St. David's School of Nursing
Texas State University
Round Rock, Texas

2015-16 BSN STUDENT HANDBOOK

TEXAS STATE UNIVERSITY
ROUND ROCK CAMPUS
The rising STAR *of Texas*

Rev.
12/16/15

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The information in this handbook is intended to be informational and not contractual in nature. **Texas State University reserves the right to amend, alter, change, or modify the provisions of this handbook at any time and in any manner that the St. David's School of Nursing or administration deems is in the best interest of the University and its students.**

The Texas State Nursing Program complies with the American with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, as well as state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in service, programs and activities of Texas State and the nursing program solely on the basis of the disability. Students with concerns regarding a disability must register with the Office of Disability Services and must provide all required evidence of documentation of disability.

For more information go to: www.ods.txstate.edu/. See also the current undergraduate catalog.

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INTRODUCTION

Welcome to St. David's School of Nursing at Texas State University! This handbook has been designed and published to serve as a reference for students enrolled in the Bachelor of Science in Nursing (BSN) Degree Program at Texas State University (Texas State). The purpose of the handbook is to provide answers to questions that may arise during your application and course of study. Please keep it available for frequent reference. Every effort is made to keep the information in this handbook updated and current. **Information may be subject to change without notice.**

ACTION: *ALL* students are required to read this handbook and sign verification of having read the handbook. You will also find additional forms that require your signature in the attachments section. Forms include:

- Confidentiality Agreement
- Student Handbook Verification Statement
- Conditions That May Disqualify Nursing Student Graduates from Licensure and of Their Rights to Petition the Texas Board of Nursing for a Declaratory Order of Eligibility
- Texas State University Photo Release and Indemnity

All of the above signed forms are to be uploaded onto your Certified Background account.

In this handbook, you will find information about the nursing program, performance and progression requirements, expectations, and more. If at any time you need clarification or more information regarding anything in this handbook, please feel free to consult the faculty and/or staff in the nursing program.

This handbook is not intended to contain all guidance and regulations as they relate to students. The provisions of this handbook do not constitute a contract, express or implied, between an applicant or student and Texas State. The University reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective as Texas State determines and will apply to both prospective students and to those already enrolled.

Other references that nursing students may find helpful include:

Texas State Student Handbook online at the Dean of Student's website: www.dos.txstate.edu to "Student Resources" and to "Student Handbook".

Access Texas State Undergraduate Catalog online at:
www.txstate.edu/curriculumservices/catalogs/undergraduate/catalogs.html

Texas State University

The noblest search is the search for excellence.

—Lyndon B. Johnson

Thirty-Sixth President of the United States, 1963-1969

Texas State University Class of 1930

Our Mission

Texas State University is a public, student-centered, Emerging Research University dedicated to excellence in serving the educational needs of the diverse population of Texas and the world beyond.

The mission statement was approved by The Texas State University System Board of Regents on August 24, 2012 and by the Texas Higher Education Coordinating Board at its January 24, 2013 meeting.

Our Shared Values

In pursuing our mission, we, the faculty, staff, and students of Texas State University, are guided by a shared collection of values.

Specifically, we value:

- An exceptional undergraduate experience as the heart of what we do;
- Graduate education as a means of intellectual growth and professional development;
- A diversity of people and ideas, a spirit of inclusiveness, a global perspective, and a sense of community as essential conditions for campus life;
- The cultivation of character and the modeling of honesty, integrity, compassion, fairness, respect, and ethical behavior, both in the classroom and beyond;
- Engaged teaching and learning based in dialogue, student involvement, and the free exchange of ideas;
- Research, scholarship, and creative activity as fundamental sources of new knowledge and as expressions of the human spirit;
- A commitment to public service as a resource for personal, educational, cultural, and economic development;
- Thoughtful reflection, collaboration, planning, and evaluation as essential for meeting the changing needs of those we serve.

Goal Statements

Goal 1: Promote academic quality by building and supporting a distinguished faculty.
Goal 2: Provide opportunities for a public university education and contribute to economic and cultural development.
Goal 3: Provide a premier student-centered, educational experience that fosters retention and success.
Goal 4: Enrich our learning and working environment by attracting and supporting a more diverse faculty, staff, and student body.
Goal 5: Develop and manage human, financial, physical, and technological resources effectively, efficiently, and ethically to support the university's mission.

Texas State University
College of Health Professions

Vision Statement

The Texas State College of Health Professions will be a nationally recognized premier center for educating professionals in a broad array of healthcare fields, increasing the knowledge, research, and community coalitions necessary to enhance and restore the health and well-being of the whole person and of society.

Mission Statement

The College of Health Professions educates and prepares healthcare professionals in a student centered learning environment. The College excels in teaching, scholarship, and service while responding to the health care needs of the global community. The College unites faculty, students, the health care communities, and consumers in coalitions that support the academic, scholarly, and service aspects of health care.

St. David's School of Nursing at Texas State University

Vision

The St. David's School of Nursing at Texas State University will provide supportive and creative educational programs, which inspire those who teach and those who learn**,** based on mutual respect and a commitment to contribute to the health of individuals, families, populations, communities and the environment worldwide.

Mission

The St. David's School of Nursing at Texas State University educates and prepares graduates, using innovative teaching strategies and state-of-the-art technology. Graduates provide ethical, safe, and effective patient-centered care and contribute to present and emerging research and health management practices. Graduates demonstrate competence in clinical judgment, collaborate as members of the interprofessional healthcare team and utilize scientifically-based interventions. As caring professional nurses, graduates manage illness; promote, maintain, and restore health; and provide end-of-life care for diverse individuals, families, populations, and communities across the lifespan.

Values

In pursuing excellence in nursing education, we the faculty and staff of the St. David's School of Nursing are guided by shared values. We believe in:

- Educational opportunities which provide for intellectual and professional growth and that challenge students to excel in nursing
- A holistic approach to nursing education across the continuum of health and the lifespan
- Diversity and a spirit of inclusiveness with respect for the dignity of every person
- Cultivation of character and civility through the modeling of honesty, integrity, caring, compassion, fairness, respect, and ethical behavior
- Teaching and learning based on student involvement and free exchange of ideas and diverse perspectives
- Research, scholarship, and creative activity as a source for evidence-based practice and generation of new knowledge and an expression of the human spirit
- Commitment to public service and advocacy as a resource for personal, educational, cultural, and economic development in promotion of a healthy environment
- Thoughtful reflection, collaboration, planning, and evaluation of diverse and changing healthcare needs, practices, and resources

- Professional competency, systematic use of the nursing process, leadership, clinical judgment and lifelong learning leading to ethical, safe, quality patient care
- Interprofessional activity facilitating the advancement of science and positive patient outcomes
- Providing recognition that is balanced and acknowledging faculty and students for excellence in teaching, practice and scholarship.

Goals

We, the faculty, are committed to:

- Graduate well-prepared Bachelor of Science in Nursing (BSN) students who are able to obtain Registered Nurse licensure and function at the beginning practice level
- Equip nursing graduates to adapt to rapid changes in healthcare delivery and practice
- Build a foundation for nursing graduates to pursue excellence in practice and national recognition
- Provide programs at the Master of Science in Nursing (MSN) and/or the Doctorate of Nursing Practice (DNP) levels
- Pursue funding to promote diversity in the admission and graduation of students
- Develop an overall plan for faculty scholarship
- Provide faculty access to professional development
- Partner with University Advancement to support a sustainable plan for nursing programs
- Assess, identify and develop a plan to address community needs
- Foster educational partnerships with community organizations for academic programs

Nursing Program Student Educational Outcomes

At the completion of the BSN program, a graduate of the St. David's School of Nursing at Texas State University will be able to:

- Facilitate safe, holistic and effective patient/family centered care outcomes through use of evidence-based research and other science-based frameworks to promote and maintain health, prevent disease, and manage illness.
- Demonstrate professional accountability and responsibility for nursing judgments and actions within an ethical and legal framework, utilizing the most current knowledge.
- Demonstrate leadership in the provision and coordination of safe, cost effective and high quality nursing care.
- Advocate for patients, families, communities, and the nursing profession, applying values and utilizing an ethical framework, critical reasoning, and cultural competence.

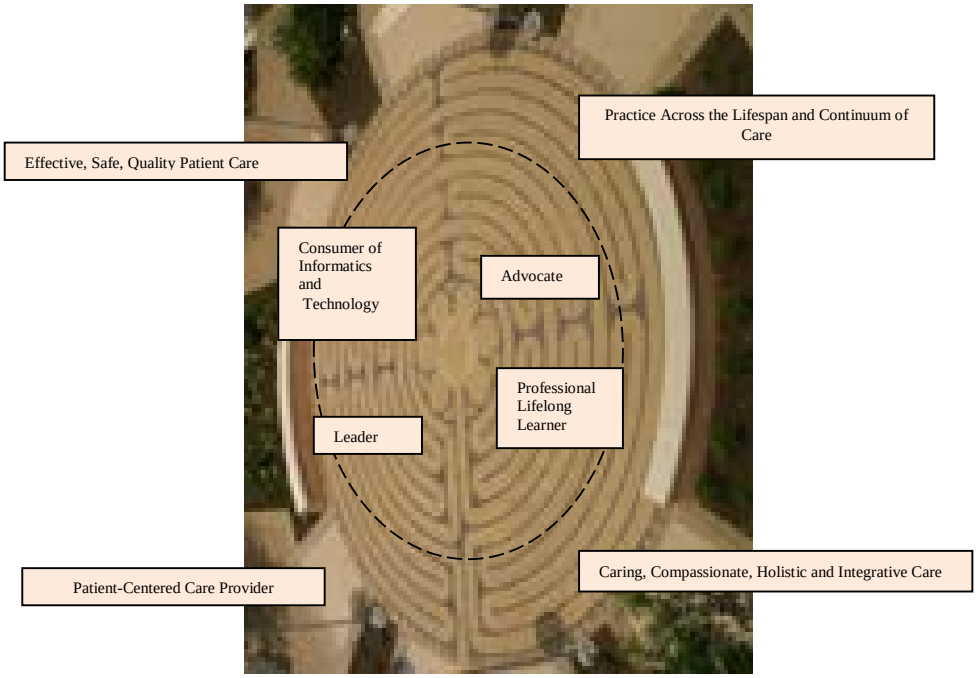
- Utilize information and technology to communicate, manage knowledge, educate, mitigate error and support decision making
- Provide entry-level professional nursing care to clients across the lifespan in a variety of health care settings
- Promote a culture of caring to provide holistic, compassionate, culturally competent care
- Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care

St. David's School of Nursing
Curriculum Conceptual Framework

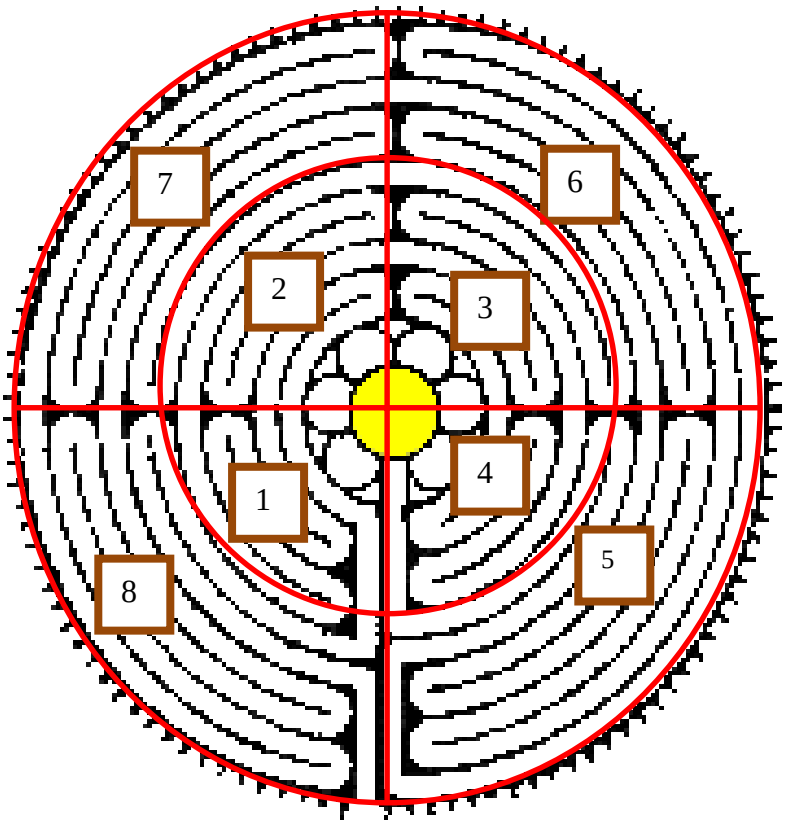
Conceptual Framework Diagram

The following eight core concepts guide the curriculum of the St. David's School of Nursing at Texas State University. Each core concept has been assigned a quadrant located in either the inner or outer circle of the labyrinth:

1. **PATIENT-CENTERED CARE PROVIDER: Left lower outer quadrant**
2. **PROFESSIONAL/LIFELONG LEARNER: Right lower inner quadrant**
3. **LEADER: Left lower inner quadrant**
4. **ADVOCATE: Right upper inner quadrant**
5. **CONSUMER OF INFORMATICS AND TECHNOLOGY: Left upper inner quadrant**
6. **PRACTICE ACROSS THE LIFESPAN AND CONTINUUM OF CARE: Right upper outer quadrant**
7. **CARING: Right lower outer quadrant**
8. **EFFECTIVE, SAFE, QUALITY PATIENT-CENTERED CARE: Left upper outer quadrant**



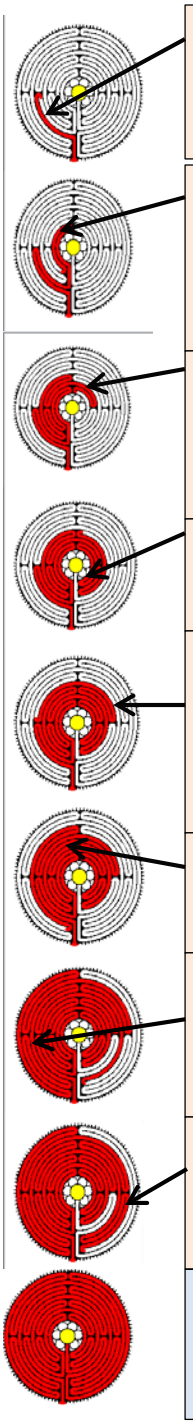
Student Progression through the Labyrinth (Curriculum)



The labyrinth represents the continuity and conectedness of the curriculum content and the faculty-student partnership in the learning and professional growth journey.

The path on the labyrinth represents the process undertaken by the students. It begins with the students' intention to gain knowledge and experience traveling a single path in nursing school. There are no dead-ends but rather a continuous path that folds back and forth moving through the eight core concepts, allowing for concept interconnection as knowledge and attitudes are built. The foundation (the first 4 core concepts) are mainly built in the junior year and expanded or deepened as the semesters continue. The student arrives at the center of the labyrinth at the end of the junior year after covering the 8 conceptual areas. The senior year is represented by the journey back out of the labyrinth. During the senior year students deepen and expand experiences and knowledge applying them at complex levels and in diverse settings, and culminating in their preceptorship experience. As the students exit the program of study they are pinned and take their NCLEX-RN® exam joining the profession of nursing.

The Path



Concept 1: Patient-Centered Care Provider
Possesses an entry level RN knowledge and skills including teaching skills and utilizes nursing process, clinical reasoning/critical thinking and Evidence Based Practice in the practice of Holistic care providing patient safety, health promotion, and disease prevention.

Concept 2: Professional / Life Long Learner
The professional nurse is a lifelong learner who has the educational background to support his/her actions and decisions and abides by the Code of Ethics for Nurses. A lifelong learner pursues self-assessment and continued learning integrated with delineated knowledge and skills that are consistent with professional and personal goals.

Concept 3: Leader
A leader is a person that exerts influence over people to achieve a goal. Leadership is a process involving personal accountability for actions, being part of the team and a reciprocal relationship between leader and a person, group, organization, or community that results in others being motivated to move towards a goal through inspiration, engagement and empowerment.

Concept 4: Advocate
An advocate speaks and acts for others to meet their needs. Nurses advocate on behalf of others and the profession by preserving autonomy, dignity, and rights.

Concept 5: Consumer of Informatics and Technology
Nurses are consumers of technology and utilize informatics in daily practice. Nursing informatics is "the specialty that integrates nursing science, computer science and information science in identifying, collecting, processing, and managing data and information to support nursing practice, administration, education, research and the expansion of nursing knowledge" (Staggers & Thompson, 2002; ANA, 2001).

Concept 6: Practice Across the Lifespan and Continuum of Care
Nursing care that addresses the age-specific needs of individuals and populations in primary, secondary, and tertiary healthcare settings.

Concept 7: Caring
Caring is part of the nurses professional identity requiring a commitment to protect and enhance human dignity (Watson, 2007). Nursing education is devoted to culturally competent, relationship-centered care (Future of Nursing, 2011).

Concept 8: Effective, Safe, Quality Patient-Centered Care
Providing continuous quality patient centered care which values inter-professional relationships in which the nurse collaborates, communicates, and integrates care for the patient within a systems aware dynamic (IOM Studies, 2011).

The labyrinth is completed at the end of the senior year. A labyrinth, unlike a maze, has no dead ends and always leads to an exit. (animated movement through the labyrinth)

SECTION 1: BACKGROUND

Background

Texas State University is a doctoral-granting university located halfway between the Austin and San Antonio metropolitan areas. It is the largest campus in the Texas State University System and one of the 50 largest universities in the country. Texas State's more than 36,000 students choose from 97 bachelor's, 88 master's, and 12 doctoral degree programs offered through nine colleges. The Texas State University's Round Rock Campus opened in 2005 and offers junior- and senior-level classes to complete bachelor's degrees in 8 programs; 11 graduate degrees and 8 post-baccalaureate certificate programs are also available to students.

Created by the Texas Legislature in 1899, Southwest Texas State Normal School opened its doors in 1903 for the specific purpose of preparing new teachers. Over the years, the Legislature broadened the institution's mission and changed its name multiple times to reflect the university's growth from a small teacher preparation school to a major, multipurpose university. Texas State University continues to honor its original mission through its nationally-acclaimed teacher preparation program while at the same time supporting nationally-recognized programs in other disciplines.

Texas State is home to a diverse campus community where ethnic minorities make up 42% of the student body and 30% are Hispanic. Texas State is recognized by the federal government as a Hispanic-Serving Institution (HSI), the largest in Texas, and ranks among the top 20 universities in the nation for the number of bachelor's degrees awarded to Hispanic students.

In 2012, Texas State University was designated an "Emerging Research University" by the Texas Higher Education Coordinating Board, making it eligible to tap into special state funds designed to bolster higher education research. This designation affirms Texas State's commitment to support faculty as active scholars in their respective disciplines and to involve both undergraduate and graduate students in their creative pursuits. To achieve "National Research University" status, Texas State has developed a 10-year strategic plan for research and is investing institutional funds to support increased research activity across the University.

The nursing program, located in the Nursing Building on the Round Rock campus, is one of the most recent additions to the academic offerings. The university has plans to transition all of the Health Professions Programs to the Round Rock campus within the next 10 years. Two additional Health Professions' buildings are already designated for the Round Rock campus to serve the College's seven other departments: Clinical Laboratory Science Program, Department of Respiratory Care, Radiation Therapy Program, School of Physical Therapy, School of Health

Administration, Health Information Management, and the Department of Communication Disorder. The new buildings will create additional research space and have state-of-art technology. Financing for these buildings are being sought from various sources, including tuition revenue bonds from the Texas Legislature, Higher Education Assistance Funds from The Texas State University System, and other sources, including grants from federal, foundation, and private philanthropic sources.

Round Rock, located 15 miles north of Austin, is one of the fastest growing communities in the nation with a population of 109,821 people. The community supports three hospitals: St. David's Round Rock Medical Center, Scott and White Hospital, and Seton Williamson, all members of large health care networks within Texas. In addition to these hospital systems that offer a wide range of medical and mental health services, the Lone Star Circle of Care, a system of 8 community health clinics, provides affordable access to healthcare serving the health needs of the uninsured and underinsured.

History

A nursing program at Texas State had been discussed since the creation of the College of Health Professions (CHP) in the early 1970s. Requests for a bachelor's degree program in nursing were submitted by Texas State to the Texas Higher Education Coordinating Board (THECB) in the late 70s and early 80s, but were denied due to the perception that existing programs could handle the need. Some 30 years later, the critical shortage of nurses prompted community leaders, educators, healthcare executives and legislators to provide strategies for responding to the growing healthcare needs of Texas residents. In 2003, Central Texas community leaders, healthcare executives and elected officials contacted Texas State to discuss the nursing shortage and to make a commitment to support and seek funding for a nursing program at Texas State. Through the efforts of The Texas State University System, Texas State's administration, state legislators and healthcare donors, Texas State undertook an ambitious plan to develop a school of nursing to offer a bachelor of science in nursing (BSN) program. In 2008 Texas State leaders moved forward with the design for a nursing building at the RRHEC (now known as the Round Rock Campus) and hired a Nursing Director and two tenured nursing faculty. Admission of the first class of 100 juniors took place in fall 2010 with graduation of the first class in 2012.

Texas State University originally planned a traditional BSN program as the initial offering while anticipating future educational options such as the Master of Science in Nursing (MSN) to prepare family nurse practitioners (FNP), nursing faculty and administrators, and the Doctorate in Nursing Practice (DNP) to prepare advanced practice registered nurses and leaders. Texas State University now offers a traditional BSN program, and a MSN/FNP program.

The BSN Program was organizationally placed in the St. David's School of Nursing (SON), which became a new academic unit within the CHP. The CHP prepares undergraduate and graduate students in the disciplines of Clinical Laboratory Science, Communication Disorders, Health Administration, Health Information Management, Physical Therapy, Radiation Therapy, and Respiratory Care.

The traditional BSN curriculum consists of 61 core and 59 nursing course hours (120 hours total). Students spend their first 4 academic semesters completing the core and prerequisite courses and applying to the nursing program. They spend the final five semesters, including one summer semester, completing the nursing requirements. The curriculum was designed to accommodate the latest teaching technologies and learning strategies to provide students with the knowledge and skills needed for professional nursing practice in the 21st Century. In addition to the extensive practice and simulation laboratory training, clinical experiences were planned in a variety of clinical settings including hospitals, ambulatory centers and clinics, residential programs, public school entities, and other healthcare related settings. Diversity in admission of students to reflect the communities and populations served was a goal of the faculty and administration. Student retention initiatives were planned and instituted to help students overcome academic challenges, thereby, maximizing the perseverance and graduation rates.

Nursing Building

The nursing building, funded by $36 million in tuition revenue bonds, is a 77,740-gross square-foot, three-story building with the creative design based on on-site visits to other state of the art nursing facilities. Construction of the nursing building at the Round Rock campus was completed prior to the beginning of Fall 2010. The building supports the innovative curriculum in a variety of clinical practice and simulation labs with the most current equipment and manikins, wireless capability, a variety of classrooms and seminar rooms, as well as spacious student and faculty areas. The curriculum is designed to promote learning and research, and to make maximum use of the university's resources, including online technology and teaching models. The nursing building is designed to accommodate future expansion in programs, including research, and enrollments as resources allow. The nursing building includes a satellite Student Health Center, open Monday, Wednesday and Friday by appointment. For additional resources and support while on campus, the students and faculty will have access to the Avery Building, which provides on-site library, technical support, student services, food service, classrooms and student/faculty areas.

Startup funding for initial operations and implementation of the nursing program was provided by the Texas Legislature through a state line item of $2 million, and with a gift of $6 million from the St. David's Community Health Foundation. Scott and White Medical Center and Central Texas Medical Center designated specific gifts in support of the nursing program and

students. Texas State had allocated new university faculty/program funds until formula funding was received.

Approval for the program was received from various authorized agencies prior to opening the BSN program in the fall 2010. Approval from the Southern Association of Colleges and Schools (SACS) was given in September 2008. In January 2009 Texas State University received approval for operation and funding of a Nursing Program from the Texas Higher Education Coordinating Board (THECB). The Texas Board of Nursing (BON) quickly followed with approval for the operation of the nursing program at its July 2009 meeting in Austin. Full approval from the BON was granted January 17, 2013 following the graduation of the first class and successful NCLEX-RN® pass rates. Effective November 7, 2011, the BSN program was granted accreditation by the Commission on Collegiate Nursing Education (CCNE) Board of Commissioners. This accreditation will expire on June 30, 2017. Effective October 2015, the MSN/FNP program has been granted accreditation by the CCNE Board of Commissioners.

SECTION 2: FACULTY AND BUILDING

Degree Offered

The Undergraduate Nursing Program offers a Bachelor of Science in Nursing (BSN, Major in Nursing). The BSN graduate is prepared to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) and to meet the minimum competencies for beginning practice as a Registered Nurse. The graduate is prepared to pursue clinical excellence and certification by the American Nurses Credentialing Center (ANCC) and to continue formal education for the Master's Degree in Nursing (including Advanced Practice Registered Nurse, education, and administration) and doctoral programs.

Nursing Faculty

The nursing faculty, along with the Director and Dean, are responsible for the quality of the nursing program and the graduates. Faculty will make every effort to fulfill the vision, mission, shared values, and goals of the program to provide students with the knowledge and skills that are expected as professionals. Faculty will work with the students to accommodate special situations provided the standards and outcome objectives of the program are not jeopardized.

The curriculum and related learning experiences are designed to provide the students with a sound professional nursing base for general nursing practice. The more the students engage in the learning activities, the more the students will gain.

Faculty members are available to meet with students to discuss their goals and concerns. Office hours are posted and appointments may be made at other mutually convenient times.

Each course has a designated faculty of record; however, other faculty may assist in teaching those courses.

Nursing Building

The nursing classes and simulation labs are conducted in the Nursing Building in Round Rock. The Admissions staff offices are on the 1st floor, faculty offices are on the 2nd and 3rd floors, and the Director's suite is on the 3rd floor of the Nursing Building.

Office hours for the Director's office and staff in the Nursing Building are from 8:00 am to 5:00 pm during business days. Faculty office hours are posted at the beginning of each semester. Summer hours are usually different, as determined by the University, and are posted each year.

No food or open containers of liquid are allowed in the auditorium (room 114) with the exception of water. No food or drinks are allowed in labs. The entirety of Texas State University campus, including the Nursing Building, is designated as a smoke-free campus. The University's definition of smoking includes e-cigarettes.

The copy machines for student use can be found in student workrooms on the 1st floor and in the Avery Building. Printers are located on the 1st and 2nd floor workrooms in the Nursing Building.

Security phones are located throughout the campus.

A family (unisex) restroom is located on the first floor by the auditorium. Other restrooms are located on each floor. A private space for nursing mothers is located within the 1st floor women's restroom.

Clinical Simulation Laboratories

The St. David's School of Nursing at Texas State University simulation laboratories are designed to simulate clinical settings and provide students the opportunity to learn and enhance their skills prior to working with actual patients. This is accomplished through the use of clinical case scenarios, faculty guidance, and resources that facilitate critical thinking and clinical decision-making.

The Nursing Building has 8 state-of-the-art labs, equipped with human patient simulators, bedside computers with Internet access, digitalized video, computer-assisted instructional software, and other interactive software. The following simulation laboratories are available for student learning experiences on the 2nd floor:

The following clinical laboratories are available for student learning experiences on the second floor:

1. Basic Skills (219)
2. Medical-Surgical (217)
3. Critical Care (218)
4. Maternal-Child (216)
5. Two Individual Simulation Rooms (249, 250)
6. Health Assessment (247)
7. Standardized Patient Exam (246)
8. Home Care Unit (231)

The clinical simulation labs have both scheduled classes and additional availability for students' practice and remediation. Eating or drinking is not allowed in the labs. Students are encouraged to utilize the student lounges in the Nursing Building or the Avery Building for eating and taking breaks.

All equipment and furniture should be returned to its proper place or storage area when not in use. Do not remove any equipment/supplies from the lab without approval from the Simulation Department Personnel or a faculty member.

Personal property should not be left in the lab area after classes. The St. David's School of Nursing and the faculty are not responsible for student personal property.

SECTION 3: STUDENT SERVICES

Academic Advising: **512.716.2933**

Sheryl Gage is the academic advisor for the St. David's School of Nursing. Mrs. Gage's office is located in room117 of the Nursing Building. She is happy to assist nursing students with academic concerns, planning, GPA, SON scholarships and program requirements as well as general university questions. Nursing students may stop by, email (sg35@txstate.edu) or call.

Disability Services: **512.716.4007**

The Office of Disability Services is committed to meeting the needs of students with disabilities both on campus in San Marcos and at the St. David's School of Nursing in Round Rock. Nursing students' disability services are coordinated by Autumn Guel (abg35@txstate.edu), the Texas State Student Development Specialist in the One-Stop Center in the Avery Building. Please note that the processes for accessing some services and accommodations at the St. David's School of Nursing (SON) will differ from those described for the Texas State campus.

- Process for Students with Disabilities who are either not registered or registered with the Office of Disability Services (ODS) www.ods.txstate.edu/

Financial Aid: **512.716.4007**

Texas State University
Financial Aid and Scholarships
www.finaid.txstate.edu/

St. David's School of Nursing
Scholarship & Financial Aid Resources for Nursing Students
www.nursing.txstate.edu/enteringclass/BSN-Students/BSN-resources/scholarships.html
See also Attachment I

Clinical Injury or Exposure

If a student experiences a sharps injury, or exposure to blood or body products, the Centers for Disease Control (CDC) protocols of the clinical facility will be followed and an incident report must be completed by the faculty and submitted to the Director and to the Dean. Note: It is recommended that the student be seen within two (2) hours of the injury. (See Attachment D for

the *Student Liability Insurance Incident Report Form*.) Students are responsible for any expenses incurred.

Texas State University Student Support Services

Texas State University in San Marcos provides resources and programs to support student progression and retention. For a detailed list see:
www.vpsa.txstate.edu/programs-and-services

Texas State University's Round Rock Campus provides:

- Writing Center: www.writingcenter.txstate.edu/rrc
- Library Services: The RRC Library Services room is located on the 2nd floor of the Avery Building (www.rrc.library.txstate.edu)
- Veterans Affairs: A Veteran's Affairs Benefits Specialist is available at the One Stop Center in Round Rock. Students can call 512.716.4023 or go to the Veterans Affairs Web site at www.va.txstate.edu for more information.
- Counseling Services at the Avery Building
- Student Health Center: Located on the first floor of the nursing building.
- Counseling Practicum Clinic (CPC) and Career exploration services (CES).
- www.txstate.edu/clas/Professional-counseling/counseling-services/rrc-counseling-practicum-clinic.html
- Student Food Pantry – Nursing Building 2nd floor.
- One Stop Center at the Round Rock Campus
    - www.rrc.txstate.edu/resources/osc
    - Financial aid information
    - Accommodations for students with disabilities.
    - Texas State ID cards

On-line Texas State University Resources

- Writing Lab: tim.txstate.edu/slacowl/
- Grammar, Spelling and Punctuation: www.txstate.edu/slac/subjectarea/writing

Textbooks can be ordered online at www.bookstore.txstate.edu or in person through the Texas State Bookstore located in the LBJ Student Center on the main campus in San Marcos. Options for shipping textbooks may exist. Information can be obtained by contacting the bookstore.

Health Services and Resources

Nursing students pay a health services fee with their tuition each semester so they are able to access services at the Satellite Student Health Center in the Nursing Building or at the Student Health Center in San Marcos.

- 2-1-1
  The most encompassing database of resources including healthcare services in Central Texas is the 2-1-1Texas Community Resource Database.
  www.unitedwayaustin.org/navigation-center/

Mental Health Services and Resources

- Texas State University Counseling Center on campus in San Marcos: 512.245.2208
  Nursing students **do** pay with their tuition services offered at the Counseling Center. The Center is on campus in San Marcos; it is located in the LBJ Student Center, Room 5-4.1. For specific information about the Center and their special programs: www.counseling.txstate.edu/

SECTION 4: GENERAL POLICIES

Student Life

Student Nursing Organization
The Student Nursing Organization is organized as a chapter of the National Student Nurses Association. Nursing students are encouraged to participate in school, state and national student nursing activities. www.nursing.txstate.edu/enteringclass/BSN-Students/student-nursing-organization.html

Student Promoted Integration in Nursing (SPIN)
SPIN aims to provide a support network focused on fellowship, friendship, and social opportunities in which members can learn more about other cultures.
www.nursing.txstate.edu/enteringclass/BSN-Students/Student-Promoted-Integration-in-Nursing

St. David's School of Nursing Honor Society
The mission of the Texas State University, St. David's School of Nursing Honor Society is to advance health and celebrate nursing excellence in scholarship, leadership, and service. Membership is by invitation to baccalaureate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing.
www.nursing.txstate.edu/Honor-Society/About-Honor-Society.html

Criminal Background Check

Conditions that may disqualify nursing student graduates from licensure and of their rights to petition the Texas Board of Nursing for a Declaratory Order of Eligibility are found in Attachment E. It is a requirement for each nursing student to read and sign the attachment. The signed form is to be uploaded into your Certified Background Account.

Students will be required to notify the School of Nursing Director of any type of arrest, conviction or change in mental health status during their time in the nursing program. The seriousness of the infraction or condition will determine the actions the director will need to implement with respect to our clinical affiliation agreements. Our clinical partners require this oversight by the SON director. Failure to notify will be considered an Honor Code violation.

Student Health Insurance

St. David's School of Nursing requires all students to have health insurance. With the increasing risks of providing patient care, it is necessary that you are protected. Documentation must be provided before the start of each fall semester.
Guidelines to consider:

- Basic care coverage for illness either at a doctor's office, urgent care center or emergency room
- Prescription drug coverage or discount
- Reasonable and affordable deductible

Options to consider:

- Academic HealthPlans, Inc.
  For those who do not have coverage, Texas State University has partnered with Academic HealthPlans, Inc. to offer an optional preferred provider insurance policy. For detailed information: www.healthcenter.txstate.edu/INSURANCE

- National Student Nurses' Association's injury and sickness insurance: 800.505.5450
  SON students who are members of the NSNA can purchase student injury and sickness insurance provided by United Healthcare Student Resources. Spouses and dependents may also be eligible for these benefits. For detailed information: www.uhcsr.com/NSNA

- Many additional student health insurance options can be found on the Internet.

Immunizations and Health Certificate Requirements

It is a policy of the College of Health Professions that each student must provide a Health Certificate completed by a healthcare provider. See the St. David's School of Nursing website (www.nursing.txstate.edu/enteringclass/BSN-Students/2015-Conditionally-Admitted-Checklist0.html) for information on these requirements, including creating an electronic Certified Background account. Students must stay current on immunizations and any other required vaccinations. Failure to meet immunization requirements will exclude students from clinical experiences. Students may also be required to meet certain health related requirements, including drug screening.

Drug Screening

All incoming students to the St. David's School of Nursing are required to have a clean drug screen, consistent with the requirements of our education partners. For cause drug screening may

be requested throughout the program. Refer to Attachment C - Disciplinary Policy and Procedures.

Basic Life Support for Health Care Professionals

It is required that nursing students attain Basic Life Support certification for Healthcare Providers. It is suggested that this training is completed during the months of May or June immediately preceding the first semester of nursing school.

The three acceptable cards are:

1. American Heart Association (AHA) "Healthcare Provider (HCP)" card (two year certification)
2. American Red Cross "CPR Professional Rescuer & AED for Healthcare Providers" card (two year certification)
3. The Military Training Network (MTN) BLS for Healthcare Providers card--an AHA affiliate (two year certification)

Technology Requirements

Students are required to have a smart phone, a laptop that meets posted specifications, and an Ethernet cable for course and administrative activities and test taking. See (www.nursing.txstate.edu/enteringclass/BSN-Students/2015-Conditionally-Admitted-Checklist0.html) for laptop specifications. Students must also have a digital recording device (iPod, tablet, smart phone, Flip camera) that can record up to 30 minutes and upload to a computer.

Texas State provides each of its authorized users with a computer account, known as a Texas State NetID, which facilitates access to the University's information resources. In accepting a Texas State NetID or any other access ID, the recipient agrees to abide by the applicable Texas State policies and legal statutes, including all federal, state and local laws. Texas State reserves the right at any time to limit, restrict, or deny access to its information resources and to take disciplinary and/or legal action against anyone in violation of these policies or statutes.

One such policy, reflected in the Appropriate Use of Information Resources (UPPS 04.01.07), clearly outlines the University's expectations regarding the use of its computing and other information resources and specifically prohibited behaviors. These prohibited behaviors include harassment, virus infusion, bandwidth monopolization, and a host of others. Students should especially note the prohibition against unauthorized duplication, use and/or distribution of software and other copyrighted digital materials (including copyrighted music, movies, graphics, etc.) All software and many other digital materials are covered by some form of copyright,

trademark, license and/or agreement with potential civil and criminal liability penalties. Exceptions must be specifically authorized by the copyright/trademark holder or by the fair use provisions of the copyright law. If questions contact IT Assistance Center at 512.245.4822.

SECTION 5: CLASSROOM CONDUCT

Attendance

It is the expectation of the St. David's School of Nursing that students will attend **all** classes at all times. There is no makeup for missed clinical or simulation lab. Attendance is required for participation points.

Dress Code

St. David's School of Nursing is a professional school and we often have members of the public visiting our facility; therefore, we require students to dress in a professional manner at all times. There is a very specific St. David's School of Nursing uniform policy for clinical settings. Within the St. David's School of Nursing, the following general rules of dress apply. Violation of the dress code will result in dismissal from the classroom. Readmission to the class will be allowed once dress code has been met.

1. Body piercing, other than ears, must not be visible.
2. Hats must not be worn while inside the building.
3. Work out clothing (sweats, basketball shorts, running shorts, cut-up tees) is not acceptable attire in the classroom.
4. Revealing clothing should not be worn or, at a minimum, must be covered while in the St. David's School of Nursing.
    a. Revealing clothing consists of:
        i. Midriff baring shirts, strapless shirts, or tank tops.
        ii. Short-shorts or short skirts
        iii. Low-rise pants and/or low-cut shirts that reveal "cleavage"
        iv. No undergarments should be visible

Remember that you are representing St. David's School of Nursing and the nursing profession. As such, you are expected to maintain an appropriate level of professionalism at all times.

Classroom Behavior

Students are expected to behave in a manner commensurate with their status as mature, intelligent and professional students. Students are expected to participate and not perform extraneous activities during class, seminar, clinical or lab time. For example, use of smart phone/cell phone/text messaging and the Internet for non-class activities including social media are considered inappropriate classroom behaviors (see Attachment G: Social Media and Networking Policy).

Enforcement of Rules

Students are expected to comply with the stated rules of conduct and professional behavior of the St. David's School of Nursing. Due to the unique responsibilities for patient care in nursing services, each faculty member evaluates the professional behavior of students in classrooms, simulation labs and clinical settings.

If a student violates the code of professional conduct, disciplinary action will be applied. The severity of this action will be based on the infraction and could include dismissal from class, clinical setting, simulation labs and/or from the Nursing Program.

Student behaviors are also discussed in the University Code of Student Conduct as set forth in the Texas State Student Handbook. www.dos.txstate.edu/handbook/rules/cosc

SECTION 6: CLINICAL SETTINGS AND SIMULATION LABORATORY

Admission Requirements

Nursing students are required to adhere to the following requirements as per St. David's School of Nursing affiliation agreements:

1. Health Certificate is completed and signed by a healthcare provider
2. Required immunizations are completed
3. Current Basic Life Support (BLS) for Healthcare Providers
4. Valid Social Security number
5. Documentation of health insurance for each semester attending nursing school
6. Cleared criminal background check by both the Texas Board of Nurses and Certified Background
7. Cleared drug screen
8. Required forms are completed and uploaded onto Certified Background account

See SON website – Current Students – Conditionally Admitted for details.

Clinical Setting

Clinical experiences will be in various facilities including, but not limited to, the St. David's School of Nursing Building (simulation labs), hospitals, nursing homes, outpatient clinics, day care centers, schools, community settings and residential facilities.

General Policies for Clinical Rotations

The following is a list of general policies regarding clinical rotations. Specific assignments and responsibilities will be provided by the faculty.

1. Clinical placements are made at the discretion of the faculty. Assignments are made based on the learning value of a site, the student's previous assignments and experiences. Assignments will not be made based on the convenience of the student.
2. Clinical hours are not limited to Monday through Friday, 8am to 5pm; thus students must make appropriate arrangements to allow for completion of their clinical assignments.
3. Students are not to leave the clinical setting without permission from their clinical instructor.
4. The clinical assignments are made in various Texas hospitals and healthcare facilities. The rotations will involve travel, and transportation is the responsibility of the student.

5. Students are to abide by the rules and regulations of each clinical facility. Use of cell phones or tablets are for official clinical purposes only. Personal calls while at the clinical site should only be made when absolutely necessary.
6. It is not appropriate for student nurses to discuss other nurses or faculty with staff members at the facility. Concerns are to be shared with the faculty member and Director of the Nursing Program.
7. Students are required to complete the St. David's School of Nursing evaluation forms for each course, simulation lab, and clinical experience.
8. Students who are pregnant must provide documentation to their clinical instructor and the School of Nursing Admissions Office from their healthcare provider following each visit indicating any physical limitations that would prevent them from complying with the readiness for work guidelines from our clinical partners.
9. Students with an injury or illness must provide documentation to their clinical instructor and the School of Nursing Admissions Office from their healthcare provider indicating any physical limitations that would prevent them from complying with the readiness for work guidelines from our clinical partners.

Personal Appearance

Students represent not only Texas State University and the St. David's School of Nursing, but also the nursing profession. In the clinical setting, nursing students are required to be well groomed and dressed to reflect a professional image. Student identification must be visible at all times. Student appearance must also be in compliance with clinical site dress code. The clinical faculty reserves the right to dismiss a student from a clinical site based on unprofessional or inappropriate dress or behavior. The following are minimal expectations of the personal appearance of a St. David's School of Nursing student.

1. **Hair:** must be clean and pulled back from the face so as not to fall forward while giving patient care. Plain black headbands may be worn. No other decorative hair accessories are allowed. No unusual hair colors; must have human colored hair. Beards or moustaches for men will be neatly trimmed.
2. **Make-up:** should be minimal and appropriate so as to reflect a professional image.
3. **Nails:** need to be smooth, fingertip or shorter length and clean. Nail polish, gel nails, and artificial nails are **not allowed** in patient care areas or simulation labs, as they are an infection control risk.
4. **Jewelry:** should be minimal – no more than one ring band per hand, one set of post earrings to the lobe of ears, no hoops or dangling earrings, as they are a safety issue. No other visible piercings or tongue piercings are allowed.

5. **Personal cleanliness:** the student will maintain a level of personal hygiene that keeps the student free of offensive odors such as body or mouth odor, a strong smell of smoke, perfume and cologne.
6. **Tattoos:** must be covered at all times while in the clinical area.

Simulation Lab and Clinical Attire

1. Texas State Nursing ID badge.
2. Clean, neat, approved style and color scrubs embroidered with the approved logo.
3. Clean, all white or all black, non-permeable (preferably leather), and closed-toed and closed-heeled shoes (no mesh allowed). Socks matching the color of your shoes must be worn.
4. Appropriate undergarments should be worn under clinical uniform or business attire (i.e. full coverage and not visible). A gold uniform long-sleeved plain t-shirt may be worn under the scrub top.
5. Any exceptions may occur on a course-to-course basis and will be addressed in the course syllabus.

Professional Attire for Settings not Requiring Scrubs

1. Texas State Nursing ID badge
2. Professional attire (no denim apparel, jogging suits, sweat pants, sweat shirts, shorts, miniskirts, tank tops, low cut tops or low slung pants). Leggings/tights/skinny pants must be worn with a long shirt or dress.
3. Appropriate undergarments (i.e. full coverage and not visible).
4. Closed-toed and closed-heeled shoes. Must be either all black or all white. No logos.
5. Any exceptions may occur on a course-to-course basis and will be addressed in the course syllabus.

Clinical Evaluation

Formative evaluation is an ongoing process which provides data that can be used to develop a more complete evaluation of the student's performance in the course. Formative evaluation (ongoing) is done at intervals specified by the faculty. Learning Contracts will be utilized to supplement evaluation when necessary to guide the student to meet the course requirements.

Students will complete a self-evaluation at midterm and upon the completion of the course. This will include a rating of individual objectives and a narrative summary report.

The following scale will be used in the evaluation process:

- **Self-Directed**
    - Student practices in a safe, accurate, proficient and self-directed manner.
    - Student independently seeks out instructor to provide and validate information for safe care.
    - Student independently seeks out appropriate patients correlating to the practicum level.
    - Student demonstrates professional behaviors while meeting the objectives for each clinical day.
    - Written and verbal communication is clear, professional and therapeutic.
    - Clinical assignments are thorough, complete and submitted in a timely manner.

- **Assisted**
    - Student practices in a safe, accurate, and proficient manner.
    - Student appropriately seeks reinforcement and supervision by faculty or nursing personnel.
    - Student demonstrates professional behaviors while meeting the objectives for each clinical day with minimal guidance.
    - Written and verbal communication is professional and effective.
    - Clinical assignments are complete and submitted in a timely manner.

- **Marginal**
    - Student practices in a safe manner, however requires frequent prompting from faculty or nursing personnel.
    - Student demonstrates professional behaviors while meeting the objectives for each clinical day with maximum guidance
    - Written and verbal communication is at times professional, but requires frequent guidance
    - Clinical assignments are partially complete and/or submitted late

- **Unsafe/Unprofessional**
    - Student practices in an unsafe manner requiring frequent prompting from faculty or nursing personnel
    - Student demonstrates unprofessional behaviors
    - Does not meet objectives for each clinical day
    - Written and verbal communication is disorganized, incorrect and inaccurate
    - Clinical assignments are incomplete, inaccurate and/or submitted late

Summative evaluation (final): The summative evaluation is the composite of the clinical behaviors for the course scheduled at the completion of the clinical experience. Successful completion of the course is dependent upon the summative evaluation.

Critical Incidents

While working at any clinical site, students must **immediately** report any critical incident (injury, fall, medication error, etc.) in which they are involved. The incident must be reported to the clinical faculty. See **Attachment D** for appropriate documentation. Students must follow the facility's policies regarding Occupational Safety and Health Administration (OSHA).

Upon receipt of any official document notifying them of inclusion in a lawsuit, the student must furnish a copy to the Director of the Nursing Program who will in turn furnish a copy to the Dean's office immediately.

The Dean's office will notify the university attorney and the insurance carrier and furnish copies of all documents to the insurance carrier as soon as possible.

Copies of all correspondence will be maintained in the Dean's office.

NOTE: Any copies of accounts related to the incident, such as written statements that are prepared by the student, faculty, and agency staff will be furnished to the student liability carrier. All of these documents are subject to "discovery" by the injured party's attorney. "Discovery" means that they are entitled to copies of all these documents; therefore, it is important not to include anything other than facts.

SECTION 7: CONFIDENTIALITY AND PRIVACY

Privacy

Anyone who has access to private and personally identifiable information concerning Texas State employees, faculty, students, clients, affiliates or others who have access to any information made confidential by Texas State policies or law (including but not limited to the Family Education Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Gramm-Leach-Bliley Act of 1999) will take reasonable and necessary steps to maintain the privacy of such information. Private and personally identifiable information includes but is not limited to social security numbers, driver's license numbers, unpublished home addresses or telephone numbers, personal account numbers, computer passwords and accounts, financial information, collection of credit card information for services, and protected health information (patient records and information).

Confidentiality

Confidentiality measures relate to the patient as well as other information that the student may access in the clinical area such as facility related information. Such information must be de-identified for use in the classroom, laboratory, and clinical rotations. The Health Insurance Portability & Accountability Act (HIPAA) training is required prior to clinical assignments and facility guidelines will be followed at all times. **All patient information must remain confidential at all times.**

Students must not disclose information to unauthorized individuals including but not limited to facility personnel, family, or friends. In classroom discussions, information will be discussed in a "de-identified, de-personalized" manner unless otherwise consented to.

Students may not print, photocopy or electronically replicate by any means or remove any part of the medical record for any purpose.

Students should not access records of patients to whom they are not assigned.

Students are not to have access to their own medical records or those of family or acquaintances while at the clinical sites. There are proper procedures one must follow to access one's own medical information.

The primary purpose of a medical record is to document the course of the patient's healthcare and to provide a medium of communication among healthcare professionals for current and

future patient care. In order to fulfill these purposes, significant amounts of data must be revealed and recorded. The patient must be assured that the information shared with healthcare professionals will remain confidential; otherwise, the patient may withhold critical information that could affect the quality of care provided.

As students in the nursing program, you will have access to medical information and data at the clinical sites. It is imperative that the confidentiality of this information be honored. For this reason, all students who enter the program will be required to read and sign a copy of the Confidentiality Agreement. **This signed form is to be uploaded into onto your Certified Background account.**

Student Files

All students in the Nursing Program will have a file that is maintained by the Nursing Admission and Retention Coordinator. This file includes the St. David's School of Nursing application and supporting documents, completed degree outlines and any disciplinary documentation. Clinical evaluations and Learning Contracts are stored electronically.

The St. David's School of Nursing Academic Advisor updates the student's degree plan and forwards it to the College of Health Professions Advising Center. The official degree plan is used for graduation certification and is maintained in the College of Health Professions in San Marcos.

Students may request access to their student files. Prior to review, a request must be made in writing to the Director of the Program. Upon approval, the Director or appointed designee must be present while the files are being reviewed. Student files may NOT be removed from the St. David's School of Nursing Admissions Office. No information is to be added to or deleted from the file without permission from the Director of the Program.

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords certain rights to students concerning their educational records. FERPA affords students a right to inspect and review their educational records (with exceptions) and to request their records be amended, to have limited control over the disclosure of information contained in their records, and to file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of the FERPA. For more information go to:
www.registrar.txstate.edu/persistent-links/ferpa

Anyone with knowledge or suspicion of a violation shall report the incident promptly to their immediate supervisor or faculty or the Director of the Program. Information acquired in the investigation of any known or suspected violation shall be confidential unless disclosure is authorized or required by law. Violation of privacy and confidentiality laws and policies may subject the violator to disciplinary or criminal action.

SECTION 8: ACADEMIC PROGRESSION

The nursing program is full-time and must be completed in three years from time of first admission. Students enrolled in the nursing program are required to maintain a grade of at least a "C" (2.0 GPA) in all courses in the nursing curriculum. However, to graduate with a Bachelor of Science in Nursing, students must have a minimum GPA of 2.5 in their nursing coursework.

Nursing courses are offered in a lock-step sequence and students must be enrolled in all scheduled nursing courses each semester. Each course will be offered only once each academic year; therefore, progress in the program will be delayed if the student fails a course. A student may repeat a nursing course only once. Following a second nursing course failure or withdrawing from nursing courses, a student will be dismissed from the nursing program, but not Texas State University.

A student who is out-of-sequence (whether due to illness, course failure, or other reasons) cannot be assured of a space in subsequent courses, although every effort will be made to accommodate the student. Following a first course failure, a student must submit an action plan to the Admission, Progression, and Graduation (APG) Committee if he/she wishes to continue in the nursing program. The action plan will provide details as to changes the student plans to make for successful continuation in the program and specifically address behaviors that led to the course failure. The APG Committee may ask for further clarification from the student, and the response must be submitted according to the time frame indicated by the Committee. Students must also reapply to Texas State University.

Graduation

To graduate with a Bachelor of Science in Nursing Degree, a student must successfully complete all nursing courses with a "C" or better in addition to completing all prerequisite courses. Graduating students must have attained a 2.0 or higher Texas State University GPA with a minimum of a 2.50 GPA in the Nursing major.

Remediation

The Nursing Program provides a variety of remediation opportunities for students. Students having academic difficulty will contact the faculty member and the Nursing Admission and Retention Coordinator to plan and arrange for remediation. The earlier the need for remediation is identified, the more effective the remediation may be. Remediation cannot guarantee success for the student, but the faculty and staff will take all reasonable measures to help the student manage their challenges and progress in the nursing program.

Grading Policy

The nursing faculty has determined a grading scale for all nursing courses in keeping with the minimum passing criteria of the credentialing organization. The evaluation scale is as follows:

90	-	100	A	80	-	89	B
75	-	79	C	70	-	74	D
			69 & below	F			

For additional grade symbol information see grade legend at www.registrar.txstate.edu/our-services/grades

Exams and Competency Validation

Each course will have required activities or assignments and examinations to validate learning and competency. An overall earned course average of 75% is required of all students in order to pass all nursing courses. In order to pass nursing courses with a clinical practicum component, the student must achieve a 75% average or above on theory exams, which may include quizzes, unit exams, and a comprehensive final as defined in the course syllabus.

In addition to the course exams, students will be required to take a series of nationally standardized comprehensive assessment exams to guide the faculty and student on the student's readiness to pass the National Council Licensure Examination for Registered Nurses, (NCLEX-RN®). These exams are assigned to a course each semester. The results of the exams will identify areas of strength and weakness for each student and allow for additional preparation on content, as needed. Faculty may provide additional learning experiences for students based on need. These exam grades are factored into the course grade.

Medication Administration & Calculations: Nursing Program Examination Requirements

General Purpose:

Medication dosage calculation is a critical component of clinical nursing practice. It is imperative that drug dosages be calculated correctly for safe patient care. In order to ensure that students have mastered dosage calculations, they will be required to pass medication exams in selected nursing courses. In addition to dosage calculations, students will be required to know how to read medication orders accurately, including medical abbreviations.

Requirements:

Students will be required to pass all medication exams administered in the nursing program. The passing score is 95%. Each student will have 3 opportunities to pass any given medication exam; however, failure to pass the exam after the third attempt will lead to failure to progress in the nursing program. Please refer to the admission and progression policies regarding readmission.

Preparation:

Students will be given assignments in the courses to assist in preparation for the medication exams. Practice quizzes will also be available so students will know what to expect on the medication exams.

Helpful Guidelines:

1. Do assignments on time. The information is learned by practice not cramming. Students need the time provided to master the content.
2. The medication calculation textbook offers 4 methods to do drug calculations. All methods are acceptable. Students should choose the method that works best for them.
3. If a student experiences difficulty at any time, they should seek help quickly. Do not delay. The faculty is committed to their success and will assist them if they seek help.
4. Rounding, if needed, should be done after arriving at the final answer. Do NOT round at each step in the calculation. Rounding is done only when you arrive at a dose that is not realistic to give. For example, one cannot give 3.07 tablets; therefore, one must round to 3 tablets. The rounding rule states that ***if the hundredth column is 5 or greater, the tenth column is increased by 1.*** In the example of 3.07 tablets, the 7 rounds up to make the number 3.10. However, realistically one still cannot give 3.10 tablets, so rounding will continue to the tenth column. Because 1 is less than 5, drop the 0.10 to be left with 3. The realistic answer is to give 3 tablets. The medication calculation textbook covers rounding in the Basic Math Review Section.
5. Practice, practice, practice calculation problems consistently. There are ample practice problems in the textbook, textbook CD-ROM and student resources online provided by the textbook.
6. Students may use a calculator when completing calculation problems for practice and in the clinical area. Only calculators provided by the St. David's School of Nursing may be used during any examination.

Remediation:

If a student is unsuccessful on the first or second attempt to pass any given medication exam, they will be required to develop a plan for remediation with the instructor of record for the course. The remediation plan must be completed prior to the date of the repeat medication exam.

SECTION 9: ETHICS AND PROFESSIONAL CONDUCT

American Nurses Association Code of Ethics

Nursing students are expected to be familiar with and perform consistently with the Code of Ethics for Nurses.

American Nurses Association Code of Ethics (2015)
www.nursingworld.org/codeofethics

ANA Nursing Ethics is part of The Center for Ethics and Human Rights, which maintains the ANA Nursing Code of Ethics

Preface

Nursing encompasses the protection, promotion, and restoration of health and well-being; the prevention of illness and injury; the alleviation of suffering, in the care of individuals, families, groups, communities, and populations. All of this is reflected, in part, in nursing's persisting commitment both to the welfare of the sick, injured, and vulnerable in society and to social justice. Nurses act to change those aspects of social structures that detract from health and well-being.

Individuals who become nurses, as well as the professional organizations that represent them, are expected not only to adhere to the values, moral norms, and ideals of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics for the nursing profession makes explicit the primary obligations, values, and ideals of the profession. In fact, it informs every aspect of the nurse's life.

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

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

Provision 3
The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

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

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

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

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

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

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

© American Nurses Association

Professional Conduct

Inherent in the profession of nursing are values that are demonstrated through professional conduct. Examples of professional values include: demonstrating a commitment to nursing; demonstrating cooperation and collaboration; placing the patient's welfare first; exhibiting personal as well as intellectual responsibility and adhering to the nursing program and clinical facility policies. These are areas by which the student is evaluated in the area of professional conduct.

In keeping with the philosophy of Texas State, a student is expected to exhibit professional behavior when performing nursing activities or representing the Nursing Program in any capacity.

When in the clinical area or any clinical experience, the student should be identified as a Texas State nursing student by proper uniform, and/or identification as listed in the Dress Code Policy. The student is expected to exhibit a professional manner, which includes but is not limited to having a neat, clean appearance and utilizing appropriate language and behavior.

The student will notify the clinical faculty or preceptor appropriately when she/he is tardy, absent, or for any reason unable to complete nursing responsibilities, will be absent from the clinical setting, or must leave the clinical area prior to the end of clinical time.

The student is expected to deliver care in a nondiscriminatory and nonjudgmental manner that is sensitive to patient diversity. When providing care, the student places the patient's welfare first by: being accessible and prompt in answering the patient's requests; establishing a priority of activities which reflects the patient's needs; and being responsible and reliable when needs are identified by the patient, staff or clinical instructor. The student delivers care in a manner that preserves and protects patient autonomy, dignity, rights and confidentiality.

The student interacts professionally, both written and verbally, with faculty, staff, patients, and peers when giving and receiving information. When a question or unclear situation occurs, the student follows the appropriate channels of communication and authority for clarification (faculty, course coordinator, Director, Dean). The student's written work/charting is accurate, has a professional appearance, and is completed according to standards of the clinical site and Texas State. Cellular phones and other electronic media devices are to be used in emergency situations and according to clinical site policies as well as at the discretion of the faculty.

The student is a cooperative team member who considers the needs of the entire group when working together, giving and receiving assignments, and accepting the roles and responsibilities of others in the group. The student accepts and acts upon constructive criticism.

The student exhibits intellectual and personal responsibility by readily acknowledging mistakes and/or oversights, and takes action to correct the situation. The student is honest and truthful when interacting with patients, peers, faculty and staff, and in completing written work such as charting, care plans, and assessment guides. The student completes her/his own work, not representing anyone else's work as being their own. The student identifies group collaboration on projects when indicated and appropriate. Refer to Policy on Academic Honesty in the Undergraduate Catalog, which will extend to the class and clinical experience.
www.education.txstate.edu/ci/dev-ed-masters/ma-program-aspects/Responsibilities-Ethics

Unprofessional Conduct

If displaying unprofessional conduct, the student may be sent away from the classroom, clinical or laboratory setting by the faculty or designated authority. The instructor then notifies the Director. The Director will notify other College officials as deemed necessary. Documentation of the conduct will be completed as appropriate.

Title IX

Title IX of the Education Amendments Act of 1972 (Title IX) prohibits sexual discrimination in federally funded educational programs or activities. Sexual harassment, which includes sexual violence, is a form of sexual discrimination. Texas State University is committed to providing an environment that is free from all forms of discrimination, including discrimination based on sex. In order to address concerns related to sex discrimination on campus, Texas State University has appointed Dr. Gilda Garcia as Title IX Coordinator.
Dr. Garcia
Email: titleIX@txstate.edu
Phone: 512.245.2539

Sexual Misconduct (Title IX) Navigation
http://www.txstate.edu/oea/Sexual-Misconduct--Title-IX-.html

- What to Do If You Experience Sexual Misconduct
- What to do if sexual misconduct is reported
- Resources for Sexual Assault Survivors
- Useful Terms
- Determining Consent
- University Policies Related to Title IX
- Title IX Collaborative
- Raising Awareness on Title IX and Sexual Assault

Independent Work

Students are expected to do their own work unless an individual course instructor has indicated that group activity is acceptable. In the class, seminars, and practice labs students are expected to participate by sharing observations and impressions. Just because you can access something on the internet, it does not mean that you should use it in place of independent work as this may be considered plagiarism.

Students may share notes and resources to facilitate one another's learning: however, it is considered unethical for one student to ask another for copies of papers, projects, old exams, or

to show or exchange answers before, during or after exams, clinical validations or demonstrations.

Students are expected to do their own work on all graded material submitted for course requirements. Since dishonesty harms the individual, fellow students, and the integrity of the university, policies on academic dishonesty will be strictly enforced.

It is considered unethical for a student to secure and/or make copies of an exam that is to be administered or one that has previously been administered.

Any conduct considered to be unethical is cause for immediate dismissal from the program according to the Texas State Student Handbook. Any observances of such conduct by faculty or reports to faculty will immediately be investigated.

Texas State Academic Honor Code

The Texas State University Policy and Procedure Statement, www.txstate.edu/effective/upps/upps-07-10-01.html for academic integrity establishes the following:

- Instructor responsibilities
- Student responsibilities
- Procedures for cases of academic misconduct (including rules about hearings and appeals)

The university expects both faculty and students to respect and follow the Honor Code. For students, this means that all academic work will be done by the individual to whom it's assigned, without authorized aid of any kind.

It is the student's responsibility to be aware of the policy on academic misconduct. Students are strongly encouraged to communicate with their respective instructors if there is a question of whether or not a study practice, activity or any other student behavior falls under the umbrella of academic misconduct. Do not put yourself in an untenable position because of your failure to receive approval from your respective instructors regarding student academic activity.

Violating the Honor Code

According to the University Policy and Procedures Statement 07.10.01 the following is important information concerning definitions relating to academic dishonesty.

"Violation of the Honor Code" includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion and the abuse of resource materials.

"Cheating" in general, but is not limited to, means engaging in any of the following activities:

1) Copying from another student's test paper, laboratory report, other report, computer files, data listings, programs, or from any electronic device or equipment.

2) Using during a test, printed, audio or electronic materials not authorized by the person giving the test.

3) Collaborating, without authorization, with another person during an examination or in preparing academic work.

4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing, in whole or in part, the contents of an un-administered test, or other academic products.

5) Substituting for another student or permitting another person to substitute for oneself in taking an examination or preparing academic work.

6) Bribing or coercing another person to obtain an administered test or obtain information about an un-administered test or other academic products.

7) Purchasing or otherwise acquiring and submitting as one's own work, any research paper or other assignment prepared by another individual or by a firm. This section does not apply to the word processing of the rough or final versions of an assignment by a professional service.

8) Submitting the same essay, thesis, report, or another project, without substantial revision or expansion of the work, in an attempt to obtain credit for work submitted in another course.

9) Falsifying data.

"Plagiarism" in general, but not limited to, means the appropriation of another's work and the inadequately or inappropriately acknowledged incorporation of that work in one's own written, oral, visual or the performance of an original act or routine that is offered for credit.

"Collusion" in general, but not limited to, means the unauthorized collaboration with another person in preparing any work offered for credit.

"Abuse of resource materials" in general, but not limited to, means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course content.

*Please note that not all activities that constitute academic misconduct are listed in specific detail in the UPPS 07.10.01. It is expected that students will honor the spirit of academic integrity and will not place themselves in the position of being charged with academic misconduct.

The Honor Code
www.dos.txstate.edu/handbook/rules/honorcode

As members of a community dedicated to learning, inquiry and creation, the students, faculty and administration of our university live by the principles in this Honor Code. These principles require all members of this community to be conscientious, respectful and honest.

WE ARE CONSCIENTIOUS. We complete our work on time and make every effort to do it right. We come to class and meetings prepared and are willing to demonstrate it. We hold ourselves to doing what is required, embrace rigor and shun mediocrity, special requests and excuses.

WE ARE RESPECTFUL. We act civilly toward one another and we cooperate with each other. We will strive to create an environment in which people respect and listen to one another, speaking when appropriate, and permitting other people to participate and express their views.

WE ARE HONEST. We do our own work and are honest with one another in all matters. We understand how various acts of dishonesty, like plagiarizing, falsifying data and giving or receiving assistance to which one is not entitled, conflict as much with academic achievement as with the values of honesty and integrity.

The Pledge for Students:

Students at our university recognize that, to ensure honest conduct, more is needed than an expectation of academic honesty, and we therefore adopt the practice of affixing the following pledge of honesty to the work we submit for evaluation:

I pledge to uphold the principles of honesty and responsibility at our university.

The Pledge for Faculty and Administration:

Faculty at our university recognize that the students have rights when accused of academic dishonesty and will inform the accused of their rights of appeal laid out in the student handbook and inform them of the process that will take place. The statement is as follows:

I recognize students' rights and pledge to uphold the principles of honesty and responsibility at our university.

Acceptance of Gifts

Taken from: THE TEXAS STATE UNIVERSITY SYSTEM, PERSONNEL POLICY HANDBOOK:

5. BENEFITS, GIFTS AND HONORARIA.

5.3 Prohibited Benefits. A Regent or an employee shall not solicit, accept, or agree to accept any benefit from any person the Regent or employee knows is interested in or is likely to become interested in any contract, purchase, payment, claim, or transaction involving the Regent's or employee's discretion. This prohibition does not apply to (1) gifts or other benefits conferred on account of kinship or a personal, professional, or business relationship independent of a Regent's or employee's status, respectively, as a member of the board or as an employee; (2) a fee prescribed by law to be received by a Regent or employee or any other benefit to which he or she is lawfully entitled or for which he or she gives legitimate consideration in a capacity other than as a member of the Board or an employee of the System or a component; (3) a gift, award, or memento that is received from a lobbyist who is required to make reports under Government Code, Chapter 305 and, (4) items having a value of less than $50, not including cash or negotiable instruments. A Regent or an employee who receives an unsolicited benefit that he or she is prohibited from accepting by law may donate the benefit to a governmental entity that has the authority to accept the gift or may donate the benefit to a VIII-7 recognized tax-exempt charitable organization formed for educational, religious, or scientific purposes.

Texas State College of Health Professions Grade Appeals
Policy and Procedure 04.01(rev. 02/2014)
www.health.txstate.edu/About/College-Policies-and-Procedures
See Attachment F.

SECTION 10: GRADUATION

Degree Audit Report (DAR)

During the junior fall semester of coursework in the Nursing Program, the St. David's School of Nursing Advisor will initiate a Texas State degree outline for each student. This degree outline, called a Degree Audit Report or DAR, will serve as the agreement between the student and the university to define and delineate all prerequisite and professional coursework which must be taken for the student to receive a BSN degree. This process helps guide the student so that only the courses required for the degree are taken. The student will be able to track his/her progress toward degree completion through the Degree Works system. Please contact the School of Nursing Academic Advisor in room 117 for questions regarding degree audits.

Graduation Requirements

Before graduating from Texas State with the BSN, students **must** satisfy the following requirements:

- a grade of "C" or above in each nursing course
- Texas State overall GPA **must be** at least 2.25
- Texas State School of Nursing GPA **must be** at least 2.50
- all general studies requirements met including writing intensive courses, foreign language requirements (see university catalog for specifics)

Application for Degree

Students are required to APPLY for graduation during their last semester. Contact the St. David's School of Nursing Academic Advisor for the deadline dates of each semester. ***STUDENTS CANNOT GRADUATE UNLESS AN APPLICATION FOR GRADUATION HAS BEEN COMPLETED.***

SECTION 11: LICENSURE AS A REGISTERED NURSE

Licensing Process

In order to become a Registered Nurse (RN), the Texas Board of Nursing and the National Council of State Board of Nursing (NCSBN) require that educational requirements be met. When students graduate from the Nursing Program they will be eligible to take the NCLEX-RN® at a local Pearson Vue testing center. Students will be given details about this process prior to graduation.

The NCLEX-RN® is the national examination for state registered nurse licensure. The National Council for State Boards of Nursing (NCSBN) is responsible for all nurse licensing examinations. For more information on the NCLEX-RN® and student tools, go to www.NCSBN.org.

Pearson Professional Testing provides test development and test administration services for the NCLEX-RN®. For more information and a tutorial on the NCLEX-RN®, go to www.pearsonvue.com/nclex.

The NCLEX-RN® is given only in a computerized adaptive testing (CAT) format. It is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. The length of the computerized exam is determined by the student's response to the items.

The tests can be scheduled at a local testing site with details provided prior to graduation. Students will be given instruction on the use of the computer prior to the test; however, some of the written tests in the Nursing Program will also be on computer to familiarize students with that process.

Multi-State Licensure Compact

The State of Texas, through the Texas Board of Nursing (BON), requires all registered nurses be state licensed. Texas participates in the Multi-State Licensure Compact so RNs licensed in Texas may also practice in Compact states. Check the BON website for current states participating in the Compact (www.bon.texas.gov/licensure_nurse_licensure_compact.asp)

A map guide to state-by-state nursing licensure can be found at www.nursinglicensemap.com.

Graduate Nurses

Graduates pending notice of passing the NCLEX–RN®, and upon application for a full license, may be issued a temporary "permission to practice" as a graduate nurse (GN) via the BON website. Such authorization is no longer granted in hard copy. The temporary GN license is not renewable and expires when the candidate passes the NCLEX-RN®, or fails to pass the test, or on the 75th day following the temporary authorization.

The GN is in a transitional process from student to professional and, as such, should seek and receive direction, supervision, consultation, and collaboration from experienced nurses, and not practice in an independent situation.

For more details concerning graduate nurse practice and parameters, click on the following links: www.bon.texas.gov/practice_guidelines.asp

SECTION 12: PROGRAM OF STUDY AND NURSING COURSES

Bachelor of Science in Nursing

Students may refer to the 2014-2016 Texas State online catalog for the most current information.

www.txstate.edu/curriculumservices/catalogs/undergraduate/catalogs

ATTACHMENTS

Attachment A

TEXAS STATE UNIVERSITY
ST. DAVID'S SCHOOL OF NURSING
CONFIDENTIALITY AGREEMENT

Students in the St. David's School of Nursing at Texas State University will have access to medical records of actual patients in various types of healthcare facilities and in the classroom.

Two factors must be considered that are relative to student use of medical records in the educational process:

1. Legally, the information in the medical record belongs to the patient. Any violation of confidential information about a patient found in the medical record is punishable in a court of law.

2. The American Nurses Association Code of Ethics and the Texas Board of Nursing Standards of Practice stipulate "the registered nurse shall hold in strict confidence all privileged information concerning the patient and refer all inquiries to the physician in charge of the patient's medical care.

3. Persons authorized to have access to individual's personal health information may only use that information for the purpose for which it is authorized and may not re-disclose the information in any format without specific consent of the individual.

Because of legal and ethical considerations, any student enrolled in the St. David's School of Nursing that reveals contents of a medical record, except as it relates to the education process in the classroom or at a clinical site, is subject to immediate disciplinary action.

I understand the above and hereby agree to maintain the confidentiality of all patient information.

_____ _____

Signature **Date**

Print Name:

Attachment B

Student Handbook Verification Statement

This is to verify that I have received and understand that it is my responsibility to read the policies and procedures contained in the current *St. David's School of Nursing, Texas State University, BSN Student Handbook*. I hereby agree to abide by all policies and procedures as addressed therein.

_____
Student's signature

_____
Date

_____
Print name

This form is to downloaded, printed and completed when students complete online New Student Orientation.

Attachment C

St. David's School of Nursing
at Texas State University
Disciplinary Policy and Procedures

Policy:

It is the policy of the St. David's School of Nursing to take a strong position regarding the safety of patients and other persons who are subject to contact with the nursing students. In addition to the criminal background check and drug testing upon admission to the program and the evaluation of the admission applications by the School of Nursing's Admission, Progression and Graduation (A-P-G) Committee, the faculty and administration remain vigilant for evidence of any unsafe behavior or conduct violations on the part of students. The faculty is accountable for enforcing this policy and those policies of Texas State University that relate to student conduct and the Honor Code.

It is the policy of the St. David's School of Nursing to fully investigate and take appropriate action concerning any allegations or evidence of student behavior related to but not limited to:

- Criminal conduct
- Lying
- Falsification
- Fraud
- Theft
- Deception
- Substance misuse
- Substance abuse
- Substance dependency and other substance use disorders

The faculty and staff of the nursing program are committed to upholding the integrity of the nursing program and are required to report to the Director any observations or knowledge of behavior subject to disciplinary action, including violation of the Texas State University – Academic Honor Code and the Code of Ethics for Nurses.

- Texas State University - Academic Honor Code
  www.dos.txstate.edu/handbook/rules/honorcode
- American Nurses Association - Code of Ethics for Nurses
  www.nursingworld.org/codeofethics

The Nursing Admission, Progression and Graduation (A-P-G) Committee is responsible for admission and readmission of students to the nursing program. The Director may designate a subcommittee of the A-P-G Committee to investigate allegations of behavior subject to disciplinary action. The designated subcommittee is responsible for fully investigating the allegations, documenting findings, initiating action, and making a full report to the Director, who reports to the Dean, College of Health Professions (CHP).

Texas State University Policies and Procedure Statements related to health (07.09) and student discipline (07.10) include but are not limited to:

- UPPS No. 07.09.03 Policy for Handling Sexual Assaults
  www.txstate.edu/effective/UPPS/upps-07-09-03.html

- UPPS No. 07.10.01 Honor Code
  www.txstate.edu/effective/UPPS/upps-07-10-01.html

- UPPS No. 07.10.06 Threatening Behavior Consultation and Assessment Team www.txstate.edu/effective/UPPS/upps-07-10-05.html

This Disciplinary Policy and Procedure is consistent with related policies and procedures of Texas State University and the Texas Board of Nursing.

Procedures for Reporting, Investigating and Enforcing Disciplinary Violations

1. Faculty and staff are responsible and accountable for maintaining the integrity of the program and for reporting to the Director knowledge of allegations of a violation of conduct as soon as they become aware of the alleged violation.

   Note: All concerns of sexual discrimination including sexual harassment and sexual violence are referred to Dr. Garcia, Texas State University, Title IX Coordinator, titleIX@txstate.edu, 512.245.2539.

2. The Director designates the A-P-G Committee or a subcommittee thereof to investigate the allegations.
3. The investigation is conducted as soon as possible, considering each situation case-by-case.
4. The designated committee reports findings and the decision in writing to the Director. The actions may be but not limited to:
   a. Dismissal of allegations
   b. Reprimand
   c. Probation with conditions specified
   d. Dismissal from the nursing program

5. The Director enforces the action(s) and reports to the Dean, CHP.
6. The student may appeal to the Dean, CHP, consistent with Texas State University Policy and Procedure Statements related to student discipline (UPPS No. 07.10.06). www.txstate.edu/effective/UPPS/upps-07-10-06.html
7. If the allegations are concerning a student's threatening behavior, UPPS No. 7.10.05 applies. This policy provides both procedures and the consultation of the Universities' Threatening Behavior Consultation and Assessment Team.

Petition for Readmission to the Nursing Program

A person who has been dismissed from the program for issues related to dishonesty or other conduct violations, may apply for readmission to the Nursing A-P-G Committee. The burden of proof that the person no longer poses a danger remains with the student.

Attachment D

Policy and Procedure Statement 2.02 College of Health Professions
Effective date: 9/11/96 Student Liability Insurance Incident Reporting
Revised: 6/2014
Review Cycle: E2YRS

Procedure

1. Students should be informed prior to each clinical/internship enrollment that they must immediately report any adverse event in which they are involved. This should be reported on the Adverse Event Report Form (see page 61) to:
    a. Their on-site clinical/internship supervisor
    b. Their University clinical/internship supervisor

2. The University supervisor must notify the department/program chair and the Dean's office as soon as they are informed of an adverse event, and furnish copies of the report from the student and the on-site supervisor to the Dean's office.

3. Upon receipt of any official document notifying them of inclusion in a potential compensable event, the student must furnish a copy to their University supervisor who will in turn furnish a copy to the Dean's office immediately.

4. In case of a potential compensable event, the Dean's office will notify the University attorney and the insurance carrier and furnish copies of all documents to both as soon as possible.

5. Copies of all correspondence will be maintained in the insurance file, in the Dean's office. The Dean's office will compile all adverse reports and report annually to the College Council.

NOTE: Any copies of accounts related to the adverse event, written statements, etc. which are prepared by the student and the on-site supervisors will be furnished to the Student Liability Insurance Carrier. All of these documents are subject to "discovery" by an injured party's attorney. This means they are entitled to copies of all these documents, therefore, it is important to include only facts in the documentation.

Reviewer:_____ Date: _____
Dr. Barbara Sanders, Associate Dean

Approved:_____ Date: _____
Dr. Ruth B. Welborn, Dean

The Dean's office will compile all adverse event forms and report annually to the College Council.

Texas State University
College of Health Professions
Adverse Event Report Form

Date of event:	Time of event:		TX State ID:
	Location:		
Name of person(s) involved in event:			
Address:		Phone Number:	
CHP Program:	Sex:	Date of Birth:	
Describe the activity that caused the adverse event/incident/injury:			
Any objects, equipment or substances involved?			
Did adverse event require physician/hospital visit?			
Name of Physician/hospital:		Address and phone:	
Signature or person completing report:	Date:	Received by:	Date:
Follow-up/Results:			
Supervisor signature:		Date:	

Return this report to the University Supervisor and the on-site supervisor within 24 hours of the adverse event.

Additional pages can be attached.

Attachment E

Conditions That May Disqualify Nursing Student Graduates from Licensure and of Their Rights to Petition the Texas Board of Nursing for a Declaratory Order of Eligibility

As noted in the Texas Board of Nursing's Rules and Regulation relating to nurse education, licensure and practice published in March 2009: *Individuals enrolled in approved professional nursing education programs preparing students for initial licensure shall be provided verbal and written information regarding conditions that may disqualify graduates from licensure and of their rights to petition the Board for a Declaratory Order of Eligibility.* Required eligibility information includes:

1. Texas Occupations Codes Section 301.252, 301.257 and 301.452 - 301.469
   law.onecle.com/texas/occupations/chapter301.html
   and
2. Texas Board of Nursing's Rules and Regulation Sections 213.27 - 213.30
   www.bon.texas.gov/laws_and_rules_rules_and_regulations_current.asp#toc

These codes and rules and regulations are listed below:
Texas Occupational Codes:

1. Texas Occupations Code Section 301.252 - License Application
2. Texas Occupations Code Section 301.257 - Declaratory Order Of License Eligibility
3. Texas Occupations Code Section 301.452 - Grounds For Disciplinary Action
4. Texas Occupations Code Section 301.453 - Disciplinary Authority Of Board; Methods Of Discipline
5. Texas Occupations Code Section 301.4535 - Required Suspension, Revocation, Or Refusal Of License For Certain Offenses
6. Texas Occupations Code Section 301.454 - Notice And Hearing
7. Texas Occupations Code Section 301.455 - Temporary License Suspension Or Restriction
8. Texas Occupations Code Section 301.456 - Evidence
9. Texas Occupations Code Section 301.457 - Complaint And Investigation
10. Texas Occupations Code Section 301.458 - Initiation Of Formal Charges; Discovery
11. Texas Occupations Code Section 301.459 - Formal Hearing
12. Texas Occupations Code Section 301.460 - Access To Information
13. Texas Occupations Code Section 301.461 - Assessment Of Costs
14. Texas Occupations Code Section 301.462 - Voluntary Surrender Of License
15. Texas Occupations Code Section 301.463 - Agreed Disposition
16. Texas Occupations Code Section 301.464 - Informal Proceedings
17. Texas Occupations Code Section 301.465 - Subpoenas; Request For Information
18. Texas Occupations Code Section 301.466 - Confidentiality
19. Texas Occupations Code Section 301.467 - Reinstatement
20. Texas Occupations Code Section 301.468 - Probation

21. Texas Occupations Code Section 301.469 - Notice Of Final Action

(2) Sections 213.27 - 213.30 of Texas Board of Nursing's Rules and Regulation relating to nurse education, licensure and practice published in March 2009:
www.bon.texas.gov/laws_and_rules_rules_and_regulations_current.asp#toc

- Section 213.27: Good professional Character
- Section 213.28: Licensure of Persons with Criminal Offenses
- Section 213.29: Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters
- Section 213.30: Declaratory Order of Eligibility for Licensure

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

By signing I acknowledge that I that I have been provided written information regarding conditions that may disqualify nursing school graduates from licensure and of their rights to petition the Texas Board of Nursing for a Declaratory Order of Eligibility. Required eligibility information included:

(1) Texas Occupational Codes Section 301. 252, 301.257 and 301.452 - 301.469; and
(2) Texas Board of Nursing's Rules and Regulation Sections 213.27 - 213.30.

_____ _____
Student's signature Date

_____
Print name

The St. David's School of Nursing shall maintain written receipt of eligibility notification for a minimum of two years after the student completes the nursing program or permanently withdraws from the nursing program.

Attachment F

See the College of Health Professions' 04.01 Grade Appeals Policy and Procedure:
www.health.txstate.edu/About/College-Policies-and-Procedures.html

College of Health Professions
Grade Appeal Review Form
(if additional space is required add additional pages and label appropriately)

Student: _____PLID: _____

Local Address:_____Local Phone #_____

Texas State e-mail address:_____

Department/program: _____Course #: _____Semester: _____

Faculty Member Who Assigned Your Grade _____

Required information to be completed by student:

You were aware of your right to appeal by:
_____ Syllabus
_____ Department Student Policy Manual
_____ University Handbook
_____ Instructor
_____ Other Instructor
_____ Another student
_____ Other (please specify)

Date grade dispute was initially discussed with course instructor: _____

Date appeal was initiated: _____

Materials to be submitted in support of this grade appeal include:
___course syllabus __graded course materials __Texas State/CHP policy supporting appeal

Student's rationale for grade appeal:

_____ _____
Signature of Student Date

(When completed submit this form to the Course Instructor to initiate the appeal process.)

Attachment G

Policy and Procedure Statement 6.02
Effective Date: August, 2012
Review Cycle: E2YRS
Revised: May 28, 2015

St. David's School of Nursing
College of Health Professions
Social Media and Networking Policy

PURPOSE:

The purpose of the PPS is to establish the policies and procedure governing the St. David's School of Nursing's students, staff, and faculty related to social media and social networking ethical, legal use. The school is a professional school preparing students as future professional Registered Nurses. Understanding the strengths, benefits, and dangers of social media helps prepare students to work as professionals in both a safe and legal manner.

This policy seeks to provide legal protection to the St. David's School of Nursing, comply with federal guidelines (Health Insurance Portability and Accountability Act [HIPAA] of 1996- P.L.104-191, and Family Educational Rights and Privacy Act [FERPA] 20 U.S.C. § 1232g; 34 CFR Part 99), and follow the American Nurses Association's (ANA) Code of Ethics, National Council of State Boards of Nursing (NCSBN) guidelines, and the core values of Texas State University.

DEFINITIONS:

Social networks are defined as " web-based services that allow individuals to 1) construct a public or semi-public profile within a bounded system, 2) articulate a list of other users with whom they share a connection, and 3) view and traverse their lists of connections and those made by others within the same system" (Boyd and Ellison, 2007). Communication in social networking sites is public and includes, but is not limited to, Facebook, LinkedIn, Twitter, Pinterest, Tumblr, Snapchat, Instagram, VK, Flickr, Ask.fm, Vine, Reddit, YouTube, Google Plus+, and blogs.

BACKGROUND:

There are six principles contained in *Social Networking Principles Toolkit* (ANA[a], 2015), which are linked to the *Code of Ethics for Nurses with Interpretive Statements* (ANA[b], 2015), and the standards found in *Nursing: Scope and Standards of Practice* (ANA, 2015[c]). These principles are:

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

POLICY:

It is the policy of the St. David's School of Nursing that all policies and procedures relating to social networking and media approved by Texas State University will be followed. Additionally, all local, state and federal laws will be followed as related to the use of social networking and social media by SON staff, students, and faculty.

Social media usage at Texas State University, St. David's School of Nursing is governed by the same policies that govern all other electronic communications. Students are to read the Texas State University policies below before engaging in any social media campaign as part of your official duties at the St. David's School of Nursing and if you use social media for personal purposes.

- Appropriate Use of Information Resources (UPPS 04.01.07)
- Additional State Employment and Outside Employment and Activities (UPPS 04.04.06)

Faculty and staff must also read and follow personal use social media policy and guidelines before creating a social media presence in which they engage in online discourse and identify themselves with the St. David's School of Nursing or Texas State University.

The social media policy applies to personal activity and/or professional activity that is not part of official communication, and where you identify yourself as an employee, either through a bio, comments, or by using your university email address.

PROCEDURES:

Although the St. David's School of Nursing does not seek to curtail personal communications on students' own time, publishing information on the internet via social media sites may affect the St. David's School of Nursing, the public's trust in the nursing profession, and an individual's future nursing career. Therefore:

1. Students in the St. David's School of Nursing will be informed of the PPS related to Social Media during online orientation.
2. Faculty will be informed of the PPS related to Social Media in the first fall meeting of the Nursing Faculty Assembly.
3. Staff will be informed of the PPS related to Social Media in an email.
4. Students, faculty and staff will also be informed to the location of the online resources available to assist them in following the policies, procedures and laws related to ethical use of social media. These items will include but are not limited to the following:

   Texas State University Security

   a. Social Networking- security.vpit.txstate.edu/awareness/social_networking.html
   b. Identity theft- http://security.vpit.txstate.edu/awareness/Cyber-Threats/idtheft.html

c. Awareness- http://security.vpit.txstate.edu/awareness/awareness-resources.html
d. Phishing- security.vpit.txstate.edu/awareness/phishing.html
e. Information Security - http://security.vpit.txstate.edu/awareness/best_practices_server.html
f. Security Trends- www.sophos.com/en-us/security-news-trends/security-trends.aspx

5. The following disclaimer should be added whenever you identify yourself as part of the university while not officially acting on behalf of the University:

   The views, opinions, or comments expressed here are those of the poster and not those of the St. David's School of Nursing or Texas State University. The views, opinions, or comments may not be used for advertising or product endorsement purposes.

   For example, if you list the university as your employer on your Facebook info tab, you'll need to add this disclaimer on the "About You" tab as well.

6. Posts or comments by students, staff, or faculty, should not reference the St. David's School of Nursing (or any of its clinical affiliates) in any manner. When posting on any social networking site posts or comments should reflect the personal views of the social networking member only, not those of the St. David's School of Nursing or affiliates. This includes but is not limited to, tagging, check-ins or any comments reflecting the St. David's School of Nursing and its clinical affiliates.
7. Posts or comments should be respectful and in good taste. Negative, slanderous, belittling, or unprofessional posts or comments are unacceptable and a violation of this policy.
8. Posts or comments should never directly, or indirectly, reflect, reference, or identify in any way patients, diagnoses or any content related to patient care or clinical sites or experiences. This includes but is not limited to: Hospital or clinical agency where the networking member is assigned to, floor or name of the unit, type of rotation or agency, name of elementary, middle , or high school assigned to, community center or agency, or city where the clinical experiences take place.
9. Photos posted of the social networking member should be tasteful. They are a reflection on the school, the university, and the nursing profession.
10. Photos identifying, in any manner, any patients or violating a patient's right of privacy, confidentiality or HIPAA are strictly prohibited and are a violation of this policy.
11. Currently enrolled nursing students and current faculty should not use social media websites to conduct classroom or clinical instruction, teaching or learning.
12. Students are strictly prohibited from "friending" into their networks patients, clients, or children with whom they have met because of a clinical/ school regulated educational experience. Professional boundaries must be maintained in the use of electronic media, "online contact with patients blurs this boundary." (ANA, 2015[a]).
13. Use of the internet for purposes not authorized by Texas State University, St. David's School of Nursing, or faculty, and use of social media or networking sites during class, laboratory, or clinical time is **strictly prohibited**.

14. All applicable federal and state laws, rules, regulations and policies of Texas State University, Texas State University System and St. David's School of Nursing should be adhered to when communicating on a social media site.
15. Students, staff, and faculty are **legally responsible** for their postings and, therefore may be held liable if the posts or comments are found to be defamatory, slanderous, harassing, tortuous, bullying, uncivil, offensive, insulting, derogatory, discriminating, malicious, disparaging, or in violation of any other applicable law.
16. Any student, staff, or faculty who believes this policy has been violated is mandated to report these findings to the St. David's School of Nursing Director. Any breach of privacy or confidentiality must be reported.

VIOLATION OF POLICY:

St. David's School of Nursing will not tolerate violations of the social media-networking policy. All reports of such behavior will be investigated. If activity on a social networking site is considered a violation of school policy, it will be handled according to established disciplinary processes described in the Texas State University Student Handbook (www.nursing.txstate.edu/enteringclass/BSN-Students/student-handbook.html). **Violation of this policy can result in disciplinary action ranging from written reprimand to dismissal from the program.** According to a 2010 survey of the National Council on State Boards of Nursing (NCSBN), "…an overwhelming majority of responding BONs (33 of the 46 respondents) reported receiving complaints of nurses who have violated patient privacy by posting photos or information about patients on social networking sites. The majority (26 of the 33) of BONs reported taking disciplinary actions based on these complaints. Actions taken by the BONs included censure of the nurse, issuing a letter of concern, placing conditions on the nurse's license or suspension of the nurse's license." (NCSBN, pg. 2, 2014).

REFERENCES:

Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation, 2 (1)*, 36-41.

American Nurses Association [a]. (2015). Social networking principles toolkit. Retrieved May 27, 2015 from: www.nursingworld.org/socialnetworkingtoolkit

American Nurses Association [b]. (2015). Code of ethics for nurses with interpretive statements. Retrieved May 28, 2015 from: http://www.nursingworld.org/codeofethics

American Nurses Association [c]. (2015). Scope and Standards of Practice. Retrieved May 28, 2015 from http://nursingworld.org/scopeandstandardsofpractice

Boyd, S., & Ellison, N.B. (2007). Social network sites: Definition, history, and scholarship. *Journal of Computer Mediated Communication, 13 (1)*, 210-230.

Henderson, M. & Dahnke, M. D. (2015). The ethical use of social media in nursing practice. *MEDSURG Nursing, 24*, 62-64.

National Council of State Boards of Nursing. (2014, January). White paper: A nurse's guide to the use of social media. *ISNA Bulletin, 80*, 12-15.

Attachment H

TEXAS STATE UNIVERSITY

The rising STAR *of Texas*

Photograph Release and Indemnity

Releases: The Texas State University System Board of Regents, Texas State University, and all administrators, employees, representatives and agents of these entities (Texas State).

Consent: I authorize Texas State University to video, photograph, or audio tape me and to use my name, picture, silhouette, voice, and any other reproduction of my physical likeness in any manner in connection with the university's activities and programs. I agree that the videos, photographs, audio recordings, and any other media products shall constitute the property of Texas State University-San Marcos, with full right of disposition in any manner.

I waive the right to inspect or approve any reproduction of my physical likeness or voice or my voice recording, and I release and discharge Texas State and Board of Regents, officers, agents and employees from all claims in connection with the use of my physical likeness, voice, and name.

Release: I release, discharge and agree not to sue Texas State for any claims relating to the capturing of my image name or voice. I intend this Release also to bind the members of my family, my heirs, assigns and personal representatives. This release includes all claims, whether or not caused by Texas State's negligence.

Indemnity: I also agree to indemnify and hold Texas State harmless from any loss, damage, liability, or costs that they may incur from the university's use of my image, name, or voice.

Signed this _____ day of _____

Signature _____ Printed Name _____

ST. DAVID'S SCHOOL OF NURSING
1555 University Boulevard | Round Rock, Texas 78665-8017 *phone:* 512.716.2900 | *fax:* 512.716.2911 |
WWW.NURSING.TXSTATE.EDU
This letter is an electronic communication from Texas State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

Attachment I

Student Business Services, Financial Aid, Disability Services

TEXAS STATE UNIVERSITY
ROUND ROCK CAMPUS
The rising STAR *of Texas*

For Questions or Help with Student Business Services, Financial Aid and/or Disability Services Contact:

Autumn Guel
Student Development Specialist
512.716.4007
Avery Bldg., Rm. 201

Monday – Tuesday	9:00 a.m. – 6:00 p.m.
Wednesday – Thursday	9:00 a.m. – 6:30 p.m.
Friday	9:00 a.m. – 5:00 p.m.

Appointments are available but NOT required.

TEXAS STATE UNIVERSITY

Financial Aid
Student Loan?
Tuition Costs!
TEXAS STATE UNIVERSITY
ROUND ROCK CAMPUS
The rising STAR of Texas

Complete Your Free Application for Federal Student Aid (FAFSA)
START HERE GO FURTHER FEDERAL STUDENT AID
School Code: 003615
FAFSA
Free Application for Federal Student Aid
Get help paying for college
Submit a Free Application for Federal Student Aid (FAFSA)
Start Here
Start or continue your FAFSA
Correct your FAFSA
Check the status of your FAFSA, and more...
finaid.txstate.edu

Types of Awards

- Federal Grants
- State and Institutional Grants
- Scholarships
- Student Loans

Note on Loans:

*Subsidized 3.86% Interest begins accruing after graduation

*Unsubsidized 3.86% Interest accrues immediately

For scholarship information please visit the School of Nursing Website at

www.nursing.txstate.edu/enteringclass/resources/scholarships.html

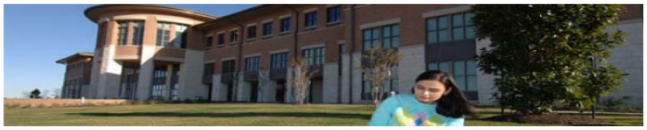
finaid.txstate.edu

Requests for Documentation

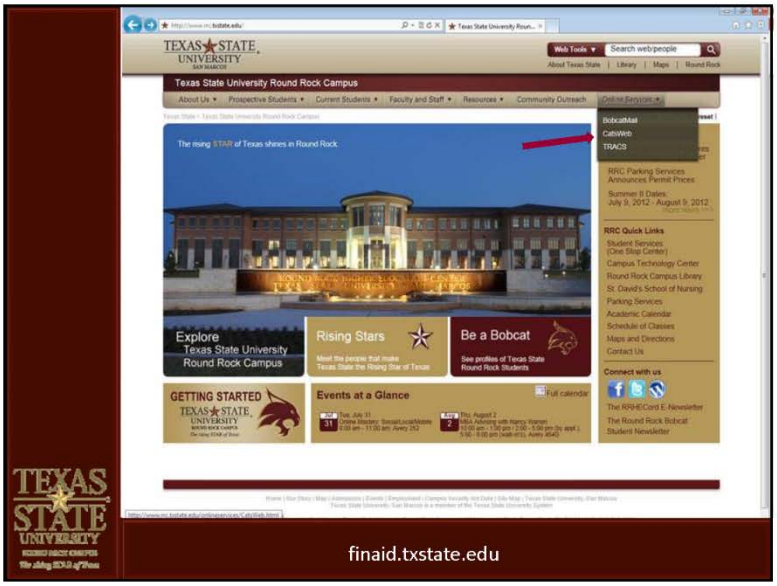
Respond in timely fashion to any requests for information from Financial Aid Scholarships office.

- 30% of all students are randomly selected for verification.
- If selected, you will be required to submit a copy of tax transcripts and/or other documents as needed.
- It can take 2 weeks or longer for information to update.

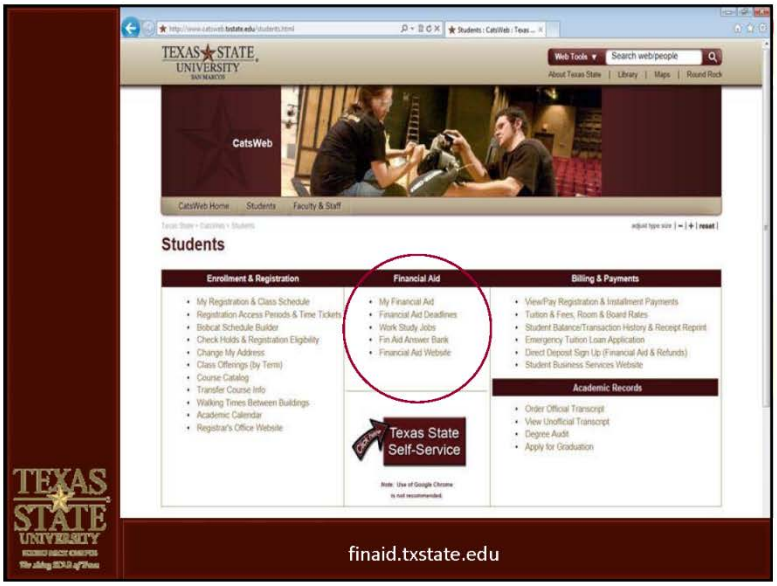
Do not send documents unless requested by Financial Aid.

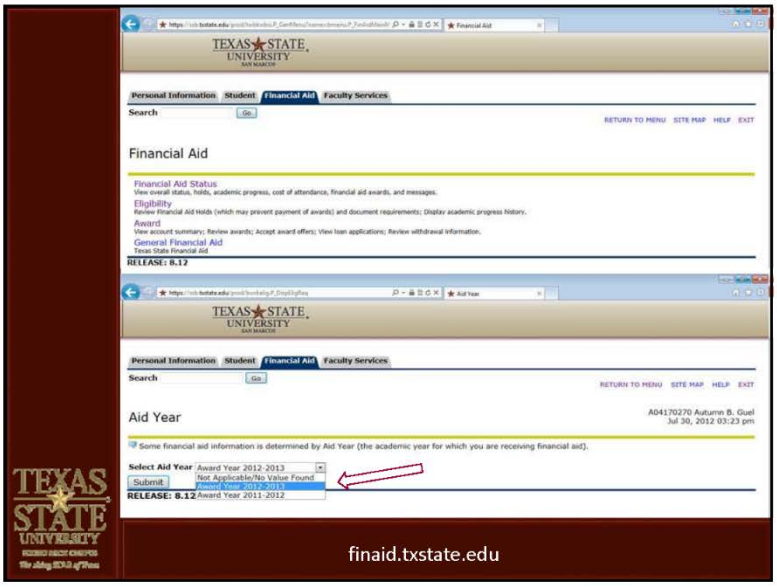


finaid.txstate.edu


TEXAS STATE UNIVERSITY
Texas State University Round Rock Campus
BobcatMail
CatsWeb
TRACS
Explore Texas State University Round Rock Campus
Rising Stars
Be a Bobcat
GETTING STARTED
Events at a Glance
finaid.txstate.edu

TEXAS STATE UNIVERSITY
CatsWeb
Make a Selection
Students
Faculty Staff
finaid.txstate.edu


TEXAS STATE UNIVERSITY
CatsWeb
Students
Enrollment & Registration
Financial Aid
Billing & Payments
My Registration & Class Schedule
Registration Access Periods & Time Tickets
Bobcat Schedule Builder
Check Holds & Registration Eligibility
Change My Address
Class Offerings (by Term)
Course Catalog
Transfer Course Info
Walking Times Between Buildings
Academic Calendar
Registrar's Office Website
My Financial Aid
Financial Aid Deadlines
Work Study Jobs
Fin Aid Answer Bank
Financial Aid Website
Texas State Self-Service
View/Pay Registration & Installment Payments
Tuition & Fees, Room & Board Rates
Student Balance/Transaction History & Receipt Reprint
Emergency Tuition Loan Application
Direct Deposit Sign Up (Financial Aid & Refunds)
Student Business Services Website
Academic Records
Order Official Transcript
View Unofficial Transcript
Degree Audit
Apply for Graduation
finaid.txstate.edu


TEXAS STATE UNIVERSITY
Personal Information
Student
Financial Aid
Faculty Services
Financial Aid
Financial Aid Status
Eligibility
Award
General Financial Aid
RELEASE: 8.12
Aid Year
Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).
Select Aid Year
Award Year 2012-2013
Not Applicable/No Value Found
Submit
Award Year 2011-2012
finaid.txstate.edu

Satisfactory Academic Progress (SAP)

- The Texas State Financial Aid Office is required under **Federal Regulation** to monitor a students academic progress to determine if the student is meeting Federal Guidelines as they pertain to **Completion Ratio 67%, Excessive Hours 180/45** and **GPA 2.0**

- Cumulative coursework from previous institutions are required under **Federal Regulation to be included** regardless of the timeframe between university.

Example:

- 1985 completed 50 hours at Blinn, 2001 attempted 30 hours Austin Community College but withdraw from all of them = 80 hours. (50/80 = 62.5% Completion Ratio)

finaid.txstate.edu

Maintain My Eligibility

Evaluation Points

Minimum GPA
1st Bachelor's – 2.0
2nd Bachelor's – 2.0

Minimum Completion Rate
Must complete 67% of your attempted coursework for your program.

Maximum Hours Limit

1st Bachelor's – 180
2nd Bachelor's – 45 (Regardless of previous hours)

finaid.txstate.edu

Financial Aid Suspension

If you do not meet the SAP requirements by the end of the **spring semester**, you will be placed on financial aid suspension.

Once you are on financial aid suspension, you are not eligible to receive financial aid until you meet the SAP requirements.

If you are a 2nd Degree Seeker you will have BAD SAP for Excessive Hours before your program is over.

Come see me to file an Appeal

Notification of Suspension Status:
You will be notified via your Texas State email account .

finaid.txstate.edu

Financial Aid Reinstatement

If you are on financial aid suspension you may have your aid reinstated in one of the following manners:

*Continue to attend without financial aid and meet the SAP requirements. If at the next evaluation period (end of spring semester) you are meeting SAP requirements, you will be eligible to receive future financial aid.

*File an appeal demonstrating mitigating circumstances and be approved for an exemption to the SAP requirements.

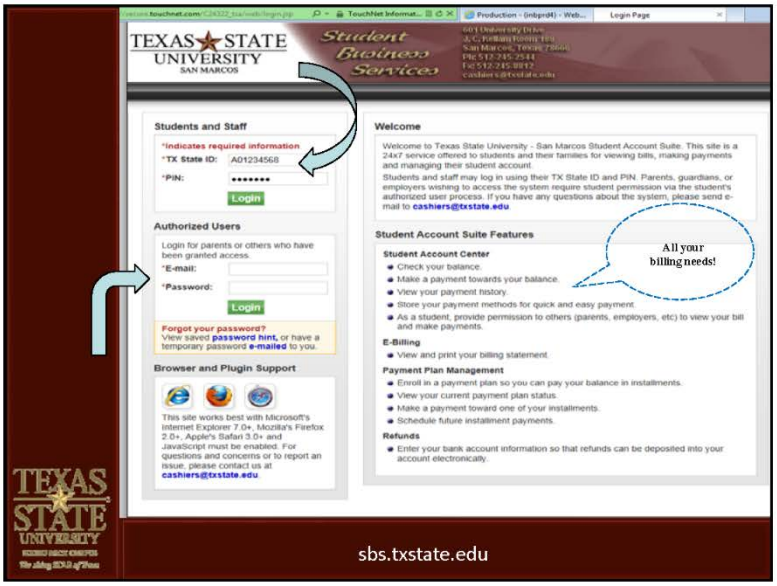
Deadlines:
*Fall semester November 10 *Spring semester – April 10

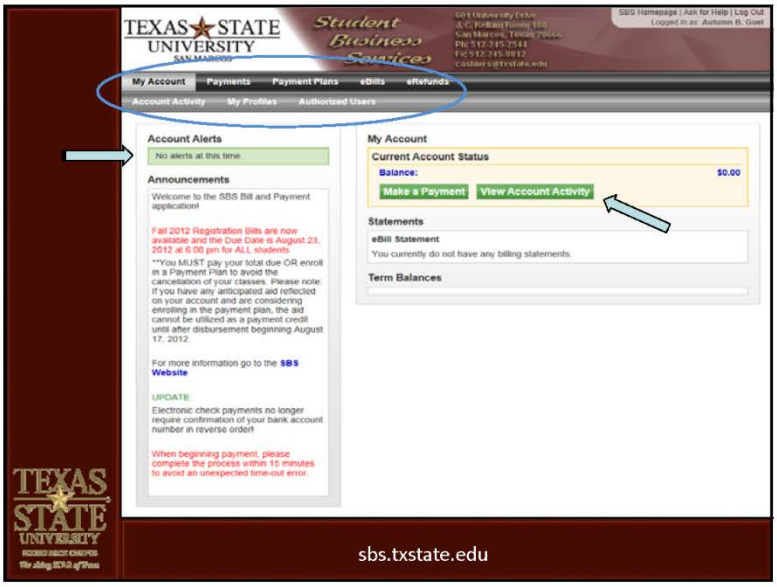
Maintain My Eligibility Page
http://www.finaid.txstate.edu/undergraduate/maintain.html

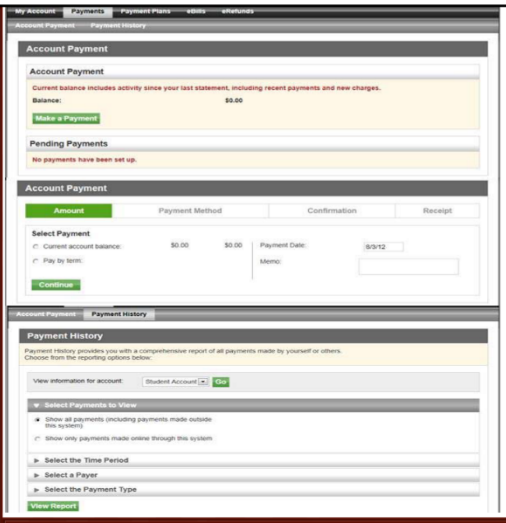
finaid.txstate.edu

Student Business Services
TEXAS STATE
UNIVERSITY
ROUND ROCK CAMPUS
The rising STAR of Texas

Billing & Payments
CatsWeb
CatsWeb Home
Students
Faculty & Staff
Students
Enrollment & Registration
Registration & Schedule Changes
Registration Access Periods & Time Tickets
Bobcat Schedule Builder
Check Holds & Registration Eligibility
Change Your Address
Class Schedules
Course Catalog
Transfer Course Info
Walking Times Between Buildings
Academic Calendar
Registrar's Office Website
Financial Aid
My Financial Aid
Financial Aid Deadlines
Work Study Jobs
Fin Aid Answer Bank
Financial Aid Website
Texas State Self-Service
Billing & Payments
View/Pay Registration & Installment Payments
Tuition & Fees, Room & Board Rates
Student Balance/Transaction History & Receipt Reprint
Emergency Tuition Loan Application
Direct Deposit Sign Up (Financial Aid & Refunds)
Student Business Services Website
Academic Records
Order Official Transcript
View Unofficial Transcript
Apply for Graduation
Graduation Exit Survey
TEXAS STATE UNIVERSITY
sbs.txstate.edu


TEXAS STATE UNIVERSITY
SAN MARCOS
Student Business Services
Students and Staff
*Indicates required information
*TX State ID: A01234568
*PIN: •••••••
Login
Authorized Users
Login for parents or others who have been granted access.
*E-mail:
*Password:
Login
Forgot your password?
View saved password hint, or have a temporary password e-mailed to you.
Browser and Plugin Support
This site works best with Microsoft's Internet Explorer 7.0+, Mozilla's Firefox 2.0+, Apple's Safari 3.0+ and JavaScript must be enabled. For questions and concerns or to report an issue, please contact us at cashiers@txstate.edu.
Welcome
Welcome to Texas State University - San Marcos Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.
Students and staff may log in using their TX State ID and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to cashiers@txstate.edu.
Student Account Suite Features
All your billing needs!
Student Account Center
Check your balance.
Make a payment towards your balance.
View your payment history.
Store your payment methods for quick and easy payment.
As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.
E-Billing
View and print your billing statement.
Payment Plan Management
Enroll in a payment plan so you can pay your balance in installments.
View your current payment plan status.
Make a payment toward one of your installments.
Schedule future installment payments.
Refunds
Enter your bank account information so that refunds can be deposited into your account electronically.
sbs.txstate.edu


TEXAS STATE UNIVERSITY
SAN MARCOS
Student Business Services
SBS Homepage | Ask for Help | Log Out
Logged in as: Autumn B. Guest
My Account
Payments
Payment Plans
eBills
eRefunds
Account Activity
My Profiles
Authorized Users
Account Alerts
No alerts at this time.
Announcements
Welcome to the SBS Bill and Payment application!
Fall 2012 Registration Bills are now available and the Due Date is August 23, 2012 at 6:00 pm for ALL students
**You MUST pay your total due OR enroll in a Payment Plan to avoid the cancellation of your classes. Please note: If you have any anticipated aid reflected on your account and are considering enrolling in the payment plan, the aid cannot be utilized as a payment credit until after disbursement beginning August 17, 2012.
For more information go to the SBS Website
UPDATE:
Electronic check payments no longer require confirmation of your bank account number in reverse order!
When beginning payment, please complete the process within 15 minutes to avoid an unexpected time-out error.
My Account
Current Account Status
Balance: $0.00
Make a Payment
View Account Activity
Statements
eBill Statement
You currently do not have any billing statements.
Term Balances
sbs.txstate.edu



PAYMENT DEADLINE IS AUGUST 21, 2014 AT 5:00 P.M.

PLEASE MAKE SURE YOU HAVE PAID YOUR ACCOUNT IN FULL, PARTIAL PAYMENTS WILL NOT HOLD YOUR FALL CLASSES.

TEXAS STATE UNIVERSITY

sbs.txstate.edu

Installment Plan

1st payment – 30% - August 21
2nd payment – 35% - October 3rd
3rd payment – 35% - November 7th

$30.00 Enrollment Fee (added into payment plan)
Payment installments must be made by the due date or a $25.00 late fee will be added to your account and a hold will be placed on your account.

If you established a payment plan while waiting on Financial Aid your bill will be paid in full when the funds are released. The remainder will be sent to you.

For step by step instructions please visit the website at:
www.sbs.txstate.edu/contentParagraph/01/document/Payment+Plan+Instructions.pdf

TEXAS STATE UNIVERSITY

sbs.txstate.edu

Payment Options

- Cash – San Marcos Only
- Check
  - On-Line – No additional fee
  - In Person – San Marcos Only
- Debit/Credit Card
  - MC, AMEX, Discover, Diners Club, Visa
  - On-Line
- There is a 2.75% Convenience Fee
  - Credit Card Transactions

TEXAS STATE UNIVERSITY

sbs.txstate.edu

Emergency Tuition Loans

- Pays **Tuition & Fees** Only
- $30.00 Non-Refundable Enrollment fee (added into payment plan)
- 1.25% Origination fee added into plan on the night of Enrollment
- Full balance due on **90 Days**

Apply online at
https://tim.txstate.edu/emergencytuitionloan/Home.asp

TEXAS STATE UNIVERSITY

sbs.txstate.edu

Disability Services
TEXAS STATE
UNIVERSITY
ROUND ROCK CAMPUS
The rising STAR of Texas

Disability Accommodations
Accommodations are available for people with a documented disability.
In order to quality for accommodations at Texas State, a student must provide documentation of disability to the Office of Disability Services (ODS) prior to, or at the time services are requested. Services are provided for students from a variety of disability backgrounds.
For more information please stop by the OSC or review the website at www.ods.txstate.edu.
TEXAS STATE UNIVERSITY
ods.txstate.edu

For Questions or Help with Student Business Services, Financial Aid and/or Disability Services Contact:

Autumn Guel
Student Development Specialist
512.716.4007
Avery Bldg., Rm. 201

Monday – Tuesday	9:00 a.m. – 6:00 p.m.
Wednesday – Thursday	9:00 a.m. – 6:30 p.m.
Friday	9:00 a.m. – 5:00 p.m.

Appointments are available but NOT required.

Questions

- What is the due date for Fall tuition?
- How many hours are allowed as a 2nd degree seeker?
- Where is the Financial Aid/Student Business Services/Disability Services representative located?
- How soon before classes begin should you contact this representative if you have any questions or concerns?