must comply with the respective faculty member's course protocol (syllabus, outlines, etc).

Excessive Absences
Accumulation of one week of unexcused absences (for the number of clock hours equivalent to the credit for the course) constitutes excessive absenteeism. The instructor is not required to accept assignments as part of the course requirement when the student’s absence is unexcused.

Absences on Religious Holy Days
In accordance with Texas Education Code, Section 51.925, subchapter (Z), a student may be absent from classes for the observance of a religious holy day and will be permitted to take missed examinations and complete missed assignments provided the student has notified the professor of the planned absence in writing and receipt of the notice has been acknowledged by the professor in writing. “A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation under the Texas Tax Code, Section 11.20.”
Written Assignments
Students are cautioned to read and adhere to format guidelines for written assignments. Students are to use the format prescribed by the American Psychological Association (APA) (6th edition). All formal papers are to be typed and submitted on regular 8 x 11 bond paper, unless otherwise indicated by the course faculty. Higher levels of conceptualization, documentation, and writing mechanics are expected as students’ progress in the program. Appointments for conferences to clarify written assignments with the faculty should be made well in advance of the due date of the assignment.

Examinations
Policy and procedures related to examinations are explained by the faculty and delineated in each course syllabus. Students are referred to each course faculty for further explanation of these procedures. The standard percentage for grading items of nursing core courses is as following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Process</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Exams</td>
<td>Each major course will have:</td>
<td>65%</td>
</tr>
<tr>
<td></td>
<td>1. Four unit exams, 2 before midterm and 2 after midterm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. 60-75 items on each exam</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. No exams to be administered the week before final exams</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(This is University Policy and appears on the University Calendar)</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>Final Exam will</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>1. Comprehensive exam</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. 100 items on this exam</td>
<td></td>
</tr>
<tr>
<td>APA Conceptual Paper</td>
<td>The Conceptual Paper (APA) will be:</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>1. A group assignment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. APA format</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Course Content</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Evidenced-Based</td>
<td></td>
</tr>
<tr>
<td>Quizzes; Assignments; Etc.</td>
<td>Enhance student engagement prior to class and as a form of remediation of content. Utilization of materials provider as part of Kaplan package.</td>
<td>5%</td>
</tr>
<tr>
<td>Standardized Exam</td>
<td>This is a pass/fail activity: No grade allotted, however student, must take the Kaplan Standardized Exam in order to pass the course.</td>
<td>Pass/Fail</td>
</tr>
</tbody>
</table>

All students in non-elective nursing courses will be required to upload a designated assignment into Taskstream.
STUDENT RIGHTS

1. Representation on the Student Advisory Council to the Dean through elected semester presidents, and recognized organizational presidents.

2. Participation in the formulation and application of policies affecting academic life and student affairs.

3. Access to and the release of personal academic records through the University registrar and College of Nursing as appropriate.

4. Reasoned exception to the data or views offered in any course of study; reserve judgment about matters of opinion; and be responsible for learning the content of any course of study for which enrolled.

*Items 2-5 adapted from the updated Student Bill of Rights; NSNA House of Delegates in Baltimore, Maryland (2006); Prairie View A&M University Student Planner (current edition).*

Student Disability and Pregnancy Policies

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

**Pregnancy Statement:** Any pregnant students, or students planning to become pregnant, should consult with their health care provider to determine what, if any, additional precautions are needed based on their individual situation. It is the responsibility of the student to communicate their needs to the Dean of the College of Nursing, Academic Programs, as soon as possible in order for risk-reduction to begin when it can be most effective, and to determine if additional steps are necessary. While the college cannot mandate the student notify the college she is pregnant or planning to become pregnant, the college strongly recommends students provide notification so appropriate steps can be taken to insure the health of both the parent and child. To communicate health circumstances or to request additional information, please contact the Program Director at 713-797-7009.
CLASS/CLINICAL DECORUM

Absence and Tardiness
The College of Nursing enforces the University policies on absenteeism and tardiness. Students are expected to report to class regularly and on time. All course syllabi provide information on attendance and tardiness in classroom and clinical courses.

Classroom Safety: Unauthorized Visitors and Children
All visitors must have prior consent from the administration and faculty member to visit any college facility. Unauthorized visits by children are not allowed in the classrooms, laboratories or any College facilities.

Texas A&M University System Regulation 24.01
Unsupervised minor children, unauthorized and unaccompanied visitors who are not officially enrolled at the University in regular or special programs are specifically excluded from entering (at any time) classrooms, laboratories, study areas, work areas and student or employee lounges unless such persons are chaperoned or escorted while in such areas by a responsible university employee or student who has been duly authorized to function as a chaperone or escort for a group or an individual visitor.
POLICY ON UNSAFE NURSING PRACTICE

Background Statement

The faculty believes that the standard of care for the student nurse requires the student to perform as any other student with similar background and experience. The student is held to the same standards as a graduate professional nurse consistent with the student's educational level of preparation. In order to protect the patient rights, the faculty assumes the right to remove any student who demonstrates behaviors deemed as unsafe practice from the clinical area.

Policy Statement

Demonstration of unsafe practice by a student nurse constitutes grounds for removal of the student from the clinical setting, pending an investigation of the incident.

Procedure

1. When an incident occurs which demonstrates unsafe practice, the faculty member will complete a written report and review it with the student.

2. The clinical incident report is to be completed and signed by the faculty and student to include versions of incident, remedial plans, follow-up, and recommendation for continuance.

3. The unsafe incident report is submitted initially to the Semester Coordinator and Program Director.

4. The unsafe incident report is filed in the student's permanent folder and a copy is filed in the Dean's Office.

5. When the faculty's recommendation is that the student not return to clinical practicum, the student has the right to request an investigation through the College Program Director. The request of investigation must be scheduled within one week of the incident. The investigation will be conducted following the protocol in the Student Grievance Policy.

6. When a student is allowed to continue in the program, post incident, an accumulation of subsequent incident reports will mandate a review by the Academic Standards Committee, and may result in dismissal from the program.

Examples of unsafe clinical practice include, but is not limited to the following:

a. Failing to monitor the patient as ordered
b. Failing to communicate a change in patient status
c. Failing to administer medications accurately or without designated supervision.
d. Failing to question an inappropriate medical order
e. Failing to provide patient education
f. Failing to provide for the patient's safety
g. Failing to report another health care provider's incompetence

(Adapted from Texas Occupations Code and Rules Regulating the Practice of Nursing (2008), 217.11 Standards of Nursing Practice)

Additionally:

h. Failure to arrive in the clinical areas without pre clinical assignments
i. Failure to report to the faculty member and assigned licensed nurse request to leave the clinical area.
j. Reporting to clinical after staying up all night (example – outside employment) up to time of reporting to clinical.
k. Reporting to and/or interacting with patients outside of the unsupervised clinical role.
l. Falsification of student records, documents, etc. for clinical practice.
m. Falsification of patient's record via charting or utilization of said records for inappropriate actions.
n. Removal of patient's records from clinical agency or any type of paper with patient identification information.

CHEATING AND DISHONESTY POLICY

The faculty believe nursing is an ethical profession, which is based on a foundation of honesty and trust. Any violation of the respect for truth in all forms, whether it is cheating on an examination, plagiarism, a purposeful dishonest act of omission or commission regarding nursing responsibilities, or any other form of dishonesty/academic dishonesty, cannot be tolerated in a professional nursing program.

Policy:
Any student who demonstrates any form of cheating or dishonesty in the College of Nursing may receive a grade of "F" or the course and/or may be dismissed or suspended from the College of Nursing.

Note: College of Nursing policies are congruent with the Prairie View A&M University Student Planner (current edition).

Procedure:
1. A faculty member, who observes a student cheating or engaging in academic dishonesty, will meet with the accused student as soon as possible and advise the student of the evidence presented.
2. The faculty must report the incident in writing with appropriate documentation of evidence to the Semester Coordinator with copies to the Program Director.
3. The Semester Coordinator will schedule a meeting with the faculty to discuss disposition of the student.
4. The Semester Coordinator will report the decision of the faculty in writing to the student with copies to the Program Director.
PROFESSIONAL NURSING AND NURSING STUDENTS PERFORMANCE

PEER REVIEW COMMITTEE

Background: (Regarding Texas Board of Nursing Standards)

The faculty and students of the College of Nursing must be held to the standards set forth in the Texas Nurse Practice Act for Professional Nursing Practice (Chapter 303. Nursing Peer Review, Texas Statues Regulating the Practice of Professional Nursing).

Any known incident involving an employee or nursing student of the College of Nursing who is suspected to have exposed or is likely to expose a patient or other person unnecessarily to a risk of harm, has engaged in unprofessional conduct, has failed to care adequately for a patient or has failed to conform to the minimum standards of acceptable professional nursing practice, or whose practice is or is likely to be impaired by chemical dependency, must be evaluated and reported to the Texas Board of Nursing.

POLICY:

A Professional Nursing performance Peer Review Committee will receive complaints, evaluate and report to the Board of Nursing any incident regarding the conduct of any registered nurse employee or nursing student who is suspected to have exposed or is likely to expose a patient or other person unnecessarily to a risk of harm, has engaged in unprofessional conduct, has failed to care adequately for a patient or has failed to conform to the minimum standards of acceptable professional nursing practice, or whose practice is or is likely to be impaired by chemical dependency.

PROCEDURE:

A. Formation of Committee

A Professional Nursing Performance Peer Review Committee will consist of three (3) elected faculty members. Two members will be elected by the faculty each even-numbered year at the annual meeting, and one member will be elected in each odd-numbered year. Members will serve for a two-year term. The committee will annually select a chairperson from its membership. If a nursing student is involved or is to be reviewed, a student representative will be appointed to serve on the committee. If a complaint is made regarding a committee member, the Dean of the CON will appoint a third committee member to replace the elected member during the review process.

B. Complaints to the Committee

Any registered nurse having reasonable cause to suspect that any College of Nursing RN Employee or nursing student has exposed or is likely to expose a patient or other person unnecessarily to a risk of harm, has engaged in unprofessional conduct, has failed to care adequately for a patient, or has failed to conform to the minimum standards of acceptable professional nursing practice, or
that an RN employee **student nurse** practice is or is likely to be impaired by chemical dependency shall report in a signed, written report to the Committee the identity of the nurse or **student nurse** and other pertinent information as the committee may require.

C. **Reports Regarding Nursing Students**

Prairie View A&M University College of Nursing administration and faculty or a registered nurse who has reasonable cause to suspect that the ability of a professional **nursing student** to perform the services of the nursing profession would be, or would reasonably be expected to be, impaired by chemical dependency shall report in a signed, written report to the Board of Nursing the identity of the **student** and any additional information required for such a report by the Board.

D. **Committee Procedure**

1. Upon receipt of a written complaint, the committee will begin review of the complaint and will notify the named RN employee or **nursing student** of the complaint of wrongful conduct within three days.

2. The RN or **student nurse** who is reported will be offered an opportunity to respond in writing in 21 days to the charges.

3. If the complaint involves the RN or **student nurse** practice in a facility other than the College of Nursing, the committee may share information with, and contract with the committee of that facility to determine which entity will conduct the peer review.

4. A formal review will be held at the end of the 21 days or in one week after receipt of a response from the RN employee or **student nurse**. The employee or **student nurse** may present oral testimony, and the committee may request testimony from persons initiating the complaint.

5. The committee must determine whether the nurse or **student nurse** undergoing the review has engaged in conduct that has exposed or is likely to expose a patient or other person unnecessarily to a risk of harm, has engaged in unprofessional conduct, has failed to care adequately for a patient, or has failed to conform to the minimum standards of acceptable professional nursing practice, or that the employee’s practice is or is likely to be impaired by chemical dependency.

6. If the committee makes a determination, which could result in disciplinary action, the committee must present a written report to the Board of Nursing. The committee shall provide the employee or **student nurse** with a detailed summary of the information disclosed and shall inform the employee or **student nurse** of his/her right to file a rebuttal statement, which will become a part of the report.

7. Review by the Professional Nursing Performance Peer Review Committee is advisory and does not limit what administrative action may be taken by
Prairie View A&M University or the College of Nursing.

8. All peer review proceedings are confidential. Disclosure of any information shall be only as provided in Article 4525b, Texas Nurse Practice Act.

9. If the RN or student nurse's conduct relates to a problem with chemical dependency or mental illness, the RN or student nurse may be directly reported to a Board of Nurse Examiners approved peer assistance program.

10. Documentation of the proceedings of this committee will be maintained in a locked file in the Office of the Dean.

E. Disclosure of Recommendations

The committee shall disclose its recommendations on request to:

1. The Texas Board of Nursing or the State Board of Registration or Licensure of any state.

2. A law enforcement authority investigating a criminal matter.

3. Other entities as provided in Article 4525b, Section 3(b) of the Texas Nursing Practice Act.

4. Prairie View A&M University administrative officers and Department of Public Safety (Chief of Police).
ACADEMIC PERFORMANCE
I. ACADEMIC ADVISEMENT

A. Background:

The faculty of the College of Nursing believe that the process of student advisement represents an essential component of the educational program. Each student has an assigned faculty advisor with whom a working relationship is established through personal awareness of the student's' overall needs and goals. The faculty advisor is charged with the responsibility of being fully informed of the student’s academic status, individual rights, and responsibilities in the program. The student has the ultimate responsibility for knowing and utilizing his/her advisor to facilitate progression in the program.

B. Policy:

Each student, upon progression in the clinical studies of the College of Nursing will be assigned a faculty academic advisor. The student must meet with the assigned faculty advisor a minimum of twice each semester.

C. Procedure:

1. Each semester the faculty advisor and student will review the student's progress in the program of study.

2. When student policies are revised or new policies are generated, copies will be distributed by the faculty advisor to the assigned advisee. The student will sign the form documenting receipt of the policy.

3. Each student must meet with his/her faculty advisor/coordinator to pre-register for courses for the following semester.

4. Each student must contact and schedule an appointment with his/her assigned faculty advisor/coordinator prior to adding/dropping or with impending jeopardy status in enrolled course(s). All course changes are to be signed by the faculty advisor on designated University forms.

5. Upon completion of each semester, the student must schedule an appointment with the assigned faculty advisor/coordinator prior to registration for the subsequent semester courses to review the plan of study and required credits for graduation. The student and faculty advisor will review both University and College of Nursing requirements and document the current status of the student. If the student has any deficiencies of required courses and
credits, progression to the next semester may be deferred until evidence is provided by an official transcript of satisfied requirements met.

II.  GOOD ACADEMIC STANDING

To remain in good academic standing in clinical studies, the following criteria must be met:

1. Achieve a grade of “C” (minimum 75%) in all nursing courses.
2. Achieve satisfactory performance on semester medication proficiency examination with a minimum of ninety four per cent (94%).
3. Achieve satisfactory performance on standardized tests.
4. Demonstrate professional and academic integrity.

III.  REQUIREMENTS FOR PRACTICUM COURSES

A. Student Health

Policy:

Upon admission to the program, students are required to provide documentation of health history, a physical exam, immunizations, and CPR certification. Forms to document the following requirements are listed in Appendices.

During the matriculation through the curriculum, a student is requested to meet with the faculty advisor or semester coordinator when there is any personal change that may interfere with the student’s successful completion of the course.

1. An annual physical examination and TB skin test, Mantoux (PPD), or chest x-ray where indicated are required of each student.

2. Immunizations and tests that are required upon registration and throughout matriculation in the nursing program) are:
   a. Negative TB skin test. (Chest x-ray if skin test is positive)
   b. Immunity by titer for:
      o Measles, mumps or rubella
      o Hepatitis B Titer
      o Hepatitis C Titer or Hep C Antibody Blood Test
      o Varicella (chickenpox) – Titer
      o Tetanus booster within the past 10 years
   c. Vaccines:
      o TDAP
      o Flu vaccine after September yearly
      o Additional vaccines as determined by University
d. Evidence of personal health insurance

3. An original CPR card documenting certification to perform CPR (cardiopulmonary resuscitation) is due prior to orientation in the nursing program (Semester I) and upon each renewal certification for CPR.

4. If a student is injured or exposed to a communicable disease while engaged in clinical assignment, the faculty member is to be notified immediately. The student is responsible for the costs for any emergency care or treatment.

**Procedure:**

**Semester I:** Turn in completed records described above prior to orientation including documentation of CPR certification.

**Semester II through V:** Turn in updated annual physicals, TB skin test or chest x-ray documentation, and updated immunizations, along with original CPR card (if renewed).

**Note:**

(a) Submit the *original* physician forms and statements and *copies* of immunizations as designated above. Keep a personal file of copies of all forms and documentation that are turned in.

(b) Upon initial enrollment in Generic BSN, RN-BSN, and LVN-BSN programs turn in the original CPR card to the Lab I Coordinator or designated person.

(c) Turn in *original* CPR card to designated representative upon each renewal.

(d) Preclinical students must turn in updated physical exam statement if there has been any change in health status. Document to be submitted to the College of Nursing Laboratory Coordinator.

*Failure to supply required medical records and CPR certifications will result in the student not being able to matriculate in the nursing program. NO EXCEPTIONS!* 

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

As required by the College of Nursing, each student accepted for initial enrollment into a nursing program must submit to a federal criminal history review. Students will not enroll in classes at Prairie View until they have been issued a *Blue Card* from the Texas Board of Nursing (BON) indicating a clear criminal record. Students must maintain a clear criminal history, as one of the requirements to matriculate and continue enrollment in the nursing program.
1. Each student will be emailed a FAST PASS from the College of Nursing to arrange a fingerprint scanning.

2. Upon receipt of the FAST PASS, the student must schedule an appointment with LI Identity Solutions using originator number (ORI) TX923490Z.
   
a. [https://tx.ibtfingerprint.com/](https://tx.ibtfingerprint.com/) or 1-888-467-2080 and pay fees.
   
b. Approximately $34.25 for the DPS/FBI check and $9.95 for LI Identity Solutions.

3. Within 90 days, the Board of Nursing will:
   
a. Mail a postcard directly to those students who have a clear background check.
   
b. Correspond with those students who have a positive background check and request a petition to the Board of Nursing for a Declaratory Order, or
   
c. Correspond with the students who have a rejected fingerprint scan and request another fingerprint scan.

4. Students who have a positive criminal history will be required to go through the Declaratory Order process. If the criminal issue is resolved with little additional review, there will be no additional charge. However, if the criminal issue must be transferred to another department for review, the student will be billed a $150.00 review fee.

5. Students will be issued a BLUE CARD by the Board of Nursing to be submitted to the College of Nursing indicating a clear background check. Students must submit the Blue Card as a condition of enrollment during the August Mandatory Orientation. Students are not to contact the Board of Nursing pertaining to the Blue Card.

C. **Drug Screening**

**Policy**

Prairie View A&M University requires all student entering the nursing program to submit two screening following admission and prior to enrollment in the upper division studies. Failure to submit to the drug screening will immediately nullify admission and enrollment in the nursing program.
Instructions for the **DRUG SCREENING** will be sent to the student with the provisional acceptance letter.

**Drug Screening**

1. The student will report to a Lab Corp collection site with a chain of custody form and a money order for $35.00 (cost is subject to change).

2. The Lab Corp will obtain the specimen and complete the analysis.

3. If the results are negative, Lab Corp will immediately notify the College of Nursing’s agent.

4. If the results are positive, Lab Corp will counsel the student using a Medical Review Organization (MRO). The MRO provider will contact the student, determine the cause of the positive result and report their conclusion to the school.

**Significant Findings**

Students (accepted applicants) who do not pass the required **DRUG SCREENING** test will be denied admission and enrollment in Prairie View A&M University College of Nursing.

**D. Nursing Liability Insurance**

1. All basic generic students and students enrolled in the LVN-BSN and RN-BSN programs are required to purchase annually group liability insurance facilitated through Prairie View A&M University. Liability insurance policies purchased outside the College of Nursing by individuals are not acceptable. The liability insurance coverage is applicable only during supervised clinical practice experiences associated with the nursing program of study at Prairie View A&M University. The cost of the liability insurance is included within the course fees.

**E. CPR Certification**

Students must present evidence of current certification for Adult, Infant and Child by turning in an original CPR card upon admission to the College of Nursing and upon renewals thereafter. American Heart Association Healthcare Provider is the preferred course.

**F. Dosage Calculation Proficiency Policy**

**Background Statement**
The faculty believes that the ability of the nurse to make accurate calculations is essential for the administration of correct dosages of drugs to patients. Demonstration of dosage calculation proficiency is an essential prerequisite for safe clinical practice. Since dosage calculation affects each student’s ability to safely administer drugs, documentation of dosage calculation proficiency is required prior to entry into each practicum component per clinical course.

**Policy Statement**

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

**Procedure**

**Dosage Calculation Content**


2. All students enrolled in a clinical practicum during Semester II will receive classroom and laboratory instruction on the following content: abbreviations, equivalents, conversions, administration of P.O., topical and parenteral medications, reconstitution of powdered drugs administration of IV solutions, medications, infusion pumps, insulin calculations, heparin calculations, measurements, and calculation of IV flow rates. Content corresponds with the required textbook Morris, D. G. (2014). *Calculate with Confidence*. St. Louis: Mosby. Chapters 1-23.

3. All students enrolled in a clinical practicum during Semester III will receive classroom and laboratory instruction on the following content: abbreviations, equivalents, conversions, administration of P.O., topical and parenteral medications, reconstitution of powdered drugs administration of IV solutions, medications,

4. All students enrolled in a clinical practicum during Semester IV will receive classroom and laboratory instruction on the following content: abbreviations, equivalents, conversions, administration of P.O., topical and parenteral medications, reconstitution of powdered drugs, administration of IV solutions, medications, infusion pumps, insulin calculations, heparin calculations, measurements, calculation of IV flow rates, weight based drugs, ml/hr dosing, mcg/min dosing, titrating dosages, and mcg/kg/min dosing. Content corresponds with the required textbook Morris, D. G. (2014). *Calculate with Confidence*. St. Louis: Mosby. Chapters 1-25.

**Dosage Proficiency Procedure**

1. A dosage calculation review will be offered prior to the exam and facilitated by respective faculty on each semester.

2. The dosage proficiency exam will be administered at the end of each semester during the week of finals. The date, time and location will be validated by the dosage calculation task force.

3. Students enrolled in Semester I will be given three opportunities for achieving the required proficiency score of 94% at the beginning of Semester I. Two opportunities for achieving the required proficiency score of 94% will be given at the end of Semester I, II, III, and IV.

4. Failure to successfully pass the dosage proficiency exam will demonstrate unsafe clinical practice.

a. **Semester I students** who fail to achieve a 94% within the 3 allotted opportunities in the beginning of the semester will demonstrate unsafe clinical practice and will not be eligible to be enrolled in the required nursing course as per curriculum.

b. **Semester I, II, III, and IV student** who fail to achieve a 94% within the 2 allotted opportunities at the end of the semester will not be eligible to register in the clinical courses or the co-requisite nursing courses for the following semester.
5. Students who are unsuccessful after the allotted times on the dosage proficiency exam must enroll in NURS 4123 M21 Dosage Calculation Tools Course, and successful pass the course with a 94% to register for the any clinical courses or the co-requisite nursing course.

G. Academic Misconduct

A student may be suspended or dismissed from the College of Nursing program for any of the following reasons associated with academic misconduct (but not limited to):

1. Failure to follow HIPAA Guidelines (Health Insurance Portability and Accountability Act (maintenance of confidentiality of patient information and records)
2. An act of dishonesty involving academic work.
4. Falsification of credentials.
5. Inappropriate use of electronic devices such as, but not limited to, photographing, recording, or transmission of patient information or photographs.
6. Conduct unbecoming to a student as described in the PVAMU Student Planner (current edition).

H. Activities Prohibited in the Clinical Settings

Students are not permitted to participate in any of the following activities during assigned clinical experiences (but not limited to):  
1. Administering experimental drugs
2. Administering any medication to which a client has a stated allergy
3. Serving as a witness on consent forms
4. Completing incident reports of any kind without faculty assistance
5. Breaching client confidentiality (in cafeteria, lounge, elevator, etc.)
6. Taking verbal/telephone orders from physicians
7. Transcribing orders (except in NURS 4292 – Leadership and Management Practicum)
8. Administration of any medication without supervision (level of supervision to be determined by clinical faculty member).
9. Consuming personal medication that has the potential to impair judgment during the clinical experience.

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

I. Employment

Students who engage in personal outside employment must not wear a uniform which embosses the Prairie View A&M University College of
Nursing school patch, pin, or insignia. Nursing liability insurance for students does not provide coverage for personal outside employment.

IV. GRADUATION REQUIREMENTS

The College of Nursing adheres to all general requirements and procedures of the University for satisfying the criteria for graduation. In addition, a student is eligible to apply for graduation when the following conditions are met:

A. Submission of an application for graduation at the beginning of the semester or summer term in which they expect to complete all requirements for the degree. Only completed applications received will be submitted to the Office of the Registrar. Information/Application related to applying for graduation may be found on the PVAMU website, Office of the registrar.

B. Achievement of a 2.00 cumulative GPA and completion of all clinical studies courses within five years of the initial admission to upper division clinical studies.

C. Satisfactory performance on the comprehensive examination (exit) designated by the faculty. (This policy is not applicable to students enrolled in the RN-BSN Program).

Comprehensive Examination (EXIT Examination)

Policy:

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

1. Students enrolled in NURS 4403 Nursing Seminar are administered the Comprehensive Examination.

2. Students have two (2) chances to take the Comprehensive Examination during the semester; one month after the onset of the semester (October or February) and one month prior to the end of the semester (November or April).

3. Students must achieve a minimum standard score of 900 or higher.
on the Comprehensive Examination which accounts for 65% of the grade in NURS 4403.

4. Students must achieve a minimum overall passing grade of “C” (75%) to pass NURS 4403.

Note:

1. Students who fail to achieve the minimum overall passing grade of “C” (75%) in NURS 4403 and do not have any previous failure in a nursing course are eligible to retake NURS 4403 (register and enroll immediately in the subsequent semester, fall or spring excluding summer session).

2. Students who fail to achieve the minimum overall passing grade of “C” (75%) in NURS 4403 and do have a previous failure in a nursing course, are not eligible to continue enrollment and will be dismissed from the College of Nursing.

Comprehensive Exit Examination Testing Protocol

General Guidelines:

Students are required to follow the College of Nursing examination guidelines below:

1. Arrive at the LRC 30 minutes before the start of the exam.
2. You will … room.
3. You are to bring no personal items: food, purses, no pencil/pens, calculators, cameras (exposed or hidden), cell phones, jackets with pockets, hoods, backpacks, etc. to the exam room, no electronic or digital devices. Bottle water is permitted.
4. Suggested clothing: long sleeve apparel if for additional warmth.
5. Bring your own head phones for test questions that include audio, and a wristwatch.
6. Testing time … exiting the examination.
7. You will be allowed only two restroom breaks, not to exceed 10 minutes per each break.
8. You are not to have any conversation with others in and outside the testing room.
9. Upon completion of the examination, you are to EXIT THE BUILDING AND PARKING GARAGE.

V. ACADEMIC PROBATION

A. A student who fails to meet the requirements for good academic standing will be placed on academic probation for one semester in the College of Nursing.
B. A student on probation will receive notification of his/her academic probationary status through written communication. A report of the student’s academic status will be sent to the student’s program coordinator for follow through in counseling.

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

Failure Policy:

D. A student is allowed one failure and one opportunity to retake a nursing course. A student will be dismissed from the nursing major and the College of Nursing if there is failure in two or more nursing courses.

Withdrawal Policy:

E. Students are allowed only two (2) withdrawals (W) from required nursing courses. For example, a withdrawal from one course twice constitutes two (2) withdrawals. Withdrawal from a course that is a companion to a co-requisite course will constitute one (1) withdrawal if the grade is passing in one of the co-requisite courses. A third withdrawal from any one or more courses will result in dismissal from the nursing program.

F. University Withdrawal policies

Voluntary Withdrawal from the University
Students seeking to withdraw from the University may seek advice and counsel from several sources: Registrar, Course Instructors, Department Head, or Dean. A student may be required to meet with a transition coordinator who will assess the student’s rationale for withdrawal, and will, through referral, coordination, counseling, or other University resources, assist the student with remaining enrolled if possible. A student who officially withdraws after the Change of Program period through the last class day will receive a grade of “WV” for all courses affected by the withdrawal.

Voluntary Withdrawal From a Course

1. A student may withdraw from a course before the Change of Program Period ends without having the course recorded on his/her permanent record.

2. Withdrawal from a course will be allowed until two weeks after mid-term examinations period during the fall and spring semesters, and one week before the date of the final examination during a summer term. No Withdrawal from a course will be allowed after that point. Withdrawals must be approved by the \advisor/department head/dean.
3. The student is automatically assigned a grade of “W” to indicate course withdrawal. The “W” will not be calculated in the GPA.

4. Withdrawals from courses may affect housing, graduation, financial aid, membership in organizations or other opportunities.

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

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

1. Refund of the tuition and fees paid by the student for the semester in which the student is required to withdraw,

2. Grant the student a grade of “MW” in each of his or her academic courses and designate “withdrawn-military” on the students transcript, or

3. If an instructor determines that a student has satisfactorily completed a substantial portion of the course and demonstrated mastery of the material, then an appropriate final grade may be assigned.

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

VI. **DISMISSAL**

A student will be dismissed from the nursing major and the College of Nursing for any of the following reasons, but may not be limited to:

A. Failure in a second nursing course.

B. Failure to achieve a minimum grade of “C” after repeating a required nursing course.

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

VII. CONSIDERATION FOR READMISSION AFTER DISMISSAL

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

VIII. ACADEMIC APPEAL

A. GRADE DISPUTE

College of Nursing students may:
1. Meet with individual course faculty to clarify or discuss any problems regarding grades received for course or clinical work and action to be taken. If the issue is not resolved with the involved course faculty to the student’s satisfaction, the student may appeal to seek further clarification or resolution.

B. ACADEMIC APPEAL POLICY

Any student who has a dispute over a grade and who has followed the procedures in attempting to resolve the dispute first with course faculty may request an appeal through the Program Director. The student must show evidence that a grading error, or that capricious, arbitrary or prejudiced academic action has occurred, which resulted in the failing grade. The most common reason for an appeal is a grade dispute that resulted in a failing grade at the end of a semester.

C. Procedure:

1. Initiation of Appeal

   Academic appeals are carried out in accordance with Prairie View A&M University Student Handbook and the College of Nursing academic policies and the academic appeals process. A student who wishes to initiate an appeal may schedule a preliminary conference with the Coordinator. At this time, the student will be interviewed regarding the nature of the appeal and oriented to the appeals process.
2. **Formal Written Appeal**

The formal appeal will be received by the Coordinator or Program Director during the time frames of not later than the third week of January, June, or September following the semester of the grade received. The appeal must be comprised of the following:

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

b. Documents, letters, statements or declarations by supporting individuals.

c. List of persons desired to be in attendance to testify on the student's behalf.

IX. **GRIEVANCE**

A. **Student Grievance**

   **Background:**

   Unresolved conflicts may occur within the student/faculty body which do not fall within the purview of academic appeals process. The faculty of the College of Nursing believe that there should be a formal mechanism for the resolution of conflicts which cannot be satisfactorily resolved by the parties involved. Establishment of a grievance procedure will achieve the following goals:

   1. Protection of the rights of students, faculty and the institution.
   2. Provide objective, efficient and equitable resolution to problems.

B. **Policy:**

   In the event that conflicts involving students and faculty cannot be resolved informally, either party may request, in writing to the Program Director for the College of Nursing for further review and resolution.

C. **Initiation of Grievance**

   1. Any student or faculty experiencing an unresolved conflict with another student or faculty or beliefs of acts of discrimination may schedule an appointment with the Program Director to request a formal investigation by a Grievance Committee. This meeting will entail a discussion of the nature of the grievance and the grievance process.

   2. The initiator of the grievance will submit to the Program Director a formal written grievance clearly describing the nature of the grievance, supporting evidence and steps taken to informally resolve the conflict. ➔see Appendix B
APPENDICES
Appendix A

Definitions

- **Academic Hold** – A hold being placed on student’s records, grades, transcripts, or registration until certain conditions are met.
- **Administrators** – Means all Vice Chancellors, College Presidents, Deans, Assistant Deans, Directors, and Coordinators of the College System.
- **Appeal** – To request a review of a disciplinary decision.
- **Arbitrary** – Not fixed by rules but left to one’s judgment or choice.
- **Capricious** – Tending to changes abruptly and without apparent reason.
- **Cheating** – To deal with dishonesty for one’s own gain.
- **Class Day** – A day on which classes are regularly scheduled or final examinations are given.
- **Complaint** – A written summary of the essential facts constituting a violation of Board rules, College regulations, or administrative rules.
- **Criminal Background Check** – Evidence of a negative screening report via College of Nursing designated service as a requirement for enrollment in upper division clinical studies.
- **Dean** – Means the College Dean of Nursing or the Dean of Student Activities (Academic or Workforce) or their representative(s).
- **Dishonesty** – The act or practice of telling a lie, or cheating, deceiving, stealing.
- **Disciplinary Actions** – The proceedings that are used to determine if the student code of conduct has been violated.
- **Dismissal** – Separation of the student from the University for an indefinite period of time. Readmission to the University may be possible.
- **Drug Screening** – Evidence of a negative test for drugs in body fluids as a requirement for enrollment in upper division clinical studies.
- **Expulsion** – Separation of the student from the University whereby the student is not eligible for readmission.
- **Faculty** – The members of a profession who teach in an educational institution.
- **Plagiarism** – Stealing or using the ideas of another writer and using it as one’s own.
- **Probation** – An official warning that the student’s academic performance is in jeopardy but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on probation is deemed “not in good standing”.
- **Prejudice** – An irrational attitude of hostility directed against an individual, a group, a race, or their supposed characteristics.
- **Records** – All evidence produced as a written statement, as a document, report, or produced as a result of a tape recording or computer entry.
- **Student** – A person enrolled at the College or a person accepted for enrollment at the College.
- **Suspension** – Separation of the student from the University for a definite period of time. The student is not guaranteed readmission at the end of this period of time but, is guaranteed a review of the case and a decision regarding eligibility for re-admission.
- **University or Institution** – Prairie View A&M University in Prairie View, Texas.
- **Violation** – An activity which may result in disciplinary action, suspension, or expulsion from the College.
- **Withdrawal** – To remove course(s) from a schedule after completing registration for a single semester and receive W’s on student transcripts.
Appendix B

Prairie View A&M University
College of Nursing

Student Grievance

TO: Program Director/Dean

_________________________________________  ______________________________________
Program Director/Dean                          Date Received

STATEMENT OF GRIEVANCE

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

_________________________________________  ______________________________________
Signature of Student                          Date Received
APPENDIX C

PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF NURSING

STUDENT DATA SHEET-PRELIMINARY QUESTIONNAIRE

REQUEST FOR ACADEMIC APPEAL

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

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

BRIEF STATEMENT OF REASON FOR ACADEMIC APPEAL:

I am appealing for a change in ________________________________

Brief statement to support request for academic appeal

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student’s Signature _________________________ Date _______________
APPENDIX D

Prairie View A&M University
College of Nursing

CLINICAL INCIDENT REPORT FORM

An incident is any happening that is not consistent with the educational practices of the nursing program or one in which the safety of the client is jeopardized. It may involve an act of commission or omission.

Date of incident: ________________________

Student involved: ________________________

Semester level of student: ______ Course: __________________________ __________

Title

Number

Description of Incident—- the student

Signature________________________
(Staff)

Description of Incident – By the agency representative

______________________________
(Agency Represented)

Description of Incident— the faculty

Signature________________________
(Faculty)

Outcome of Incident for Patient

Report of Student Conference
(Attached) Date______________________

Student Comments: Date______________________

Faculty Recommendations: Date______________________

One (1) copy should be placed in the involved student’s folder, and one (1) should be forwarded to the Dean.
APPENDIX E

CORE PERFORMANCE STANDARDS*

The College of Nursing has adopted the following Core Performance Standards for Admission and Progression in compliance with the 1990 Americans with Disabilities Act (ADA).

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficiency for clinical judgment.</td>
<td>Identify cause-effect relationships in clinical situations, developing nursing care plans.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.</td>
<td>Establish rapport with patients/clients and colleagues.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for verbal and written interaction with others.</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces.</td>
<td>Move around in patients' rooms, work spaces, and treatment areas; administer cardiopulmonary procedures.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Calibrate and use equipment; position patients/clients.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Hear monitor alarm, emergency signals, auscultatory sounds, cries for help.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment</td>
<td>Perform palpation, functions to physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter.</td>
</tr>
</tbody>
</table>

*Developed by the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing
APPENDIX F

DISABILITY

Complaints

1. Students who request academic adjustments from faculty and staff and who believe that such academic adjustments have been unjustly denied, or who believe they have been discriminated against on the basis of their disability, should first try to resolve the issue with the instructor or staff.

2. If not satisfied with the instructor or staff’s response, the student should proceed to the Dean of the School/College; or if the issue involves a staff member, the student should speak with the immediate supervisor or Director of the Division in which the staff member is employed. Such matters can usually and preferably be resolved through informal consultation with the identified faculty or staff member.

3. If the issue is not resolved to the student’s satisfaction, the student should bring the issue to the attention of the Disability Services Program Coordinator, who serves as an advocate for students who are officially registered with the Disability Office.

4. If the Disability Services Program Coordinator is not able to reach a reasonable decision within five (5) working days, the student may file a written complaint with the appropriate Vice President who is the Senior Administrator in the area in which the complainant has an issue. A decision should be rendered within five (5) working days of receipt of the complaint.

Appeals

1. If the student feels that the response is unsatisfactory, the student may appeal the decision to the University Compliance Officer, who is the final arbiter in matters involving disability issues.

2. The student should continue to receive reasonable academic adjustments or services while the written complaint and appeal is under review.

3. The Compliance Office will review all documentation, and may need to interview students or complainant, employees, and others to gather additional information as needed.

4. Upon completion of a thorough review of all of the information, the compliance officer will render a final decision within 30 working days of receiving the complaint.

The complaint and appeals forms are available in the Office for Disability Services.

Note: Refer to Prairie View A&M University Student Planner (current edition).
APPENDIX G

University Policy on Alcoholic Beverages

The use of alcoholic beverages by members of the Prairie View A&M University community is subject to the alcoholic beverage laws of the State of Texas. Such laws include:

- Driving While Intoxicated
- Misrepresentation of Age by Minor
- Open Container Law
- Purchase, Consumption or Possession of Alcohol by a Minor
- Purchase of Alcohol for or Furnishing Alcohol to a Minor
- Public Intoxication
APPENDIX H

THE TEXAS A&M UNIVERSITY SYSTEM
PRAIRIE VIEW A&M UNIVERSITY
AGENCY RULES

34.05.99.P1 Smoking and Use of Tobacco Products
December 10, 1997
Supplements System Policy 34.05

1. All buildings, entrances to buildings, and vehicles owned or leased under the administrative purview of the President of Prairie View A&M University will be entirely smoke free and tobacco free. This rule will apply to all vehicles and to all indoor air space including foyers, entryways, elevators, hallways, restrooms, conference and meeting rooms, and individual offices.

2. The senior administrator in each building occupied by PVAMU employees will designate a smoking area outside that building. Smoking breaks during working hours should be of limited time and duration and may be granted only if they do not impede the operation of the department.

3. Department heads will ensure that this rule is communicated to everyone who occupies space in the facilities and uses vehicles owned or leased by PVAMU.

4. This rule relies on the thoughtfulness, consideration and cooperation of smokers and nonsmokers for its success. It is the responsibility of all members of the PVAMU community to observe the provision of these guidelines.

CONTACT FOR INTERPRETATION: Vice President for Business Affairs and Chief Financial Officer
A.I. Thomas Administration Bldg., Suite 116
Prairie View, Texas 77446
PETITION FOR DECLARATORY ORDER

Complete this application in its entirety. Failure to submit a complete application, fee, personal statement, court documents and L1-ID Fingerprint scan or FBI fingerprint card, will delay the approval of your application. Your application will not be approved until all requirements have been met and the FBI background check has been completed and processed. Applications are processed in the order that they are received. Please type or print in ink. (Rev 09/2008)

Last Name: ___________________________ First Name: ___________________________ Middle Name: ___________________________

Previous Names: ___________________________

Phone Number: (_____) ___________________________ Social Security # ___________________________ Date of Birth: _____ / _____ / ________

Address: ___________________________________________ Apt. No. ___________________________

City: ___________________________ State: ___________________________ ZIP Code: ___________________________ Email Address ___________________________

[ ] Yes [ ] No (1.) Are you enrolled, planning to enroll, or have you graduated from a nursing program?

Name of Nursing Program: ___________________________

Location: ___________________________ City: ___________________________ State: ___________________________

Type of Nursing Program: (circle one) 

LVN

RN

Date of Enrollment: ___________________________ Date of Graduation: ___________________________

[ ] Yes [ ] No (2.) For any criminal offense, including those pending appeal, have you:

A. been convicted of a misdemeanor?

B. been convicted of a felony?

C. pled nolo contendere, no contest, or guilty?

D. received deferred adjudication?

E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?

F. been sentenced to serve jail or prison time? court-ordered confinement?

G. been granted pre-trial diversion?

H. been arrested or have any pending criminal charges?

I. been cited or charged with any violation of the law?

J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

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

Applicant’s Signature: __________________________________________________________ Date: ______ / _____ / ________ Page 1 of 2

Applicant’s Name (PRINT): ___________________________________________________ Social Security # ___________________________
APPENDIX I (continued)

[ ] Yes [ ] No (3.) Are you currently the target or subject of a grand jury or governmental agency investigation?

[ ] Yes [ ] No (4.) Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

[ ] Yes [ ] No (5.) Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?*

[ ] Yes [ ] No (6.) Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?*

If “YES” indicate the condition: [ ] schizophrenia and/or psychotic disorders, [ ] bipolar disorder, [ ] paranoid personality disorder, [ ] antisocial personality disorder, [ ] borderline personality disorder

***IF YOU ANSWER “YES” TO ANY QUESTION #2 - #6, YOU MUST PROVIDE A SIGNED AND DATED LETTER DESCRIBING THE INCIDENCE(S) THAT YOU ARE REPORTING TO THE BOARD.

*You may indicate “NO” if you have completed and/or are in compliance with Texas Peer Assistance Program for Nurses (TPAPN) for substance abuse or mental illness.

Attestation

I, the Petitioner referenced in this application, acknowledge this document is a legal document and I attest that the statements herein contained are true in every respect. I understand that no one else may submit this form on my behalf and that I am accountable and responsible for the accuracy of any answer or statement on this form.

Further, I understand that it is a violation of the 22 TAC § 217.12 (6)(I) and the Penal Code, sec 37.10, to submit a false statement to a government agency; and

I consent to release of confidential information to the Texas Board of Nursing and further authorize the Board to use and to release said information as needed for the evaluation and disposition of my application.

I understand that if I have any questions regarding this affidavit I should contact an attorney or the appropriate professional health provider.

I will immediately notify the Board if at any time after signing this affidavit I no longer meet the eligibility requirements.

Applicant's Signature __________________________________ Date:_____/_____/______

*version 09/2006
Petition for Declaratory Order
APPENDIX J

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

Name in Full

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
</tr>
</thead>
</table>

PHYSICAL EXAMINATION (To be filled by Physician)

Height _______ Weight _______ Blood Pressure _______ Pulse _______

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

<table>
<thead>
<tr>
<th>Eyes &amp; Vision</th>
<th>Normal</th>
<th>Abnormal</th>
<th>Heart: Murmur</th>
<th>Normal</th>
<th>Abnormal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ears &amp; Hearing</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Heart: Rhythm</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Nose</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Lungs</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Throat (Adenoids and Tonsils)</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Breasts</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Gums</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Abdomen</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Tongue</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Hernias</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Teeth</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Pelvis</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Sinuses</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Spine Posture</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Skin</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Upper Extremities</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Thyroid</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Lower Extremities</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Heart: Size</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Nutrition</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Heart Sounds</td>
<td>Normal</td>
<td>Abnormal</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Explain any abnormal findings in the physical examination:

__________________________________________________________________________________

__________________________________________________________________________________

Explain previous medical history that may affect participation in clinical nursing activities?

__________________________________________________________________________________

__________________________________________________________________________________

<table>
<thead>
<tr>
<th>TB Skin Test or CXR</th>
<th>Date given</th>
<th>Date read</th>
<th>Result</th>
<th>Signature of provider</th>
</tr>
</thead>
</table>

Licensed Healthcare Provider (Printed) (Signature)  M.D.  D.O.  P.A.  N.P. (Circle correct title)  Other

Phone Number

Address

City

State

Zip Code

Students are required to have a physical exam annually while enrolled in the nursing program. Should a student experience any change in health status during the annual year of the physical examination, the CON Laboratory Coordinator must be notified and an updated physical examination must be filed with the Lab Coordinator within two (2) weeks. Also, there must be a meeting with the academic advisor to review requirements of course enrollment.
**APPENDIX K**

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

**IMMUNIZATION RECORD**

| Name: ___________________________________________ | (Check which program you are entering) |
| Address: __________________________________________ | BSN _______ LVN to BSN _______ |
| City/State/Zip: __________________________________ | RN to BSN _______ MASTERS _______ |
| Daytime Phone: _____________________________ | Gender: Male _____ Female _____ |
| Emergency Name & Phone: __________________________ | Date of Birth: ____________________ |
| Health Insurance Company: ______________________________ | Student ID# ___________________ |

<table>
<thead>
<tr>
<th>Documentation of Immunizations</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE OF IMMUNIZATION FOR:</strong></td>
<td><strong>TD: Booster within the past 10 years</strong></td>
</tr>
<tr>
<td>Tetanus/Diphtheria Booster:</td>
<td>Measles: For students born after 1956, 2 doses given after 1967 confirmation of titre Mumps: For students born after 1956, one dose Rubella: One dose after 1st birthday confirmation of Seropositive titre. MMR may be given instead of individual vaccines.</td>
</tr>
<tr>
<td>Measles # 1 __________ OR Seropositive titre confirmed: _____</td>
<td></td>
</tr>
<tr>
<td># 2 __________</td>
<td></td>
</tr>
<tr>
<td>Mumps: __________ OR Seropositive titre confirmed: _____</td>
<td></td>
</tr>
<tr>
<td>Rubella: __________ OR Seropositive titre confirmed: _____</td>
<td></td>
</tr>
<tr>
<td>OR MMR: #1 __________ #2 __________ Booster:</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B: Seropositive titre: __________ OR</td>
<td></td>
</tr>
<tr>
<td>Date #1 __________</td>
<td></td>
</tr>
<tr>
<td>Date #2 __________</td>
<td></td>
</tr>
<tr>
<td>Date #3 __________</td>
<td></td>
</tr>
<tr>
<td>Varicella: Vaccine 1st dose: __________</td>
<td>Varicella (Chicken Pox) Seropositive titre OR Vaccine. Two doses vaccine with the 2nd dose 4 – 8 weeks after the first. Meningococcal Highly recommended: One dose.</td>
</tr>
<tr>
<td>2nd dose: __________</td>
<td></td>
</tr>
<tr>
<td>Or confirmation of Seropositive titre</td>
<td></td>
</tr>
<tr>
<td><strong>History of disease (varicella) is not acceptable</strong></td>
<td></td>
</tr>
<tr>
<td>Meningococcal Vaccine Date:</td>
<td></td>
</tr>
<tr>
<td>TB Screening PPD (Mantoux, not Tine): Negative Positive Date: __________</td>
<td>TB Screening: Mantoux skin tests required (NOT Tine): Negative PPD within past year OR Negative CXR AND confirmation of prophylactic treatment.</td>
</tr>
<tr>
<td>CXR Date: __________ Negative: ________ Positive: ________</td>
<td></td>
</tr>
<tr>
<td>If positive please give details: __________________________</td>
<td></td>
</tr>
</tbody>
</table>

**DATE FORM COMPLETED: __________________________**

►

Healthcare Provider’s signature to verify above information.

---

FOR COLLEGE OF NURSING USE ONLY. Place sign & date in Semester blanks. Thank you!

1st TB expiration date: __________ 2nd TB expiration date: __________ 3rd TB expiration date: __________

TD expiration date: __________ Hepatitis B dose Due Date: __________
APPENDIX L

MEDICAL HISTORY FORM
Prairie View A&M University College of Nursing
Houston, Texas

GENERAL INFORMATION (To be filled in by student)  DATE: ___________________________

Name in full ________________________________________________________________

Local Address ___________________________ Phone Number: ______________________

Date of Birth ___________________________ Place of Birth ________________________

Age ______ Gender ______ Marital Status ______ Citizenship ______

PERSONAL HISTORY (To be filled in by student)

Have you been addicted or treated for the abuse of alcohol or other substances within the past five (5) years? (You may answer no if you have completed and/or are in compliance with TPAPN for substance abuse). YES [   ] NO [   ] If yes, explain: __________________________

Have you, to the best of your knowledge, ever had any of the following: (yes or no)? If yes please explain below this box:

<table>
<thead>
<tr>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anemia</td>
</tr>
<tr>
<td>Antisocial Personality Disorder</td>
</tr>
<tr>
<td>Arthritis</td>
</tr>
<tr>
<td>Asthma</td>
</tr>
<tr>
<td>Back Problem</td>
</tr>
<tr>
<td>Bleeding Disorders</td>
</tr>
<tr>
<td>Bipolar Disorder</td>
</tr>
<tr>
<td>Borderline Personality Disorder</td>
</tr>
<tr>
<td>Cancer</td>
</tr>
<tr>
<td>Diabetes</td>
</tr>
<tr>
<td>Gastrointestinal Disorder</td>
</tr>
<tr>
<td>Hay Fever</td>
</tr>
<tr>
<td>Hepatitis</td>
</tr>
<tr>
<td>Heart Disease</td>
</tr>
<tr>
<td>Heart Defects</td>
</tr>
<tr>
<td>Hemia</td>
</tr>
<tr>
<td>High Blood Pressure</td>
</tr>
<tr>
<td>Kidney Disease</td>
</tr>
<tr>
<td>Major Depression</td>
</tr>
<tr>
<td>Migraines</td>
</tr>
<tr>
<td>Paranoid Personality Disorder</td>
</tr>
<tr>
<td>Pneumonia</td>
</tr>
<tr>
<td>Psychotic Disorders</td>
</tr>
<tr>
<td>Rheumatic Fever</td>
</tr>
<tr>
<td>Schizophrenia</td>
</tr>
<tr>
<td>Seizures</td>
</tr>
<tr>
<td>Sexually Transmitted Disease(s)</td>
</tr>
<tr>
<td>Sickle Cell Anemia</td>
</tr>
<tr>
<td>Skin Disorders</td>
</tr>
<tr>
<td>Tonsillitis</td>
</tr>
<tr>
<td>Tuberculosis</td>
</tr>
<tr>
<td>Ulcers</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

Explanation for conditions noted in the above box:

Have you had any serious illness, operations or injuries? _____ If yes, explain: ____________________

MEDICATION: Medications you are routinely taking including alternative medication and herbs:

________________________________________________________________________________________

________________________________________________________________________________________

Allergies—medications, foods, latex, etc.: _______________________________________________________________________________________

Date Form Completed by student ______________ Date form reviewed by Healthcare Provider ______________

Licensed Healthcare Provider (Printed) (Signature) M.D. D.O. P.A. N.P. (Circle correct title) Other

Phone Number ___________________________ Address ___________________________

M.D. – Medical Doctor; D.O. = Dr. of Osteopathy; P.A. = Physician Assistant; N.P. = Nurse Practitioner
APPENDIX M

Prairie View A&M University (PVAMU) College of Nursing
Student Parking Policy

**Purpose:** The purpose of this document is to provide an explanation of the policy and procedure for PVAMU students who have parking access privileges into the PVAMU College of Nursing Parking Garage.

**PVAMU Parking Garage Policy:**
There are three parking options for students to select from:
- **Full Access** – Student access to the garage is daily and weekends.
- **Summer** – This option allows access from 6:30 AM-Midnight on weekdays and all day Saturday and Sunday.
- **Night and Weekend** – This option will allow access for the time period beginning at 3:00 PM to 12:00 AM on weekdays (Monday – Friday), access all day on weekends (Saturdays and Sundays) and all day on major holidays.

Student parking is designated in the upper levels (2-8) of the parking garage. Entry into the parking garage is located on the south side of the PVMU College of Nursing building. A student's parking privileges can be cancelled at PVAMU's own discretion. Refunds will not be given. If a student chooses to dispute the cancellation of their parking privileges, they will be instructed to contact the PVAMU Main Campus Parking Office. Tow-away, tailgating, parking in VIP without authorization, parking in handicap without decal, sharing access cards are classified and enforced as non-appealable. **Note:** The above examples are not exclusive.

**PVAMU Student Parking Procedure:**
Students will be required to present their parking access card to the card readers at both the entry and exit in order for their parking card access to function properly. Below are some hints to make sure your card works properly:
1. Do not share your access card with anyone.
2. Only use your access card for entry. Do not pull a ticket from the ticket dispenser.
3. If you have problems with your access card, please seek immediate assistance from the Parking Office on Level 2 of the Garage.
4. Use your access card even if the gate arm is in the "up" position.

**Payment Location:**
Daily Parking Fees are paid at the Automated Pay Stations (APS) located on the north end of the garage on the 1st floor beside the parking garage elevators. Cash, MasterCard and Visa are accepted. Parking fees can also be paid with credit at the exit verifiers at the vehicle exits of the garage on the 2nd floor. Checks are not accepted.

The proper paperwork, access card and hangtag can be gotten from the Parking Management Office located on the 2nd level of the Garage behind the elevators. If a student chooses the Full Access Package, they may purchase at the time of registration or pay in cash at the UT Parking Office at 6414 Fannin. Parking fees can be added to a student’s tuition if they choose the Night and Weekend Package.

**Parking Management Software:**
The parking management software (ScanNet) controls card access into and out of the parking garage. This software retains a history of the card usage by card number. If a parking access card is not used properly at the entry and exit, ScanNet can generate a report that shows the access history. If a student is found to be in violation of parking garage access times or any other parking policy, this information will either be sent to the PVAMU Main Campus Parking Office for handling or HPD will be notified and a theft of service report will be completed. PVAMU will prosecute.

**Tailgating:**
Tailgating occurs when one vehicle legally opens the gate either by payment or access card. A second vehicle, that is following, does not pay or use an access card. Instead, it closely follows the first car out of the garage so that the gate cannot close. The parking office closely monitor the exit gates. When tailgaters are caught PVAMU -CON Security is immediately notified. Tailgate offenses could lead to legal prosecution. All individuals involved in a tailgating incident will have their parking privileges suspended for 90-days. Refunds will not be issued.

**Towing:**
There are several locations within the garage that are designated as tow away zones for various reasons. These areas are marked by signage. Please do not utilize these spaces. Towing is enforced.

**Access Card Replacement**
Access cards can be purchased at Suite G-25 in the UTPB Garage. The initial card activation fee is waived when a card is initially purchased. Replacement access cards due to damage or loss are $10. Cash or check is accepted. Credit is not.

Please sign below stating you have read and understand the procedures for Student Parking at the PVAMU College of Nursing.

Name: __________________________  Date: __________________________

Signature: __________________________

Last modified: December 7, 2009
**APENDIX M (continued)**

**Prairie View A&M University**  
**Parking Management Office**  
Decal Registration form for Students Only

Decal# ______

Issued By: _______________  Date: ________  Card# ______

Name: ______________________  SID# ________________

Campus Phone# _______________  Cell# ________________

Permanent Mailing Address: __________________________________________

City: ________________________  State: ________  Zip: ______________

Vehicle Information

Year: __________  Make: ____________  Model: ________  Drs # of

License Plate: _______________  State: ________  Color: ____________

VIN: __________________________________________

Name: __________________________________________

Signature: __________________________________________

Date: __________________________________________

☐ Full Access ($160)  ☐ Full Access (Prorated) $ _________

☐ After-hours ($40)  ☐ Add to Fees

☐ Summer  ☐ Cash

Last modified: October 1, 2012
APPENDIX N

Classroom / Computer Lab Testing Policy

Classroom Testing Protocol

Classroom Testing Protocol

General Guidelines

1. Students report to the classroom 30 minutes before the scheduled test with their laptop computer. If there are power cords from the desktop computer jacks, notify the IT department immediately.
2. Anyone who does not bring their computer will be unable to take the test. **There is no makeup for tests that were not taken due to tardiness or failure to bring their computer to school.**
3. Students must place all books, book bags, purses and computer cases in their lockers prior to entering the room for the test.
4. No cell phones or electronic devices are allowed in the testing environment.
5. No coats, jackets or hats are to be worn during the test (male and female).
6. No borrowing other student’s laptop computers for testing. **(It is a violation of University regulations to give logon information to another student)**
7. No one should be allowed to take a test in a section in which they are not enrolled.
8. Faculty can request a loaner computer for students whose computers have been lost, stolen, or in need of repair. Due to the limited number of computers, loaners should not be requested for students who forget their computers.
9. Students should check their computer the night before a test. If there are any problems, the students should arrive 1 hour before the scheduled test and take the computer to the 9th floor so it can be checked by a technician.
10. Students who need loaners must notify faculty 24 hours in advance of the test to ensure a computer is available.

Classroom Computer Test

1. **Students who arrive late for the test and are not logged on when the test begins will not be allowed to take the test.**
2. Once students are seated, privacy screens, and clips will be distributed by faculty.
3. Students are expected to turn on their computers and logon to Nursetest. **(Make sure the internet connection has been closed and the sound muted on your computer.)**
4. Ask students to remove CDs or DVDs in the drive on the computer.
5. Faculty will provide students with the test ID# and password. Students logon to Parscore with this information. **(Faculty will tell students when to start the test)**
6. If there are problems accessing Parscore or logging on to the test, seek assistance from ParTest Administrator.
APPENDIX N (continued)

7. No student should be allowed to restart a test unless it can be validated that premature termination was due to technology and/or network problems.
8. Once the students complete the test, they should log out of nursetest, turn in their screens, clips, and any scratch paper to faculty prior to leaving the room.
9. Laptop computers should be removed from the classroom until all students have completed the test.

In order to ensure an optimum testing environment for all students, the guidelines and procedures for classroom testing must be followed. Your cooperation will be greatly appreciated.

Learning Resource Center Testing Protocol

General Guidelines

1. Students should report to the Learning Resource Center (LRC) 20 minutes before the scheduled test.
2. It is suggested that faculty seat students for all tests.
3. All books, book bags, purses etc. are to be placed in lockers prior to entering the Learning Resource Center.
4. No coats, jackets or hats are to be worn during the test (male and female).
5. No cell phones or electronic devices are allowed in the testing environment.

Computer Test

1. Computer test are timed. The test will be delivered to the LRC at the time provided on the class schedule. The computer will terminate the test at the end of the time period. If a countdown timer is on the screen remind students to periodically check to determine how much time is left.
2. Students who arrive after the test has begun will not have any additional time to finish the test. The computer will terminate the test at the end of the time period.
3. NCLEX style testing will be used. Students will not be able to return to a previous screen to change answers. Therefore, it is important that any answer change is made before they leave the current question screen.
4. No student will be allowed to restart a test unless it can be validated that the premature termination was due to technology and/or network problems.
5. Once the test is completed, students should log out of nursetest, turn in scratch paper (if used) and leave the LRC.
APPENDIX N (continued)

Absences from Test

If an emergency arises and a student must miss a test, one of the course faculty should be notified prior to the scheduled test time. In the event a course faculty cannot be reached, a message for the lead instructor on voice mail. Messages from classmates will not be accepted. Unexcused absence from a test will result in a grade of zero. A doctor's statement or other valid documentation will be needed to receive an excused absence from a Unit Examination. (see course syllabus for details and example).

Comprehensive Exit Examination Testing Protocol

General Guidelines:

Students required to follow the College of Nursing examination guidelines below:

1. Arrive at the LRC 15 minutes before the start of the exam.

2. You will be assigned seats in the exam room.

3. You are to bring no personal items; foods, purses, calculators, telephones, jackets with pockets, hoods; backpacks etc. to the exam room (you may bring a bottle of water). Plan to wear long sleeve apparel if more warmth is desired.

4. Testing time is 4 hours for 160 questions. After submitting the test for your score, remain in your seat and review the rationales. (900 is the required score to pass the examination). You will not have another chance to review the rationale after exiting the examination.

5. You will be allowed only 2 restroom breaks not exceed 10 minutes reach break.

6. You are not to have any conversations with others in and outside the testing room.

7. Upon completion of the examination, you are to EXIT THE BUILDING AND PARKING GARAGE.
APPENDIX O

Student Signature Document – Code of Academic Integrity

Prairie View A&M University
College of Nursing

Code of Academic Integrity

We, the Students, Faculty, Staff and Administration of Prairie View A&M University, College of Nursing believe academic honesty to be central to the values of nursing professionalism; and therefore, commit ourselves to its high standards and to the promotion of academic integrity. Commitment to academic honesty upholds the mutual respect and moral integrity that our community values and nurtures. To this end, we have established the Prairie View A&M University, College of Nursing Code of Academic Integrity.

I __________________________ agree by signing this honor code to uphold the principles of academic honesty, neither participating in nor refraining from notifying others of any academic dishonest act coming to my attention. I further pledge to refrain from sharing tests, information in computer programs, or helping another student complete homework and or assignments if prohibited by the faculty.

Breaches of academic honesty include cheating, plagiarism, and the unauthorized possession of examinations, papers, computer programs, as well as other class materials specifically released by the faculty.

Print Student Name: ___________________________  SID# ____________

Student Signature: ___________________________  Date: ____________
APPENDIX P

Planning Outline for Pinning Ceremony

I. Committee Planners
   a. Dean, College of Nursing
   b. Faculty Advisor of Senior Class
   c. Semester V Coordinator
   d. Committee Members
      1. Semester V Student Officers
   e. Financial Officer
   f. Administrative Secretary

II. Program
   a. Selection of Speaker
   b. Program Development
   c. Program Printing
   d. Other (Media, decoration)

III. Participants
   a. Semester V Seniors
   b. Guests
   c. Stage participants
   d. Seniors
      1. Attire
      2. Lamps
      3. Candles
      4. Pins (PVAMU College of Nursing only)

IV. Venue
   a. Place
   b. Set-up
      1. Speaker
      2. Microphones
      3. LCD
   c. Seating set-up
      1. Type of configuration
      2. Required seating
   d. Music
      1. Entry (type), Title (CD/DVD/Soloist/Instrumental)
      2. With PPT
      3. Solos
         a. Accompanying music
         b. Needed outlets and connections
      4. Exit
   e. Table for pins
   f. Rehearsal (Day before event)
APPENDIX P (continued)

V. Menu – Type
   a. Foods
   b. Drinks
   c. Serving ware
   d. Projected number of guests

VI. Closedown and Clean-up

VII. Other

Summary of Protocol:

Pinning Ceremony is planned at least two months prior to the scheduled event. Semester V Officers and Faculty Sponsors meet with the Dean and Staff to present suggested protocol and to receive confirmation of date and site (location) for the Pinning Ceremony. Students are responsible of purchasing the class designated uniform, shoes, pins and other paraphernalia for the Ceremony. The College assumes responsibility for providing the refreshments/Reception (with budget allocations) following the Pinning Ceremony.
APPENDIX P (continued)

Pinning Ceremony Guidelines and Worksheet
MEMORIAL STUDENT CENTER – PRAIRIE VIEW, TX

<table>
<thead>
<tr>
<th>Chklist</th>
<th>Concerns/Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Arrival/Parking</td>
</tr>
<tr>
<td></td>
<td>Crowd – control</td>
</tr>
<tr>
<td></td>
<td>Job of host/hostesses</td>
</tr>
<tr>
<td></td>
<td>• Can use freshman?</td>
</tr>
<tr>
<td></td>
<td>• Sophomores?</td>
</tr>
<tr>
<td></td>
<td>• Direct guest</td>
</tr>
<tr>
<td></td>
<td>• Open and closing of doors</td>
</tr>
<tr>
<td></td>
<td>• Children play area</td>
</tr>
<tr>
<td></td>
<td>• Remind children not to run</td>
</tr>
<tr>
<td>2.</td>
<td>Dressing/Prep Room</td>
</tr>
<tr>
<td></td>
<td>Lock-up</td>
</tr>
<tr>
<td></td>
<td>Corsages for speaker, Dean</td>
</tr>
<tr>
<td>3.</td>
<td>Décor – Set-up</td>
</tr>
<tr>
<td></td>
<td>Arrange?</td>
</tr>
<tr>
<td></td>
<td>Thursday?</td>
</tr>
<tr>
<td>4.</td>
<td>Set-up of seating</td>
</tr>
<tr>
<td>a.</td>
<td>Students</td>
</tr>
<tr>
<td></td>
<td>• Generic (# )</td>
</tr>
<tr>
<td></td>
<td>• LVNs (# )</td>
</tr>
<tr>
<td></td>
<td>• RNs (# )</td>
</tr>
<tr>
<td>b.</td>
<td>Officers</td>
</tr>
<tr>
<td>c.</td>
<td>Speakers</td>
</tr>
<tr>
<td>d.</td>
<td>Dignitaries</td>
</tr>
<tr>
<td></td>
<td>• University admin</td>
</tr>
<tr>
<td></td>
<td>Chaplin</td>
</tr>
<tr>
<td>e.</td>
<td>Seniors’ advisors</td>
</tr>
<tr>
<td>5.</td>
<td>Line up</td>
</tr>
<tr>
<td></td>
<td>• Order – alphabetically</td>
</tr>
<tr>
<td></td>
<td>• Lamp or light</td>
</tr>
<tr>
<td>6.</td>
<td>Documents needed in chairs</td>
</tr>
<tr>
<td></td>
<td>• Programs</td>
</tr>
<tr>
<td></td>
<td>• Pin History</td>
</tr>
<tr>
<td></td>
<td>• Nightingale Pledge</td>
</tr>
<tr>
<td></td>
<td>• Alma Mater</td>
</tr>
</tbody>
</table>
### APPENDIX P (continued)

<table>
<thead>
<tr>
<th>Chklist</th>
<th>Concerns/Event</th>
<th>Notes on Things to Do</th>
<th>Contacts/Persons Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td><strong>Music</strong>&lt;br&gt;• Processional Title:&lt;br&gt;• Recessional Title:&lt;br&gt;Alma Mater</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td><strong>Program</strong>&lt;br&gt;• Podium placement&lt;br&gt;• Lighting for reading&lt;br&gt;• Prayer&lt;br&gt;• Introduction of Speaker&lt;br&gt;• Other speeches by Seniors&lt;br&gt;• Mistress/Master duties&lt;br&gt; 1. Introductions&lt;br&gt; 2. Movement of program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td><strong>Pinning</strong>&lt;br&gt;• Video History/with presentation Explanation&lt;br&gt;• Display table with √ Skirt √ Plants&lt;br&gt;• Participants&lt;br&gt;• Protocol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td><strong>Lightening</strong>&lt;br&gt;• Entrance&lt;br&gt;• Use of battery lamps&lt;br&gt;• Lights low during Nightingale Pledge&lt;br&gt;• Exit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td><strong>Reception Set-up</strong>&lt;br&gt;Need count</td>
<td></td>
<td>SOXEHO</td>
</tr>
</tbody>
</table>
# APPENDIX Q

## Use of Laptop Computers Policy

Prairie View A&M University  
College of Nursing  
Student Laptop Authorization Form

<table>
<thead>
<tr>
<th>PVAMU Asset Number</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check Out Date</th>
<th>Check In Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item List</th>
<th>Issued</th>
<th>Returned</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop Bag</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tablet Pen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power Cord</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Battery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD/DVD Drive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Cable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cord Case</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following is to be completed by the student.

### USER INFORMATION

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle</th>
<th>PVAMU UIN #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City, State, &amp; Zip:</th>
<th>Home Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PVAMU Email Address:</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### STATUS (check one)

- [ ] Semester ONE  
- [ ] Semester TWO  
- [ ] Semester THREE  
- [ ] Semester FOUR  
- [ ] Semester FIVE  
- [ ] LVN-BSN  
- [ ] RN-BSN  
- [ ] MSN

<table>
<thead>
<tr>
<th>Comments:</th>
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### Distribution Signatures

<table>
<thead>
<tr>
<th>Student:</th>
<th>Date</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Dean:</th>
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<table>
<thead>
<tr>
<th>Laptop Program Manager:</th>
</tr>
</thead>
</table>

### Collection Signatures

<table>
<thead>
<tr>
<th>Student:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<th>Dean:</th>
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</table>
APPENDIX Q (continued)

PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF NURSING
LAPTOP COMPUTER LICENSE AGREEMENT

By accepting possession of the computer and peripherals (equipment) and the access to the Internet, I agree to the following terms and conditions:

This agreement covers the period from the date signed below through ___________________ (expected graduation date)

I shall use the equipment in accordance with the Prairie View A&M University policies on the appropriate use of the computer resources for the term of this agreement. These policies may be amended from time to time. Prairie View A&M University holds the lease on the computer and is allowing me the use of this computer in accordance with the terms of this agreement. I do not own this computer; I only have a “license” to use it. I shall not permit any other person to possess or use this equipment. Commercial use of this equipment or any use, which violates any law or university rule, is prohibited.

I agree to return the equipment to the University in the same condition as I receive it, less reasonable wear and tear.

I understand and agree that the laptop may only be in my possession if I am a fully registered student at Prairie View A&M University. If for any reason I am no longer a registered student, I must return the laptop to the Prairie View A&M University College of Nursing Laptop Program Manager on the date of withdrawal or the last day of the last semester that I am fully registered. Significant fees and charges will apply if the laptop is not returned by this date.

The University reserves the right to recall the equipment for any reason prior to the final return date.

It is my responsibility to give written notice to the University of any change in my status as a student at PVAMU, as well as any address or phone number change until the equipment is returned to the University.

I agree to bring my laptop to the Prairie View A&M University College of Nursing Laptop Program Manager as requested for periodic Asset checks. This will occur at least twice per calendar year. I will be notified of the Asset check event via University email.

I am responsible for loss, theft or damage to the equipment. I understand that I will be charged a fee for repair or replacement of lost, stolen or damaged equipment up to $1,000.00 per incident. The minimum deductible fee for all damage claims is $100. I understand that any incident of loss, theft or damage must be reported to the University as soon as possible, but no later than 48 hours after the incident. All repairs must be made through the authorized Prairie View A&M University service provider.

FILE SHARING POLICY:

It is the policy of PVAMU that the university's network connections may not be used to violate copyright laws. The unauthorized reproduction of copyrighted materials is a serious violation of PVAMU’s Internet Acceptable Use Policy, as well as the U.S. Copyright Laws.

If an artist, author, publisher, the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), or a law enforcement agency or any custodian or representative of the owner of copyrighted material lawfully acts to notify the University that a Faculty/Staff member or Student is violating copyright laws, ITS will provide the relevant information in the form of Internet Protocol (IP) address information and any information from logs as required by law and legal process to the appropriate claimant. If appropriate, action will be taken against the violator in accordance with University policy. In some cases, violations of University policy can result in suspension or revocation of network access privileges without refund of network access fees and/or civil or criminal prosecution under state and federal statutes.

The University hereby disclaims all express and implied warranties, including, without limitation, the implied warranties relating to the equipment merchantability and fitness for a particular use. I agree to accept the equipment “as is”. In no event shall the University be liable for any incidental, special, indirect, or consequential damage of whatever nature arising out of any claim alleging the University’s failure to perform its obligations under which this agreement or its alleged breach of any duty.

I have read and understand the terms and conditions of this Laptop Computer License Agreement. I agree to abide by them.

PVAMU ID#_________________________ Signature_________________________
Date_________________________
Laptop Program Manager: __________________________

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APPENDIX Q (continued)

PRAIRIE VIEW A&M UNIVERSITY

COLLEGE OF NURSING
Houston Center
6436 Fannin Street
Houston, Texas 77030

Laptop Return Agreement

DATE:________________________

I, (print name) __________________________ agree to return the Prairie View College of Nursing Laptop Computer within 5 days after passing the NCLEX-RN exam. I understand that the laptop was loaned to me at the completion of the nursing program to facilitate preparation for the licensure examination. I understand that the computer is university property, and if I do not return the computer, it must be reported as stolen to the Police Department.

_______________________________
Signature

My contact information is:

Email Address: ______________________________

Phone Number: ______________________________

Cell Phone Number: ______________________________

Permanent address: ______________________________

Future Address: ______________________________

___________________________________________

June 2007
### Custody Card

<table>
<thead>
<tr>
<th>Description:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Number:</td>
<td>Restrictions (in any)</td>
</tr>
<tr>
<td>Inventory Number:</td>
<td></td>
</tr>
<tr>
<td>Due Date</td>
<td></td>
</tr>
</tbody>
</table>

I understand that I am under financial liability for loss or damage to the item listed above, if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain and service it.

______________________________  ________________________________
Accountable Property Officer  Accountable Property Officer
Lender Signature  Recipient Signature

______________________________
Property Manager Signature

---

www.pvamu.edu

Fixed Assets Department
P.O. Box 519, Mail Stop 1311, Prairie View, Texas 77446
Phone (936) 261-1916  Fax (936) 261-1954

Revised as of November, 2007
APPENDIX R

PASSWORD RESET INFORMATION
Faculty, Staff & Students

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

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

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

TO USE THE PASSWORD TOOL, YOU WILL NEED:

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

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

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

INFORMATION TECHNOLOGY SERVICES
PRAIRIE VIEW A&M UNIVERSITY
pvamu.edu/its  936-261-9300
### APPENDIX S

LabCorp Collection Sites

<table>
<thead>
<tr>
<th>Location</th>
<th>Address Details</th>
<th>Phone Numbers</th>
<th>Fax Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARLINGTON</strong></td>
<td>515 W MAYFIELD RD STE 401 ARLINGTON, TX 76014</td>
<td>Phone: 817-557-3088 Fax: 817-557-3087</td>
<td></td>
</tr>
<tr>
<td><strong>AUSTIN</strong></td>
<td>711 W 38TH ST Suite B-2 AUSTIN, TX 78705</td>
<td>Phone: 512-452-2529 Fax: 512-407-9203</td>
<td></td>
</tr>
<tr>
<td><strong>BEAUMONT</strong></td>
<td>85 INTERSTATE 10 N STE 208 BEAUMONT, TX 77707</td>
<td>Phone: 409-833-6587 Fax: 409-832-7062</td>
<td></td>
</tr>
<tr>
<td><strong>COLLEGE STATION</strong></td>
<td>1602 Rock Prairie Rd Ste 260 COLLEGE STATION, TX 77845</td>
<td>Phone: 979-696-3753 Fax: 979-696-3840</td>
<td></td>
</tr>
<tr>
<td><strong>CONROE</strong></td>
<td>100 MEDICAL CENTER BLVD STE 114 CONROE, TX 77304</td>
<td>Phone: 936-441-0470 Fax: 936-441-0472</td>
<td></td>
</tr>
<tr>
<td><strong>CORPUS CHRISTI</strong></td>
<td>1521 S STAPLES ST STE 103 CORPUS CHRISTI, TX 78404</td>
<td>Phone: 361-888-8480 Fax: 361-888-8117</td>
<td></td>
</tr>
<tr>
<td><strong>DALLAS</strong></td>
<td>3600 GASTON AVE 705 DALLAS, TX 75246 Phone: 214-826-6397 Fax: 214-824-8653</td>
<td>Phone: 281-469-5497 Fax: 281-469-4424</td>
<td></td>
</tr>
<tr>
<td><strong>FORT WORTH</strong></td>
<td>1250 8TH AVE 335 FORT WORTH, TX 76104</td>
<td>Phone: 817-923-7566 Fax: 817-923-7486</td>
<td></td>
</tr>
<tr>
<td><strong>HOUSTON</strong></td>
<td>8313 SOUTHWEST FWY STE 111 HOUSTON, TX 77074</td>
<td>Phone: 713-774-4302 Fax: 713-271-3042</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5420 DASHWOOD DR STE 205 HOUSTON, TX 77081</td>
<td>Phone: 713-666-6777 Fax: 713-666-8880</td>
<td></td>
</tr>
<tr>
<td></td>
<td>915 GESSNER RD 480 HOUSTON, TX 77024</td>
<td>Phone: 713-932-9959 Fax: 713-932-9937</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7207 GESSNER DR HOUSTON, TX 77040</td>
<td>Phone: 713-856-8288 Fax: 713-856-4377</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1213 HERMANN DR STE 155 HOUSTON, TX 77004</td>
<td>Phone: 713-630-0400 Fax: 713-630-0291</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13215 DOTSON RD 120 HOUSTON, TX 77070</td>
<td>Phone: 281-469-5497 Fax: 281-469-4424</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11301 FALLBROOK DR STE 207 HOUSTON, TX 77065</td>
<td>Phone: 281-955-7356 Fax: 281-955-2653</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17070 RED OAK DR STE 107 HOUSTON, TX 77090</td>
<td>Phone: 281-580-9476 Fax: 281-580-6934</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7007 NORTH FWY STE 235 HOUSTON, TX 77076</td>
<td>Phone: 713-692-5195 Fax: 713-692-9214</td>
<td></td>
</tr>
</tbody>
</table>
8830 LONG POINT RD STE 705
HOUSTON, TX 77055
Phone: 713-467-2572
Fax: 713-467-0030

HUNTSVILLE
102 MEDICAL PARK LN B
HUNTSVILLE, TX 77340
Phone: 936-436-1624
Fax: 936-436-1885

PASADENA
3801 VISTA RD STE 390
PASADENA, TX 77504
Phone: 713-946-9899
Fax: 713-946-9984

SAN ANTONIO
343 W HOUSTON ST STE 308
SAN ANTONIO, TX 78205
Phone: 210-224-5594
Fax: 210-226-4442

KATY
21700 KINGSLAND BLVD STE 108
KATY, TX 77450
Phone: 281-492-8639
Fax: 281-492-8793

SPRING
1001 MEDICAL PLAZA DR STE 180
SPRING, TX 77380
Phone: 281-296-2172
Fax: 281-296-2173

SUGAR LAND
SWEETWATER PSC
16545 Southwest Frwy 225 SUGAR
LAND, TX 77479
Phone: 281-565-0673 Fax: 281-
565-0693

WACO
3500 HILLCREST DR STE 2B
WACO, TX 76708
Phone: 254-757-1822
Fax: 254-757-1784

For more locations please visit the following website:
https://www.labcorp.com/wps/portal/findlab