



UNDERGRADUATE STUDENT HANDBOOK

2017-2018

ABOUT THIS HANDBOOK

- The BSN Handbook contains policies and procedures for students in the Bachelor of Science in Nursing (BSN) programs (traditional and accelerated) at UT Health San Antonio.
- The Undergraduate Student Handbook for the Bachelor of Science in Nursing Program is intended to elaborate on the UT Health San Antonio Catalog which is the primary source for institutional and academic policies and procedures.
- This publication is for informational purposes and is neither a contract nor an offer to contract. The School of Nursing reserves the right to change any provision or requirement at any time without notice in order to ensure compliance with accreditation standards.
- Changes in such vital areas as curriculum or requirements for graduation will not be made retroactively unless they are to the students' advantage and can be accommodated within the remaining time before graduation.
- Policy revisions made after August 2017 will be disseminated via LiveMail.
- Students are accountable to policies herein and revisions that have been sent by LiveMail.

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BSN STUDENT HANDBOOK ACCEPTANCE ACKNOWLEDGEMENT FORM

2017-2018

I have read and understand the UT Health San Antonio School of Nursing BSN Student Handbook. I agree to abide by these regulations.

Signature: _____ Date: _____

Printed Name: _____

This agreement will be a part of my permanent student record in the School of Nursing.

MESSAGE FROM THE DEAN

It is an honor and privilege for me to offer my official greetings and welcome to you. My sincere congratulations on your entry into UT Health San Antonio School of Nursing. It is always a special pleasure to be part of the excitement of a new entering class. While at times this journey might feel difficult because of its intensity, please remember that you can accomplish this goal with persistence, understanding, discipline and engagement.

I understand your anxieties, concur with your hopes and believe in your dreams as you begin a wonderful journey of learning, growing, skill-building and transforming into professional colleagues prepared to make a lifetime of significant contributions to our society and communities across the state, nation and, indeed, perhaps making a difference in tomorrow's global villages.

This school is about tradition, caring and honor. We understand the personal and financial commitment that each of you and your families must make in pursuit of your education and dreams.

Your new friendships will become life long and your relationships with the faculty will result in wonderful professional partnerships that will endure for many years to come.

This Handbook was designed to make information about the program and policies governing academic life easily available to you. If you have questions that are not easily addressed through the Handbook, your program faculty and staff are available to help you. My hope is that this Handbook will become a useful resource.



Eileen T. Breslin, PhD, RN, FAAN
Dean & Professor
Dr. Patty L. Hawken Nursing Endowed Professor

GENERAL INFORMATION

The School of Nursing Baccalaureate Student Handbook is designed as a student resource to retrieve pertinent policies and procedures of UT Health San Antonio and the School of Nursing. The vast majority of the information is online. Therefore, the actual web sites are listed for the official information on policies and procedures. Where information is not available elsewhere online, a brief description is provided.

Additional information can be obtained from the School of Nursing. Students are responsible to know and adhere to all established policies and procedures for both UT Health San Antonio and UT Health San Antonio School of Nursing.

This material supplements the UT Health San Antonio Catalog and the Schedule of Classes. Additional sources of information are the University Catalog and the School of Nursing web sites.

UNIVERSITY CATALOG

The University Catalog is available online at <http://catalog.uthscsa.edu>. This catalog is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. However, it contains helpful information, course descriptions, program information, admissions requirements, etc.

Some of the additional information you can find in the University Catalog relates to the following topics:

- [Administration](#)
- [UT Health San Antonio Center Executive Leadership](#)
- [Health Science Center](#)
- [UT Health San Antonio Academic Calendars](#)
- [Programs of Study](#)
- [University Admissions Policy](#)
- [Excess Credit Hours Policy](#)
- [Financial Aid](#)
- [General Academic Policies](#)
- [Institutional Policies](#)

SCHOOL OF NURSING SECTION OF THE UNIVERSITY CATALOG

The School of Nursing Bachelor of Science in Nursing portion of the University Catalog is available on line at <http://catalog.uthscsa.edu/schoolofnursing/bsn/>

Some of the additional information you can find in the University Catalog relates to the following topics:

- [Overview](#)
- [Admissions Requirements](#)
- [Degree Requirements](#)
- [Sample Plan of Study](#)
- [Objectives/Program Outcomes](#)
- [Program Policies](#)
- [Courses](#)

OFFICES AND DEPARTMENTS

Office for Academic Affairs

Dr. Sara Gill Ph.D, RN

Associate Dean for Graduate Studies

Phone: (210) 567-3014

Email: Gills@uthscsa.edu

Cynthia O'Neal Ph.D, RN

Associate Dean for Undergraduate Studies

Phone: (210) 567-1079

Email: Onealc@uthscsa.edu

Jo Elaine Pena

Administrative Assistant-Senior

Phone: (210) 567-5810

Email: Penaje@uthscsa.edu

Laura Hasewinkle

Director, Academic Programs

Phone: (210) 567-5818

Email: Hasewinkle@uthscsa.edu

Debbie Koehne

Program Coordinator

Phone: (210) 567-5820

Email: Koehned@uthscsa.edu

Roxanne L. Lozano

Program Coordinator

Phone: (210) 567-5899

Email: Lozanorl@uthscsa.edu

Meredith Henkel-Green

Clinical Liaison

Phone: (210) 567-5830

Email: HenkelGreen@uthscsa.edu

Cindy Urshan

Clinical Liaison

Phone: (210) 567-2275

Email: Urshan@uthscsa.edu

Deborah Chang Ph.D

Director, Academic Assessment & Compliance

Phone: (210) 567-4729

Email: Changda@uthscsa.edu

Niti Vanee Ph.D

Statistician-Associate

Phone: (210) 567-5023

Email: Vanee@uthscsa.edu

The Office of Nursing Research and Scholarship

Carrie Jo Braden, Ph.D, RN

Associate Dean For Research

Phone: (210) 567-5808

Email: Bradenc@uthscsa.edu

Bina Prakash

Project Coordinator

Phone: (210) 567-6202

Email: Prakash@uthscsa.edu

The Office of Practice and Engagement

Cindy Sikora Ph.D

Vice Dean for Practice and Engagement

Phone: (210) 567-5889

Email: Sikora@uthscsa.edu

Office of Development and Alumni Relations

Gwen Notestine

Senior Director of Development

Phone: (210) 567-5313

Email: Notestine@uthscsa.edu

Melissa Mireles

Director of Development

Phone: (210) 567-5534

Email: Mirelesm4@uthscsa.edu

Librarian

Emme Lopez

Librarian

Phone: (210) 450-8124

Email: LopezE13@uthscsa.edu

Office of Admissions and Student Services

David Byrd Ph.D

Associate Dean

Phone: (210) 567-5805

Email: Byrdda@uthscsa.edu

Joshua Anzaldua

Admissions Officer

Phone: (210) 567-5805

Email: AnzalduaJ@uthscsa.edu

Jennifer Aguilar

Admissions Officer-Senior

Phone: (210) 567-5805

Email: AguilarJ4@uthscsa.edu

Student Success Center

Vanessa Meling Ph.D

Director, Academic Enhancement

Phone: (210) 567-5851

Email: [Meling@uthscsa.edu](mailto:Melting@uthscsa.edu)

Rose Mary Padilla

Student Administrative Assistant

Phone: (210) 567-5892

Email: PadillaRM@uthscsa.edu

Derek Holbrook

Program Coordinator

Phone: (210) 567-5855

Email: Holbrookd@uthscsa.edu

Andrea Kraus-Lozano

Academic Success Coach

Phone: (210) 567-5892

Email: KrausLozano@uthscsa.edu

Cody Chumbley

Academic Success Coach

Phone: (210) 567-5892

Email: Chumbley@uthscsa.edu

Office of Veteran Services and Financial Aid

Ellen Nystrom

Director

Phone: (210) 567-2635

Email: Nystrom@uthscsa.edu

Office of Faculty Affairs and Diversity

Savitri W. Singh-Carlson Ph.D, RN

Vice Dean

Phone: (210) 567-5883

Email: SinghCarlson@uthscsa.edu

Stephanie Sacriste

Director, Faculty Affairs

Phone: (210) 567-5104

Email: Sacriste@uthscsa.edu

SCHOOL OF NURSING OVERVIEW

The University of Texas (UT) System was established by the Texas Constitution in 1876. It is one of the nation's largest higher education systems and is currently comprised of nine academic universities and six health institutions. The nine member Board of Regents is the governing body for The UT System.

UT Health San Antonio was established by state legislation in 1959 with ground-breaking for the actual facilities in 1966 and doors opened in 1968. The university is committed to “make lives better through excellence in education, research, health care and community engagement”. Working at UT Health San Antonio is all about “making lives better”.

UT Health San Antonio is a leading center for research in aging, cancer, cardiovascular diseases, diabetes and related health disparities. UT Health San Antonio serves a 50,000 square mile area of South Texas extending from metropolitan San Antonio to the border communities of the Rio Grande Valley. It is a member of the Hispanic Association of Colleges and Universities (HACU), serves culturally diverse student populations and is deemed a Hispanic Serving Institution by the US Department of Education. There are five schools (Medicine, Nursing, Dentistry, Health Professions and the Graduate School of Biomedical Sciences).

UT Health San Antonio School of Nursing (SON) was established in 1969 by founding Dean Dr. Margretta Styles. The School of Nursing was originally part of The UT System SON with campuses in Galveston, Austin, Houston, San Antonio, Tyler and El Paso. All five schools followed the same curriculum. In 1976 the System School of Nursing was dissolved and each School of Nursing has since been independent and governed by the university on the campus where the school is located.

The SON offers four degree programs, an upper division Bachelor of Science in Nursing (BSN) since 1970, the Master of Science in Nursing (MSN) since 1972, the Doctor of Nursing Practice (DNP) since 2012 and the Doctor of Philosophy in Nursing (PhD) since 1996.

ACCREDITATION

UT Health San Antonio is accredited at Level V by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, GA 30033-4097, to award certificates and baccalaureate, master's, doctoral and professional degrees. UT Health San Antonio was most recently reviewed and fully reaffirmed by SACS in 2008 and extends through 2018 with an interim five-year review completed in March 2014.

The School is a member of the American Association of Colleges of Nursing.



“The baccalaureate, master's and DNP programs at UT Health San Antonio are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.” The School of Nursing was granted 10-year accreditation through December 31,

2021 for its baccalaureate and master's degree programs and is approved by the Texas Board of Nursing. The DNP was granted an initial 5 year accreditation through December 31, 2018.

The PhD program is part of the Graduate School of Biomedical Sciences (GSBS). GSBS is reviewed by the Texas Higher Education Coordinating Board (THECB), 1200 E. Anderson Lane, Austin, TX, 78752 on a statewide review schedule. The Program does not itself undergo external review by an individual discipline accrediting body; rather it is reviewed as part of the portfolio of doctoral programs in the GSBS.

TEXAS BOARD OF NURSING

The mission of the Texas Board of Nursing (TBON) is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely. The Board fulfills its mission through the regulation of the practice of nursing and the approval of nursing education programs. This mission, derived from the Nursing Practice Act, supersedes the interest of any individual, the nursing profession or any special interest group. You may access the TBON via their website: <http://www.bon.state.tx.us/>.

VISION, MISSION, VALUES AND GOALS

VISION

We make lives better by promoting health as an act of social justice.

MISSION

We develop diverse nurse leaders to improve health and health care, through education, research, practice, and community engagement.

VALUES

- Ethics and Accountability – We believe physical, mental and social well-being is enhanced with high professional standards, by honoring the dignity of others and through accountability for our actions.
- Diversity and Excellence – We believe excellent health care is a right of every person.
- Innovation – We believe in innovation to deliver leading edge health care, education, research and community service.
- Education – We believe education is a lifelong process based on mutual teaching, learning, and research that ultimately makes life better for those we serve.
- Leadership – We believe through our leadership we can educate organizations and within our communities to adopt practices and policies that promote health.
- Health – We believe in the power of professional nurses to improve the health status of people here and abroad.
- Interprofessional Collaboration – We believe in the power of interprofessional collaboration to improve health outcomes.

STRATEGIC GOALS

- Education: Educating a diverse student body to become excellent nurses and nurse scientists.
- Research: Engage in research to increase knowledge about health and disease and health care delivery and to commercialize discoveries beneficial to the public.
- Health Care: Provide exemplary, innovative, culturally inclusive nursing care to our local and global communities.
- Community Engagement: Make a significant impact on the health of our local and global community.
- Organizational Effectiveness: Provide an effective, efficient and culturally inclusive infrastructure which embodies innovation, quality and professionalism to support faculty, staff and students as they fulfill the mission of the School of Nursing.

The School of Nursing mission, values, and vision are written and published on the [School of Nursing web site](#) and relate to all programs. The School of Nursing goals are incorporated into the [Strategic Plan](#). Both are accessible to current and prospective students. The mission, vision and goals are each congruent with those of [UT Health San Antonio](#). They are consistent with relevant professional standards and nursing guidelines to prepare students for beginning and advanced nursing practice.

UNDERGRADUATE PROGRAM OVERVIEW

The Baccalaureate Nursing program is an upper division program leading to a Bachelor of Science in Nursing (BSN) degree. Candidates for the program take their first two (i.e. freshman and sophomore) years of general education credits at any accredited college of their choice.

There are two tracks of study in the BSN program:

1. **Accelerated Track** - designed to meet the learning needs of the individual who has completed a prior BS or higher degree in a field other than nursing. The Accelerated Track requires 15 months of continuous full time intensive study. The faculty recommends that students in this track do not work while in the program. Candidates are admitted to this track once per year in May. More information on specific admissions requirements and required prerequisite courses can be found under the "[Admissions](#)" tab of the website.
2. **Traditional Track** - an upper division completion track for individuals completing their first baccalaureate degree and who are not registered nurses. Students will complete this program in 2 years of study with summers off. Candidates are admitted in both the fall and spring semester of each year. More information on specific admissions requirements and required pre-requisite courses can be found under the "[Admissions](#)" portion of the website.

At the time of application, all science and math prerequisite course requirements must be completed. Additionally, applicants must have completed at least 51 of the required 60 semester credit hours of prerequisite courses at the time of application. The required prerequisite courses can be found under the "[Admissions](#)" portion of the website.

INSTRUCTIONAL METHODS

UT Health San Antonio School of Nursing uses innovative instructional methods to facilitate learning that may include face to face experiences in the traditional classroom setting, online learning, experiences in the simulation center and clinical experiences in various health care and community agencies located throughout Texas. These innovative approaches are purposefully interwoven into our degree programs and are a vital part of our student learning experiences.

Traditional Classrooms

BSN students have coursework in traditional classrooms. All classrooms are equipped with LCD projectors, computers and DVD players. The Proxima LCD projectors allow for electronic projection of slides, movies and the internet. Computer-based presentation systems let faculty quickly display information related to their class, spend less time manually writing and drawing on chalkboards and whiteboards and spend more time on content and student interaction. In addition, classrooms provide students experience with using multimedia approaches to presentation, preparing them well for professional communication in various real-world settings.

Online Learning

Classroom instruction is augmented by providing a learning management system (i.e. [CANVAS](#)) where students and faculty actively participate in course subjects. Online course "shells" are created for all courses, enabling faculty to provide students with internet access to materials and other online learning tools to promote learning. All students are required to learn and use the learning

management system to gain access to course documents, syllabi, course announcements, testing information, online discussions and more. The learning management system is an easy to use online learning tool accessible at any time, via the Internet. You must have a username and password from UT Health live mail to enter this site.

Center for Simulation Innovation (CSI)

The CSI uses uniquely designed clinical simulation experiences to bring BSN students into real-world environments for nursing practice. The CSI provides the opportunity for students to become familiar with assessing patients, formulating nursing diagnoses, designing and implementing nursing interventions and evaluating the outcomes of care for patients in various clinical situations across the life span. Students use clinical reasoning to make clinical judgments and key decisions that impact the patient's care. Students are also given the opportunity to learn about and perform nursing techniques (such as medication administration or sterile procedures). When students enter the actual clinical setting they are better prepared to care for patients and their families.

Clinical Experiences

Clinical experiences for students are individualized to meet requirements of the degree program, individual course learning outcomes and the specific learning needs of students. Because of our belief in the importance of providing health care to culturally diverse populations, an emphasis is placed on capitalizing on the unique resources of the area.

Clinical agencies are chosen based on objectives for each clinical course and include community health agencies, medical centers, community hospitals and ambulatory care clinics. Clinical practicum provide the student with hands-on experience and allow the student to apply theory to the practice of nursing.

OUTSIDE EMPLOYMENT

The nursing program permits students to be enrolled full-time or part-time. Full-time students are encouraged not to plan full-time employment while enrolled in the program. A student's combined employment and semester-hour load should not exceed 40 hours per week.

Students may be employed as unlicensed care givers such as patient care assistants and certified nursing assistants, performing functions for which they have received training in the institution and for which the institution has a clearly discernible policy either in writing or by precedent defining the scope of these functions. Any individual not licensed in the State of Texas, or a Compact State, to practice professional nursing who engages in such practice is doing so illegally and may be prosecuted accordingly. Supervision by the professional, licensed nurse does not provide protection to the student or make the student's actions legal.

Students should be aware that: (1) the School of Nursing assumes no responsibility for their activities as an employee of an agency; (2) the students are personally responsible and liable for any activity they participate in while employed; (3) professional liability insurance purchased by students through UT Health San Antonio is only valid in their student roles, not their employment roles; (4) individuals who practice illegally may jeopardize their future. Persons who are convicted of violation of the Nurse Practice Act may not be eligible to take the NCLEX-RN and subsequently receive licensure.

Students employed in an agency have the responsibility, personally and professionally, to engage only in those activities which fall within their job description as nonprofessional workers (i.e., aides). They have a responsibility to refuse to participate in activities that they have not been legally licensed to perform (i.e., giving medication, assuming total responsibility for a division, etc.).

Students may not wear their school uniform, patch or student name badge at their place of employment.

BSN CURRICULUM

The Bachelor of Science in Nursing Program prepares baccalaureate degreed nurses who will enact professional practice at the generalist level as providers of care; designers, managers, and coordinators of care; and members of the nursing profession.

BSN PROGRAM OUTCOMES

At the completion of the baccalaureate program the student will:

1. Incorporate knowledge, skills and attitudes from the liberal arts and sciences in professional nursing education and practice.
2. Apply knowledge and skills of organizational and systems leadership, quality improvement and patient safety in promoting safe, high-quality care for diverse patients across healthcare systems and environments.
3. Analyze and apply evidence from research and other information sources as a basis for nursing practice.
4. Incorporate knowledge and skills in using information systems and a range of patient-care technologies to facilitate delivery of quality patient care.
5. Advocate for financial and regulatory healthcare policies, processes and environments that improve the nature and functioning of the healthcare delivery system and nursing practice.
6. Collaborate and communicate effectively with healthcare professionals to promote positive working relationships, improve patient health outcomes and deliver quality, safe patient care.
7. Promote individual and population health by assessing factors that influence individual and population health and apply principles and culturally appropriate health promotion and disease-prevention strategies.
8. Demonstrate consistent application of the core values of the discipline of nursing and the professional standards of moral, ethical and legal conduct.
9. Integrate the knowledge, skills, and attitudes expected of baccalaureate prepared nurses by providing professional nursing care to diverse patients and populations across the lifespan, healthcare settings and healthcare environments

PLANS OF STUDY

TRADITIONAL BSN TRACK

The Traditional BSN Track is designed to be completed in 2 years of full-time study fall and spring terms. All coursework must be completed within a four year time limit.

Semester V Traditional

		Theory	Clinical	Lab	Cont	SCH
NURS 3303	Concepts of Professional Nursing	3			45	3
NURS 3309	Pathophysiology	3			45	3
NURS 3204	Health Assessment: Theoretical Foundations	2			30	2
NURS 3110	Health Assessment: Clinical Application			1	45	1
NURS 3330	Foundations of Clinical Nursing Practice -Theoretical Foundations	3			45	3
NURS 3305	Foundations of Clinical Nursing Practice: Clinical Application		3		135	3
Total Credit Hours:		11.0	3.0	1.0	345.0	15.0

Semester VI Traditional

		Theory	Clinical	Lab	Cont	SCH
NURS 3304	Pharmacotherapeutics	3			45	3
NURS 3375	Research And Evidence Based Practice	3			45	3
NURS 3205	Psychiatric and Mental Health: Theoretical Foundations	2			30	2
NURS 3206	Psychiatric and Mental Health Nursing: Clinical Application		2		90	2
NURS 3207	Care Of Childbearing Families: Theoretical Foundations	2			30	2
NURS 3208	Care Of Childbearing Families: Clinical Application		2		90	2
Total Credit Hours:		10.0	4.0	0.0	330.0	14.0

Semester VII Traditional

		Theory	Clinical	Lab	Cont	SCH
NURS 4311	Care Of The Adult 1: Theoretical Foundations	3			45	3
NURS 4314	Care of The Adult 1: Clinical Application		3		135	3
NURS 4315	Care of The Adult 2: Theoretical Foundations	3			45	3
NURS 4316	Care of The Adult 2: Clinical Application		3		135	3
NURS 4210	Child and Family Health: Theoretical Foundations	2			30	2
NURS 4211	Child and Family Health: Clinical Application		2		90	2
Total Credit Hours:		8.0	8.0	0.0	480.0	16.0

Semester VIII Traditional

		Theory	Clinical	Lab	Cont	SCH
NURS 4317	Population Focused Health: Theoretical Foundations	3			45	3
NURS 4217	Population Focused Health: Clinical Application		2		90	2
NURS 4319	Leadership and Management: Theoretical Foundations	3			45	3
NURS 4320	Leadership and Management: Clinical Application		3		135	3
NURS 4420	Transition To Professional Nursing Practice: Clinical Immersion		4		180	4
Total Credit Hours:		6.0	9.0	0.0	495.0	15.0

ACCELERATED BSN TRACK

The Accelerated BSN Track is designed for individuals who hold a baccalaureate degree in a field other than nursing. Completion of the track requires 15 months of full-time study. The program may only be undertaken on a full-time basis. The SON faculty recommends that students not attempt outside employment during their studies due to the intensive nature of studies.

Semester V Accelerated

		Theory	Clinical	Lab	Cont	SCH
NURS 3270	Professional Socialization	2			30	2
NURS 3370	Pathophysiology	3			45	3
NURS 3272	Health Assessment and Promotion: Theoretical Foundations	2			30	2
NURS 3273	Health Assessment and Promotion: Clinical Application			2	90	2
NURS 3330	Foundations of Clinical Nursing Practice -Theoretical Foundations	3			45	3
NURS 3371	Foundations of Nursing Care: Clinical Applications			3	135	3
Total Credit Hours:		10.0	0.0	5.0	375.0	15.0

Semester VI Accelerated

		Theory	Clinical	Lab	Cont	SCH
NURS 3372	Family Nursing Care: Theoretical Foundations	3			45	3
NURS 3373	Family Nursing Care: Clinical Applications		3		135	3
NURS 3274	Psychiatric and Mental Health Nursing: Theoretical Foundations	2			30	2
NURS 3275	Psychiatric and Mental Health Nursing: Clinical Application		2		90	2
NURS 3374	Research and Evidence-Based Practice	3			45	3
NURS 3365	Pharmacology	3			45	3
Total Credit Hours:		11.0	5.0	0.0	390.0	16.0

Semester VII Accelerated

		Theory	Clinical	Lab	Cont	SCH
NURS 4501	Disease Management 1: Theoretical Foundations	5			75	5
NURS 4502	Disease Management 2: Theoretical Foundations	5			75	5
NURS 4111	Pharmacotherapeutics: Disease Management 2	1			15	1
NURS 4403	Disease Management 3: Clinical Application		4		180	4
Total Credit Hours:		11.0	4.0	0.0	345.0	15.0

Semester VIII Accelerated

		Theory	Clinical	Lab	Cont	SCH
NURS 4327	Population Focused Health: Theoretical Foundations	3			45	3
NURS 4227	Population Focused Health: Clinical Applications		2		90	2
NURS 4329	Leadership and Management: Theoretical Foundations	3			45	3
NURS 4230	Leadership and Management: Clinical Application		2		90	2
NURS 4423	Clinical Immersion		4		180	4
Total Credit Hours:		6.0	8.0	0.0	450.0	14.0

INDEPENDENT STUDY

Students may design their own Independent Study course for one to three semester hours of credit. Guidelines for design and approval of Independent Study are available from the Program Coordinator in the Office for Academic Affairs in the School of Nursing. The Committee on Undergraduate Studies must approve the Independent Study before a student can register for the course. Requests for approval of Independent Studies are due by April 15 for fall semesters and October 15 for spring semesters.

ELECTIVE COURSES

There are no elective courses required for the BSN degree. Electives taken would be in addition to the required credits to complete the degree.

GRADUATE CREDIT

Undergraduate students may be eligible to take graduate courses in nursing. These credit hours taken by undergraduate students may be applied toward the graduate degree as long as these credits are not used toward the undergraduate degree. Credit hours may be applied toward the graduate degree only after the student has been admitted to and is enrolled in the graduate program.

CLINICAL PRACTICUM EXPERIENCES

Clinical experiences are an integral component of our nursing program. These experiences may be in local community agencies and health-care facilities throughout Central and South Texas. Students may be required to attend clinical hours any day, evening or night of the week. Travel to surrounding communities may be necessary.

Please be aware that you are responsible for your own travel and overnight expenses during all of these clinical experiences.

CLINICAL SITES

All students are expected to be prepared to provide nursing care for the patient(s) to whom they are assigned in each clinical activity. Students are expected to complete any other assignments that constitute preparation for activities in the clinical environment. The faculty has the right and an obligation to remove a student from a clinical setting/agency if the student is not prepared. Students assume responsibility and are liable for their own actions. Students also are responsible for maintaining the confidentiality of all forms of patient information.

Students should be in the clinical agency only during scheduled times. The student's faculty and the agency personnel must consent to all other visits. Students must obtain prior approval from their clinical instructor if they plan to contact any agency personnel. If the student is already assigned to an agency, and the purpose for the contact differs from the clinical assignment, clearance must also be obtained from the clinical instructor. Faculty assumes responsibility for the assignment in the clinical agency or setting.

The School of Nursing faculty expects that its students will recognize that they have entered a profession in which commitment to full participation in clinical experiences is an essential component, as students are considered to be part of the nursing team. Therefore, regular attendance in clinical, laboratory and simulation experiences is mandatory.

Students are expected to achieve the clinical objectives within the allotted time. Missed hours can prevent adequate development and assessment of the required knowledge, skills, attitudes and clinical judgment. Absence from the clinical, laboratory and simulation experiences jeopardize the student's ability to successfully meet the required clinical course outcomes and competencies. Failure to attend these experiences will jeopardize the student's progression in the course.

Classes and clinical practicum experiences may be held during the day or evening hours or on weekends. The time of day for class and clinical offerings varies from semester to semester and from course to course. Thus, a student may expect to attend a class or clinical practicum during the evening hours or weekend at some point during their program of study.

CENTER FOR SIMULATION INNOVATION (CSI)

The Center for Simulation Innovation (CSI) was designed as a specific area where clinical competence and associated psychomotor skills are developed within the curriculum. This center is an extension of the lecture classroom and provides an area where students can put into practice principles and techniques essential for good nursing care. The students participating in CSI activities are expected to

come fully prepared to participate in each experience. They are expected to have completed assigned readings, viewed assigned tapes and answered all study guide questions.

Students are expected to participate in the laboratory through practice and attendance of demonstration sessions. The School of Nursing anticipates that students will leave the CSI with an understanding of principles underlying any given procedure and with a greater understanding of how to perform various techniques. Students will not, however, be expected to have perfected the techniques. Perfection may be achieved by repetitive practice, which students will perform on their own.

Varied low, medium and high fidelity manikins programmed to mimic human reactions to health care interventions, task trainers and health care equipment are used by students to begin to learn how nurses care for patients and to develop confidence that will facilitate learning in the authentic clinical environment. Attendances in Center for Simulation Innovation activities are considered clinical time. Learning is facilitated when students actively participate in the activities that have been carefully constructed for each period to promote acquisition of new competencies and continued advancement of competence. There are typically readings, study guides or other activities that students are expected to complete prior to arriving in the CSI so that they are fully prepared to extract maximum value from the learning experience.

Students may gain extra practice in the laboratory outside of assigned laboratory periods. The course faculty, simulation support specialists and teaching assistants are available to help students. They will monitor practice activities and demonstrate skills. They all collaborate to develop learning activities that are best suited to amplify student learning in the simulated environment.

The following requirements are designed to help students maximize the benefits of using this environment.

1. Students may only practice those nursing procedures that they have previously been taught during regular CSI classes.
2. Graduate students, undergraduate students and faculty may schedule practice labs with the Director for the Center for Simulation Innovation or her/his designees.
3. Scheduling of sessions is dependent upon availability of space and supplies.
4. In the interest of safety for all students, practice of invasive procedures requiring needles, syringes and intravenous supplies must be supervised by a faculty member or one of the simulation support specialists. Arrangements for such supervision are the student's responsibility.
5. Practice sessions not requiring supervision must also be scheduled with the Center for Simulation Innovation personnel.
6. In light of the high volume of student activities scheduled in this environment, make-up sessions are not offered, unless specifically scheduled by the faculty. Therefore, attendance is crucial.

Equipment, literature, audiovisual and practice materials may be used in the CSI and many of these items may be checked out for use in other areas. Items to be checked out should be reserved in advance with the staff. The borrower is responsible for items on loan. The CSI staff should be consulted for instructions on use and they should be made aware of equipment not operating properly. Extra books and other nonessential items should be stored before the student enters the

CSI. Lockers are available in the laboratory area. If equipment or supplies are damaged or lost, the student is responsible for replacement cost.

CLINICAL ATTENDANCE

The School of Nursing faculty expects that its students will recognize that they have entered a profession in which commitment to full participation in clinical experiences is an essential component as students are considered to be part of the nursing team. Therefore, regular attendance in clinical, laboratory and simulation experiences is mandatory.

Missed hours can prevent adequate development and assessment of the required knowledge, skills, attitudes and clinical judgment. Absence from clinical/lab/simulation jeopardizes the student's ability to successfully meet the required clinical course outcomes and competencies.

Punctuality is expected in professional workplaces. Students are expected to arrive on time for clinical/lab/simulation experiences and stay for the entire time allotted for that clinical/lab/simulation experience. Important information affecting patient care is communicated to students at the start of clinical experiences. Therefore, tardiness for clinical/lab/simulation experiences jeopardizes the student's ability to give safe nursing care.

CLINICAL ABSENCES

Absences from clinical experience are closely monitored by faculty and **should occur only in rare circumstances**. Clinical absences will be evaluated on an individual basis. If the student has any clinical absences during the semester, clinical may be made up through a plan developed by the clinical/lab instructor. However, the ***opportunity to make up absences may not be possible***, depending on the length of the clinical rotation, the availability of the faculty and/or the agency to which the student is assigned and may result in inability of the student to meet course outcomes.

If it is determined by the faculty team that a student will be unable to meet course objectives due to clinical absences or if a pattern of absence develops or excessive absences exist, the appropriate course coordinator will refer the student the Associate Dean for Undergraduate Studies to determine progression in the program.

EXCUSED ABSENCES

The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the School of Nursing are the following:

- Death or major illness in a student's immediate family. Immediate family may include: mother, father, sister, brother, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, step-mother, step-father, step-sister, step-brother, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by the Dean or Dean's designee.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.

- Religious Holy Day (Notification must be submitted to the Office of Academic Affairs: <http://students.uthscsa.edu/registrar/wp-content/uploads/sites/2/2016/06/HolyDayAbsForm.pdf>).
- Injury or illness that is too severe or contagious for the student to attend class or clinical. Immediate notification to the Associate Dean for Admissions and Student Services should be attempted via email as quickly as the student's health condition allows.
- Injury or illness of three or more days. For injury or illness that requires a student to be absent from classes for three or more business days (to include classes on weekends), the student should obtain a medical confirmation note from her or his healthcare provider. The Student Health Clinic or an off-campus healthcare provider can provide a medical confirmation note only if those providers are directly involved in the care of the student. The medical confirmation note must contain the date and time of the illness and the provider's confirmation of needed absence.
- Injury or illness less than three days. Faculty members may require confirmation of student injury or illness that is serious enough for a student to be absent from class for a period less than three business days (to include classes on weekends). At the discretion of the faculty member and/or Associate Dean(s) standard, as outlined in the course syllabus, illness confirmation may be obtained by confirmation of a visit to a healthcare provider affirming date and time of visit.
- Students required to miss clinical experiences due to injury or illness may be required to receive clearance from a healthcare provider to perform the essential functions of the clinical if patient safety might be jeopardized or if it is perceived that participation in clinical might cause further harm to the student.
- Required Military Duties (<http://catalog.uthscsa.edu/generalinformation/generalacademicpolicies/studentabsences/>).
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.
- In accordance with Title IX of the Educational Amendments of 1972, the School of Nursing shall treat pregnancy (childbirth, false pregnancy, termination of pregnancy and recovery therefrom) and related conditions as a justification for an excused absence for so long a period as is deemed medically necessary by the student's healthcare provider. Requests for excused absence related to pregnancy should be directed to the Associate Dean for Admissions and Student Services; questions about Title IX should be directed to the University's Senior Director of Student Success and Title IX Director.

The dean or designee may provide a letter for the student to take to the instructor stating that the dean has verified the student's absence as excused.

If the absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. If an instructor has a regularly scheduled make up exam, students are expected to attend unless they have a School approved excuse. The make-up work must be completed in a timeframe not to exceed 30 calendar days from the last day of the initial absence. Clinical experiences may not have the opportunity to be made up, but students will not be penalized for missed clinical time due to an excused absence.

The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence. If the student is absent for excused reasons for an unreasonable amount of time during the semester, the dean or designee may consider giving the student a grade of W during the semester enrolled.

Whenever a student is absent for unknown reasons for an extended period of time, the instructor should initiate a check on the welfare of the student by reporting to the Associate Dean for Admissions and Student Services

Notifications:

A student who is unable to attend a clinical experience must contact the clinical faculty personally prior to the beginning of the clinical experience. Leaving a message or e-mail for the faculty is not acceptable. Faculty will share specifics regarding appropriate means of communicating during orientation.

The Associate Dean for Undergraduate Studies will be notified in writing by the course coordinator and clinical faculty if a student is at risk of not meeting clinical competencies because they have missed hours for clinical experiences. The Associate Dean for Undergraduate Studies will follow-up with clinical faculty and course coordinator to identify appropriate next action and will communicate with the student regarding resultant changes in progression in the program.

CLINICAL PASSPORT

Undergraduate students are required to maintain a clinical passport and have this on their person at all times while in the clinical setting

CPR REQUIREMENT

Students are required to maintain American Heart Association Health Care Provider Basic Life Support certification to participate in clinical experiences. Students who do not have a current American Heart Association Health Care Provider Basic Life Support certification will not be allowed to attend clinical. It is the student's responsibility to provide current updated CPR verification to the Office for Academic Affairs.

PROFESSIONAL LIABILITY INSURANCE

Students enrolled in programs that involve direct patient care activities are assessed a fee for professional liability insurance through UT Health San Antonio. Liability insurance purchased through UT Health San Antonio is applicable to the student role only.

ADDITIONAL CLINICAL EXPENSES

Any additional expenses that the clinical agency may incur to include but not limited to drug screening, background checks, ID badges, etc., will be at the student's expense.

ADMISSION CRITERIA AND PROCESS

Applications to the UT Health San Antonio School of Nursing programs are submitted via NursingCAS, the Centralized Application Service for Nursing Programs. Detailed admission requirements can be found at the following link:

<http://catalog.uthscsa.edu/schoolofnursing/bsn/#admissionsrequirements>

TRANSFER STUDENTS

Individuals who wish to transfer into the BSN program of the UT Health San Antonio School of Nursing must have completed the 60 hours of pre-nursing coursework required by this institution and accumulated a minimum grade point average of 3.0 math/science GPA (based on required math and science courses only) and an overall grade point average of 2.50. Applicants must also be in good standing and eligible for readmission at their current/former school of nursing. At least 30 of the final 33 hours of work in the nursing major must be completed at the UT Health San Antonio School of Nursing. The GPA of transfer students must be competitive for the current incoming class.

Please note any applicant who previously attended a school of nursing must be in good standing and eligible for readmission at their current/former school of nursing.

COMPUTER REQUIREMENTS AND SPECIFICATIONS

The UT Health San Antonio School of Nursing faculty has implemented an innovative program that will allow you to gain competency in health care informatics. The faculty believes that this laptop program will help you to develop competencies in information technology and that it will benefit you as students by promoting access to the most current learning tools and support systems.

All courses in the School of Nursing have an online component or other requirements that necessitate the use of a computer. Students are required to have certain minimum computer competencies. Minimum competencies include basic familiarity with computers, use of Internet, word processing, email and presentation software. The official method of communication is via students' Health Science Center "LiveMail" account.

Therefore, all students admitted into the UT Health San Antonio School of Nursing undergraduate program will be required to purchase a laptop computer with a privacy screen from TechZone when entering the program. Windows-based and Apple platforms are available. The computer will be formatted with standard programs and online learning resources.

The Microsoft Office Suite, which includes Word, Excel, PowerPoint and Outlook, is available to students through the bookstore at a significant savings. The most up-to-date version of the suite is available for Windows and Mac. This software is required for all students.

POLICY ON CRIMINAL BACKGROUND CHECKS

Effective September 1, 2014, the Texas Board of Nursing required students enrolling in an approved school of nursing to complete a criminal background check prior to entering a school of nursing or participating in clinical rotations. At UT Health San Antonio, applicants must submit and satisfactorily complete a designated criminal background check as a condition of admission. An offer of admission will not be final until the criminal background check(s) is received and deemed favorable. Admission may be denied or rescinded based on results of the background check. In addition, selected agencies where students pursue clinical experiences, may require that students

placed in their agencies pass an additional criminal background check before being allowed to practice in their facilities.

URINE DRUG SCREENS

Urine drug screens may be required by certain clinical agencies. Students will be notified by the Office for Academic Affairs if a urine drug screen is required. At that time, detailed instructions will be provided on how to satisfy this requirement.

UNDERGRADUATE CRIMINAL BACKGROUND CHECK

The [Texas Board of Nursing \(TBON\)](#) conducts the background checks and has legally granted power to deny permission for a candidate to take the [NCLEX-RN](#) examination if it is demonstrated that the individual has not demonstrated “good professional character.” The Board may refuse to:

- Approve persons to take the licensure examination.
- Issue or renew a license or certificate of registration to any individual who has been convicted of a felony, a misdemeanor involving moral turpitude or engaged in conduct resulting in revocation of probation imposed pursuant to such conviction.

All nursing students must continue to show evidence of good professional character while enrolled in a nursing program.

Candidates with a positive background check will also be notified by TBON and asked to submit a petition for a “Declaratory Order.” The petition will be reviewed by the TBON. Continuing students who are charged or convicted of an offense while enrolled in the nursing program will be required to notify the Associate Dean for Academic Affairs at the time of the offense and to petition TBON for a Declaratory Order. The student will be removed from clinical courses while obtaining the Declaratory Order and may need to take a Leave of Absence. Failure to report any new incidents following the initial background check to the School may potentially cause the student to be dismissed from the program. The Board investigates each incident based on its own information. Many of the factors used by the Board can be viewed [online](#).

DECLARATORY ORDERS

Students admitted to the Undergraduate Program must meet legal requirements for licensure to be eligible to take the licensing examination after graduation. Applicants and nursing students may voluntarily seek a declaratory order from the Board of Nurse Examiners in regard to convictions, mental illness and/or chemical dependency in order to determine eligibility for licensure. Students are encouraged to confirm their eligibility as soon as possible. Information regarding the declaratory order process may be found at the Texas Board of Nursing’s website at:

http://www.bne.state.tx.us/forms_declaratory_order.asp

UNDERGRADUATE PROGRAM REQUIREMENTS

DEGREE PLANS

Students are responsible for knowing degree requirements and for enrolling in courses that fit their degree programs. Students are likewise responsible for knowing the School of Nursing program regulations with regard to the standard of work required for continuance and eligibility for graduation. The School of Nursing, through the Committee on Undergraduate Studies (COUS), reserves the privilege of revising degree requirements at any time when it is in the best interest of the students and the School.

EXCESS HOUR RULE

30-Hour Rule

Undergraduate students initially enrolled as undergraduates in an institution of higher education beginning the 2006 Fall semester and subsequent semesters may not exceed 30 hours more than the minimum number required for the completion of their degree program.

45-Hour Rule

Undergraduate students initially enrolling as undergraduate in an institution of higher education beginning the 1999 Fall semester, but no later than the 2006 Summer semester, may not exceed 45 hours more than the minimum number required for completion of their degree program.

For more information, click on the following link

<http://catalog.uthscsa.edu/generalinformation/excesscredithourspolicy/>

DEGREE CANDIDATES

A candidate for a degree must (1) register in the semester in which the degree is to be received and (2) file an Application for Graduation Form degree with the Office of the Registrar during the semester prior to the term in which the degree is to be granted. The Application for graduation is the student's responsibility. Guidelines for submission of the application ofr graduation can be found at the following link: <http://students.uthscsa.edu/registrar/2013/04/applying-for-graduation/>

Degrees will be conferred only on official dates publicly announced. Commencement ceremonies are held in December and May of each year.

GRADUATION

Official commencement ceremonies are held each year in December and May. Graduates may not participate in commencement prior to completion of their program. Official School of Nursing graduation invitations are ordered at the [Bookstore](#) on the [Health Science Center's Long campus](#).

REGISTRATION AS A PROFESSIONAL NURSE

A student seeking registration as a professional nurse must take and pass the [National Council Licensure Examination for Registered Nurses \(NCLEX-RN\)](#) administered by the [Board of Nursing for the State of Texas](#). The Board may refuse to approve persons to take the licensure examination, may refuse to issue or renew a license or certificate of registration, or may refuse to issue a temporary permit to any individual who has been arrested for anything other than a minor traffic violation.

As of 1996, an individual applying for the [NCLEX-RN](#) examination must answer the questions listed below:

1. Have you ever been denied licensure by a licensing/certifying authority in any country, state, or province?
2. Have you ever had disciplinary action taken against you by any licensing/certifying authority in any country, state, or province?
3. Have you ever been convicted of a crime other than minor traffic violations?
4. Have you been diagnosed with or treated or hospitalized in the past five (5) years for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder? (You may answer “no” if you have completed and/or are in compliance with [TPAPN, Texas Peer Assistance Program for Nurses](#), for mental illness.)
5. Have you been addicted to or treated for the use of alcohol or any other drug within the past five (5) years? (You may answer “no” if you have completed and/or are in compliance with [TPAPN](#) for substance abuse.)
6. Have you ever been issued any order concerning your eligibility for examination or licensure by this Board?
7. If the answer to any of these questions is “yes,” the student must contact the [Texas Board of Nursing \(http://bon.texas.gov.\)](#)

The student will receive information about Initial Licensure and instructions about FBI background checks through the School of Nursing.

All 120 hours for the degree must be completed before the student is eligible to take the [NCLEX-RN](#).

A student planning to take the NCLEX-RN in another state must obtain information regarding procedure from the agency responsible for professional nurse registration in that state.

NCLEX-RN APPLICATION

For information regarding applying to take the NCLEX-RN examination in the State of Texas, please contact the TX Board of Nursing at http://www.bon.texas.gov/licensure_examination.asp

ACADEMIC POLICIES AND PROCEDURES

FULL TIME/ PART TIME STATUSES

Undergraduate students enrolled for a minimum of 12 semester credit hours (SCH) in the fall and spring semesters or 6 SCH in the summer are considered full-time students. Students enrolled in less than 12 SCH are classified as part-time.

Students may not change their program plan from part-time to full-time or vice versa without consultation of the Office for Academic Affairs Program Coordinator. All requests for change will be based upon space available in the requested course(s), and availability of courses.

REGISTRATION

Entering students must register on the date of official registration listed in the academic calendar. Those who do not register in the School of Nursing in three consecutive terms are considered to have withdrawn and their School of Nursing records are deactivated.

Deactivated students may not register for courses, take examinations, submit *Application for Degree* or *Degree Plan* forms, or otherwise participate in the University community and the School of Nursing. For instructions on how to register click on the following link:

<http://students.uthscsa.edu/registrar/wp-content/uploads/sites/2/2013/10/PS9-StudentRegistrationInstructions.pdf>

Students go to Inside UT Health San Antonio at <https://inside.uthscsa.edu> SIGNIN to access the schedule of classes, register, add or drop classes.

ADDING/DROPPING OR WITHDRAWAL FROM COURSES

For adding and dropping courses, voluntary withdrawal and other procedures for dropping a course or withdrawal, please see the UT Health San Antonio Course Catalog – [School of Nursing Policies](#).

LEAVE OF ABSENCE

Under certain circumstances, students may be granted a leave of absence. See the UT Health San Antonio Course Catalog – [School of Nursing Policies](#) for general and military leave of absence.

ACADEMIC PROGRESS

ATTENDANCE

The School of Nursing faculty believes that attendance at scheduled classes, examinations, clinical experiences and clinical learning laboratory is crucial to meeting course and program objectives. Excused absences may be granted by the instructor in such cases as illness or personal emergency and are considered on an individual basis. Please see course syllabus for attendance requirements.

Religious Observance and Holidays:

Absences for religious holidays must be formally approved by the appropriate course instructor(s) in advance of the actual holiday. The form is included on the website of The Office of the Registrar. Schools may prescribe specific deadlines available under their school policies in this Catalog. UT Health San Antonio procedure regarding absences for religious holidays is as follows:

1. Students may take an examination or complete an assignment missed during the observance of a religious holy day(s) if they give notification of the planned absence to the instructor(s).
2. The student shall request the excused absence immediately following registration/enrollment or within the first fifteen days of the term.
3. A student shall notify the instructor by completing the official form (Notification of Planned Absence To Observe a Religious Holy Day) available from The Office of the Registrar.
4. The *Notification of Planned Absence to Observe a Religious Holy Day* form is initiated by the student and signed and dated by the instructor.
5. Instructors, upon notification, will stipulate a “reasonable time” in which the student may complete an assignment or take an examination scheduled on the day(s) the student is absent for the purpose of observing a religious holy day.
6. If the student fails to satisfactorily complete assignments or examinations within the stipulated “reasonable time,” loss of credit for work or a failing grade for an examination will result.

GRADES

The standing of students in their work is expressed by five grades: **A** (excellent), **B** (above average), **C** (average), **D** (below average), **F** (failure). Students may also register in certain courses on a pass/fail basis, in which case the grade is recorded as either Pass (**P**) or Fail (**F**) and no letter grade is assigned.

All required nursing theory courses in the Bachelor of Science in Nursing program Traditional and Accelerated tracks must be taken for a letter grade. A grade may not be changed after it has been reported to the Registrar unless an error has been made by the instructor. Clinical course are graded as P or F.

Although a grade of **D** can be earned in a required nursing course, it is a failing grade and a grade of **C** or higher is necessary for progression to the next required course in the sequence or for graduation. In elective nursing courses, credit may be earned for a grade of **D**.

In computing the grade point average, the following scale of points per semester credit hour is used:

A = 4 points (90-100)

B = 3 points (80-89)

C = 2 points (75-79)

D = 1 point (66-74)

F = 0 points (65 or below)

Final numeric grades are calculated to two decimal places and rounded mathematically as follows:

- Less than 0.50 – Round down to next whole number – (i.e. “89.49” would be rounded to “89”)
- 0.50 or greater – Round up to next whole number – “90.50” would be rounded to “91”

Students must make a ‘C’ (75) or higher in all nursing courses to progress in the program.

INCOMPLETE GRADES

A student may be granted a grade of “Incomplete” (I) for a course when the student is unable to complete all course work within allotted semester time under certain special circumstances. The student wishing to petition for extended time to complete course requirements must request the extension, incomplete grade, from the faculty.

An Agreement for a Grade of Incomplete form must be signed by both the student and the course instructor and/or course coordinator. Forms are available in the Office for Academic Affairs. The faculty may consult with the Associate Dean for Academic Affairs regarding the effect of granting a grade of “I” on the student’s progression in the nursing program.

Students have up to one calendar year to complete course work that is incomplete. However, if the incomplete course is a pre-requisite to another course, progression in the program will be delayed. If the course is a required course, the student will not be allowed to progress in the program until the incomplete grade has been removed and a letter grade substituted. Once the coursework is completed, the faculty member must complete a Change of Grade Report Form. If coursework is not completed by the designated date, the course grade of “I” will be converted to an “F”.

SATISFACTORY PROGRESS

To be considered as making satisfactory progress, a student must maintain a cumulative grade point average of 2.0 or above with no grade lower than C in required upper-division nursing courses. Students will be required to take the nationally normed ATI test throughout the program, the ATI comprehensive predictor examination at the end of the program and the ATI NCLEX Live Review prior to graduation and/or taking the licensing exam.

UNSATISFACTORY PROGRESS

An undergraduate student who earns a **D, F or W**, in a required nursing course must repeat the course in question during the semester immediately following receipt of a failing grade or during the next semester in which the course is offered following receipt of a failing grade based on space-available. Newly admitted students, enrolled students and students who have withdrawn in good standing have priority over other students seeking to repeat a course.

Students who receive a D, F, or W in a clinical course must **request permission to repeat a clinical course**. Requests to repeat the course will be reviewed by the Committee on Undergraduate Studies (COUS). Course and clinical faculty will review the performance of the failing student and will make recommendations to the COUS based on the student’s overall performance in the course in question.

Students **who have a documented pattern of unsafe or unprofessional clinical performance** during the semester and have not improved following remediation will be rated as low priority for repeating the course and may not be permitted to repeat the course. Therefore, the student who is not granted permission to repeat a failed course in the semester immediately following a failure or during the next

semester in which the course is offered due to a documented pattern of significant unprofessional or unsafe performance will be dismissed from the nursing program.

Unsafe clinical performance is defined as “an act that is harmful or potentially detrimental to the patient, self, or other health personnel” (Luhanga, Yonge, & Myrick, 2008, p. 1). Unprofessional conduct is defined as the rules set forth in the Texas State Board of Nursing Rules and Regulation § 217.12. Unprofessional Conduct. The purpose of these rules is to identify unprofessional or dishonorable behaviors of a nurse which the board believes are likely to deceive, defraud, or injure clients or the public. Actual injury to a client need not be established.

Students who earn a D or F in a required course, or whose average falls below C (GPA falls below 2.0), will be placed on academic probation for one semester/term. If at the end of the semester/term, the student has achieved a GPA of 2.0 or above with no grade lower than C in required nursing courses, he or she will be removed from academic probation. A student who fails to remediate her or his probationary status in one semester/term will be dismissed and will be ineligible for readmission.

Students who earn a D or F in two required nursing course (or from the same course twice) will be dismissed academically from the undergraduate nursing program and will be ineligible for readmission. Dismissed students will have the opportunity to petition for reinstatement in the program at the conclusion of the semester in which they receive a failure in a clinical or a 2nd D, or F in a required course. The student will be provided ten minutes to present to the voting members of the Committee on Undergraduate Studies the extenuating circumstance that caused their low performance and the plan for success if provided the opportunity to continue in the program. Students will only be allowed to continue if the faculty perceive there to be conditions beyond the students control that caused their unacceptable academic performance and the student is able to demonstrate that those issues have been resolved.

ADVISEMENT PROGRAM FOR STUDENTS ON ACADEMIC PROBATION

A student who is allowed to repeat a course or who is on academic probation will be required to participate in an advisement program. The student will be required to sign a contract with the Associate Dean for Academic Affairs agreeing to participate in the advisement program. The student will also be required to meet regularly for the advisement program with the Associate Dean for Admissions and Student Services. Failure to comply with the contract constitutes cause for dismissal.

INTRA SEMESTER REPORT

At the middle of each semester, the faculty reports the names of students doing work below the passing grade to the Associate Dean for Academic Affairs. Students may be referred to the Student Success Center and/or the Associate Dean for Admissions and Student Services for advising. Students who are failing will receive a midterm fail notice.

TESTING POLICY

The faculty believes course examinations serve two purposes: 1) To validate the student's knowledge of course content; 2) To reinforce learning and promote understanding of content.

The following policies and procedures have been developed to accomplish these purposes.

1. Examination items are the proprietary intellectual property of the university and are not to be shared by students. Sharing of exam items by students is considered cheating and is subject to disciplinary action. There are no legal test item banks available to students in the SON other than those provided with the ATI NCLEX –RN exam preparation materials.
2. Exams are required.
3. Students are expected to take examinations at the scheduled time. The student must notify the course coordinator prior to the scheduled exam time if they are unable to take the exam as scheduled. Failure to make this notification in advance will result in a "zero" for that examination.
4. If the excuse is accepted as reasonable and necessary, arrangements will be made for a make-up examination.
5. Exam content is based on course, class, and clinical objectives. Included are all required readings, lecture and discussion, related material in the course packet, media presented in or required for class, material handed out, and material on Blackboard.
6. Students should follow the School of Nursing dress code during exams.
7. Students must leave all food and drink, books, purses, and backpacks in an area designated by exam proctors. If available, students are encouraged to leave personal items in lockers. No hats, caps or head coverings may be worn during exams, with the exception of those required for religious purposes.
8. When entering the classroom for an exam, students will show their School of Nursing badge to the proctor. Proctors will ensure only the students eligible to take the exam receive access to the test and take the exam in an approved testing location. During the exam, students will wear their badge on the upper chest area.
9. Calculators, scratch paper and pencils are provided by the School of Nursing for exams. Proctors will distribute the scratch paper after students have initiated the exam.
10. If students arrive late, no extra time to complete the exam will be given.
11. Each student is responsible for making sure that he or she has completed the exam before the exam is turned in to a proctor. Under no circumstances will a student be allowed to retrieve his or her exam materials after turning them in to the test proctor.
12. Students will be given the opportunity to review exams.

GRADING POLICY GUIDELINES

Students must make a "C" (75) or higher in all nursing courses to progress in the program.

ROUNDING POLICY

The final grade will be calculated to two decimal places and rounded mathematically as follows:

- Less than 0.50--Round down to the next whole number-- "89.49" would be rounded to "89"
- 0.50 or greater--Round up to the next whole number--"90.95" would be rounded to "91"

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

UT Health San Antonio School of Nursing utilizes the ATI RN Content Mastery Series®, RN Comprehensive Predictor® practice and proctored exams, and the ATI Live Review to assist students in preparing for the NCLEX-RN® exam. Through practice and proctored examinations, students are able to assess their own knowledge and receive feedback and direction for content review throughout the program of study.

The proctored exams are administered in specific courses in both undergraduate tracks.

In order for a student to take the course related proctored exam, students will take the non-proctored (Practice A and B) tests individually, as often as they wish with a minimum of a 24 hour wait period between attempts. The student should engage in a minimum of one hour focused review on missed topics and/or identify three critical points to remember. Achievement of a 90% or higher individual score is required prior to taking the proctored test. Students may be required to show documentation by submitting a printed copy of the individual student transcript to the faculty prior to testing. Non-proctored tests are pass/fail.

To strengthen the review method, if students did not achieve a 90% or greater on the practice exam, students should understand the rationales for each distracter. It is recommended that students review 5-15 questions at a time with ample time given to review each of the rationales. When the student logs in again, the exam will continue from where the student had stopped previously.

Content Mastery Exams will comprise 15% of the total course grade. The following provides guidelines for inclusion of the CME in the course grade.

Content Mastery Examinations Requirements

Level	1st ATI Exam (15% of Course Points)	2nd ATI Exam (15% of Course Points)
3	100% of points	85% of points
2	90% of points	80% of points
1	*0% of points, develop focused review** and must retake exam	*0% of points
Less than Level 1	*0% of points, develop focused review** and must retake exam	*0% of points

*Level 1 and below: An individualized student success plan will be developed and implemented in conjunction with faculty to help student attain content mastery.

**Focused review consists of printing out the specific proctored "report" and using either the available ATI templates or a plain piece of paper to handwrite all of the missed items under "Topics to Review" and label each missed item with the topic descriptors. This handwritten remediation will be stapled with the student's proctored "report".

The RN Comprehensive Predictor will be given twice in NURS 4420 (traditional BSN program) or NURS 4423 accelerated BSN program).

- Each student will enroll in the Virtual ATI program.
- The student is expected to obtain a 74.0% on the RN Comprehensive Predictor (96% predicted probability of passing the NCLEX-RN) or greater on their individual score.
- All students achieving below 74.0% on initial RN Comprehensive Predictor (96% predicted probability of passing the NCLEX-RN) will engage in a required handwritten focused review* under “Topics to Review” on all missed items stapled with their ATI “Report” within 10 business days.
- The course coordinator/designee will track students needing to turn in the student focused review.
- If the student has not turned in the required focused review before course grades are due, the course coordinator will be notified and the student will be notified to complete the focused review.
- A second RN Comprehensive Predictor will be given before the end of the semester.
- If the student does not achieve the required 74.0% on either the first or second RN Comprehensive Predictor (96% predicted probability of passing the NCLEX-RN) or greater on their individual score, the student will receive an incomplete in the course and will be required to complete all the Virtual ATI Program through Module 9 Leadership-Management. When the student has completed Module 1 to Module 9 of the Virtual ATI Program, the student will receive credit for the course.

GUIDELINES FOR WRITTEN WORK

All written work is to be submitted on the announced due date(s) and time (s) unless the student has made previous arrangements with the faculty member. Penalties may apply to late submissions as noted in course syllabus.

Guidelines for written work have been approved and adopted by the faculty. Every student is expected to follow these guidelines:

All students are required to use the official source book for citation and writing protocols. The official source book to be used at every level of the undergraduate curriculum and in the graduate program will be the most recent edition of the [*Publication Manual of The American Psychological Association*](#), Washington, D.C. Students are expected to follow the guidelines set forth in this manual; it is the only acceptable source book.

The *Catalog* addresses plagiarism in the section that addresses scholastic dishonesty under procedures and regulations governing [*Student Conduct and Discipline*](#). Any student found guilty of plagiarism is subject to disciplinary penalty ranging from written reprimand, zero on the work, failure in the course to dismissal from the program.

CORE PERFORMANCE STANDARDS

CORE PERFORMANCE STANDARDS FOR EVALUATING NEED FOR SPECIAL ACCOMMODATIONS AT THE SCHOOL OF NURSING

Nursing education and nursing practice require significant emotional, intellectual, and physical capabilities. Professional nurses must have the knowledge and the ability to address the biological, psychological, intellectual, social, cultural, environmental, and spiritual dimensions of clients. We therefore believe it is important for prospective nursing students to have a realistic view of the demanding nature of the baccalaureate nursing curriculum before they commit to this field of study and practice. The baccalaureate nursing student must be able to demonstrate attainment of those competencies needed to provide patient-centered care built on nursing knowledge, theory and research; including the adaptation and application of knowledge derived from a wide array of other fields and disciplines. (AACN *Essentials of Baccalaureate Education for Professional Nursing Practice*, 2008).

“Baccalaureate prepared nurses provide patient-centered care which identifies, respects and addresses patients’ differences, values, preferences and expressed needs” (IOM, 2003). Patient-centered care also involves the coordination of continuous care, listening to, communicating with, and educating patients and caregivers regarding health, wellness, and disease management and prevention. The generalist nurse provides the human interface between the health care system and the patient by translating interventions, communications, and needs for patients. A broad-based bio-psycho-socio-behavioral skill set is required to fill this human interface role. (AACN *Essentials of Baccalaureate Education for Professional Nursing Practice*, 2008). Baccalaureate nurses are providers of direct and indirect care; designers, coordinators and managers of care; and members of the profession. (AACN *Essentials of Baccalaureate Education for Professional Nursing Practice*, 2008).

Registered Nurse licensure requirements are tied to statutes and regulations – the minimal, essential requirements for safe, competent practice. It is the School of Nursing’s responsibility to assure that this requirement is met before a graduate is certified to take the NCLEX. Texas does not have a limited licensure for the practice of nursing. Therefore, all graduates of the baccalaureate program for initial licensure must be able to practice competently and safely in all areas required in the curriculum and reflected in the School of Nursing Core Performance Standards.

UT Health San Antonio School of Nursing Undergraduate Program faculty endorse the recommended “Core Performance Standards” of the Southern Council on Collegiate Education for Nursing. The standards follow this section and an example is provided for each standard. Nursing students are required to perform each of these Core Performance Standards successfully to complete the program. These core performance standards are congruent with the Texas Board of Nursing expectations of any individual seeking initial licensure as a registered nurse, as well as with The *Essentials of Baccalaureate Education for Professional Nursing Practice* established by the American Association of Colleges of Nursing (AACN).

In compliance with the 1990 Americans with Disabilities Act (ADA) and the ADA Amendments Act (2008), the School of Nursing does not discriminate against qualified individuals with disabilities.

Disability is defined in the Act as a (1) physical or mental impairment that substantially limits at least one major life activity of an individual; (2) a record of such impairment; or (3) being regarded as having such an impairment.

For the purposes of nursing program compliance, a “qualified individual with a disability” is one who, with or without reasonable accommodation or modification, meets the Core Performance Standards for participation in the program.

The Core Performance Standards are not used as admission criteria however are used by faculty to inform their decisions regarding whether students will be able to meet the requirements of the program and to determine what accommodations may reasonably be necessary. They are therefore provided to each prospective student so that the student may determine whether accommodations or modifications are necessary.

As a potential student you are encouraged to contact the Associate Dean for Admissions and Student Services in the School of Nursing if you believe that you cannot meet one or more of the following standards without reasonable accommodations or modifications as well as with any questions you may have about your abilities to function emotionally, intellectually or physically in the classroom, in the lab, or in various clinical settings. The nursing program in conjunction with the ADA Compliance Office will determine, on an individual basis, whether or not the necessary accommodations or modifications can reasonably be made.

CORE PERFORMANCE STANDARDS**

Essential eligibility requirements for participation in the nursing program

Nursing is a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements. The following Core Performance Standards identify essential eligibility requirements for participation in the nursing program that must be able to be performed with or without reasonable accommodations.

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

A qualified individual with a disability is defined as a person with a disability who satisfies the requisite skill, experience, education and other program-related requirements of the student role who, with or without reasonable accommodation, can perform the essential functions of the role.

A disability is defined as a mental or physical impairment that substantially limits at least one major life activity of an individual, a record of such an impairment, or being regarded as having such an impairment. The term does not include:

1. A current condition of addiction to the use of alcohol, a drug, an illegal substance, or a federally controlled substance; or
2. A currently communicable disease or infection as defined in Section 81.003, Health and Safety Code, or required to be reported under Section 81.041, Health and Safety Code, that constitutes a direct threat to the health or safety of other persons or that makes the affected unable to perform the duties of the student role.

For additional information on making a request for accommodations under the ADA and the ADAAA, please visit: <http://uthscsa.edu/eo/request.asp>.

**Adapted from: SREB Council on Collegiate Education for Nursing, March (1993). The American with Disabilities Act: Implications for Nursing Education.

CONDUCT AND DISCIPLINE

Students are responsible for knowing and observing the University's procedures and regulations governing Student Conduct and Discipline and the Rules and Regulations of the Board of Regents. See the UT Health San Antonio Course Catalog – [School of Nursing Policies](#) for the following:

- Conduct and Discipline
- Professional Conduct Guidelines
- Professionalism
- Students Rights and Responsibilities
- Faculty Responsibilities
- Social Media Guidelines
- Scholastic Dishonesty

SCHOOL OF NURSING CODE OF PROFESSIONAL CONDUCT

Students who are nurses or are preparing to enter the profession of nursing are expected to treat others with respect and compassion. “The principle of respect for persons extends to all individuals with whom the nurse interacts. The nurse maintains compassionate and caring relationships with colleagues and others with a commitment to the fair treatment of individuals, to integrity-preserving compromise and to resolving conflict. This standard of conduct precludes any and all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effects of one's actions on others” (American Nurses Association Code for Nurses, Interpretive Statement 1.5).

The students, faculty, Vice Deans, Associate Deans, and the Dean of the School of Nursing of the UT Health San Antonio subscribe to the highest standards of conduct. Our aim is professional behavior beyond reproach. Failure to abide by the signed code of professional conduct may lead to suspension and/or permanent dismissal from the UT Health San Antonio School of Nursing. In particular, we subscribe to the provisions of the *Code of Ethics for Nurses* (<http://bit.ly/1mtD5p2>) and the following points of conduct.

A. I will promote and maintain an honest and effective learning environment. I will:

- Do my part to ensure that the environment promotes acquisition of nursing competencies; integrating nursing knowledge with the mastery of skills, and the values of the profession.
- Not tolerate or engage in harassment, flagrant disruption of the learning process, demeaning language or visual aids, disrespectful behavior, or lack of respect for life and living things.
- Exhibit the highest standards of conduct, honesty, and professionalism.
- Identify and report those who exhibit academic or professional misconduct following the chain of command.
- Appreciate each individual as a person of value and help maintain dignity during the learning process.

B. I will place primary emphasis on the health and welfare of patients, students, and the School of Nursing. I will:

- Attain and maintain the most current knowledge in the healing arts, the skill to apply that knowledge, and caring attitudes.

- Display respect and compassion for all patients, students, and members of the School of Nursing.
- Foster and preserve the trust that exists between the faculty and all patients, students, and members of the School of Nursing.
- Protect and maintain the confidentiality, integrity and availability of patients, students, and members of the School of Nursing information – especially when communicating via social media – and adhere to the UT Health San Antonio recent information security and anti-phishing standards including but not limited to encryption and device management (For example see, http://ims.uthscsa.edu/information_security/index.aspx).
- Not tolerate or engage in unprofessional behavior (as defined by Rule §217.12 of the Texas Administrative Code: https://www.bon.state.tx.us/rr_current/217-12.asp and the Texas Board of Nursing Rules and Regulations Relating to Nurse Education Licensure and Practice: http://www.bon.texas.gov/pdfs/law_rules_pdfs/rules_regulations_pdfs/bon_rr_Oct2014.pdf).

C. I will conduct myself at all times in a professional manner. I will:

- Exhibit honesty, openness, and evenhandedness in dealing with others.
- Maintain a professional appearance at all times and adhere to the dress code defined within the School of Nursing Student Handbook.
- Not harass other individuals, including participation in behavior that is severe, pervasive or persistent to a degree that a reasonable person similarly situated would be prevented from accessing an educational opportunity or benefit. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, harassment, and coercion. In addition, harassment may be conducted by a variety of mediums, including but not limited to, physical, verbal, graphic, written or electronic. The School of Nursing will not tolerate harassment to include harassment against individuals based on sexual identity, race /ethnicity religion, gender, and/or sexual orientation, stalking, or physical threats of violence.
- Take responsibility for my actions, acknowledge my limitations, and ask for assistance when needed.
- Assure the welfare of others is not compromised as a result of any inadequacy.
- Not be deceitful or self-serving.
- Achieve satisfactory balance in personal, community, and professional activities.
- Not allow personal conflict to interfere with objectivity in relationships with colleagues or patients.
- Not participate in activities that include hazing, theft, vandalism, abuse of alcohol in violation of University rules, illegal or unauthorized use of firearms or explosives, or the act of using, possessing, being under the influence of, manufacturing or distributing illegal drugs or illegally obtained/possessed controlled substances.
- Accommodate a fellow professional's request for my knowledge and expertise.
- Refrain from a manifestation of bias, including sexual, marital, disability, racial, ethnic, or cultural harassment.
- Not engage in physical abuse of others to include any intent or attempt to cause injury or inflict pain; or causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. It is not a defense that the person, group, or

organization against whom the physical abuse was directed consented to, or acquiesced to, the physical abuse.

- Support my fellow professionals if they should falter.
- Identify any person whose ability is impaired, support them as they seek rehabilitation, and help them to reintegrate into the community.

School of Nursing Honor Code

I vow on my honor as a member of the nursing profession to take ownership for my actions and to uphold the values of nursing.

DRESS CODE

Classroom Attire and Decorum

Clothing worn to classes at the HSC may range from dressy to casual. It is recommended that fashion excesses and extremes be avoided. This is a professional school and development of appropriate professional presentation is a part of belonging to the profession. Over exposure, excessively tight clothing, hats, pajamas, offensive/obscene sayings on clothing, etc. are not appropriate. Use of perfume and cologne in excess is inappropriate since others may have allergies or unpleasant reactions (e.g., nausea, difficulty breathing, etc.). Good personal hygiene is essential. An unclean, unkempt appearance and unpleasant body or breath odors are not acceptable. This includes the smell of tobacco products. Students are expected to observe the following guidelines for classroom behavior.

Students not in compliance with dress code policy may be asked to leave the learning environment.

1. Neither children nor pets may be brought to classes. Children must not be left unattended in any area in the school.
2. Guests may be brought to class if permission is received from the faculty member in charge of the class.
3. Professional behavior suggests that students notify faculty when audio taping the lecture.
4. Students are expected to be seated by the designated starting time for class. If late or missing lecture, it is the student's sole responsibility to receive missed lecture content from peers.
5. No audible beepers in class; place cell phones and other devices capable of producing sound on mute or vibrate. Students will be located for emergencies by the Office for Academic Affairs.

Clinical Attire

Projecting a professional image is the responsibility of all students and faculty. Appearance reflects upon the individual, UT Health San Antonio School of Nursing and the nursing profession. The following are guidelines for clinical attire. **Individual agencies may determine further dress code requirements at their discretion.**

Students arriving to the clinical agency not in compliance with the dress code policy *may be* asked to leave the clinical setting and *may be* counted as an absence. *If counted as an absence*, no alternative or make-up experiences for this violation will be offered.

A student badge will be provided at a small cost, and be worn at all times when the student is in the clinical setting. Student badges must be visible and worn above the waist. The UT Health San Antonio School of Nursing logo should be worn on the pocket of the lab coat. The logo should be

sewed on so the edges do not curl; do not pin the logo on the pocket. The student badge and/or logo may not be worn at any time other than when the student is functioning as a UT Health San Antonio nursing student. The official school uniform should not be worn casually in public. It is recognized as a reflection on the student, the school and the profession.

Attire should be the official burnt orange gel scrub top with embroidered logo on left chest area and black scrub pants. Plain white undershirts or white turtle neck shirts (no writing, pictures, graphics or logos on them) may be worn under the scrub top. Undergarments should not be conspicuous.

White lab coats maybe worn over professional casual attire. No sweaters, hoodies, jackets etc. are to be worn in patient care areas. Uniforms are to be properly fitted to size; pants should not touch the floor.

Shoes should be black, conservative, closed toe and non-porous. Black leather athletic shoes may be worn. Shoes should be clean and in good condition, with clean black shoelaces without attachments.

Plain hose (natural, black or white); or plain black or white socks should be worn; decorative hosiery, pom-pom attachments, etc. are not acceptable.

Hair should be neat, clean, dry, and worn in a conservative style. Long hair must be restrained, so that the hair does not come into contact with patients. All hair must be out of the students face, hair that hangs below the collar should be pulled back and off the shoulders. Hair accessories should be clean and matching natural hair color (infection control should be considered for product material). Natural hair color is defined as produced by nature. Follicles that are altered by hair coloring as in; pink, green, blue, or orange and other non-natural color are not acceptable. Mustaches and beards should be clean and trimmed; otherwise face must be clean shaven.

Makeup should be conservative. Use of perfume and cologne is inappropriate since patients may have allergies or unpleasant reactions (e.g., nausea, difficulty breathing, etc.). Fingernails should be short, natural (no artificial nails), and free of nail polish.

Good personal hygiene is essential. An unclean, unkempt appearance and unpleasant body or breath odors are not acceptable. This includes the smell of tobacco products.

Jewelry should be conservative and limited to school or service pins, wedding bands or small rings, and small stud earrings (no more than one in each ear lobe is acceptable). Visible piercings in any other site while in clinical is unacceptable (including but not limited to tongue, lip, eyebrow, and nose). Additionally, all students are expected to have a watch with a second hand. Bracelets, large or dangling earrings, and large or long necklaces are not acceptable. Both professionalism and safety should be considered when selecting and wearing jewelry. Visible body art should be covered.

Street clothes (collared shirt) may be worn to clinical agencies in certain circumstances (e.g., Mental Health Nursing, data collection, etc.). Attire consistent with professional standards (no jeans or shorts) should be worn and covered with a lab coat.

Data Collection Attire

Students may wear either their clinical uniform with their lab coat or professional business casual attire with their lab coat for data collection. Student name tags must be worn at all times while in the facility / at the site. Use of perfume and cologne is inappropriate since others may have allergies or unpleasant reactions (e.g., nausea, difficulty breathing, etc.). Good personal hygiene is essential.

An unclean, unkempt appearance and unpleasant body or breath odors are not acceptable. This includes the smell of tobacco products.

Center for Simulation Innovation (CSI) Attire

The clinical attire guidelines, as described under Clinical Attire, apply to students when they are in the CSI. However, it is acceptable to wear clinical or non-clinical uniform scrubs per course coordinators requirements.

ID Badges

ID card/badge holders must wear the ID badge at all times while on property owned or under the control of the Health Science Center. The ID badge is to be worn on the upper chest and be clearly visible to someone facing the wearer. The ID card may be worn attached to a clip, in a clear plastic card holder, on a lanyard or other device clearly visible.

The ID card must be worn vertically so that patients, guests and fellow employees can easily read it. ID cards/badges must be free of decoration. The ID card holder may display small items such as recognition pins or professional affiliation pins; but, such items must not restrict the view of the ID card or its use as a key card.

The plastic ID card holder may include other cards (e.g., mission statement and emergency cards). Such cards may not restrict the view of the ID card and must not contain a magnetic strip (e.g., credit card).

STUDENT CONCERNS

STUDENT COMPLAINTS

This policy provides guidelines for the collection and record retention of student complaints submitted to an institutional officer of UT Health San Antonio School of Nursing. The purpose of this policy is to provide a mechanism for tracking the timeliness of responses to complaints as well as the outcome of complaints. In addition, this policy provides a mechanism for identifying patterns or systemic problems with institutional quality or with factors related to the General Institutional Requirements or Criteria for Accreditation.

Definitions:

Complaint Log - a confidential record of student complaints which identifies the persons involved with individual complaints and the outcomes of the complaints.

Student complaint - focused principally on complaints made formally by a student, and addressed to an institutional officer with the responsibility to handle the complaint.

Minor complaints –complaints that, after appropriate evaluation, are deemed to have little or no effect on the well-being of students, faculty, staff or the school of nursing as a whole.

Institutional Officer – a dean, an associate dean, department chair or anyone in an administrative role who has the responsibility to handle the complaint.

Applicability

This policy applies to institutional officers with responsibility to handle student complaints.

Procedure

- Complaints must be dealt with in a timely manner and in a way that demonstrates fairness to students, faculty and staff. The student has 10 business days after the occurrence to submit a complaint. Within 7 business days of the receipt of complaint, the institutional officer will respond to the student in writing with feedback regarding status of the complaint resolution.
- Complaint logs must be reviewed by the officers of the institution or their designees to assess patterns to the complaints that might suggest problems with institutional quality or with factors related to the General Institutional Requirements or Criteria for Accreditation. Complaint logs will be reviewed by the appropriate Associate Deans in September of each year to draft a report that will be shared with Committee on Undergraduate Studies (COUS), the Committee on Graduate Studies (COGS), Faculty Council and Faculty Assembly
- Complaint logs must be used to record receipt of a student complaint and at a minimum must contain the date of receipt, persons involved and the resolution of the complaint. The amount of detail provided may vary according to the complaint but should be sufficiently documented to provide the issues and resolutions.
- Complaints from parents, employers, community residents, or former students or alums do not need to be recorded although they may be tracked if a unit wishes to do so. Minor complaints

do not need to be recorded on the complaint log. However, the complaint log should include complaints that are of a non-academic as well as an academic nature, provided these complaints are from current or recent students.

- The privacy of students as well as the privacy of other parties must be enforced in accordance with the Family Educational Rights and Responsibility Act (FERPA). Do not share complaint logs with anyone if the logs contain student and/or other names on it. Electronic copies of student complaint logs must be password protected.

Supporting Documentation

- Student Complaint Process Academic Flow Chart
- Student Complaint Process Non-Academic Flow Chart
- Confidential Record of Student Complaint Form
- Complaint Log

Records Retention

- The Office for Academic Affairs maintains records of student complaints related to academic matters and the Office of Admissions and Students Services maintains records of student complaints related to non-academic matters.
- The Confidential Record of Student Complaint Form will be retained for five years following the student's graduation and then destroyed per University policy.
- The Complaint Log will be retained for the period of program re-accreditation and subsequently destroyed per University policy.

STUDENT COMPLAINT PROCESS
Academic Concerns

Student & Faculty Address Concerns

Process End

Issue Resolved

Course Coordinator

Process End

Issue Resolved

No

No

Associate Dean for Graduate or Undergraduate Studies

Issue Resolved

Process End

Process End

Dean – School of Nursing

Process End

No

STUDENT COMPLAINT PROCESS
Non-Academic Concerns

Student & Faculty Address Concerns

Process End

Issue Resolved

Course Coordinator

Issue Resolved

Process End

No

Associate Dean for Admissions and Student Services

No

Process End

Issue Resolved

Dean – School of Nursing

No

Process End

ACADEMIC APPEALS AND GRIEVANCES

Student academic appeals and grievances are handled through established policies and procedures for the School of Nursing as outlined in the following UT Health San Antonio Course Catalog – [School of Nursing Policies](#):

- Academic Appeals and Grievances
- Procedure for Academic Review (Grade Appeal Process)
- Procedure for Second Readers of Papers and/or Projects
- Non-Academic Appeals and Grievances

RESOURCES

Click on the link below to find information regarding: Catalog, Degree Requirements, Library, School Policies, Program Policies, Student Life, Calendars, Financial Aid, Work-Study-Scholarship Program, Scholarships, Traineeships, Forms, Graduation Information, Registrar's Office, Blackboard, Webmail, Bookstore, Counseling, Helpdesk, Tuition and Fees, Program Cost Sheets, ADA and ADA Request Forms, Emergency Information, UT Police, and Campus Maps.

<http://students.uthscsa.edu/current-students/>

Office for Academic Affairs

This office supports the school's educational goals of educating a diverse student body to become excellent nurses and nurse scientists. The office provides oversight of the development, implementation and evaluation of the curriculum to ensure the quality of education offered. The office serves as a resource for faculty and students in both the undergraduate and graduate programs. Major responsibilities include:

- Strategic planning for academic programs
- Academic advisement and student progression issues
- Clinical site development and management of clinical contracts
- Coordination of accreditation and regulatory requirements
- Coordination of course schedules and maps
- Depository for student program plans, comprehensive exams, inquiry project and thesis/dissertation approvals and electronic inquiry projects.
- Development and coordination of academic policies and procedures
- Program evaluation oversight, including course and teaching evaluations

Office of Admissions and Student Services

The Office of Admissions and Student Services (OASS) provides and coordinates admissions, student services and a variety of academic and non-academic services. Our team assists with career guidance, referral for personal counseling, learning strategies, financial aid and scholarships, student

organizations and commencement. We are also responsible for coordinating career fairs in the fall and spring.

We engage with our diverse students and communities to produce the future nursing leaders of our expanding world who will lead the transformation of nursing care to make lives better through education, research and practice.

Student Success Center

The Student Success Center in the School of Nursing offers a variety of student services, programs, and facilities that are available to help students to transition successfully to their professional environment and receive maximum benefit from the total nursing school experience. The Student Success Center provides students with a full spectrum of academic support beginning with first semester mentoring and continuing with academic preparation for their licensure exam after graduation. A list of services provided can be found at the [Student Success Center website](#).

Career Services and Guidance

The OASS team organizes a career fair every fall and spring. The goal of the fair is to bring employers to campus to meet with junior and senior students. The fall fair is normally organized in October and the spring fair in early March.

It is recommended that students prepare a resume or curriculum vitae prior to attending the fair. The OASS team can provide input on resume writing at the professional success seminar series scheduled each fall semester. In the spring, students preparing to find a job are invited to attend a seminar about appropriate etiquette and protocol during the job search.

For further details about preparing a cover letter or resume, please visit the Purdue University Owl at the link below: <http://owl.english.purdue.edu/>.

Financial Aid and Scholarships

The School of Nursing recognizes that a professional degree can be expensive. The Office of Financial Aid and Veteran's Affairs in conjunction with the OASS team strives to lessen the financial hardship through grants, scholarships, and loans for eligible students. School of Nursing students must apply for need-based financial aid via the [FAFSA](#). For further details about grants and loans, contact the Office of Financial Aid at (210) 567-2635 or visit their [website](#).

In addition to aid offered by the Office of Financial Aid, the School of Nursing awards scholarships funded by private donors to eligible applicants. Applications are provided to enrolled students and candidates in the fall, spring and summer semesters. Applications are distributed to enrolled students via e-mail to their livemail account. A Scholarship Committee composed of faculty and staff determine awards. Visit the SON [Financial Aid and Scholarships site](#) for details

Emergency Loans

The purpose of the SON Emergency Fund is to assist students by providing interim funding for educational needs until long-term financial aid is available. The funds will be made ONLY for educational necessities room and board, hospitalization not covered by insurance, and other

unplanned emergencies. Emergency funds provided might impact financial aid and are count as income. Read the [Emergency Fund Policies and Conditions](#) for further information.

Student Health Services

The Student Health Clinic at the San Antonio campus offer many services, including:

- Health Promotion/Disease Prevention
- Acute Minor Illness and Injury
- Routine Physical Exams
- Women's & Men's Health
- Contraceptive Counseling
- STD Screening / Treatment
- Immunization
- TB Screening
- Stable Chronic Disease Management (e.g., asthma, diabetes, hypertension)

Phone: (210) 567-WELL (9355)

Personal Counseling

Format of services: Individual counseling, couples counseling, medication consultation, workshops that focus on study skills, time management, stress management or other topics may be arranged for a group by contacting the office. The following services are provided:

1. **Academic Difficulties**
 - Test or performance anxiety
 - Conflict with instructor or clinical supervisor
 - Organizing and learning course objectives
 - Time management
2. **Career Issues**
 - Clarifying career goals and interests
 - Confronting doubts about career choice
 - Identifying a specialty interest
3. **Medication Consultation**
 - Evaluation and medication treatment
 - Medication management
4. **Personal Problems**
 - Increasing self-confidence and coping with self doubt
 - Managing stress effectively
 - Coping with feelings of depression and/or anxiety
 - Developing self assertion
 - Overcoming self-defeating behavior
 - Relationship issues
5. **Substance abuse**
 - Evaluation
 - Referral
 - Consultation
 - Education

Health Insurance

The UT System Board of Regents requires you to maintain a valid major medical insurance policy while you are a registered student at UT Health San Antonio. If you do not have your own health insurance policy, you will be automatically enrolled in a group plan chosen by the U.T. System. A student may enroll her/his spouse and/or children at additional cost(s).

<http://students.uthscsa.edu/studentlife/2013/03/health-insurance/>

University Police

The UT Health San Antonio Police Department (located at 7703 Floyd Curl Drive.) provides 24-hour law enforcement and security services. If a crime is in progress or if you have an emergency to report, dial 7-8911. For non-emergencies, call (210) 567-2800.

Parking

The University Police Department is responsible for issuing and collecting permits, collecting fees for permits either monthly or through payroll deduction and maintaining all permit records.

No parking permits will be renewed if any unpaid campus citations exist. Those permits bought on the payroll deduction plan will be cancelled as of September 1st, if any unpaid citations are shown for the permit holder. Any permit that is cancelled or allowed to expire, for citations or any other purpose, will cause the permit holder to forfeit any preferred parking assignment then in effect. Renewal of parking permits on or before August 31st of each year will allow the current parking assignment to continue in effect. Renewal of the parking permit after September 1st of each year will be based solely on the availability of parking then existing. Any forfeited special parking assignment will automatically be made available to those persons on the Waiting List.

Shuttle Services

The University Police Department provides a [shuttle service](#) to all UT Health San Antonio personnel who have purchased a permit. The shuttle service is in operation from 6:00 am to 6:00 pm normal university business days. The shuttle provides service to various locations on the Main Campus and two trips a day to the Texas Research Park.

Building Access

The University Police are responsible for security of Health Science Center buildings at all times. After normal business hours, weekends, and holidays all outside doors are locked to protect both personnel and property. Some doors may be opened by card keys if so equipped. Certain doors have been identified as “after-hour entries” and are equipped with cameras and intercoms which are controlled by University Police personnel. Upon proper identification, the door will be opened electronically by University Police personnel. All transactions at the after-hour doors are video and audio recorded. Tampering or disabling of a security device, CCTV, card reader, security alarm point or motion detector is cause for arrest and/or termination of employment and/or expulsion from the University.

Lockers

Lockers are located on the 1st floor student lounge as well as the sublevel of the nursing school and are available to students on a first come, first serve basis. Students are able to setup their own combinations. Issues with lockers should be directed to the Office of Admissions and Student Services.

RESEARCH AND SCHOLARSHIP

OFFICE OF NURSING RESEARCH AND SCHOLARSHIP (ONRS)

The Office of Nursing Research and Scholarship (ONRS), housed in the School of Nursing, mentors student and faculty investigators, fosters interprofessional collaborations and helps investigators meet regulatory compliance for engaging in research ([human subjects training](#), [HIPPA compliance](#), etc).

The School of Nursing is an integral part of a large internationally recognized academic health center (AHC) that is a site for a funded Clinical Translational Science Award (CTSA) ([Institute for Integration of Medicine and Health \(IIMS\)](#)). Interprofessional research collaborations are strongly supported by the IIMS.

There are just over 100 AHCs nationwide that have enormous impact through integration of research, education and patient care that produces the knowledge and evidence foundation for treating illness and improving health. The 2002 and 2003 Institute of Medicine (IOM) Report on Academic Health Centers challenged AHCs to take the lead in:

- *Transforming content, methods, approaches, and settings used in health professional education*
- *Designing and assessing new structures and approaches for patient care*
- *Translating science through increased emphasis on clinical health services, prevention, and community-based research to move discoveries to clinical and community settings.*

The School of Nursing faculty is responding to the IOM challenges through their programs of science that focuses on the scholarship of teaching, practice and discovery (research). They're bringing to life the School of Nursing Mission which is, "we engage with our diverse students and communities to produce the future nursing leaders of our expanding world who will lead the transformation of nursing care to make lives better through education, research and practice."

BSN with Research Distinction Program

In congruency with the School of Medicine program, the BSN with Research Distinction program will recognize the significant work undergraduate nursing students are contributing to their academic and professional careers by advancing nursing science. Spearheaded by the Dept. of Education funded Summer Undergraduate Nursing Research Immersion Experience (SUNRISE) program, the BSN with Research Distinction will provide an added advantage to graduating BSN students in the job market and application to graduate programs.

Goals

The distinction acknowledges nursing students who demonstrate a dedicated commitment to enriching their nursing education with independent research while maintaining high academic standards during nursing school. Students are strongly encouraged to consider applying for the distinction as soon as possible as the distinction may support a competitive application for graduate school and nurse residency programs. Requirements for achieving the distinction are outlined to ensure objective evaluation of merit for the distinction.

THE CENTER FOR COMMUNITY-BASED HEALTH PROMOTION WITH WOMEN AND CHILDREN

The UT Health San Antonio School of Nursing Center of Excellence, Community- Based Health Promotion with Women and Children (CBHP), supported in part by the Anita Thigpen Perry Endowment, is housed in the School of Nursing Office of Research and Scholarship. The goal of the Center is to collaborate with the community in the development, implementation and evaluation of culturally proficient health interventions for Women and their families experiencing disparities in health outcomes.

The Center Advisory Council is made up of both interdisciplinary academic and community partners. Community partners include representatives of: Familias en Accion Community Collaborative Council (CCC), American Indians in Texas at the Spanish Colonial Missions (AIT-SCM), Mujeres Nobles de Harlandale, SUAVE (Southside United Against a Violent Environment), Coalition for GLBT Advocacy Group and the Prosumer Group. Academic partners include faculty and staff from the School of Nursing, Department of Family and Community Medicine, Department of Surgery, School of Public Health, UTSA and Texas Woman's University.

THE LIBRARIES

The mission of The Libraries is to advance the educational, research, clinical care, and community service programs of UT Health Science Center San Antonio by critically appraising, selecting and organizing health sciences information and by facilitating and maintaining access to these resources for the faculty, staff and students of UT Health San Antonio and for the South Texas community.

The Libraries include the [Dolph Briscoe, Jr. Library](#), the [Mario E. Ramirez, M.D. Library](#) at the Regional Academic Health Center in Harlingen, the [Laredo Regional Campus Library](#) in Laredo, the [Jesse H. Jones Comprehensive Research Library](#) at the South Texas Research Park and the [P.I. Nixon Medical Historical Library](#) on the 5th floor of the Briscoe Library

PROFESSIONAL ORGANIZATIONS

NURSING STUDENT COUNCIL

The purpose of this organization is as follows:

- a. to represent and unite all students in the School of Nursing;
- b. to provide for and enhance communication between the student of the School of Nursing, students of the greater UT Health San Antonio community, the faculty and administration of the School of Nursing and the of UT Health San Antonio at large;
- c. to advise and assist the administration in reaching decisions on policy that concerns students of the school of nursing; and
- d. to assist tin broadening the intellectual, cultural, and recreational opportunities and capabilities of the students of the School of Nursing.

Membership in this organization shall be open to all students registered in classes at the School of Nursing.

NATIONAL STUDENTS NURSES' ASSOCIATION (NSNA)

The purpose of this organization is as follows:

- a. to mentor students preparing for initial licensure as registered nurses
- b. to convey the standards, ethics, and skills that students need as responsible and accountable leaders and members of the profession.
- c. to foster the professional development of nursing students.

INTERNATIONAL NURSING STUDENTS ASSOCIATION (INSA)

The purpose of this organization is as follows:

- a. to promote understanding of different cultures;
- b. to provide a venue where students of any cultural background can find a common ground;
- c. to promote communication and relationships between INSA members, the School of Nursing and the community; and
- d. to assist in broadening the intellectual, cultural, and recreational opportunities and capabilities of students of the School of Nursing.

This organization is open to all students admitted to the School of Nursing, UT Health San Antonio.

MEN IN NURSING

The purpose of this organization is as follows:

- a. to provide a social setting for male nursing students to meet;
- b. to have guest speakers inform men on their perspectives of the occupation; and
- c. to have community service projects directed words helping men in the community.

Membership in this organization shall be open to currently enrolled student of UT Health San Antonio, School of Nursing.

HISPANIC NURSES ASSOCIATION

The purpose of this organization is as follows:

- a. To have direct input into standards of nursing education and to influence the education process.
- b. To promote and encourage participation in community affairs and activities towards improved health care and social issues.

- c . To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of race, color, creed, sex, age, national origin, or economic status.

Membership in this organization shall be open to currently enrolled student of UT Health San Antonio, School of Nursing.

SIGMA THETA TAU

Sigma Theta Tau is the National Honor Society of Nursing. Constituent chapters are established in accredited collegiate schools of nursing. The organization recognizes superior achievement, and the development of leadership qualities, fosters high professional standards, encourages creative work, and strengthens commitment to ideals of the profession. Membership is by invitation only.

Invitations will be sent to candidates selected by the faculty who have leadership and research abilities, who have completed one-half of the nursing programs, and who have a cumulative grade point average of 3.50 or higher. Graduate students who are currently members of Sigma Theta Tau through other chapters are invited to transfer membership to the Delta Alpha at Large Chapter and to participate in meetings with the School of Nursing <http://www.nursingsociety.org/default.aspx>.

THE SOUTHERN NURSING RESEARCH SOCIETY

The mission of the Society is to Advance Nursing Research through

- Dissemination and utilization of research findings
- Facilitating the career development of nurses and nursing students as researchers
- Promoting the image of nursing as a scientific discipline
- Enhancing communication among members

Student (Full time)* - Students residing or studying in the Society region who are in a program leading to the first professional or higher degree in nursing. Membership includes full voting privileges, all newsletters and notices, reduced prices for the Annual Conference, and inclusion in online searchable Membership Directory. – Dues \$65.00. See the [Student Network](#) for more information

THE WESTERN INSTITUTE OF NURSING (WIN)

The Western Institute of Nursing exists to bring together a diverse community of nurses in a shared commitment to advance nursing science, education, and practice to improve health outcomes.

All nurses or nursing students matriculated in degree granting programs are eligible to become members of WIN. [Student Members:](#)

- Will receive all WIN mailings
- Will have membership in the Governing Assembly
- Will receive a subscription to Nursing Research, WIN's official journal
- Will have voting privileges
- Will be entitled to a reduced student registration fee at all WIN conferences.

MISCELLANEOUS

CHANGE OF ADDRESS NAME PHONE

Students may change their personal biographical information by visiting the [Office of the Registrar](#), or by logging in to [The Portal](#) and accessing Student Administration. Changes made in person are processed within 48 business hours, while changes made by students online are instantaneous. Students should note that name changes can only be made in person at the [Office of the Registrar](#) so that staff may verify supporting documentation for the name change.

Name changes must be requested in person at the [Office of the Registrar](#), and copies of supporting documentation for the legal name change must be provided as well. For more information on the process, contact the office at registrars@uthscsa.edu, or [access the website](#).

SCHOOL RINGS

Students in their last year of the baccalaureate program may order a school ring from [Herff Jones](#). Students may order whichever ring they desire.

EMAIL AND DOMAIN ACCOUNTS

Conditionally admitted applicants will receive an email (sent to the applicant email listed on admission application) providing your new HSC email and domain accounts. It is extremely important to activate your new HSC email immediately as this is the official mode of communication at the School of Nursing. Additionally, important information regarding full admission requirements will be emailed to your new email address prior to the beginning of the nursing program.

All students are responsible for checking their HSC live mail account regularly (ie. Daily or several times every week) to obtain official university communication regarding their courses, programs, and student status.

If you have questions or need assistance accessing your HSC email account, send an email to IMS-Servicedesk@uthscsa.edu or call (210) 567-7777 and choose Option 1. The IMS Service Desk is located on the fourth (4th) Floor of the Medical School Building, Room 416.L

HELP DESK

The I.M.S. Helpdesk supports UT Health San Antonio regarding general and technical issues on University-wide applications. For assistance please call the Helpdesk at (210) 567-7777.

FERPA

[The Family Education Rights and Privacy Act](#) (FERPA), sets forth requirements regarding the privacy of student records and affords students certain rights with respect to their education records. FERPA applies to those institutions that require funding from the Department of Education and guarantees students three primary rights: to inspect and review their education records; to seek to amend education records; and to exercise some control over the disclosure of information from those education records.

Students at UT Health San Antonio have the right of confidentiality under the federal Family Educational Rights and Privacy Act (FERPA) of 1974. Generally, no one outside the institution

shall have access to, nor will the institution disclose any information from students' educational records without the student's written consent.

HSC ALERT

[HSC Alert](#) is the text and e-mail notification system for emergencies and campus closures at UT Health Science Center San Antonio. You automatically receive HSC Alert messages through your uthscsa.edu e-mail account. You can designate up to two cell phones with text-messaging service and one alternate e-mail address to receive HSC Alert messages. This will increase your chance of receiving important — and possibly lifesaving — information in a timely manner.

FIRE EMERGENCY PROCEDURE

If fire is detected:

1. Vocally alert people in the immediate area.
2. Activate the nearest automatic fire alarm station.
3. Dial Ext. 911 and report the location of the fire.
4. Close doors and windows to keep the fire from spreading.
5. Do not risk personal safety in an attempt to extinguish a fire.
6. Do not allow yourself to be cut off from exits.
7. Evacuate the building.

IMPORTANT NUMBERS:

- Emergencies (24-hour number): 911 or 210-567-8911
- Non-Emergency: 210-567-2800

NEEDLESTICK AND BODY FLUID EXPOSURE

It is recommended that you receive treatment within two hours of a [needlestick or body fluid exposure](#). You are encouraged to seek counseling at the [Student Health Center](#) so that your degree of exposure can be assessed and to assure appropriate data is collected on the source patient. With this necessary counseling, you will be in a better position to manage both your exposure and the related costs.

Student Health Clinic: 8:30a-4:30p (210) 567-9355

University Hospital Emergency Room (210) 358-2488