

Coastal Bend College Professional Nursing Program Student Handbook 2022 - 2023



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Section I: General Information

Coastal Bend College Nursing Program Vision, Mission and Values

Vision

In accordance with the Vision of [Coastal Bend College](#) (CBC), the Nursing Program provides individuals with the knowledge and skills necessary for graduate nurses to deliver safe, competent, and professional nursing care, and be leaders within the nursing profession.

Mission

The mission of the Coastal Bend College Nursing Program is to prepare students for a challenging and competitive career in the healthcare field and to provide them with the ability to meet the needs of a culturally, socially, and ethnically diverse society. The goal of the CBC Nursing Program is to achieve a 100% first attempt pass rate for NCLEX-PN and NCLEX-RN licensure exam by building a strong foundation of nursing knowledge and skills. The mission will be accomplished as follows:

- Provide a high-quality nursing education by competent and dedicated faculty
- Provide in depth skills applications/training

Values

Coastal Bend College Nursing Program supports the core values of Coastal Bend College: Learning, Respect, Innovation, Service, Excellence, Integrity, Leadership, Collaboration, Diversity, and Communication.

Strategic plan of Coastal Bend College Nursing Program:

- Provide a quality nursing education
- Facilitate restoration of the student's holistic balance
- Ensure transparency of program policies and procedures
- Ensure consistency of the program

Organization and Administration Chain of Command

Nursing student concerns/complaints are to be addressed in the order of the following chain of command below. If resolution of concern/complaint is not obtained in the nursing department, the student must follow the Complaint Procedure found in the Coastal Bend College Catalog and as available online in [Board Policy FLD \(Local\)](#).

1 st Step	Course Instructor
2 nd Step	Nursing Program Coordinator
3 rd Step	Dean of Nursing and Allied Health

Section 2: Core Competencies of Graduates of Professional Nursing Education

I. Member of the Profession

- A. Function within the nurse's legal scope of practice and in accordance with regulation and the policies and procedures of the employing health care institution or practice setting.
- B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
- C. Participate in activities that promote the development and practice of professional nursing.
- D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

II. Provider of Patient-Centered Care

- A. Use clinical reasoning and knowledge based on the diploma or associate degree nursing program of study and evidence-based practice outcomes as a basis for decision-making in nursing practice.
- B. Determine the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families, and the interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the diploma or associate degree nursing program of study.
- C. Analyze comprehensive assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team.
- D. Provide safe, compassionate, comprehensive nursing care to patients and their families through a broad array of health care services.
- E. Implement the plan of care for patients and their families within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.
- F. Evaluate and report patient outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice, and plan follow-up nursing care.
- G. Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance, and restoration.
- H. Coordinate human, information, and physical resources in providing care for patients and their families.

III. Patient Safety Advocate

- A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
- B. Implement measures to promote quality and a safe environment for patients, self, and others.
- C. Formulate goals and outcomes using an evidence-based and theoretical analysis of available data to reduce patient and community risks.

- D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
- F. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

IV. Member of the Health Care Team

- A. Coordinate, collaborate, and communicate in a timely manner with patients, families, populations, and communities, and the interdisciplinary health care team to plan, deliver, and evaluate care.
- B. B. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients, families, populations, and communities.
- C. C. Use multiple referral resources for patients, families, populations, and communities, considering cost; confidentiality; effectiveness and efficiency of care; continuity and continuum of care; and health promotion, maintenance, and restoration.
- D. D. Communicate and manage information using technology to support decision-making to improve patient care and delivery systems.
- E. E. Assign and/or delegate nursing activities to other members of the health care team based upon an analysis of patient or organizational need.
- F. F. Supervise nursing care provided by others for whom the nurse is responsible by using best practices of management, leadership, and evaluation.
- G. G. Coordinate, collaborate, and lead health care teams during local or global health emergencies or pandemics to promote community stability, health, safety, and prevent disease.

Section 3: Admission Policies and Procedures

Admission Requirements

Applicants in the professional nursing program must meet the following requirements as outlined in the application procedures guide:

- Be Texas State Initiative (TSI) Complete
- Application submitted with required transcripts before deadline
- Complete and receive passing grade on TEAS exam
- Background clearance through the Texas Board of Nursing
- Negative Drug Screen Results
- Complete required immunizations
- Have CPR certification through American Heart Association (AHA)

Eligibility for Licensure

Applicants to the Nursing programs must be eligible for licensure. Those applicants, accepted into the program, but requiring a Declaratory Order or an eligibility statement, must present these Documents prior to being accepted into the program.

Background Checks

All students are referred to the Board of Nursing rules and regulations regarding eligibility for licensure. All prospective nursing students will undergo a criminal background check conducted by the Board of Nursing. Evidence of a clear background or a completed Declaratory Order from the Board of Nursing must be received in the Coastal Bend College Nursing Department prior to the start of the program and/or date of readmission to the program (the deadline date will be indicated by letter to each prospective student).

The following histories will disqualify an individual from consideration for the clinical rotation.

1. Felony convictions/ deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances.
2. Misdemeanor convictions or felony deferred adjudications involving crimes against person (physical or sexual abuse).
3. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.).
4. Registered sex offenders.

Drug Screening

Drug screening test(s) are conducted as part of the Nursing Program, prior to acceptance and while enrolled in the program. Drug screening procedures may only be conducted by the vendor approved by CBC. The student may not go to your private doctor's office or clinic. Drug screening information will be given to the student with the deadline of when drug screen must be completed.

- Students with positive drug screens prior to admission will not be offered admission to the Coastal Bend College Nursing program.
- If the student receives a positive drug screen result and feels that this is in error, the student may be re-tested at the expense of the student.
- The student **MUST** be retested within one week of being notified of the positive result.
- If the second result is positive the student is immediately dropped from the program
- If the student fails to re-test within **ONE WEEK** of being notified of the positive result, the student will be immediately dropped from the program.
- Any LVN to RN bridge students that have a positive drug screen must be reported to the Texas Board of Nursing.

Immunizations

In accordance with Coastal Bend College Nursing Program application requirements and clinical site(s) policy, immunizations must be complete and up to date prior to entry into the program and maintained throughout the program.

CPR

Students must obtain and maintain certification for Basic Life Support (BLS) for Health Care Providers through the American Heart Association. This certification must be renewed every two years and must be valid throughout the program.

Section 4: Program Policies & Procedures

Adherence to Policy

Coastal Bend College Nursing Program students shall:

1. Adhere to Coastal Bend College policy outlined in the College Student Catalog as well as policies listed in this Coastal Bend College Nursing Program Student Handbook.
2. Obtain required equipment and supplies.
3. Maintain current CPR certification and required immunizations throughout the program.
4. Accept clinical assignments in coordination with the instructor.
5. Follow policies and procedures at the assigned health care facility.
6. Successfully pass Capstone courses
7. Participation in Pinning/Graduation (strongly recommended).
8. Sign a student acknowledgment indicating receipt and acceptance of policies of this handbook and the knowledge of how to access and review this handbook.

Accommodation

The Office of Disability Services is committed in creating an accessible learning environment for all students with disabilities that complies with the American with Disabilities Act of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973. Coastal Bend College strives to inform and educate all members of the college community to promote diversity that honors and appreciates disability. Students interested in receiving services should contact: Dean of Student Services & Accessibility at (361) 354-2532 or disabilityservices@coastalbend.edu

Guidelines to Establish Academic Accommodations:

1. Students must self-identify with the Office of Disability Services
2. Students must present appropriate, comprehensive, and current documentation regarding their stated disabilities. Once a student has met these requirements, reasonable accommodations are determined on a case-by-case basis by the Disability Service Office in consultation with the student. The review for accommodations may take up to 10 business days
3. After academic accommodations have been reviewed, students are required to provide a copy of their accommodation letters to each of their instructors. It is the responsibility of the student, to discuss all accommodations needed with the instructors and, when appropriate, other College personnel.
4. A student must submit the Accommodations Renewal Form each semester to continue to receive their accommodations.

ADA Statement

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or

otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g).

See at: [GL \(Legal\)](#)

Coastal Bend College Nursing Program will honor the guideline of Southern Regional Education Board (SREB) Council of Collegiate Education for Nursing regarding The Americans With Disabilities Act: [Implications for Nursing Education](#)

Compliance with Americans with Disabilities Act

The Core Performance Standards recommended by the SREB Council of Collegiate Education for Nursing will guide the decisions about students with disabilities. If a student believes he or she cannot meet one or more of the standards without accommodations, it is the responsibility of the student to inform nursing faculty of the need for reasonable accommodations at the beginning of the nursing program. Acceptance to the Coastal Bend College Nursing Program(s) is contingent on this standard. If a reasonable accommodation cannot be achieved, the letter of acceptance will be withdrawn, and academic assessment and counseling may be offered to help the student find an alternative field of study. The standards with some specific examples follow:

Requirements	Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation	<ul style="list-style-type: none"> • Identification of cause/effect relationships in clinical situations • Use of the scientific method in the development of patient care plans • Evaluation of the effectiveness of nursing interventions
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	<ul style="list-style-type: none"> • Establishment of rapport with patients/clients and colleagues • Capacity to engage in successful conflict resolution • Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> • Explanation of treatment procedures, initiation of health teaching. • Documentation and interpretation of nursing actions and patient/client responses

Mobility	Physical abilities sufficient for movement from room to room and in small spaces	<ul style="list-style-type: none"> • Movement about patient's room, workspaces, and treatment areas • Administration of rescue procedures-cardiopulmonary resuscitation
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Calibration and use of equipment • Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	<ul style="list-style-type: none"> • Ability to hear monitoring device alarm and other emergency signals • Ability to discern auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in-patient care	<ul style="list-style-type: none"> • Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> • Ability to palpitate in physical examinations and various therapeutic interventions

If at any time throughout the academic year, a student is unable to meet clinical requirements without limitations, that student will not be allowed to participate in the clinical area, therefore, time missed will accrue and the student will be dismissed from the Nursing Program according to the attendance policy. All course and clinical assignments must be met at the end of the semester. If applicable, a student who is dismissed due to failure to meet physical or technical competencies will follow the handbook guideline for re-admission.

Examples:

- A student is involved in a car accident and has broken bones requiring assistive devices for ambulation, such as wheelchair, walker, crutches, or cane, which are not allowed at the clinical site.
- A student requires surgery and does not receive a full medical release within the allotted time schedule and exceeding the time missed allowed per policy.
- A student becomes ill and requires bed rest for an extended period of time.

Our main priority is to the safety of the public. Students have a limited opportunity to learn the skills required to function as a safe entry-level nurse; therefore, these guidelines will be strictly followed and enforced.

ATI: Assessment Technologies Institute

The program uses ATI products throughout the curriculum to reinforce concepts and prepare students to pass the NCLEX-PN exam for licensure. The products will assist students to learn, improve and apply the information needed to be successful in the program. The products also assist the faculty to assess student needs and develop remediation plans. ATI product usage requirements are described in each course syllabus. At the end of the last semester, students are required to attend the mandatory 3-day ATI Live Review.

Attendance Policy

Attendance at class and clinical is an expectation for all professional nursing students. The faculty understands that life events occur which require an occasional absence from either class or clinical, however these absences must be limited for quality education to occur and to abide by rules and regulations of [Texas Board of Nursing](#). Survey of work sites indicates attendance policies are in place to assure quality and professional client care. The program has adopted the following policy, which reflects workplace expectations as identified by the advisory committee and by survey.

Attendance and absence hours are recorded by course. A student missing a cumulative of 10 percent (10%) of the class meetings may be dropped by the faculty member in accordance with the policy outlined in the course syllabus. When the student has exceeded the allowed hours of absence, the student will be referred to Absence Committee of the Coastal Bend College Nursing program.

Calculations of 10% absence per course

Course	# of Contact Hours	10% of Contact Hours	Dropped after # hours missed
NURA 1301	64	6.4	6
NURA 1160	96	9.6	10
RNSG 1107	16	1.6	2
RNSG 1201	48	4.8	5
RNSG 1209	32	3.2	3
RNSG 1244	80	8	8
RNSG 1251	48	4.8	5
RNSG 1300	96	9.6	10
RNSG 1327	48	4.8	5
RNSG 1341	48	4.8	5
RNSG 1343	64	6.4	6
RNSG 2201	48	4.8	5
RNSG 2206	32	3.2	3
RNSG 2213	32	3.2	3
RNSG 2331	64	6.4	6
RNSG 1161	48	4.8	5
RNSG 1163	48	4.8	5
RNSG 2160	48	4.8	5
RNSG 2161	48	4.8	5
RNSG 2162	48	4.8	5

Note: Clinical hours include simulation, lab, and clinical rotations.

Tardiness

The following is an example of tardiness: The class starts at 8 a.m. The student arrives after 8 a.m. but before 9 a.m. Frequent tardiness will result in disciplinary action.

Sleeping

Sleeping in class or lab/clinical is not permitted. The student will be asked to leave the classroom/lab setting and receive a Counseling Notice. Students may be allowed to return after the next break at the instructor's discretion.

Clinical Tardy/Absence

Attending clinical is mandatory. Failure to arrive at the clinical site at the scheduled time will result in accrual of absence time. Students who are over one hour late to the clinical site **will not be allowed** to remain and will be counted absent for **that entire clinical rotation**. Example: If you are scheduled to arrive at 6:00 am and you arrive at 7:05 you will be sent home and docked the clinical hours for the day. Students are not allowed to leave earlier than their scheduled clinical time and must take a lunch break. If the nursing student leaves clinical rotation early, they will be docked for the amount of time they did not complete for that rotation with a minimum of one (1) hour and receive a Counseling Notice. Students anticipating a clinical/lab absence must notify the assigned facility unit and the clinical instructor assigned to that facility unit. It is the student's responsibility to record the name of the person receiving the absence notification for purposes of verification by the instructor. Failure to notify the instructor constitutes unprofessional behavior.

- A student who is absent will have the hours deducted that corresponds to the clinical rotation.
- The student must notify instructor personally and according to the instructor's preferred method of notification. An absence notification by a peer, family member, spouse, or significant other will not be accepted.
- The clinical evaluation will reflect the absence and no credit will be received for the day.
- On-site clinical time and clinical lab time are considered the same (clarify schedules with your instructor).
- During a **preceptor clinical/Practicum**, the student must notify the preceptor (if known in advance), the nursing unit, and the instructor at least one hour before the intended absence.
- **Only one scheduled PRECEPTED CLINICAL** day per course in each semester may be **rescheduled** due to unforeseen circumstances (illness/incident).
- A first offense of no call, no show will result in a Class II warning and the student may be placed on clinical probation.
- A second offense of no call, no show, may be grounds for being **dropped from the program**.
- Absence from a clinical day will result in a zero grade for that day. Missing one clinical day can result in receiving a grade of "F" for that clinical course.
- Clinical assignments given in correlation with clinical day are counted as clinical hours and may include concept mapping, simulation exercises, ATI modules, essays, etc. Missing or incomplete assignments will affect the students grade and clinical hours will be deducted.

Absence Committee

Appeals of the attendance policy will go to the Coastal Bend College Nursing Program Absence Committee. **The Absence Committee's ruling will be final and cannot be appealed.**

Purpose of the Committee:

- Determine extenuating circumstances, if any, related to student absence.
- Determine if the student should be allowed to remain in or be dropped from the program.
- Make recommendations for either remaining in the program or for dismissal with possible re-entry to the program.

Committee Members:

- Two student peers – appointed at the beginning of each semester.
- One representative from Coastal Bend College Administration (or delegate selected to act on the administrators' behalf in his/her absence).
- One representative from Coastal Bend College Counseling.
- One nurse or person representing administration from the community.
- Must have at least 5 members present.
- A nursing instructor will be present to give input as requested by the committee but will have no vote on the committee.
- Of those members present – a Chairperson and Secretary will be assigned.

Student's Responsibility:

- Bring to the committee any documentation or witnesses relating to the cause of the absence. Examples include, but are not limited to doctor's excuse forms, court documents.
- Bring any witnesses to the facts

Committee Members' Responsibility:

- Review program absentee policy.
- Review student's absence record to include number of clinical hours missed, number of times the student has been before the absentee committee.
- Review reason(s) given by the student for the absences
- Review whether student followed policy by calling in prior to absence.
- Review whether absence and number of hours could have been avoided.
- Question(s) may be directed to the student, but the conversation should not be allowed to stray from the absences. Student grades are not to be discussed. Questions related to the student's attendance might be directed to faculty. **(Grades or other issues unrelated to the absence are not to be discussed)**. The student may be present and allowed to respond to the instructors' comments.
- After discussion, the student will step out of the committee room so the committee can vote.
- The Committee Chair will indicate voting by ballot or by show of hands.

- Committee Chair will open the floor for discussion on the possible recommendation(s).
- The Committee Chair will collate the votes and recommendations and review with the committee.
- The student will return to the committee room.
- The Committee Chair will inform the student of the Committee decision and recommendations.

Notification Process

- The Dean of Nursing Education or the Instructor will notify the student of the Absence committee meeting.
- During the period of time the student is awaiting the committee decision, the student may attend scheduled classes/clinical.
- The student understands that a grade, and other course work accomplished during the time between the violation and Committee decision, is contingent upon the committee's decision.
- The Committee Chair, the Dean of Nursing Education or the Instructor will provide the student with written notification of the Committee decision.
- Notification will follow within seven (7) days of the Committee meeting.

The student will receive a grade of "W" or "F" if the committee finds the student out of compliance with the Nursing attendance policy. A "W" or "F" grade constitutes being dropped from all Nursing classes for the current semester.

Meeting Minutes

The Committee Chair or designee will provide written outcomes of the meeting. Student and program confidentiality will be maintained.

Capstone

The purpose of Capstone is to ensure that all nursing students who graduate from Coastal Bend College have the knowledge, skills, and ability to provide safe, quality, and competent nursing care. The priority of the nursing program is to protect the public from harm. To do so, the program will follow the criteria below to identify and remediate those students who are unable to demonstrate safe, competent nursing care. It is expected that the graduate of the Nursing Program possesses both the academic knowledge and the skills competency to perform entry level nursing care in a safe and effective manner.

Capstone is included in the final semester. Please refer to the grading rubric in your course syllabi.

Capstone Skills (Traditional Program)

The Capstone skills check off will consist of three (3) Level I skills, two (2) Level II skills, and two (2) Level III skills. The student must pass all three levels. Location and date of Capstone Level II and III will be announced each year. All professional nursing students must participate in Capstone. Each skill will be graded individually and averaged at the end for a final Capstone skills score.

Computerized Comprehensive Predictor Exam

The passing score of the computerized comprehensive exam (Example: ATI.) is based on the current probability of passing the NCLEX examination.

Capstone Medication Administration Proficiency Exam (MAPE) (Traditional Program)

Please see course syllabus/guidelines for grading rubric. Description of the MAPE can be found in the section below labeled Medication Administration Proficiency Exam.

Re-Entry after Capstone Failure ((Traditional Program)

A nursing student, who has failed Capstone Skills or MAPE exam will not be allowed to go to the clinical site for the safety of the patients. The student will receive a “F” in clinical and be dropped from the program. The student may re-enter CBC nursing program following the Re-Admission policy.

Cellular Phones/Smart Watches/Other Electronic Communication Devices

Electronic communication devices are NOT allowed at the clinical site, clinical lab, classroom, and/or exam/testing center. **This includes cell phones, smart watches, pagers, etc.**; basically, any device that can send and receive calls, text messages, emails, and photos is not permitted.

- If a cell phone goes off during class, the student may be asked to leave the class until the next break
- Any student caught with a cell phone during an exam:
 - Will be excused from the testing area and his/her exam will be closed at that time. Will receive a zero grade.
- Any student found using an unapproved electronic device at the clinical site/clinical lab will be asked to leave. Use of cell phones for any emergency situations must be pre-approved by instructor on a per case basis.

Clinical

Experiences

Upon successful proof of competency of clinical skills (traditional) and/or passing the MAPE with a 90 or better, the student will be allowed to participate at the on-site clinical setting.

1. Clinical experiences can occur in various settings including, but not limited to, hospital, home health agencies, school districts, and simulation labs.
2. Clinical placements are made at the discretion of the faculty. Assignments are made based on the learning value of a site. Assignments will not solely be made based on the convenience of the student.
3. Experiences will include the nursing care of persons with acute, chronic, aging illnesses and rehabilitative care in various hospitals and healthcare facilities. The rotations will involve travel, and transportation is the responsibility of the student.
4. Students will be expected to participate in clinical pre/post-conferences directed by the clinical instructor/preceptor.
5. Our first goal is Patient Safety. If you feel that you may be sick, follow the procedure to re-schedule your precepted clinical day prior to that day. Students showing signs and symptoms of

infections will be asked to leave the clinical setting. They will not be able to return to clinical until signs and symptoms have cleared.

6. Students, who have been absent due to illness or injury, may be required to have a physician's or healthcare provider's release in order to return to clinical/class.
7. Additional guidelines are located in each clinical syllabus and in the Preceptor Packet.
8. Students are to abide by the rules and regulations of each clinical facility.
9. Use of cell phones or tablets are not allowed. Personal calls while at the clinical site should only be made when necessary, away from the clinical area.
10. It is not appropriate for student nurses to discuss other nurses, classmates, or faculty with staff members at the facility. Concerns are to be shared with the faculty member and Dean of the nursing program.

Skills Competency

If, after successful skill(s) competency check off in the laboratory (traditional program), a student cannot perform a skill safely and competently at the clinical site, the student will be required to leave the clinical site and schedule time in the lab for remediation. Absence time will accrue when the student leaves the clinical site. The student must be able to demonstrate the skill in a satisfactory manner in the lab prior to returning to clinical. The following guidelines will be used:

- The instructor will devise an improvement plan. The improvement plan will include standards to be demonstrated, a time frame for successful demonstration of the skill(s), and disciplinary action which may be imposed for failure to meet the timeline for successful demonstration.
- The student may practice the skill(s) at any time the lab is available.
- It is the student's responsibility to arrange for supervised practice with an instructor.
- If the student is unable to demonstrate the required skill(s) within the specified timeline, the student will not be allowed to return to the clinical site.
- Students unable to return to the clinical site will be given a failing clinical grade and the student will be dropped from the course/program.
- To assist students to maintain the highest level of competence, faculty can require a student to demonstrate a previously learned skill at any time.

Students in the Bridge program are Licensed Vocational Nurses, and are given credit for previous course work. If at any time faculty or preceptor is concerned about the competency of a skill, the student may be called into the clinical lab to demonstrate competency at that time. If the student is unable to successfully demonstrate the skills asked of them, the skills remediation process will be initiated as described above.

Clinical/Lab Safety

The skills laboratory and clinical sites are for teaching purposes. It is important that the nursing student understand and demonstrate proficient performance of standard precautions prior to performing procedures in the laboratory setting and at the actual clinical site. These areas pose a possible inherent risk of exposure to blood and/or blood containing bodily fluids, thereby risking exposure to microbial infections, including but not limited to Hepatitis B and human immunodeficiency virus (HIV). By accepting a position into the nursing program, the student consents to such laboratory practicum and

agrees to hold Coastal Bend College, its agents, employees, and students, free and harmless from any claims, demands or suits for damages from any injury or complications which may result.

For safety, the laboratory setting will be managed by instructors as a teaching unit. Instructors will supervise skills practice and competency check offs. Coastal Bend College instructors and clinical preceptors will supervise clinical sites/rotations.

In the event of an accidental exposure to blood and bodily fluids (including needle sticks) it is the responsibility of the student to notify clinical instructor/preceptor and seek medical care. Upon exposure, the clinical supervisors will notify the Dean of Nursing and Allied Health. The Dean, or designee, will notify Student Services of the incident. Prophylactic care for needle stick injury shall follow CDC guidelines.

It is the student's responsibility to maintain health insurance while enrolled in the nursing program. Coastal Bend College will not be responsible for costs incurred by the student due to exposure to blood and bodily fluids, and due to accident or injury while engaged in nursing program activities.

Classroom/Clinical/Lab Demeanor

Classroom

Disruptive behavior (including non-class related conversation) will not be tolerated. Students displaying disruptive behavior will be required to leave the classroom and be issued a Coastal Bend College Nursing Program Student Performance Counseling Form. The student may return after the next break (at the instructor's discretion). Students are expected to participate and not perform extraneous activities during class. For example, use of cell phone/text messaging and the Internet for non-class activities including social media are considered inappropriate classroom behaviors. No food will be allowed in the classroom during lecture. Faculty/CBC are not responsible for personal items left in the classroom/lab/clinical site.

Lab

The Nursing Skills Laboratory is a simulated clinical experience and students will show the same regard and respect for the manikin patient as for a real patient. Disrespect in a learning situation will be reflected in the course evaluation. Students are expected to be careful with the learning manikins and equipment. **Damage to clinical equipment (including manikins) due to student carelessness may result in a charge to the student for repair.**

Clinical

Disruptive behavior will not be tolerated. Students displaying disruptive behavior will be required to leave the clinical and be issued a Coastal Bend College Nursing Program Student Performance Counseling Form. The student will not be allowed to return, and the incident will be reflected in their grade.

Communication Guidelines

All instructors have scheduled office hours which are posted on-line and outside of their office doors. Students are encouraged to contact their instructors if they wish to discuss their progress, a problem, or

need other assistance. **Communication with the instructor must take place through either the course mail in Blackboard or CBC email.** If the instructor does not respond within 2 business days contact the Dean of Nursing and Allied Health for assistance.

Complaint Procedures for Nursing Program

Students with complaints/concerns about issues within the nursing program must follow the established chain of command listed above in this handbook and must present these concerns in writing. The College District encourages students to discuss all concerns and complaints through informal conferences with the appropriate instructor or CBC Administrator. If the complaint fails to reach an equitable resolution, a student can file a formal complaint in writing in accordance with [Board Policy FLD\(Local\)](#). The Complaint form is provided by the College District online at: www.coastalbend.edu/ssr/complaintprocess/. All student complaints are logged for final decision and will follow the procedures outlined in writing on the Coastal Bend College Board Policy Manual FLD(LOCAL).

Computer and Internet Use Policy

Coastal Bend College Nursing Program supports and adheres to the Coastal Bend College [Internet Use Policy](#) as listed in the Coastal Bend College Catalog and Student Handbook.

In addition to the existing [CBC Internet Use Policy](#), the Coastal Bend College Nursing Program limits use of nursing program computer/laptop/tablet(s) to only CBC Nursing Program related applications and websites. Social media websites are not to be accessed via nursing program technology.

Computer (personal or CBC) use in the classroom is limited to nursing program applications and data within the time allowed by the instructor. No surfing the web or social media during lecture, class activities, or independent study.

Confidentiality

FERPA

The Family Educational Rights and Privacy Act (FERPA) guarantees students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. This request should be in writing.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. If, upon review, students desire to challenge any portion of their records, they should contact Dean of Enrollment Services & Admissions in writing using the FERPA Request for Amendment of Official Student Records Form.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A partial list of situations where CBC may disclose information without a student's consent are listed in the Coastal Bend College Course Catalog.

HIPAA

Patient information from any source and in any form (such as paper, verbal communication, and electronic sources) is confidential. The nursing student shall protect the privacy and confidentiality of patient information and should only access to this information if needed to perform safe, competent nursing care. Failure to maintain patient confidentiality may result in being dropped from the Professional Nursing program.

COVID-19

Coastal Bend College is monitoring COVID-19 developments and guidance. Our priority remains the health and safety of our students, faculty, staff, and local community.

Masks

We highly recommend that students wear masks in classrooms and other rooms of instruction. Masks are required in nursing labs and at clinical. N95 masks will be supplied to you for clinical rotations.

Vaccines

While COVID vaccines are not required at the college, they are required at some clinical facilities and being unvaccinated may limit your clinical experience. We highly recommend that you get vaccinated.

Exposure or Illness

If you are exposed, have a positive COVID test, or have any symptoms (please see website), students must follow the guidelines on the CBC [COVID-19](#) webpage. Students must be cleared by the CBC Student COVID-19 Care Team before they may return to any of the college sites.

Absences

Any absences due to COVID-19 are excused and must be documented by the CBC Student COVID-19 Care Team. Make-up exams and late assignments will be allowed without penalty for students who are ill. For internet classes, if the student is quarantined for exposure or asymptomatic, students may take their exams using Respondus Lockdown Browser Monitor (\$15 charge per semester).

Dress Code

All rules of dress and appearance will apply when in full uniform, including rules for hair. Students at clinical sites who do not adhere to the uniform policy will be asked to leave the site until the deficiency is corrected. Please note that this also includes any disparity regarding professional appearance. Absence time will accumulate during the period of time the student is not present.

Personal Appearance and Hygiene

The following policies will apply to all dress codes throughout the program except where otherwise stated.

1. The student must maintain a clean, neat, and healthy appearance.
2. The student's breath, body, hair, and clothing must be free of offensive odors during class and lab and especially at the clinical site. Examples: tobacco smoke, alcohol, garlic, or onion, etc.

3. Student should not wear strong deodorizing scents, especially when working with patients. (I.e., Perfume, body powders, lotions, aftershave, etc.)
4. The student must keep hands clean and smooth.
 - a. Fingernails must be clean and neatly trimmed and should not extend past fingertips.
 - b. No nail polish or artificial nails.
 - c. Hand lotion should be used to prevent chapped, cracked hands and hang nails.
5. Student's make-up must be conservative. No false lashes.
6. Male students: Must be clean shaven to promote the proper fit of PPE (face mask).
7. Male and female students must wear a clean, neat professional hairstyle.
 - a. Hair should be neatly arranged in such a manner as to not extend over the shoulder onto the patient or student's face.
 - b. No loose ponytails or braids.
 - c. Bangs should not contact upper border of eyebrows, or protective lenses/eyeglasses.
 - d. Hair color should be natural and non-distracting while attending class, lab, and the clinical sites. This includes obvious coloring of bright reds, purples, orange, blue, and greens, and moderate to severe blond highlighting to dark hair.
 - e. Hair clips, hair scrunches, and barrettes should be as close to hair color as possible.

Students will be dismissed from the clinical site to correct any variance from hair standard. The incident will be documented on the clinical evaluation and absence time will accrue.
8. NO "love bites", "hickeys", or tattoos may be visible while in clinical lab, at the clinical sites, special clinical events, professional events, field trips, and/or during the pinning ceremony. These must be properly covered during these times. The student will be excused from the facility/event until the infraction is corrected and the appropriate time will be docked. Bandages used to cover small tattoos must be nude/flesh color. White form fitting undershirts should be worn under clinical attire for large tattoos.
9. NO gum chewing during clinical/lab time.
10. Nametags/Badge must be worn while in clinical lab/site setting or while attending conferences and special events. If you do not have your nametag, you must leave the facility to get it. Absence time will accrue.
11. Absolutely no public use of tobacco products (smoking, vaping, chewing tobacco, etc.) while engaged in any program activities. This rule also applies to ALL College sponsored activities during the year.

Lab Attire (Traditional students)

1. All clinical lab attire scrubs will be clean, neatly pressed, and free of odors.
2. Each student will wear the same program approved and specified style scrubs while practicing and checking off skills in the learning lab. Style numbers and color will be announced for each cohort. This attire is different from the on-site clinical attire.
3. Insignia (CBC Nursing Student patch) should not be applied to clinical lab scrub top or lab jacket.
4. White T-shirt for males are required under scrub tops.
5. White long sleeve body hug type T-shirt may be worn for warmth or to cover tattoos.
6. The faculty must approve all undershirts, tee shirts, etc.
7. Color coordinating lab jackets may be worn in the lab for warmth.
8. The clinical lab scrubs must fit loosely for ease of movement and comfort
9. Only crew length white socks (without logos/designs) are allowed with scrub pants.
10. White leather (or synthetic leather) athletic or nursing shoes must be clean and polished. No fabric/mesh shoes allowed due to safety.

11. Shoes should not have colored trim, patches, logos, or open toes or open heels. (Clogs and Crocks are not allowed.)
12. Shoelaces must be white, clean, and not frayed.
13. Jewelry: An analog watch with a functional second hand is required for clinical lab and clinical site. It must be free of decoration, intricate design, and “bling” to avoid harboring microorganisms. Waterproof or water-resistant analog watches are highly recommended due to frequent handwashing. NO other jewelry is allowed in the clinical lab or at the clinical site except for a plain wedding band. CBC and/or the clinical affiliation site is not responsible for lost jewelry/property.
14. CBC Nursing Program Nametag/Badge is required and must be worn on left side and clearly visible. The nametag/badge holder will be clear plastic that can easily be cleaned. Due to safety and infection control, no decorations (sequins, rhinestones, bling, etc.) or dangling badge holders (lanyards) are allowed.

Clinical Attire

1. All on-site clinical uniform attire will be clean, neatly pressed, and free of odors.
2. Each student will wear the same program approved and specified style scrubs for On-site clinical uniform. Style numbers and color will be announced for each cohort. This attire is different from the clinical lab attire.
3. White Lab jacket may be worn for warmth for on-site clinical rotations.
4. Scrub caps may be worn but must be the same solid color as the clinical uniform.
5. Insignia (CBC Nursing Student patch) for the appropriate level of student nurse **must** be securely placed at mid-top of left sleeves on on-site clinical uniforms and lab jackets.
6. Each student should acquire at least two on-site clinical uniforms.
7. No cut/split/frayed hems on uniform pants.
8. Dress or skirt must be at mid-knee or below the knee in length.
9. Uniform pants should be long enough to touch the top of your shoes but not so long that they “stack” on top of the shoes and drag the floor.
10. White T-shirt for males are required under scrub tops.
11. White long sleeve body hug type T-shirt may be worn for warmth or to cover tattoos.
12. The faculty must approve all undershirts, tee shirts, etc.
13. The on-site clinical uniform must fit loosely for ease of movement and comfort.
14. Only white crew length socks (without logos/designs) are allowed with on-site clinical uniform.
15. White hosiery must be worn with dresses or skirts. Socks may not be worn with panty hose. Support hose are optional.
16. Socks or panty hose should be white, clean and no visible holes.
17. For any white uniform - undergarments will be solid white or matching skin tone with traditional cut.
18. White leather (or synthetic leather) athletic or nursing shoes must be clean and polished. No fabric/mesh shoes allowed due to safety.
19. Shoes should not have colored trim, patches, logos, or open toes or open heels. (Clogs and Crocks are not allowed.)
20. Shoelaces must be white, clean, and not frayed.
21. Jewelry: An analog watch with a functional second hand is required for clinical lab and clinical site. It must be free of decoration, intricate design, and “bling” to avoid harboring microorganisms. Waterproof or water-resistant analog watches are highly recommended due to frequent handwashing. NO other jewelry is allowed in the clinical lab or at the clinical site except for a plain wedding band. CBC and/or the clinical affiliation site is not responsible for lost jewelry/property.

22. CBC Nursing Program Nametag/Badge is required and must be worn on left side and clearly visible. The nametag/badge holder will be clear plastic that can easily be cleaned. Due to safety and infection control, no decorations (sequins, rhinestones, bling, etc.) or dangling badge holders (lanyards) are allowed.
23. You must have your completed on-site clinical uniform attire by the deadline indicated by the campus instructors.
24. Failure to present at the clinical site with appropriate on-site clinical uniform attire and required clinical tools, may result in grade deduction and/or absence

Graduation/Pinning Attire

Graduation and Pinning attire (uniform styles) will be determined and announced for each cohort. Nursing students are highly encouraged to attend the pinning ceremony.

Religious Attire

Upon receipt of a nursing student's request, Coastal Bend College Nursing Program will make a reasonable effort to accommodate student attire that is related to their religious belief. Religious attire is not cultural/traditional dress; it is a requirement of religious observation. Religious attire may include but not limited to:

- Head covers
- Hairstyle
- Crucifixes
- Modesty of attire
- Yarmulkes/kippah (skullcaps), turbans, Rastafari headdresses.

Seminars, Conferences, Clinical Site Orientation/Information Gathering

- Professional attire required: dress slacks, belt, dresses, skirt, button down shirt/blouse. Clean closed toe dress shoes (NO flip/flops, Crocs, etc.)
- No jeans, shorts, tee shirts, or sneakers will be allowed for seminars, conferences, or clinical site orientation or visits.
- Tattoos, "love bites", and "hickies" must be covered appropriately.
- Badges must be worn during professional events.

Drug Screening

Drug screening test(s) are conducted as part of the Nursing Program, prior to acceptance and while enrolled in the program.

1. A student will have drug testing "**for cause**" at the discretion of the college or clinical/lab affiliate if one or more of the following conditions exist:
 - a. There is reasonable suspicion of impairment based upon evidence of erratic behavior including but not limited to violent behavior, emotional unsteadiness, sensory or motor skill malfunctions, or possession of a controlled or dangerous substance.
 - b. A student is criminally charged with selling drugs or charged with illegal alcohol consumption or illegal possession of drugs.
 - c. A student has violated this policy that prohibits the use, possession, sale, or transfer of drugs.
 - d. A student is enrolling or is enrolled in a program involving public health and/or safety.

Example: Nancy Nurse arrives at the clinical site or school impaired and/or acting suspiciously. Only Nancy Nurse will be tested “for cause.”

2. All students may/will be subject to drug testing at any “**random time**” at the discretion of the college or clinical/lab affiliate. Example: all students will have drug testing prior to admission to the Coastal Bend College Nursing Program. All students may also have drug testing later that year prior to graduation.
3. Any student who is asked to submit to drug or alcohol testing under this policy is entitled to refuse to undergo such testing. However, failure to comply shall be treated as insubordination and will result in immediate drop from the Nursing Program and may lead to expulsion from the College District.
4. A student shall be afforded an opportunity to provide notification of any information that he or she considers relevant to the drug test, including identification of currently or recently used prescription or nonprescription drugs or other relevant medical information to the lab performing the drug screening.

Drug Screening Results

1. If the student receives a positive drug screen result while enrolled, the student will be immediately dropped from the Coastal Bend College Nursing program.
2. If the student receives a positive drug screen result and feels that this is in error, the student may be re-tested at the expense of the student.
3. The student **MUST** be retested within one week of being notified of the positive result.
4. The student will be allowed to attend the academic portion of the program; however, the student will not be allowed to go to the clinical site until a second test is repeated with a negative result. Clinical absence time will accrue.
5. If the second result is positive the student is immediately dropped from the program
6. If the student fails to re-test within **ONE WEEK** of being notified of the positive result, the student will be immediately dropped from the program.
7. The student, withdrawn from the program for positive drug screen, may re-apply to the program as in the re-admission policy. Refer to the readmission policy section of this book.
8. If a student is accepted to the CBC Professional Nursing Program after previously being dropped from the program due to a positive drug test, that student may be subject to more frequent drug testing throughout the length of the program. The student must bear the cost of these requirements and it is nonrefundable.
9. A student who receives a positive drug screen result while enrolled in CBC will be referred to the Chair of the Student Discipline Committee in accordance with Board Policy FMA(Local).

Employment While in the Nursing Program

Because the Professional Nursing Program is a full-time commitment, the Program highly recommends that students not work while in the program. Employment may become a barrier to student success in the program if full attention cannot be devoted to learning responsibilities. Students who choose to work are not allowed to wear school uniform while working or perform skills that are permitted with the supervision of the instructor. Neither the college nor the faculty are liable for any harmful act that results from the students’ gainful employment. Additionally, the student must take accountability if they choose to work and are unsuccessful in the program.

Examination Guidelines

Course grade distribution is noted in each course syllabus.

Calculators: Exams may contain dosage calculations. Only basic calculators will be allowed during testing. Cell phones, smart watches, smart calculators, PDA, language translator or other technology will not be allowed for calculator use. Sharing calculators is not permitted.

Exams shall consist of multiple-choice questions as well as alternate format questions such as: multiple response (select all), hot spot, drag and drop, graphic options, etc. The numbers of questions and the time allowed for completion of the examination may vary. Tenets of test construction will be utilized for each exam.

Content Examinations

- The number and format of test questions may vary by faculty preference.
- The dates of the exams are noted in advance on course schedules.
- No talking during exams.
- No cell phones or electronic devices are allowed.
- Smart watches **are not allowed** during the exam/in the testing center.
- Only one make-up exam per student will be allowed for each class during the semester. Make-up exams are only allowed if the student was absent for the exam.
- If the student misses more than one exam for a single course and has already used one opportunity to make up an exam, he/she will receive a zero for all other exams missed.
- It is the student's responsibility to contact the instructor of record for that class to schedule a make-up exam.
- All challenges must be received in writing (on a regular sheet of paper – not on “post-it” notes or scratch paper) on the day of the exam. The challenge **must include** the following:
 1. The student's name
 2. The course name
 3. The exam number and date
 4. The written exam question
 5. The student's perception of the correct answer
 6. The page number in the textbook where the answer is found/supported.
 7. Challenges are only considered on an individual basis. The test grade will be adjusted only for that student challenging an exam question and only if the student is correct.
- It is the student's responsibility to arrange for individual/private exam review with instructor and should occur prior to the next chapter exam.
- Item analysis will be performed on all exams.

In person exams:

- Students may be assigned random seating prior to the exam.
- Students may use pre-approved basic ear plugs to aid in background noise control/elimination during the exam. (No music earphones)

- Any student arriving late to an exam may enter the testing area but must complete the exam by the end of the scheduled testing time. Extended time is not granted due to tardiness. No points will be deducted from the original exam grade for being tardy.
- Each student will COMPLETELY close out of Blackboard and/or Respondus Lockdown Browser after completing and reviewing each exam. If a student leaves the exam open, this will be considered academic dishonesty (cheating) and is grounds for immediate dismissal from the program.
- Any scratch paper used must be signed by the student and given to the instructor prior to leaving the exam room.
- Once the student leaves the testing center, he/she may not re-enter until everyone has finished taking the exam.
- Any student that steps out of the testing center, prior to completing the exam, may NOT re-enter the testing area and will receive the grade earned up to that point with no opportunity for make-up.

Internet Exams:

- [Respondus Lockdown Browser Monitor](#) must be used for all internet exams. There is a \$15 charge per semester for the Monitor and the student's computer must meet the requirements for the Monitor to be used (webcam, microphone, etc.). Additional required items will be listed on the course syllabus/guidelines.

Remediation is required for students who score 75% or less on a chapter exam. It is the student's responsibility to make arrangements for remediation and must be done prior to the next course exam. See Remediation Guidelines for more information.

Final Exam

1. The final examination is a comprehensive examination.
2. All personal belongings will be left outside of the testing area.
3. No smart watches are allowed during the exam/in the testing center.
4. Students may be given random seating assignments.
5. There will be no talking after entering the testing area.
6. No cell phones/beepers or other electronic devices can enter the testing area.
7. Students may not leave the testing area until he/she has completed the examination.
8. If a student steps out of the testing area prior to completing the exam, he/she may not re-enter the testing area and will receive the grade earned up to that point.
9. Any breach of the above will result in the students being asked to leave the room and receive a grade of zero for the final examination.
10. Final Exams are not subject to challenge or make up.

Grading System

To succeed and progress in the program students must maintain a "C" or better in each course in the nursing degree plan. The student must pass all concurrent courses in a single semester to progress to the next semester. Grading rubric in nursing courses is as follows:

A = 100-90

B = 89-80

Revised August 2022

C = 79-75

D = 74-70

F = 69 and below

Grades will be rounded at the end of the course and only the final grade will be rounded. Each student is responsible for tracking his/her own grades. No extra credit assignments will be given.

Before a student files a formal appeal for a grade they received, he or she should attempt to resolve the issue informally with the instructor. If a resolution is not reached with the instructor, then the student must follow the established Coastal Bend College Grade Appeal policy, located in the college catalog to appeal the grade.

Please refer to [Coastal Bend College Student Handbook](#) sections “Dropping Classes”/”Grading System”) for clarification regarding being dropped and receiving a grade of “F” or “W”.

Immunizations

In accordance with Coastal Bend College Nursing Program application requirements and clinical site(s) policy, immunizations must be complete and up to date prior to entry into the program and maintained throughout the program. It is the responsibility of the **STUDENT** to ensure CPR, TB, and Flu requirements are up to date throughout the program. Failure to maintain up to date requirements results in absence from the clinical setting.

Proof of a negative PPD tuberculin skin test must be provided before beginning the program and maintained annually.

If a PPD skin test produces a positive result, the student must obtain a negative chest x-ray. The cost is the student’s responsibility.

If unable to receive a PPD skin test due to allergy or history of BCG, student must provide proof of a negative baseline chest x-ray and complete a symptom screening tool provided by faculty.

NOTE: Students with current/ pulmonary or laryngeal tuberculosis pose a risk to patients, staff, and other students. Therefore, restrictions are necessary. Students with current pulmonary or laryngeal tuberculosis are excluded from the classroom and clinical activities until adequate treatment is initiated, cough is resolved, and sputum is free of bacilli on three consecutive smears.

Insurance

All students must carry professional liability insurance. The expense of this insurance is included in fees charged at admission and each semester.

Medical Insurance is required for all students. This insurance is the student’s expense.

Medication Administration Proficiency Exam Guidelines (MAPE)

Prior to administering medications in the clinical setting for any clinical course, each student must achieve 90% on a Medication Administration Proficiency Exam (MAPE). A MAPE is a dosage

calculations exam that is given for each clinical course at the beginning of each semester during semesters when the student is administering medications. Students will have three opportunities to pass the MAPE. Students may not participate in clinical prior to achieving 90% on the MAPE. The exam will include the following areas:

- Medication Administration Principles
- Various Dosage Calculations, including but not limited to oral medications, parenteral medications, IV pump, IV drip factor, pediatric minimum and maximum doses
- Conversions

Remediation is required for students who are unsuccessful. It is the student's responsibility to make arrangements for remediation and must be done prior to the next MAPE. See Remediation Guidelines for more information.

If the student is unsuccessful on the third and final attempt, the student will not be able to participate in clinical courses. At that time the student will follow the re-admission policy in the handbook.

Remediation Guidelines

Student success is a priority at Coastal Bend College and therefore students are required to participate in remediation activities to promote successful progression through the nursing program. Students that are required to attend remediation include:

- Students at risk of academic failure as evidence by failing exam grade
- Students at risk of clinical failure as evidence by not meeting clinical objectives including unsuccessful skills competencies
- Students that are unsuccessful with their Medication Administration Proficiency Exam
- Students with other barriers that disrupt the learning process
- Students that receive a referral from an instructor

Students that require or seek remediation must:

- Schedule an appointment with the retention specialist or instructor for discussion and evaluation of student needs and development of an improvement plan
- Schedule remediation sessions with retention specialist, instructor, or tutor according to the needs identified in the improvement plan

Review/Changes of Handbook/Nursing Program Policy

Coastal Bend College Nursing Program has the right to review and change any policy/procedure anytime during the program as deemed necessary. The student will be informed of any changes at the time of implementation. The student will be required to sign an acknowledgement of the changes being implemented at that time.

Schedules

Classroom days will be posted at the beginning of each semester. Clinical hours may vary.

Classroom holidays correlate with the Coastal Bend College published holidays. See the Coastal Bend College catalog/academic calendar for more information. Course schedules are tentative and subject to change. Instructors have 48 hours to respond to emails, texts, and phone calls by students excluding holidays and weekends.

The LVN to RN Bridge program is an online program but exams and activities are scheduled on Tuesdays and Thursdays. Clinical rotations will be scheduled around student availability as much as possible.

Social Networking Policy

Students who fail to abide by the following social networking policy will be subject to disciplinary action including dismissal from the program:

1. **Do not** identify patient by name or post information that may lead to their identification including but not limited initials, age, gender, social status, name of health care agency, diagnosis, specific tests, or procedures performed and physical and/or psychological condition. Identifying patients and family members would be a serious violation in the Health Insurance Portability and Accountability Act (HIPAA). It is possible that someone could identify the patient and the patient's family based on context.
2. **Do not** take photos or videos of patients or their family members on personal devices, including cell phones. Students are strictly prohibited from transmitting by way of electronic media any patient related image.
3. **Do not** have online contact with patients or their family members. Online contact with patients or their family members is a boundary violation. The fact that a patient or family member may initiate contact does not permit the student to engage in a personal relationship with patients and/or their family members.
4. **Do not** post sexually explicit photos.
5. **Do not** post photos of manikin parts used for learning skills.
6. **Do not** post photos of skills performed in the clinical laboratory by faculty or students.
7. **Do not** make libelous, slanderous, bullying, threatening, harassing, profane, obscene, sexually explicit, racially, or culturally derogatory, homophobic, or other offensive comments.

Seminars/Field Trips

Field trips and seminars may be taken throughout the program. Travel to Austin, San Antonio, Corpus Christi and other cities may be a requirement throughout the year. (See "Dress Code" and "Transportation")

Transportation

Expense and mode of transportation to clinical sites, seminars, and Capstone is the responsibility of each student. Adequate notice will be given for travel out of the local area.

Section 5: Student Conduct

Code of Professional Conduct

The Code of Professional Conduct consists of two sections: Professional Obligations and Professional Ideals. Failure to meet the professional obligations and professional ideals represents a violation of the Coastal Bend College Nursing Program Code of Professional Conduct. Alleged infractions of the obligations or the failure to meet the professional ideals may be grounds for dismissal from the program.

Professional Obligations

Professional Obligations refer to necessary professional behaviors that are required by the ethical foundation of nursing practice. Including but not limited to the following:

- 1) Treat patients, colleagues, and other health professionals, (fellow) students and instructors with the same degree of respect you would wish them to show to you.
 - a) Avoid offensive language verbally or in writing in all settings.
 - b) Do not harass others physically, verbally, psychologically, or sexually.
 - c) Do not discriminate on the basis of sex, religion, race, disability, age, or sexual orientation.
 - d) Do not knowingly mislead others.
 - e) Do not cheat, plagiarize, or otherwise act dishonestly. See Coastal Bend College Policy on Line regarding [Student Conduct/Scholastic Dishonesty](#) as well as [Discipline and Penalties](#).
 - f) Do not abuse special privileges, e.g., shopping or looking at pornographic websites on school computers, making unauthorized long-distance telephone calls.
 - g) Do not criticize the nursing or medical decisions of colleagues in the presence of patients.
- 2) Treat patients with compassion, kindness, gentleness, and dignity.
 - a) Respect the privacy and modesty of patients.
 - b) Respect patient confidentiality.
 - c) Avoid patient involvement when you are ill, distraught, or overcome with personal problems.
- 3) Be aware of your personal limitations and the deficiencies in knowledge and abilities and know when and whom to ask for supervision, assistance, or consultation.
- 4) Report serious breaches of the Code of Professional Conduct to the appropriate person
- 5) Indicate disapproval or seek appropriate intervention if you observe less serious breaches
- 6) Do not destroy, damage, or misuse property of Coastal Bend College or any clinical affiliation.
- 7) Adhere to local, state, and federal laws and regulations.

Professional Ideals

Professional Ideals refer to desirable professional behaviors that professionals at all levels should attempt to acquire because they enhance professional excellence. Includes but is not limited to the following:

- 1) Attempt to cultivate and practice clinical virtues, such as caring, empathy and compassion
- 2) Notify the responsible instructor if something interferes with your ability to perform clinical tasks effectively
- 3) Learn from experience and grow from the knowledge gained from errors to avoid repeating them
- 4) Students should attend scheduled classes and complete assignments in a timely manner
- 5) Children are not permitted in the classrooms, labs, or clinical settings.
- 6) Cooperate with other students and members of the health care team in clinical activities

- 7) Be generous with your time to answer questions from patients, patient's family members or staff members
- 8) In case of absence or tardiness, the nursing student will contact the appropriate clinical instructor designated for that site, at least one (1) hour before their scheduled time of arrival.

Patient Abandonment

Patient abandonment constitutes unprofessional behavior. Students who abandon patients (i.e., leaving the unit without reporting to instructor or preceptor for lunch, break, or any other reason) will receive no credit for the day's activities and disciplinary action will result with a Coastal Bend College Nursing Program Student Performance/Clinical Counseling Form Class IV Offense.

Refusal to Provide Patient Care

Students in the Nursing program are expected to provide care to assigned patients. If refusal to care for a particular patient occurs, faculty will provide a review of the Nursing Code of Ethics and counsel the student.

Violations of Code of Professional Conduct

- First infraction- student will be given a clinical warning with Class Level related to the severity of the infraction. Dismissal from the nursing program may occur with the first infraction depending on the severity.
- Second infraction-may lead to dismissal from the nursing program.

If, at any time, a student is cited for intemperate use or abuse of alcohol or drugs, is involved in criminal behavior; either violent or non-violent directed against persons, property or public order and decency, is diagnosed or treated for chemical dependency, mental illness or diminished capacity and or demonstrates a lack of 'good character', he or she must report the act or behavior to the Dean of Nursing and Allied Health within 5 days of the offense, and may be dismissed from the program (Texas Administrative Code Title 22 Chapter 214.8, 215.8).

Failure of the student to disclose infractions to the Department Dean within 5 business days will result in dismissal from the nursing program.

The Coastal Bend College Nursing Program will follow Coastal Bend College policy under [Student Rights and Responsibilities – Student Conduct as defined by Policy online FLB \(Local\)-AJC](#); especially but not limited to: Scholastic Dishonesty, Disorderly Conduct Responsibility, Prohibited Conduct, Discipline, Publication.

The Coastal Bend College Nursing Program will also follow Coastal Bend College policy under [Student Conduct – Alcohol and Drug Use as defined by Policy online FLBE \(Local\)-X](#).

The Coastal Bend College Nursing Program will also follow Coastal Bend College policy under [Discipline and Penalties as defined by Policy online FM \(Local\)](#); especially but not limited to Penalties for Student Misconduct, Suspended or Expelled Students, and Disciplinary Record.

In addition to Coastal Bend College Policy, nursing students are also obligated by Legal Standards: BON Disciplinary Sanctions, Rule 217.11, 217.12

http://www.bon.texas.gov/pdfs/law_rules_pdfs/rules_regulations_pdfs/bon_rr_Feb2015.pdf

Dismissal from the Coastal Bend College Nursing Program

Reasons for dismissal from Coastal Bend College Nursing Programs include but are not limited to:

- Evidence of actual or potential harm to patient or the public
- Criminal behavior whether violent or non-violent, directed against persons, property or public order and decency
- Intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity
- Violations to the Code of Professional Conduct (including Cheating)
- The lack of good professional character as evidenced by a single incident or an integrated pattern of personal academic and/or occupational behavior
- Failure to pass courses and/or clinical work with a grade at or greater than 75% per syllabi requirements
- Failure to show proficiency in Medication Administration by not passing MAPE within the three allowed attempts
- Failure to master the safety and competency standards in the skills lab will be assigned a failing grade and may be dropped from the skills or clinical course.
- A second offense of no call, no show at clinical.
- Failure to abide by the confidentiality and social networking policy
- A student who indicates persistent refusal to care for a particular type of patient will receive further counseling regarding the appropriateness of nursing as a career choice and may be dismissed from the Coastal Bend College Nursing Program.
- Failure of the student to disclose Code of Professional Conduct violations to the Coastal Bend College Nursing Program's Dean within 5 business days.

Academic Dishonesty/Plagiarism

Plagiarism is the act of taking the writings of another person and passing them off as one's own. The fraudulence is closely related to forgery and piracy practices generally in violation of copyright laws. Please be advised that Plagiarism will not be tolerated. Students caught, will receive an "F" which could result in the student being dropped from the Nursing Program. Please refer to Code of Professional Conduct Section of this handbook as well as the Coastal Bend College Policy on-line regarding [Scholastic Dishonesty and Plagiarism](#) and [Penalties for Student Misconduct](#).

Nursing Program Student Performance Counseling Form

A warning may be issued to students for violations of Coastal Bend College Nursing Program policies/guidelines. The written "Student Performance Counseling Form" ranges from Class I (warning) to Class IV (major offense), with disciplinary action contingent upon severity of offense. Disciplinary action will be progressive for repetitive offenses. Faculty have the option to fail the student after three

counseling forms or ONE Class IV offense. Please refer to Appendix 1 and Appendix 2 of this handbook for further clarification and examples.

Section 6: Graduation, Readmission, Transfer Policies and Procedures

Graduation

Before you are able to graduate you must complete and submit a graduation application. The graduation application must be signed by your advisor (Instructor) and various departments throughout the college. The graduation application must be submitted with a current completed, signed degree plan and any substitution forms. If you have taken courses at another college, you must submit an official transcript along with a transcript evaluation form. The registrar's office will not look at your transcript without the transcript evaluation form. The graduation application must be submitted prior to the deadline as indicated on the academic calendar.

The graduation application must be submitted regardless of intent to participate in graduation or pinning ceremonies. The Authorization of Graduation (AoG) will not be submitted to the Board of Nursing until the Registrar has verified graduation requirements have been met. The Registrar only verifies graduation requirements have been met on students that submit a graduation application. All courses must be completed with a grade of "C" or better to meet the graduation requirements. These requirements include the general education courses on the degree plan (MATH, ENGL, BCIS, etc). If a student does not meet graduation requirements at the time the application has been submitted, the student must resubmit a graduation application by the deadline for the semester that the student has met the requirements.

Commencement and pinning ceremonies are purely ceremonial and **DO NOT signify completion of the program**. It signifies that the professional nurse has reached a certain point but NOT that they have met all requirements for graduation. Students will not receive their diploma or AoG until all program requirements are met.

Licensure Process

Once a student meets all of the requirements and graduates from the program, they are eligible to take NCLEX-RN exam from the Texas Board of Nursing. There are steps and requirements through the Board of Nursing to register for the exam. During the final semester of the nursing program the student will be responsible for implementing and following the procedure to take the NCLEX exam. This consists of the following:

1. The student must have a clear background check. The Texas Board of Nursing will not allow any student who does not meet their eligibility standards to take the NCLEX-PN.
2. Submitting an [NCLEX Examination Application](#) through the Texas Board of Nursing website and pay the application fee to the Board of Nursing. Coastal Bend College school code for the NCLEX-RN is: **US27408900**. If any part of the application is incorrect (name, school code, etc) it will delay the process. The student will need to contact the Board of Nursing to correct the error.
3. Registration for the [Nursing Jurisprudence Examination](#).

4. Registration for the [Pearson Vue](#) testing center **at least 30 days** prior to graduation and pay the registration fee.
5. After the registration of the NCLEX Examination Application is completed with the Texas Board of Nursing and the student **has met all graduation requirements** (determined on graduation application), the Dean of Nursing and Allied Health will approve the Authorization of Graduation (AoG) to the Board of Nursing.
6. Once all steps are completed the student will receive an Authorization to Test (ATT). This is received via email so ensure that email is submitted correctly and monitor spam or junk folders.
7. Any and all steps concerning the BON and NCLEX testing procedure is the student's responsibility. The student may [Check Application Status](#) on the Texas Board of Nursing website. Any incorrect information submitted on any of the applications may delay the process.
8. A detailed guide is available at the NCSBN website: [NCLEX Candidate Bulletin](#).

Readmission Policy

All readmission and transfer applicants are contingent upon consideration of the Admission and Progression Committee, space availability, skills competency, and must meet Coastal Bend College and the Nursing Program physical and academic re-entry requirements. Evidence of a clear background or a completed Declaratory Order from the Board of Nursing must be received in the Coastal Bend College Nursing Department prior to the start of the program and/or date of readmission to the program (the deadline date will be indicated by letter to each prospective student).

Exit Interview

To be considered for readmission, students must have had an exit interview with the Nursing Instructor or Dean of Nursing and Allied Health within one (1) month prior to the next semester beginning. Proof of Exit Interview must be on file.

During the exit interview, the Campus Instructor or Dean of Nursing and Allied Health will develop individualized criteria for readmission. The student must have met all criteria in order to be considered for readmission into nursing program. Call to make an appointment with the Campus Instructor.

Readmission

1. Students must submit a letter requesting readmission and a "plan for success" for consideration by the **Admission and Progression Committee** for readmission at least 30 days prior to the start of the semester.
2. Students must restart with the semester which they did not successfully complete.
3. All applicants for readmission will have new background clearance check and drug screen prior to beginning class. (Background clearance check will be submitted by Coastal Bend College).
4. Students must re-enter within one year of last attending the program if they wish to avoid starting the application process at the beginning.
5. Students who are wishing to re-enter a point longer than one year, must apply for the program and compete against all other applicants for acceptance into program and begin again with the first semester. These students are subject to **ALL** admission requirements of all students wishing to enter the program (including the TEAS exam). The curriculum at the time of readmission, and the student's previous performance in the program, will drive amount of credit for prior course work. Transcripts will be evaluated for credit on an individual basis.

6. Students may apply for readmission **only once**; meaning the maximum time that a student can be enrolled as a CBC Professional Nursing student is twice (two times).
7. Physical examinations will not be required to be repeated if readmission is within one year and no medical changes have occurred. Students readmitted at a time later than one year will need to present a physical examination prior to admission.
8. Re-admission into the next semester is not guaranteed. It is dependent on space, faculty, and resources.

Transfer Policy

Intra-Campus (Site) Transfers

Transfer from one CBC site to another CBC site (Intra-campus transfers)

1. Must occur at the prior to the first day of class.
2. Can only occur if space is available
3. Can occur only ONCE during the program year.
4. Must meet approval from Dean of Nursing and Allied Health.

External Transfers to CBC

Transfer from another nursing program to Coastal Bend College Professional Nursing Program (External transfer to CBC)

1. Can only occur if space is available
2. Requires approval from the Dean of Nursing and Allied Health.
3. Must meet CBC admission criteria, including acceptable score on admissions test
4. Must pass skills competency evaluation
5. Must have a negative drug screen and a clear criminal background check. Each student must bear the costs of these requirements.
6. Must provide a satisfactory physical examination.
7. Students wishing to transfer into the professional nursing program **MUST** take RNSG 1343 Complex Concepts of Adult Health/lab and RNSG 2331 Advanced Concepts of Adult Health/lab. Regardless if student has successfully taken at another university.

Denial of Readmission/Transfer

Students may be denied re-entry/transfer into the program under any of the following conditions:

The student:

1. Fails the nursing skills examination.
2. Fails the drug test and/or background check
3. Fails to complete the exit interview within the specified time frame
4. Has not completed prior semester curriculum content, and
5. The program lacks resources/space to accept additional students.
6. Fails to achieve clear background check prior to re-entry into the program.
7. Has been enrolled and been unsuccessful TWICE.

Section 7: Texas Board of Nursing Rules

Coastal Bend College Nursing Program(s) honors the following Texas Board of Nursing Rules and Nursing Practice Act guidelines:

[RULE §213.27 Good Professional Character](#)

[RULE §213.28 Licensure of Persons with Criminal Convictions](#)

[RULE §213.29 Fitness to Practice](#)

[RULE §213.30 Declaratory Order of Eligibility for Licensure.](#)

[RULES 214.8 Students](#)

[RULE §217.11 Standards of Nursing Practice](#)

[RULE §217.12 Unprofessional Conduct](#)

Nursing Practice Act

[Nursing Practice Act, Nursing Peer Review, & Nurse Licensure Compact](#)

Sec. 301.252. License Application

Sec. 301.253. Examination

Sec. 301.257. Declaratory Order of License Eligibility

Sec. 301.452. Grounds for Disciplinary Action

Sec. 301.453. Disciplinary Authority of Board; Methods of Discipline

Sec. 301.4531. Schedule of Sanctions

Sec. 301.4535. Required Suspension, Revocation, or Refusal of License for Certain Offenses

Sec. 301.454. Notice and Hearing

Sec. 301.455. Temporary License Suspension or Restriction

Sec. 301.456. Evidence

Sec. 301.457. Complaint and Investigation

Sec. 301.458. Initiation of Formal Charges; Discovery

Sec. 301.459. Formal Hearing

Sec. 301.460. Access to Information

Sec. 301.461. Assessment of Costs

Sec. 301.462. Voluntary Surrender of License

Sec. 301.463. Agreed Disposition

Sec. 301.464. Informal Proceedings

Sec. 301.465. Subpoenas; Request for Information

Sec. 301.466. Confidentiality

Sec. 301.467. Reinstatement

Sec. 301.468. Probation

Sec. 301.469. Notice of Final Action

Appendix 1: Student Acknowledgment for Policy & Procedures and Review & Changes

I have reviewed the following Policies and Procedures of Coastal Bend College Nursing Program as set forth in this student handbook and I know how to access this handbook as needed:

Vision, Mission, and Values Statement(s)
 Chain of Command
 Core Competencies
 Admission Requirements
 Eligibility for Licensure
 Background Checks
 Accommodation
 Adherence to Policy
 ADA Statement
 Attendance Policy
 ATI
 Absence Committee
 Capstone
 Cellular Phones and Other Electronic Communication Devices
 Clinical (all subtopics)
 Classroom/Clinical/Lab Demeanor
 Communication Guidelines
 Complaint Procedures
 Computer and Internet Use Policy
 Confidentiality
 Dress Code (all subtopics)
 Drug Screening and Results
 Employment While in the Nursing Program
 Examination Guidelines
 Grading System
 Immunizations
 Insurance
 Medication Administration Proficiency Exam (MAPE) Guidelines
 Remediation Guidelines
 Review/Changes to Nursing Handbook/Policy
 Plagiarism
 Schedules
 Social Network Policy
 Seminars/Field Trips
 Transportation
 Code of Professional Conduct
 Dismissal from the Nursing Program
 Academic Dishonesty/Plagiarism
 Nursing Program Student Performance Counseling/Warning
 Licensure Process
 Readmission/Transfer Policy
 Texas Board of Nursing Rules

Revised August 2022

I am aware that Coastal Bend College Nursing Program has the right to review and change any policy/procedure at any time during the program as deemed necessary. I understand that I will be informed of these changes and agree to sign an acknowledgement of those changes when they become effective. A signed acknowledgement that I have been notified of any changes/addendum will be placed in my file.

I have reviewed, understand, and agree to abide by the Policies and Procedures of Coastal Bend College Nursing Program as set forth in this student handbook as of the date signed below. I am aware of how to access this handbook as needed.

Student Name (Print)

Date Signed

Student Signature (in ink)

Appendix 2: Student Declaration and Acknowledgment of General Statement and Core Performance Standards

I have reviewed the core performance standards and the examples of activities associated with them. Please read each option carefully and **initial** only one (best) option that applies to you.

_____ I am able to meet all of the stated physical/technical competencies without any special accommodations.

_____ I am able to meet all of the above stated physical/technical competencies without special accommodation EXCEPT the following: (describe limitation and accommodations needed).

I understand that it is my responsibility to inform the Dean of Nursing and Allied Health of any change of status that occurs at any time throughout the Nursing Program.

Student Name (Print)

Date Signed

Student Signature (in ink)

Appendix 3: Counseling Form

Coastal Bend College Nursing Program Student Performance Counseling Form

Student Name _____ Student ID _____

Date of Infraction _____

On the date listed above, the following competency was not met: (Refer to Clinical Performance Evaluation of Competencies for more complete information.).

_____ In the Role as Member of the Profession:

_____ : specific competency or competencies not met

_____ In the Role of Provider of Patient-Centered Care:

_____ : specific competency or competencies not met

_____ In the Role of Patient Safety Advocate:

_____ : specific competency or competencies not met

_____ In the Role of Member of the Healthcare Team:

_____ : specific competency or competencies not met

_____ Class I _____ Class II _____ Class III _____ Class IV

Supportive comments by the clinical faculty:

Required action and/or remediation:

Student Comments:

Faculty _____ Student _____ Date _____

*Three clinical warnings or a Class IV in one clinical rotation may result in a clinical failure.

Appendix 4: Student Performance Counseling Form Guidelines

Coastal Bend College Nursing Program Student Performance Counseling Form GUIDELINES

Purpose Statement: The purpose of these guidelines is to describe the procedural steps for the faculty when counseling a nursing student. The student's name, CBC ID, and date of infraction will be placed in the spaces provided at the top of the counseling form.

1. The faculty will place a check in the space provided by the core role competency or competencies not met. These sections include the student's role as (1) Member of a Profession, (2) Provider of Patient-Centered Care (3) Patient Safety Advocate and (4) Member of the Healthcare Team. The specific circumstance may fall under several roles.
2. The faculty will write the specific number of the competency or competencies not met in the space provided under the core role competencies on the counseling form.
3. Class I warnings may be issued to the student at the discretion of the clinical instructor. The faculty will document the infraction on the counseling form, which will include the student's signature to verify receipt of the counseling form.
4. The faculty will place a check mark in the space provided by the class of the counseling action. The faculty will document the student's specific behaviors and circumstances that support the issuing of a counseling and the impact of the counseling on the Clinical Performance Evaluation of Competencies or overall grade for the course affected.
5. The following are selected examples of counseling and not meant to be all inclusive:

Type of Counseling	Selected Examples
Class I	<ul style="list-style-type: none"> • First time being late. • Chewing gum on one occasion. • Uniform infraction.
Class II	<ul style="list-style-type: none"> • 2nd occurrence of Class I • Unprofessional Conduct • Failure to notify instructor and clinical facility of absence/tardiness.
Class III	<ul style="list-style-type: none"> • 3rd occurrence of Class I • Late/leaving early on several occasions • Insufficient work or preparation for clinical.
Class IV May lead to dismissal from the program.	<ul style="list-style-type: none"> • 4th occurrence of Class I • Error jeopardizing patient safety. • Breach of patient confidentiality. • False documentation • Leaving clinical rotation prior to end of scheduled time without notification (Refer to attendance policy)

1. The faculty will narrate specific detailed comments about the incident.
2. The faculty will document the required remediation and/or action in detail that the student must successfully complete to meet the competencies.
3. The faculty and student will place their signatures at the bottom of the counseling form.
4. The counseling form will become a permanent record in the student's file in the division of nursing.
5. When a student receives a Class I counseling, the next counseling will be advanced to a Class II counseling. When a student receives a Class II counseling, the next counseling will be advanced to a Class III counseling. When a student receives a Class III counseling, the next counseling will be advanced to a Class IV counseling. If a student receives more than one counseling in a single rotation/course, it will reflect on their overall grade no matter what the class is.
6. Deductions for Class II, III or IV counseling will be reflected in the Total Score in the area: Adjustment in Score due to counseling. The highest class of counseling will be the deduction taken. Example: A student receives a Class II and a Class IV warning, so the deduction on the Total Score for course performance will be minus 10.
7. If the student has a final grade on the CPEC or course grade of a 1 or 0, there will be clear documentation that the student is not meeting the competencies. This is documented as a Class I, II, III and/or Class IV counseling with copies for the student, faculty, and student file.
8. The faculty has the option to fail the student after three counseling or ONE Class IV counseling in one rotation/course.
9. A student who receives any Class II, III or IV counseling will not be assigned a value higher than a "1" under the corresponding Student Learning Outcome on the CPEC.

Appendix 5: Mandatory Remediation Referral: Academic

Student _____ Course: _____ Date _____

Referring Faculty _____

Reason for Referral:

☐ Exam Score < 75% ☐ Other: _____

Course content Action Plan

Actions	Date to be completed	Faculty initial/date completed
<input type="checkbox"/> Individual reviewed exam with instructor		
<input type="checkbox"/> Attendance at tutoring session		
<input type="checkbox"/> Other:		

☐ Academic Student Remediation Action Plan developed in collaboration with Instructor

☐ Student declines to participate in remediation process and acknowledges this may result in course failure due to lack of progress towards achieving Student Learning Outcomes.

Problems identified in collaboration with Instructor

1. _____
2. _____
3. _____
4. _____

General Action Plan developed by student:

Actions	Date to be completed	Instructor's initials/date completed

General Action Plan must be specific with a time frame (Study more... is not an action plan). Date completed should be prior to next test or a reasonable time frame.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____