NAVARRO COLLEGE
ASSOCIATE DEGREE NURSING
STUDENT HANDBOOK

Academic Year 2018-2019

Approved: ADN Faculty 8/2018
Approval: VP Academic Affairs 7/2018
BON # - US27402500
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For the following - click on: http://www.navarrocollege.edu/academics/nursing/registered-nursing
Application/Admissions Information: received at information sessions
Admission Criteria ......refer to NC web site for latest criteria and application

ACCREDITATION / APPROVAL STATUS
The Associate Degree Nursing Program at Navarro College is approved by the Texas Board of Nursing (BON) and has national accreditation from the Accreditation Commission for Education in Nursing, Inc. (ACEN). Contact information and the most current BON and ACEN status is provided on the NC web site.
http://www.navarrocollege.edu/academics/nursing/registered-nursing

The Navarro College A.D.N. school code, assigned by the Texas Board of Nursing is US27402500.

HEALTH CARE PROVIDER VACCINE RECOMMENDATIONS
https://www.cdc.gov

Navarro College Admission Information
http://www.navarrocollege.edu/prospective/

Navarro College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities.
I. INTRODUCTION
The following policies, guidelines, and statements are subject to on-going review and may change due to changes in the learning environment and/or due to college policies, legal requirement, and/or accrediting agency mandates. Revisions and new policies will be communicated and made available as addendums to this handbook. Communication will include, but not be limited to, classroom announcements, memorandums, e-mail messages, and class handouts. Students will receive an electronic copy of the ADN Student Handbook every year. Also, students will be informed of the locations of posted copies of handbooks at the beginning of each academic year.

In addition, please refer to the online Navarro College Catalog and Navarro College Student Handbook for further information regarding college policies and standards as well as regulations related to student conduct. This handbook is not intended to replace official publications of the college.

According to the Standards of Professional Nursing Practice, the registered nurse is to know and conform to the Texas Nursing Practice Act and Texas Board of Nursing (BON) Rules & Regulations as well as all other laws, rules, and standards. Students are not governed by rules for RNs, rather they will learn BON rules during the ADN program and learn to access the BON web site: https://www.bon.texas.gov/

Equal Opportunity
It is the policy of Navarro College to provide equal opportunities without regard to race, color, religion, national origin, gender, age, disability, or veteran status. This policy extends to employment, admission, and all programs and activities supported by Navarro College. Equal opportunity shall be afforded within the Navarro College system to all employees and applicants for admission or employment regardless of race, color, gender, national origin, age, or disability. Navarro College will make reasonable accommodations for persons with disabilities.

Nursing faculty and staff at Navarro College are committed to promoting the best possible educational experience for you. Please do not hesitate to talk to the Faculty, Program Director, or the Dean of Health Professions if you have a problem. You are expected to follow the chain of command and address issues with faculty, first.

The ADN Student Handbook is provided as a resource. Other information and course requirements are provided at the beginning of each course. Students are required to become familiar with the contents of this handbook. If you have any questions, please feel free to ask for assistance in interpreting any of the policies. An overview of the contents of this handbook will be included as a part of your orientation to the program.

Congratulations!! And welcome to the program.

***WE ARE COMMITTED TO YOUR SUCCESS***
II. NC ADN PROGRAM OVERVIEW

The Associate Degree Nursing Program at Navarro College assists students to achieve educational and career goals to obtain employment as Registered Nurses. Students who complete the program receive an Associate Degree in Applied Science. Graduates are prepared to make application for licensure as a Registered Nurse and to take the National Council Licensure Examination for Registered Nurses, known as the NCLEX-RN. Graduates must also meet legal requirements for licensure as mandated by the Texas Board of Nursing or the state in which initial licensure is sought. Upon completion of licensure requirements and successful completion of the NCLEX-RN, the graduate is issued a license and is eligible to practice as a Registered Nurse in Texas.

Brief History
The Navarro College Associate Degree Nursing Program was initially a part of the El Centro Nursing Program of the Dallas County Community College District. The program was known as “El Centro-Navarro College Cooperative Program”. The first class of the cooperative program graduated in May 1977. The program became the Navarro College Associate Degree Nursing Program in fall 1982 and the first class graduated in May 1984.

Accreditation History
The NC ADN program has been approved by the Texas Board of Nursing continuously since 1984. It has had national accreditation continually since first accredited in 1996. See page 4 for current information regarding compliance. The BON program code for the Navarro College Associate Degree Nursing Program is US27402500

III. PUBLIC INFORMATION regarding NC ADN Program OUTCOMES is on the Navarro College Web Site http://www.navarrocollege.edu/academics/nursing/registered-nursing/
IV. ADN FACULTY AND STAFF

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Elizabeth Stroud, BSN, RN
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Preferred cell phone numbers and other instructor contact information is provided to students through the course syllabus or directly by the instructor. The Program Director can be reached during regular office hours.

Dean of Health Professions
(Immediate supervisor to the ADN Program):
Guy Featherston, MS
Office: WC 106  Office phone: 972-923-5120
V. ADN MISSION, PHILOSOPHY, AND VISION

ADN Program Mission

The mission of the Navarro College ADN Program is to (1) promote life-long learning, (2) prepare graduates for employment in health care settings as safe, effective, competent registered nurses within the role of the Associate Degree Nurse and (3) inspire graduates to set goals and implementation dates for achieving higher levels of nursing education.

ADN Program Vision

Navarro College ADN Program will be recognized for student-centered learning, civility, high ethical standards, a rigorous curriculum, high retention rates and high NCLEX-RN pass rates and for graduates to qualify for and complete programs of higher education in nursing.

ADN Program Philosophy of Nursing

The following statements delineate faculty’s philosophy regarding nursing practice for the Associate Degree Graduate Nurse and the teaching-learning environment:

(1) Nursing is a health profession, a service, a discipline, and a process which assists individuals to attain, to maintain, or to regain their optimum states of health or to support them toward a peaceful, dignified death.

(2) Faculty share the philosophy that the practice of an Associate Degree nurse is demonstrated in four basic roles: member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Faculty believe that there are eight tools or skills that are essential to carrying out the four basic practice roles. These skills we describe as threads that are woven through the curriculum. They are critical thinking/nursing process, patient safety, life span issues, cultural awareness, therapeutic communication, concepts of teaching and learning, technology skills, and pharmacotherapeutics. Faculty believe the curriculum should flow from fundamental concepts of care to integrated care and the focus of instruction should be on nurse-patient interactions.

(3) Nursing education is a process whereby individuals simulate knowledge, develop potential, and establish a value system. The responsibility of faculty is to develop desired outcomes, build a curriculum to promote learning/development of competencies, develop admission criteria, and manage the learning environment.

(4) The student is responsible for his own learning.

(5) Learning is enhanced by guidance and opportunity for self-direction, promotion of student engagement, and student involvement in curriculum decisions.
**Comparison of Navarro College and ADN Program Mission and Philosophy**

Blue color ink used to highlight areas of congruence.

<table>
<thead>
<tr>
<th>NC Mission</th>
<th>ADN Mission</th>
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<tr>
<td>Navarro College provides educational opportunities that empower students to achieve their personal, academic, and career goals and that promote life-long learning for all communities served.</td>
<td>The mission of the Navarro College ADN Program is to (1) promote life-long learning, (2) prepare graduates for employment in health care settings as competent registered nurses within the role of the Associate Degree Nurse and (3) inspire graduates to set goals and implementation dates for achieving higher levels of nursing education.</td>
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<tr>
<th>NC Vision</th>
<th>ADN Program Vision</th>
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<td>Navarro College will be nationally recognized as a higher education institution committed to providing innovative pathways and student-centered learning opportunities that result in students capable of succeeding in local and global communities.</td>
<td>Navarro College ADN Program will be recognized by graduates and customers for student-centered learning, civility, ethical standards, a rigorous curriculum, retention rates, NCLEX-RN pass rates, and for graduates who complete programs of higher education in nursing.</td>
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<th>NC Values</th>
<th>NC ADN Philosophy of Nursing</th>
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<td><strong>Integrity</strong>: actively building open relationships with students, employees, local business, and local communities. Serving all people we touch with a strong sense of ethics and personal and organizational responsibility.</td>
<td>Faculty’s philosophy regarding nursing practice for the Associate Degree Graduate and the teaching-learning environment: (1) Nursing is a health profession, a service, a discipline, and a process which assists individuals to attain, to maintain, or to regain their optimum states of health or to support them toward a peaceful, dignified death.</td>
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<td><strong>Diversity</strong>: fostering acceptance, multidimensional thinking, respect and understanding of the different experiences of all people. We know we are stronger for who we together-as a college, as a community, as a culture, as part of a global village.</td>
<td>(2) Faculty share the philosophy that the practice of an Associate Degree nurse is demonstrated in four basic roles: member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Faculty believe that there are eight tools or skills that are essential to carrying out the four basic practice roles. These skills we describe as threads that are woven through the curriculum. They are critical thinking/nursing process, patient safety, life span issues, awareness of cultural diversity, therapeutic communication, concepts of teaching and learning, technology skills, and pharmacotherapeutics. Faculty believe the curriculum should flow from fundamental concepts of care to integrated care and the focus of instruction should be on nurse-patient interactions.</td>
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<td><strong>Innovation</strong>: leadership invested in guiding and embracing change, seeking creative ways to tackle educational challenges. We encourage students and employees to be agents for change, championing new ideas informed by personal reflection, trends in education, and changes in local and global communities.</td>
<td>(3) Nursing education is a process whereby individuals simulate knowledge, develop potential, and establish a value system and practice nursing care with integrity. The responsibility of faculty is to develop desired outcomes, build an innovative curriculum to promote learning/development of competencies, develop admission criteria, and manage a creative learning environment.</td>
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<td><strong>Student Centeredness</strong>: placing students at the heart of all we do, with an emphasis not only on excellence and learning, but also, with a profound appreciation of personal, familial, economic, and civic responsibilities impacting our students and communities.</td>
<td>(4) The student is accountable for his own learning.</td>
</tr>
<tr>
<td><strong>Accountability</strong>: honoring commitments to students, educational partners, workforce partners, and the communities we serve. We intentionally foster respect, citizenship, civic responsibility, and humanitarianism as both individuals and an institution.</td>
<td>(5) Learning is enhanced by guidance and opportunity for self-direction, promotion of student engagement, and student involvement in curriculum decisions.</td>
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VI. OVERVIEW OF CURRICULUM and ORGANIZING STRUCTURE
Curriculum Concepts and Threads

The Navarro College ADN curriculum is designed to meet the program outcomes and assist the student in meeting student learning outcomes. The curriculum flows from fundamental concepts of patient care to integrated patient care. The focus of instruction is consistently on nurse-patient interactions and the following four essential roles of the nurse. These four (4) roles are introduced in the first nursing courses and serve as the vehicle for presenting theory and clinical instruction in all subsequent nursing courses in the program. The eight (8) essential concepts are threaded throughout theory and clinical instruction.

Four Curriculum Concepts:
1. Member of the Profession
2. Provider of Patient-Centered Care
3. Patient Safety Advocate
4. Member of the Health Care Team

Eight Curriculum Threads:
1. Critical Thinking/Nursing Process –
   Critical Thinking involves the use of a disciplined approach to problem solving in the provision of patient care using the Nursing Process to methodically organize, apply and evaluate care given to patients (Potter, 2017).
2. Patient Safety –
   Patient safety is a priority of care that includes basic needs, physical and environmental needs and infection control (Aebersold, 2017).
3. Care Across the Life Span –
   Care for individuals from conception through death considers all aspects of the individual (Hulsey, 2017).
4. Cultural Awareness –
   Culture is the composite of thoughts and behaviors that are passed from generation to generation that affects the delivery and response to care provided (Battle & Todic, 2017).
5. Therapeutic Communication –
   Therapeutic communication promotes relationships between nurses and patients to assist in achieving their health care goals (Crowe, 2017).
6. Teaching-Learning – Patient education is an essential nursing action that addresses the patient’s learning needs in three domains: cognitive, psychomotor and affective (Ayzengart, 2017).
7. Technology Skills –
   Technology skills are essential to the provision of care to improve and enhance safety and patient outcomes (Stockert, 2017).
8. Pharmacotherapeutics –
   Pharmacotherapeutics is the understanding of how medications work in the body and the therapeutic effects of medications (Hall & Ostendorf, 2017).
VII. OUTCOMES

PROGRAM OUTCOMES

1. Licensure rate will be at or above the ADN national mean AEB NCSBN licensure data (6.5.1).
2. New admission completion rate will be ≥seventy percent (70%) AEB program calculations. (6.5.2)
3. Final semester students, as a group, will score three or more (≥3) on a 5 point Likert student satisfaction survey tool. (6.5.3)
4. Graduates, as a group, will score three or more (≥3) on a Likert 5 point graduate satisfaction survey tool. (6.5.3)
5. Customers (employers), as a group, will score three or more (≥3) on a 5 point Likert customer satisfaction survey tool.
6. 100% of graduates seeking employment will be employed as RNs or seeking BSN degree within 6 months of passing NCLEX-RN AEB files of graduate follow-up documents. (6.5.4)
7. The program will have no significant differences in licensure rate of generic and bridge students.
8. The program will have no significant differences in completion rates of generic students and bridge students.
9. The program will maintain compliance with all governing agencies AEB periodic program reviews based upon Texas Board of Nursing Rules, Southern Association of Colleges and Schools standards, and the Texas Higher Education Coordinating Board rules.

STUDENT LEARNING OUTCOMES (SLOS)

Student learning outcomes (SLOs) drive the learning activities in each syllabus and are listed in each syllabus along with outcome measures and tools.

SLOs are categorized by Member of Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team and incorporate the differentiated essential competencies (DECs) required for all graduates of ADN programs in Texas.
VIII. PROGRAM COMPLETION & DEGREE PLAN REQUIREMENTS

The curriculum in Nursing leads to an Associate in Applied Science Degree and prepares the graduate to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN.)

1. To be eligible to enter the NC ADN program, applicants must meet the following requirements:
   - Completion of Texas Success Initiative Program (TSI) requirements. (THEA, Quick THEA, COMPASS, ASSET, or ACUPLACER testing or other methods.)
   - Completion of Navarro College requirements for admission to the college.
   - Completion of Navarro College ADN Program requirements for admission to the ADN program.

2. To be eligible to graduate with the AAS in nursing degree, must meet the following requirements.
   - Completion of all ADN Degree Plan course requirements with a final course grade of “C” or higher for theory courses and for clinical courses.
   - Completion of all Navarro College requirements for graduation.
   - Completion of ≥19 hours of RNSG degree plan courses at Navarro College.
   - Approval of Program Director and Dean of Health Professions for all courses taken at another college.
   - If final semester RNSG courses taken at another college, then must score ≥90% NCLEX-RN predictability on a standardized exit exam to receive an ADN degree from Navarro College.

3. To be eligible to receive a license as a RN, the graduate must meet the following requirements.
   - Affidavit of Graduation electronically validated by Program Director (based upon completion of all ADN Degree Plan courses and any other requirements and Registrar verification of NC graduation with A.A.S. A.D.N. or A.A.S. A.D.N. Bridge degree.)
   - BON eligibility requirements in Texas (or other targeted state for initial licensure.)
   - Passing score on the BON jurisprudence exam if seeking licensure in Texas.
   - Passing score on the NCLEX-RN licensure exam.

Refer to the Navarro College Catalog (online) for the ADN Degree Plan
http://www.navarrocollege.edu/academics/nursing/registered-nursing
IX. NC ADN FACULTY ORGANIZATION BY-LAWS

ARTICLE I: NAME
The name of the organization shall be known as the Faculty Organization of the Navarro College Associate Degree Nursing Program.

ARTICLE II: PURPOSES
Purposes of the organization shall be to provide an organizational structure for the program; a means for faculty and student representatives to participate in program governance; and a democratic process for assessing, planning, implementing, and evaluating the total program in nursing.

ARTICLE III: FUNCTIONS
The functions of the organization shall be to:
1. Implement, evaluate, and revise the philosophy and objectives of the school in light of trends and developments in professional nursing, education and practice.
2. Plan, implement, evaluate, and revise the curriculum, resources and facilities in order to fulfill the objectives of the program.
3. Provide learning experiences in compliance with the philosophy and objectives of the program and the needs of the individual student.
4. Plan and implement systematic evaluation of the total nursing program.
5. Collect data from students, graduates, and their employers as a basis for evaluation and improvement of the overall program.
6. Plan, implement, and evaluate policies for recruitment, selection, admission, promotion and dismissal of students.
7. Provide input for determining the projected annual program budget.
8. Provide liaisons with appropriate nursing service personnel policies unique to the ADN program.
9. Promote personal and professional growth of faculty members.
10. Evaluate and make recommendations for personnel policies unique to the ADN program.
11. Plan, implement, evaluate, and revise policies for awarding funds donated to the school.

ARTICLE IV: PARTICIPATION

1. Full time faculty appointed by the Program Director will serve as Chair with responsibility for bringing students prepared to provide information and recommendations to the committee on one of the following *identified areas of faculty business:
   - Curriculum Committee*
   - Evaluation Committee*
   - Admissions Committee
   - Testing and Test Policy Committee*
   - Faculty and Staff
2. Student members will be appointed by the faculty under the following guidelines:
   Each designated (*student) committee will have both freshman student and sophomore student representatives.
   Student representatives shall participate in discussion and may submit agenda items for committee meetings.
   Designated sub committees with student representatives:
   • Curriculum Committee
   • Evaluation Committee
   • Admissions Committee
   • Testing and Test Policy Committee
   • Community Advisory Committee

3. Members of Faculty Organization Ad Hoc Committees are designated separately. Designated Auxiliary Committees include, but are not limited to:
   • Student Affairs Committee
   • Advisory Committee
   • Clinical Agency Joint Issues Committee
   • Scholarship Committee
   • Faculty Association Executive Committee

ARTICLE V:
FACULTY ORGANIZATION COMMITTEE MEETINGS
1. Meetings of the ADN Faculty Organization Committee shall be held at least six (6) times annually at a time and place to be designated by Program Director.
2. Required student representation meetings shall be conducted at least once each year. Required ADN Advisory Committee Meetings will be conducted at least once each year. Special meetings may be called by the Program Director or by two-thirds (2/3) of the members.
3. The ADN Program Director shall be the chair of the ADN Faculty Organization Committee.
4. The designated faculty for each topic committee shall select students and chair of the respective topic committee session. Meetings will be conducted in conjunction with regular faculty meetings for the convenience of members.
5. Minutes of all meetings shall be recorded. A recorder shall be appointed by the chair. Minutes of all meetings and reports shall be kept on file by the Program Director.

6. Attendance at meetings is expected. Members will be notified in advance of all meetings. If a member must be absent, the member shall notify the committee chair, prior to the absence.

7. Each member may submit items for action to the agenda of any meeting and may request additional agenda items during the meeting with approval of members.

8. When curriculum change is approved, the Director will appoint a faculty to make the changes or call a work session(s) to make the curriculum changes.

9. Each faculty member shall participate on coordinating committees with affiliating agencies, academic partners, or other parties as requested by the ADN Program Director.

10. Meetings shall be conducted in a democratic manner. Each member is encouraged to participate in discussions and in the decision making process.

11. A simple majority vote is required for the passage of a motion. The voting body at any meeting shall consist of members who are in attendance and those who, in their absence, cast a signed vote with the Program Director or a faculty member on or before the date of the meeting.

12. Fifty-one percent of the members of the respective committee constitute a quorum for the transaction of business at any regular or special meeting.

13. Ad Hoc committees composed of faculty members, students, and clinical facility representatives shall be appointed by the ADN Program Director.

**ARTICLE VI:**

**COMMITTEE STRUCTURE**

1. **ADN FACULTY ORGANIZATION COMMITTEE**
   **Chairperson:** ADN Program Director
   **Membership:** All Full-Time Faculty, Part-Time ADN Faculty, Clerical Staff and Lab Coordinators

2. **Decisions**
   A majority of full time faculty votes are required for any decision. The Program Director can cast a tie-breaking vote.

3. **Purpose:**
   - Evaluate the overall effectiveness of the ADN Program.
   - Develop, implement, and evaluate the mission and goals of the ADN Program.
   - Evaluate and review the program philosophy, objectives, organizing framework, and goals based upon identified needs of the faculty, students, and clients in accordance with the changing health care system.
   - Act upon recommendations from standing committees.
   - Facilitate communication between faculty and students regarding program policies.
   - Promote professional and personal growth of members.
   - Organize and coordinate faculty development activities.
   - Develop and coordinate new faculty orientation program.
• Review, evaluate, and recommend revisions of faculty policies.
• Provide input into proposals for grants and other budgetary matters.
• Review, evaluate, and coordinate policies regarding faculty evaluation.
• Review and revise faculty and student handbook

**CURRICULUM Topic Meetings**

Membership: Freshman & Sophomore Faculty Members, ADN Program Director, Freshman & Sophomore Student Representative, Clerical staff and lab coordinator

Functions:
1. Develop, evaluate, and recommend revisions of the curriculum.
2. Coordinate, review, and evaluate all curricular policies.
3. Review and make recommendations regarding student learning experiences in compliance with the program mission, values, and philosophy.
4. Utilize data from the evaluation committee as a basis for evaluation and improvement of the program.
5. Develop and implement a systematic plan for evaluation of the program philosophy, objectives, and organizing framework.

**ADMISSIONS Topic Committee**

Chairperson: ADN Program Director or, as appointed. Membership: Full-Time and Part-time

ADN Faculty
ADN Program Director
Freshman & Sophomore Student Representative
Clerical staff and lab coordinator

Purpose: Develop and coordinate policies related to the recruitment, selection, and admission of students.
Review and recommend revisions of program admission policies
Assist with program activities related to recruitment, selection and admission of students.
**EVALUATION Topic Committee**

Chairperson: As appointed

Membership: Full-time and Part-time Faculty Members
            Freshman and Sophomore Student Representatives

Functions:
1. Compile and report evaluation data from students, graduates, and employers of graduates
2. Review all student and program evaluation forms and make recommendations to faculty regarding revisions.
Review student evaluations of clinical agencies and make recommendations to faculty regarding experiences in affiliated agencies.
2. Evaluate policies and make recommendations regarding clinical grading and evaluations of students.

**PEER REVIEW Committee**

Chairperson: As appointed by ADN Program Director

Membership: As appointed by the Committee Chair to include
            ADN and LVN full time faculty, RN
            from the community,
            RN from an affiliated clinical agency
            Other members as deemed appropriate to meet BON guidelines

Functions:
1. Review program policies regarding peer review as designated by the Texas Nurse Practice Act and make recommendations to the Faculty Organization Committee.
2. Meet at least once per year and as indicated by issues or complaints brought to the committee chair.
3. Conduct Peer Review Committee hearings according to policy.
TESTING PROCEDURES AND TEST POLICY Committee

Chairperson: As appointed by Program Director

Membership: Full-time and Part-time Faculty Member  
Freshman and Sophomore Student Representatives

Functions:
1. Review, evaluate, and recommend revisions of policies related to testing construction, test review entrance exams, standardized exams and any other testing/tests used by the program.
2. Evaluate test sites and equipment and make recommendation to faculty for improvement. Teach Par system and test review concepts to new faculty.
3. Maintain record of manuals; pass codes, and written guidelines for use of Par test, Par online, and Par score and other program tests.

AD HOC COMMITTEES:

STUDENT AFFAIRS Committee

Chairperson: As appointed

Co-Chairs: Sophomore Faculty and Freshman Faculty

Membership: Sophomore and Freshman Student Representatives  
President and officers of ADN Club  
Faculty Student Organization Sponsors appointed by Program Director from ADN Faculty and Staff

Functions:
1. Review, evaluate, and suggest revisions of student policies and student handbook when issues are noted by students.
2. Facilitate access of students to Navarro College services.
3. Establish and coordinate student achievement recognition.
4. Review and make recommendations regarding grading, student grievances or appeals when issues are noted by students.
5. Organize, coordinate, and provide support, guidance, and professional leadership for student activities such as clubs and ceremonial events.
ADVISORY Committee

Chairperson: Elected by Committee (Vacancies between meetings can be filled by appointment of Program Director)

Membership:

- Clinical Agency RNs appointed by Affiliated Clinical, Agency CN
- Community RNs appointed by Program Director
- Student Representatives appointed by Program Director
- Full and Part-time ADN faculty (continued)
- Navarro College Full Time non-nursing Faculty appointed by Program Director
- Education Coordinators at clinical agencies
- Faculty from other nursing programs appointed by Program Director

NOTE: Membership shall meet the following Texas Higher Education Coordinating Board (THECB) guidelines:

1. Advisory committees must be composed of persons who broadly represent the demographics, including the ethnic and gender diversity, of the institution’s service area as well as the demographics of the occupational field. Committee members should be knowledgeable about the skills used in the occupations for which they are providing information and guidance.
2. Full time faculty and staff of the community or technical college offering the program must not be members of the advisory committee but may serve in an ex-officio capacity. Part-time faculty who hold full-time positions within the career field may be members of the committee. Faculty and staff of senior institutions with whom the program may be articulated may also be members of the committee.

Purpose
1. To help document the need for a workforce education program, and
2. To ensure that the program has both adequate resources and a well-designed curriculum to provide students with the skills, knowledge, and behaviors necessary to function as competent entry level ADN graduates.

Functions
1. Evaluating the goals and objectives of the program curriculum
2. Establishing workplace competencies;
3. Suggesting program revisions or policy changes as needed;
4. Evaluating the adequacy of existing college facilities and equipment;
5. Advising faculty with selection and acquisition of new equipment
6. Identifying local clinical sites for learning experiences and employment opportunities;
7. Assisting in the professional development of the faculty;
8. Assisting in promoting and publicizing the program to the community; and
9. Representing the needs of students from special populations.
Advisory Committee Meeting /Minutes
1. Advisory committees must meet in person a minimum of one time a year and should, if possible, have a quorum present. Contact with committee members will be maintained throughout the year via e-mail, fax, or phone.
2. All meetings of the advisory committee must be recorded in official minutes. The minutes must include:
   (a) identification of committee members (name, title, and affiliation);
   (b) an indication of the committee members’ presence or absence from the meeting;
   (c) the names and titles of others present at the meeting;
   (d) the signature of the recorder
   (e) evidence of that industry partners have taken an active role in making decisions which affect the program.
3. Minutes must be maintained in college files and made available to the Coordinating Board staff and other agencies upon request.

CLINICAL AGENCY / NAVARRO COLLEGE ADN PROGRAM JOINT ISSUES Committee
(Established as needed to address issues identified by the program and/or affiliated agency.)
Chairperson: As appointed by Program Director and Clinical Agency CNO
Membership: RN staff or affiliating clinical agency
   ADN Faculty assigned to the affiliating clinical agency

Function
1. Address issues identified as impacting student clinical assignments/learning experiences.
2. Maintain clinical affiliations, ensure client safety, and promote an optimal learning environment for students at each agency.

NOTE: Faculty assigned to agencies will maintain ongoing relationships with the agency by working closely with the nurse educator during student orientation each semester and by informing/training preceptors each semester regarding student skills and clinical learning objectives.

ARTICLE VII: AMENDMENTS
The by-laws of the Faculty Organization of the Navarro College Associate Degree Nursing Program may be amended by two-thirds of the full-time faculty at any regular meeting provided a copy of the proposed amendment has been presented to all voting members at least one week prior to the meeting.

ARTICLE VIII: PARLIAMENTARY AUTHORITY
The rules obtained in the most recent edition of Robert’s Rules of Order Newly Revised shall govern the organization in all cases which are not addressed in these by-laws. Minutes may be delivered prior to a meeting and listed as a consent agenda.
X. ADN PROGRAM POLICIES

1. ACADEMIC ADVISEMENT (IN-PROGRAM)
The ADN Program Director and faculty act as nursing program advisors. For in-program students, the clinical instructor for the semester in which the student is enrolled is the student’s advisor. If the clinical instructor is a temporary or part-time faculty member, the course coordinator and/or other faculty on the teaching team will serve as advisors for students who are assigned with a temporary or part-time faculty member.

SPECIAL NOTES REGARDING DROPPING A COURSE: If a student is receiving financial aid, grants, or loans, the student must be in attendance at all classes. Students should not drop or stop attending any class without consulting the Financial Aid Office. Changes in enrollment level and/or failing grades may require repayment of financial aid funds.

According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of six courses may be dropped throughout the entire undergraduate degree program. Before withdrawing from nursing or any other course, students are advised to make sure they understand the consequences. Decisions regarding a faculty drop for an ADN student may be made by the teaching team when the student cannot be contacted after 3 weeks. Decisions to drop are referred to the Department Dean for review. For more information, contact the Office of the Registrar.

2. EEOC POLICY STATEMENT
Refer to Navarro College Student Handbook policy regarding EEOC.

3. TRANSFER STUDENTS
Students may transfer courses only from an accredited ADN program. BSN courses cannot transfer.

Transfer students must complete >50% of their RNSG courses at Navarro College to be granted an ADN degree from Navarro College. (Only RNSG courses, not academic courses, can be considered when calculating > 50% for the purpose of eligibility for a Navarro College ADN degree.)

4. APPLICANT HEALTH SCREENING
All students are required to submit an ADN Health Screening Evaluation and Exam completed by a licensed health care provider in the state of Texas (physician or nurse practitioner or physician’s assistant) prior to entry into the program. This is a part of the required health and immunization documentation. The provider must specify that the student is physically able to participate in the ADN Program clinical activities and has no routine medications that are likely to impair judgment, level of alertness, or motor function. The physical exam form is available at information sessions. Applicants may elect to postpone a physical exam until after receiving an offer of admission. Final admission is contingent upon receipt of a health screening and all other admission requirements.

5. FAMILY MEDICAL LEAVE
Attendance (absences) and assignment due date policy decisions when a student’s absences or late assignments are due to pregnancy, childbirth, care of newborn, or other applicable family medical leave issues, will comply with Title IX FMLA laws. In all such
situations, the Department Dean and other appropriate Navarro College Administrative personnel will be consulted before action is taken regarding student withdrawal, assignment of a D or F grade (failure), assignment of an incomplete (I) grade, or determination of the student’s status regarding application for re-entry.

6. STUDENTS WITH DISABILITIES
Refer to Navarro College Student Handbook policy regarding students with disabilities. Functional requirements include ability to perform the lab skills and clinical student learning objectives listed in each course syllabus. These include clinical skills such as assisting patients with standing, walking, positioning, or transferring from bed to wheelchair, preparing and administering medications and treatments, and physical assessments. Applicants with disabilities that may bar approval by clinical agencies must have approval for acceptance at all essential acute care clinical sites prior to admission. It is the applicant’s responsibility to provide a physical exam. This should confirm the student is physically capable of performing all the tasks required of a nursing student, and/or informing the ADN program of a need for accommodations. The student is responsible for contacting the Navarro College Counseling office regarding reasonable accommodations. Navarro College Administration must determine that any proposed accommodations are “reasonable” for the ADN Program. The student may not contact clinical agencies, but will wait for ADN faculty to seek approval from essential program clinical sites. Admission will be contingent upon finding hospitals that will accept a student for essential student clinical duties with the accommodations specified in writing by the Navarro College Counselor. The applicant must be willing to interview with each hospital that requests an interview. Admission will be contingent upon completion of this process and written approval from each hospital. The applicant will be responsible for promptly reporting any changes in his/her disabilities to the ADN Program.

If a disability is identified after admission, the student will be dismissed if faculty, the clinical sites needed, the NC counselors, and NC administration determine that the accommodations needed are not reasonable.

It is the applicant’s responsibility to determine that accommodations for testing, if any, will be granted by Pearson Vue when it is time to take the NCLEX-RN. It is the applicant’s responsibility to determine that a sufficient job market will be available when the applicant earns an RN license.

Applicants who may need accommodations for testing are advised to read the Texas Board of Nursing policy on accommodations before accepting an offer of admission. Note the procedure for applying for accommodations and the following paraphrase/quote from the Texas BON definition of qualifications for the diagnostician included in this handbook.

**Applicants are responsible for investigating any differences in accommodations requested during the program and accommodations that will be available during the NCLEX-RN exam.** The NC ADN Program cannot be responsible for whether testing accommodations
requested by a student and granted by a counselor will result in sufficiently rigorous testing to prepare the student/candidate to pass the NCLEX-RN.

“QUALIFICATIONS FOR DIAGNOSTICIAN for ACCOMMODATIONS”

“For physical or mental disabilities other than learning disabilities - a licensed physician or psychologist with expertise in the disability.

For learning disabilities

A licensed psychologist or psychiatrist who has experience working with adults with learning disabilities and or another qualified professional with a master’s or doctorate degree in special education, education, psychology, educational psychology, or rehabilitation counseling who has the training and experience in all the areas below:

1. Assessing intellectual ability level and interpreting tests of such ability
2. Screening for cultural, emotional, and motivational factors
3. Assessing achievement level
4. Administering tests to measure attention and concentration, memory, language reception and expression, cognition, reading, spelling, writing, and mathematics” (Texas BON, 2013).

Faculty will provide accommodations only for students with letters from the NC employee designated as responsible for determining accommodations. Accommodations will be provided only as specified in the student’s letter and approved as reasonable by the NC ADN Department Dean or other appropriate NC Administrative Personnel.

Faculty will not initiate an accommodation or change any part of an accommodation without a letter from the NC Employee designated to establish reasonable accommodations for students. Letters of accommodation will be renewed by the student prior to the beginning of each semester and the student will give a copy to the ADN Program Director.

Faculty will not allow even simple ‘accommodations’ such as students sitting at a requested chair or location for testing without a letter from the NC Employee designated to approve and prescribe accommodations for students.

Situations such as students independently wearing ear plugs will not be considered an accommodation.

7. SPECIAL POPULATIONS STUDENTS
Refer to Navarro College Student Handbook policy regarding special population students.

8. STUDENT EMPLOYMENT WHILE ENROLLED IN ADN PROGRAM
The ADN faculty is aware that some students may need to work to supplement income while enrolled in nursing school. Students should be aware that employment places additional demands on time and energy expenditure. Employed students are expected to maintain required scholastic standards and other course requirements. Students are encouraged to carefully
consider options other than full or part time employment. **Faculty cannot inconvenience other students or compromise clinical learning experiences in order to give special consideration for student requests to accommodate work schedules.**

Students act as their own agents when employed and are legally responsible for their actions. Navarro College assumes no responsibility for the actions of the student when in an employment role. While employed, the student is the legal responsibility of the employing agency. Students are not to wear insignia or any other identification that would indicate or suggest that the student is functioning in the student nurse role or as an agent of Navarro College. **Violation of this dress code policy is grounds for dismissal from the program.**

9. **ADMISSIONS POLICY**

Applicants of the ADN Program must be admitted to Navarro College first. Once admitted to Navarro College, the following is required in order to be considered for admission to the ADN Program:

- Disclosure of social security number. Affiliated clinical agencies require students’ social security number, in order to secure placement in the facility. Students must be able to attend all affiliated clinical sites. Special placement will not be granted. The ADN Program will not search for alternate clinical sites, in order to accommodate a student who is ineligible to attend specified rotations.
- Proof of being Texas State Initiative (TSI) complete.
- Submit an ADN Application and provide high school and/or college transcripts from all colleges attended, by the application deadline.
- Complete the TEAS Exam at a Navarro College Testing Center or other approved location. All sections of the exam must be completed. Students must score at or above the national mean for the Reading, Math, and Science sections to be considered eligible for admission. Passing scores for Summer/Fall 2019 Admission are Reading 72.4, Math 68.6, Science 57.2. All sections must be passed in one sitting, as only one set of scores will be accepted for admission purposes. Only 2 attempts are allowed within the same admissions period (2 attempts per year).
- Only transfer courses with a grade of “C” or better will be considered for the ADN Degree Plan. Upper level courses may not transfer.
- Complete and attain a minimum of a 2.8 overall (average) GPA (on a 4.0 scale) for all ADN Degree Plan prerequisite/co-requisite courses whether taken at Navarro College or transferred from another college or university. This must be done by the eligibility deadline date.
- Attendance is required at a mandatory ADN Information Session with the Nursing Programs Coordinator or designee during the admission period. Dates, times, and locations for Information Sessions will be posted on the Navarro College ADN Website. Sessions are normally held in the fall prior to the eligibility deadlines.
- Must meet requirements of the ADN Criminal Background Check Policy

10. **ADN CRIMINAL BACKGROUND CHECK POLICY**

Applicants to the Navarro College Associate Degree Nursing Program are required to complete a criminal background check (CBC). The CBC process may take up to 120 days, depending on individual circumstances. **In order to be eligible to begin RNSG courses, the CBC must be complete and clear or the student will receive a provisional offer for admission. If the ADN Program has not received TX BON clearance (blue card or positive Operations Outcome Letter) within one week prior to the start of class, the student will be dropped from the program.**
Process:
A roster with the names of all qualified applicants will be sent to the Texas Board of Nursing (TX BON), within two weeks after the application deadline. At this time, the TX BON will process the roster and send email confirmation to the nursing program director, usually within 10 business days. Once a student has been offered admission, they will receive instructions regarding how to register for electronic fingerprinting through MorphoTrust USA for the TX BON background check. This should be done at least 90 days prior to the first class day. Results of the CBC will be sent to the TX BON. The TX BON will then send the student their results of the CBC. If the results are clear, the student will receive a “blue card”. It is essential that the student keep the blue card for their records. The “blue card” will need to be copied (front and back on the same page) and emailed or taken to the ADN Program’s Assistant. Once the program receives the student’s “blue card”, the student is eligible to remain on the list of accepted students. If the CBC is not clear, the TX BON will request that the student submit a Petition for Declaratory Order (DO), along with court documents or other records pertaining to the issue. Once the DO and associated documentation is received by the TX BON, they will send the student a letter to indicate that they have cleared the CBC hit, or they will send notification that the student’s application must be sent forward to the Enforcement Division (will require a fee of $150 and may take up to 90 days). The Enforcement Division will review the CBC and send an Outcome Operations Letter to the student to indicate whether the student will be eligible to apply for licensure. Note: If the student does not receive the Operations Outcome Letter one week prior to the first day of class, the student will be dropped from the program.
Students are responsible for the cost of CBCs on admission and upon request.

11. CRIMINAL OFFENSES WHILE ENROLLED IN THE PROGRAM
If a student is arrested and/or convicted of a criminal offense while enrolled in the program, the student must report the arrest/conviction to the Program Director within 24 hours. The student must withdraw from the ADN program if the conviction interferes with completion of essential clinical assignments due to clinical agency criminal history requirements/restrictions or BON requirements. Additionally, an arrest or conviction requires notification to the Board of Nursing and may delay authorization to test from the Board of Nursing upon graduation.

12. ALCOHOL/DRUG SCREENINGS
Applicants are required to complete testing/screenings in accordance with Texas Board of Nursing Rules, ADN policies, and clinical agency policies. Alcohol/drug screenings will be completed by an agency designated by the nursing program prior to the first clinical experience and annually. A positive drug screen will result in dismissal from the program. (Medical Reviews are managed by the agency conducting the drug screens and the final determination of a positive screen will be the Medical Review Officer.)

The student will pay all costs for drug screens on admission and upon request. Random drug screens are conducted at least once each semester to meet clinical agency and ADN program requirements.

Applicants and students are cautioned that prescribed medications are to be taken only for the purpose and time of the original order. Use of a prescribed substance for any purpose other than the original intent of the order is inappropriate. Such misuse would not be considered reason for a Medical Review Order (MRO) to overturn a positive drug screen.

13. SUBSTANCE ABUSE/CHEMICAL DEPENDENCY
Students are advised that educational programs are required by the Texas Board of Nursing (BON) to report if a student has a positive drug screen. The Program Director will follow reporting guidelines as established by the BON. The student must comply with BON requirements regarding a treatment plan and application for re-entry into a nursing program.
14. MEDICAL STATEMENT RE: ABSENCE FROM CLINICAL/CLASS
In the event of a clinical absence due to an illness or injury that may hinder a student's ability to perform safely or that may expose patients to an illness, the student must not attend clinical and may not return without a verifiable, full medical release for clinical duties. The student must have a health care provider’s assessment statement that the student can safely continue with patient care activities.

Students with a medical restriction of any kind (crutches or a cast, for example) may not attend clinical activities. Students will be expected to comply with the ADN Program attendance policy.

15. STUDENT ACUTE AND CHRONIC ILLNESSES
1. Students who have a chronic condition that requires medications that may alter judgment, level of alertness, or motor function will self-report the medications taken on the physical exam form and provide a health care provider’s release to participate in clinical activities.
2. Students who develop an acute or chronic condition that requires medications that may alter judgment, level of alertness, or motor function or a communicable disease will provide a health care provider’s statement regarding when the student can safely return to the classroom and the clinical setting.
3. Other: If prescribed medications are detected on a drug screen that have the potential to impair judgment, motor function, or level of alertness, the student will: (1) provide a health care provider’s statement that the student can function safely during clinical practice and (2) provide a money order to pay for a future drug screen IF requested by the program director at any time during a clinical or theory course.
4. Notify the ADN Program Director if there are changes in prescribed medications that have the potential to alter level of consciousness or ability to care for clients.

16. STUDENT TRAVEL REQUIREMENTS
To enhance learning in the clinical area, students will be assigned to various clinical agencies. Clinical experiences will involve travel outside the parameters of the program site. Some of the locations include but are not limited to Corsicana, Ennis, Waxahachie, Mexia, Dallas, Waco, Fairfield, DeSoto, and Terrell. Students who are accepted must meet all required travel requirements/clinical assignments. Additionally, students who travel for Navarro College or ADN sponsored events must follow NC student travel policies.

17. LIABILITY (MALPRACTICE) INSURANCE
Students enrolled in the ADN Program are required to have liability insurance. Malpractice fees are included with Summer I and fall registration fees and the college secures the clinical liability insurance coverage for students.

18. HEALTH INSURANCE
Applicants are advised that student health insurance may be required by clinical agencies at any time. If health insurance becomes required when clinical contracts are renewed annually, then students must provide proof before they can remain in the program and attend clinical experiences.

19. LEGAL WITNESS
Navarro College Associate Degree Nursing Students are not allowed to sign as a witness for any legal forms such as wills, operative permits, No Code status, Advanced Directives, or any other agency consent forms while in the student role.

20. **CPR CERTIFICATION**

All students are required to have CPR (Cardio-Pulmonary Resuscitation) American Heart Association Certification for entry into the program. To assure maintenance of status while in the program, the initial CPR certification must not expire prior to the anticipated graduation date.

21. **ACCIDENT OR INJURY REPORTING**

If a student is injured or becomes ill while in the clinical setting, the instructor must be notified immediately. Emergency medical care will be provided, if necessary. Hospital protocols will be followed for patient-related injuries or exposures. The instructor will notify the Program Director and complete all necessary documentation which may include the Health Professions Variance Report (Occurrence Report).

If a student is injured while on campus, the Campus Police and the Program Director must be notified immediately. The Campus Police will complete an incident report as indicated. The Program Director or ADN faculty will complete a Health Professions Occurrence Report if the injury occurred in the nursing lab or an ADN classroom. Navarro College and the clinical facility are not responsible for expenses that result from an action of a student or patient in the clinical setting. The student is responsible for personal medical care/expenses.

22. **CLINICAL FACILITIES**

Clinical experiences are selected to provide students with a variety of opportunities to practice safe, effective nursing care. Selected local and out-lying clinical facilities will be utilized to enhance student learning by providing a clinical environment that will allow students to put into operation the knowledge and skills acquired in the classroom and campus lab.

Students are expected to provide their own transportation, to report on time to the appropriate assigned agency and to be in appropriate uniform. Clinical facilities require students and faculty to have malpractice (liability) insurance. Student liability insurance is included in tuition for the ADN Program.

Prior to going to clinical agencies, all Associate Degree Nursing students must meet the following basic requirements:

- DFWHC orientation Agency specific orientation HIPPA instruction
- Immunizations required by health care provider agency Annual drug screen
- Acceptable DPS and FBI criminal background check through MorphoTrust and L1 Negative OIG screening
- Negative DADS screening
- Criminal History must not exceed requirements or limitations of essential clinical agencies (see CBC Policy)
23. **STUDENT REPRESENTATION ON PROGRAM COMMITTEES**

Freshman and sophomore student representatives are members of the ADN Program Faculty Governing Committee. Student input is requested for Curriculum, Evaluation, Student Affairs, & Ad Hoc Committees plus the ADN Advisory Committee. Faculty Governing Committee meetings are scheduled to promote student attendance. Faculty governance meetings will be scheduled as frequently as indicated to review and update policy and not less than once each long semester.

24. **MEDICATION DOSAGE COMPETENCIES**

Accuracy in calculation of medication dosages is a vital skill for the nurse and dosage exams are scheduled at appropriate points in the curriculum. Students must demonstrate accurate calculation of medication dosages by scoring 90% within 3 attempts each semester except for the final semester when the criteria is 100% accuracy within 3 attempts. Inability to meet the Dosage Exam requirements may result in failure of the course, associated with the exam.

25. **MEDICATION ADMINISTRATION COMPETENCY**

Students are expected to administer medications safely. Safety involves the classic “Rights” of medication administration plus essential nursing implications for each medication and documentation. The Medication Error Policy is implemented to assure appropriate follow-up when errors occur.

1. Two violations of the rights of medication administration, failure to know essential nursing implications, and/or failure to seek appropriate faculty or preceptor supervision for each medication administration could result in clinical failure for the semester.

2. Three actual medication errors (errors that reach the patient) in a calendar year could result in dismissal from the ADN program. (A log of medication errors will be maintained in the Program Director’s files.)

26. **ATTENDANCE**

Students will be expected to comply with Navarro College attendance policies that limit absences to 2 weeks per semester. Students are to be punctual and attend all scheduled classes, labs, and clinical assignments. Students are responsible for announcements or course content missed when absent or tardy. Attendance is documented during each class period from beginning to end of the scheduled day/class. Faculty document attendance, however, each student is responsible for assuring that his/her attendance is correctly noted for all scheduled classes, labs, or clinical assignments.

Attendance will be recorded in Canvas each week for student review. The student is responsible for providing faculty a written notice of each absence that includes the reason for the absence. This notice must be submitted prior to leaving a class or upon return to the next class if the student was absent all day. The reason for an absence may be documented as personal, however, ‘personal’ absences will not be considered an unavoidable illness or emergency.

**A. Classroom/Campus Lab attendance**

If total absence from theory classes equal greater than 2 weeks of class and lab time during any semester, a CARE Report will be initiated, the student will be notified, and the student will develop a student success initiative (SSI) for improving attendance. When total absence from theory class equals 3 weeks, faculty may drop the student from the class. The hours per week of class and lab time vary with each course and will be documented in the syllabus and on the combined course calendar. For example, 1 hour of lecture and 4 hours of lab per week is required for RNSG 1201; therefore, policy allows a student to miss no more
pattern of being. This may result in the student being sent home and a receiving a clinical absence. Additionally, a
agencies and potentially
times will vary according to
Students are
NC ADN Studen
Acute
repeated in the campus lab or si
Student clinical performances that result in a
requirements within the time available.
Faculty have the discretion to make allowances or exceptions to attendance policy when the following
conditions exist: (1) a student misses clinical due to an illn
of an SSI. Attendance will be randomly taken when class
starts, after breaks, and end of the day.
B. Clinical attendance: Clinical assignments are divided into the following
categories: Hospital/acute patient care with faculty
Preceptor assignments
Simulated clinical experiences with faculty
Observational experiences
Other clinical assignments, i.e. clinical preparation or scheduled meetings with faculty
Acute care clinical rotations allow for no more than one day (8-12 hours) of make-up time. This
make-up must consist of clinical activities with a faculty or preceptor each semester and will be
scheduled by clinical faculty. Make-up for other categories of clinical absences must be initiated by
the student by contacting the assigned clinical instructor. This make-up will be limited to no more
than one day per semester due to the limited number of other clinical opportunities.
Students may not switch clinical assignments with classmates or show up for an unassigned non-
acute care clinical as there are student capacity limits for all faculty-directed simulation and alternate
clinical experiences (ACE). The hours per week of class and lab time vary with each course and will be
documented in the syllabus and on the combined course calendar.
Faculty have the discretion to make allowances or exceptions to attendance policy when the following
conditions exist: (1) a student misses clinical due to an illn
of an SSI. Attendance will be randomly taken when class
starts, after breaks, and end of the day.
Student clinical performances that result in a failing grade due to unsafe clinical actions may be
repeated in the campus lab or simulation site lab only as follows.
• (1) The clinical faculty must recommend the campus lab or simulation experience to be
attended,
• (2) only two days of such alternate assignments may be scheduled in a semester,
• (3) a second faculty must validate improvement (satisfactory performance) of the skill(s)
in question prior to the next scheduled clinical experience.
Students are considered tardy if not in attendance at the designated time (0630 for most rotations, but
times will vary according to each clinical rotation). Being late to clinical is disruptive to clinical
agencies and potentially unsafe for patients. Faculty will evaluate the circumstances or the tardiness.
This may result in the student being sent home and a receiving a clinical absence. Additionally, a
pattern of being tardy to clinical will be documented as unprofessional behavior.
27. **CLINICAL GRADES**
Clinical grades will come from instructor evaluation of clinical performance as recorded on the weekly clinical evaluation tool and written assignments. Students are expected to demonstrate progression throughout the clinical course. Students with a final clinical grade of <75% will fail the clinical course.

28. **RNSG (ADN) Theory Course Grade**
Theory competencies may be measured with course topic exams, standardized exams, and comprehensive predictors. Additionally, each theory course syllabus will document the methods of tools used for affective and/or psychomotor learning. Each theory course syllabus will state the weight and type of exam and the affective and/or psychomotor learning grades required for each course.
The letter grade determination in the nursing program differs from the Navarro College policy, which is:

- A = 100 – 90
- B = 89 – 80
- C = 79 – 70
- D = 69 – 60
- F = 59 – 0.

The RNSG grade determination is:

- A = 100 – 90
- B = 89 – 80
- C = 79 – 75
- D = 74 – 60
- F = <60

This minimum grade of 75 for a “C” applies only to the ADN program, not other academic course grades such as A & P I or English in the ADN degree plan.

29. **COMMUNICATIONS DEVICE POLICY:**

*NOTE: Exceptions will be made on an individual basis for students who have special needs.*

**Telephone Usage for Personal Matters**
Students may use cell phones or similar electronic devices only for required clinical or class activities. Cell phones must be out of site during clinical and class—used only during breaks from class or lab or as permitted on the clinical floor. For example, cell phones can be used when looking up medications and only in the medication prep area of the hospital. Cell phones may not be taken out of the student’s car at Terrell State Hospital (TSH).

Students will use a TSH phone to call a ‘local’ faculty cell phone when necessary.

**Clinical agency policy must be followed regarding cell phones at the clinical site.** Cell phones may not be visible or used in a patient care area. Pictures may not be taken in a clinical setting including, but not limited to, patients or patient information.

**Telephone Messages via Health Professions Office**
The Health Professions Administrative Assistant will assist in relaying telephone messages. The administrative assistant will screen calls to determine if the message is of an emergency or urgent nature. Telephone messages will be forwarded to the instructor who is conducting class. Please advise family, friends, employers, and others to limit calls to those of an urgent or emergency nature. The Health Professions Office phone number is 972-923-5121.

**Email Address**
All students are required to use their NC e-mail address to correspond with faculty.
Students are to check their email daily Monday through Friday and weekends as necessary due to varied clinical schedules.

**Computer & Internet Access**
Students must have access to a computer or alternate device and internet. Many course
resources are available on computer software packages and via internet sites. Students are also required to submit computer-generated “written” reports for selected course projects and other assignments. Computer and internet access are available in the campus skills-media lab and in designated NC computer labs.

30. **MAKE-UP EXAMS**
All makeup exams require approval from the faculty team. If a student knows he/she will be unable to take an exam as scheduled, the student may request a make-up exam. *This request must be made in advance and in writing (or by email) to the course coordinator.* In emergencies, students are required to notify the course coordinator or another instructor in the course prior to the start of the exam in which the student will be absent—or notify as soon as possible. Other than an emergency, the student should provide 24 hours’ notice to the course coordinator. Failure to provide prior notice may result in an exam grade of zero (0). *For exam security purposes, faculty can deny requests to delay an exam when the student has made multiple requests for make-up exams or when the reason for the delay does not seem sufficient to justify the inconvenience to the program.* The type of make-up exam is at the discretion of the faculty and may be essay, short answer, open book, or multiple choice. If exams are not made up prior to the next scheduled theory exam in the course, a grade of zero (0) may be given and averaged into the final course grade.

31. **TUTORIAL SERVICES**
Tutoring services are not available through the NC ADN Program, but may be available through other departments: Perkins and the Sanchez Library.

32. **TESTING procedures**
- The Par testing system will be set to “forward only” for all exams with exceptions for software failure or other technical issues.
- Students are not to take books and other personal items in the computer lab during testing.
- Seating and/or rooms for testing will be assigned.
- Students are to refer to NC policy regarding cell phones during exams. Student cell phones should be left in a secure place during the exam.
- Personal calculators may not be used during exams. Calculators will be provided as needed.
- Students may not exit to the desktop/internet during a computerized exam for any reason.
- Refer to ADN program Honor Code for ADN academic dishonesty policy.

33. **TEST REVIEW & STUDENT INPUT RE: EXAM ITEMS**
Refer to course syllabus for the procedure for test review and student input.
*No written or videotaped notes may be taken when reviewing test answers and rationales.* Students may not have phones at the computer during testing or test review.

34. **TITLE IV COMPLIANCE** (including repayment of student loans)
- A Financial Aid Officer will instruct all new students regarding financial aid including Title IV compliance during orientation to the program (and at other times as required by NC policies.)
35. **PROFESSIONAL CONDUCT AND INTEGRITY**

Each syllabus includes instruction on ethics and professionalism. *Navarro College Associate Degree Nursing Students are expected to conduct themselves in a professional and ethical manner, and to exhibit the caring, compassionate, therapeutic use of self that is expected of professional nursing graduates.* This means supporting the profession of nursing by paying attention during class, being polite and helpful to fellow students, actively engaging in classroom activities, no disruption in the classroom, no bullying, no profanity, prompt and regular attendance, remaining in the classroom during class activities, not leaving early without notifying the faculty, and following guidelines for appropriate classroom, clinical, and pinning/graduation attire.

Graduates are expected to maintain the professional and ethical behaviors developed while in the program. Among the anticipated graduate behaviors are (1) competent, caring, ethical practice that reflects well on the graduate, the profession of nursing, and the NC ADN program, (2) continuing engagement in life-long learning, (3) repayment of student loans, (4) serving as preceptors for nursing students, (5) serving as mentors for new nurses, and (6) maintaining contact with the NC ADN program to provide graduate data essential to monitoring the program’s compliance with standards of governing agencies and accrediting bodies. Examples of unethical, dishonest, or unprofessional behavior include, but are not limited to:

- Failure to comply with clinical safety and infection control protocols.
- Refusing appropriate client care assignments.
- Patient abandonment or failure to report significant signs or symptoms to the primary RN.
- Unprofessional behaviors that jeopardize the program’s relationship with a clinical agency
- Excessive/habitual tardiness, absences, or late written reports/assignments, incomplete written assignments.
- Altering clinical records or inventing patient data for a clinical or academic assignment.
- Using notes, textbooks, internet sites, cell phones, or programmable calculators during an exam.
- Unauthorized entry into test banks.
- Unauthorized use of school or clinical site copy resources, faxes, or other supplies or equipment to complete ADN assignments.
- Plagiarism (using work of anyone and presenting it as your own, without giving credit).
- Copyright violations of textbooks or unauthorized use of fee-for-use, on-line
programs.
- Providing examination answers or sharing examination information with anyone.
- Deliberately falsifying records (health records, clinical records, clinical forms, etc.).
- Covering up or denying an error in the clinical setting.
- Drug or alcohol use/abuse.
- HIPPA violations. This includes during and after clinical rotations and discussions with fellow students in a car pool. Also posting on social media about a clinical site, texts to friends about a patient who died or recovered, identifying information on a care plan.

Examples of evidence, of unethical, dishonest, or unprofessional conduct includes but are not limited to:
- Direct observation of act by faculty or account by a reliable witness
- Self-incrimination
- Documentation that does not support data
- Inappropriate e-mail communications
- Inappropriate Facebook entries
- Positive Drug Screen or refusal of a drug screen
- DUI conviction
- Failure to report an arrest and/or a conviction of a crime of any nature prior to admission or while enrolled in the ADN program.

Confirmed unprofessional conduct will result in initiation of the Progressive Discipline Procedures.

36. STUDENT HONOR CODE
The health professions are based on a high degree of trust by the individuals they serve. Members of the Navarro College community, including faculty and students, accept the responsibility to maintain the highest standards of intellectual honesty and ethical and professional conduct. All Associate Degree Nursing (ADN) students receive a copy of the guidelines and procedures for implementing the ADN Student Honor Code on admission. Students will indicate their willingness to adhere to the Code by signing and returning the acknowledgment form, which shall be placed in the student's file. Ignorance of the guidelines and procedures may not constitute an affirmative defense to a violation of the Honor Code. All questions or concerns regarding the Honor code should be directed to the ADN Program Director.

Reporting Violations of the Honor Code
The primary responsibility for reporting violations of the student honor code rests with the individual who has committed the violation. However, fellow students and members of the faculty and staff also share in this responsibility. Prior to beginning the ADN Program, each student will sign an agreement to adhere to the Honor Code; therefore, new violations must be reported.

Relationship of Honor Code to Local, State, and Federal Laws
Navarro College adheres to all applicable local, state, and federal laws, and cooperates with law officials in all matters. Any alleged violation of local, state, or federal laws will be referred to the appropriate law enforcement officials and such laws have precedence over the provisions of this policy.

Process for Cases of Suspected Violation of the Student Honor Code
- Faculty, staff, and other students have the responsibility to report alleged violations of the Student Honor Code. For matters related to nursing practice and risk to patients, covered by the American Nurses Association Code of Ethics, the student is required to report (e.g., a student diverting patient drugs). The failure of a student to report an observed violation
of the honor code may constitute a violation of the honor code. Any reasonable suspicion of a violation of the Student Honor Code shall be reported to ADN faculty. All reports must be submitted in writing.

- When faculty have evidence that a student has violated the Student Honor Code, he/she may meet with the student to discuss the issue. If the faculty determine that the conduct could constitute a violation of the ADN Student Honor Code, then the matter will be referred to the Program Director and Progressive Discipline will be implemented.

Navarro College Associate Degree Nursing Student Honor Code Agreement
I (print name) agree to follow the Navarro College ADN Program’s honor code with honesty, integrity, respect, responsibility, and ethics. I have/will refrained from any form of academic or clinical dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the nursing program it is my responsibility to report all suspected violators of the Honor Code.

A. The Student Honor Code is either required or implied on all work submitted for credit.
B. The student is responsible for assuring that all examinations and written work abide by the Navarro College ADN Student Honor Code
   1. For examinations, the student may promote academic honesty by:
      a. placing personal items and electronic devices in the specified location,
      b. covering exam sheets during an exam,
      c. not looking around the room or at other students’ exams, and
      d. refusing to discuss an exam with anyone, including students.
   2. In all written assignments, the student is responsible for citing all sources of information that are not the product of his/her own thoughts, including published and unpublished material.
   3. The student must adhere to the laws and legal agreements governing software use and copyrighted material.

37. PROGRESSIVE DISCIPLINE
Faculty are committed to assisting students to be successful in the program. Therefore, Associate Degree Nursing students who are not meeting course objectives in theory, lab, clinical, or preceptorship will be apprised of their performance status using the progressive discipline process.

Step 1: Warning/Counseling
The instructor provides the student with a Student Success Initiative report/contract (SSI) and will counsel the student regarding criteria for successful completion of the course and make recommendations for improvement. Recommendations may include, but are not limited to: review of the ADN Student Handbook, utilization of peer study groups, tutors, and computer assisted instruction, submission of a formal paper addressing the issue of concern, completion of a college course on ethics and/or professionalism, and assistance from NC counselors. The SSI will include deadlines for completion of any required remediation and will be developed to correct the deficit so the student can successfully progress through the program. Student and instructor must sign and date the form. A copy of the form will be forwarded to the Course Coordinator and placed in the student’s file. If at any time the student does not comply with all terms outlined in the SSI, the student will be placed on probation or may be withdrawn from the program. At the discretion of the instructor and/or Program Director and depending on the situation, the instructor may defer the warning and proceed to probation or immediate withdrawal.

Step 2: Probation
Probation is a period in which the student must improve or be withdrawn from the program. Once probation is initiated, it will be ongoing until the student completes the ADN program. The student meets with the instructor and department chair. The student and faculty will complete an Associate Degree Program
Probation Report in which a contract will be formulated. The contract explicitly states the **expectations that must be followed during the probationary period** and is signed by all parties. The A CARE Report will also be initiated by the instructor.

- Unsatisfactory clinical punctuality or attendance
- Unprofessional behavior
- Refusal to participate in a procedure
- Behavior which compromises clinical or practice affiliations

**Probation for unsafe clinical practice may be implemented for:**

- Unsafe clinical performance such as medication administration, any violation of physical, biological, or emotional safety, etc.
- Unethical or unprofessional clinical behavior
- Academic dishonesty

**Step 3: Withdrawal**

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract or violates the terms of the contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program. A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program.

Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Any unprofessional behavior that seriously jeopardizes patient, student, staff, preceptor safety or clinical affiliation agreements

Student Success Initiative Reference: “Formula for Success” Nurse Educator May/June 2005

*SUCCESS:

S = See it early;
U = Understand the student perspective;
C = Clarify the situation with the student;
C = Contract with the student for success;
E = Evaluate student’s progress on the SSI form and regularly;
S = Summarize/Evaluate the student’s performance;
S = Sign the summary/evaluation and look to the future.

### 38. PROGRESSION IN THE ADN PROGRAM

**General Education Courses (Non-Nursing Courses)**

- All general education courses must be completed with a grade of “C” or better. (All general education courses may be taken prior to admission to the ADN Program.)
- Anatomy and Physiology I and II and Microbiology must be completed prior to admission to the A.A.S. A.D.N Degree plan. (AAS.ADN_17)
- Anatomy and Physiology I and II, Microbiology, and other non-RNSG degree plan courses must be completed prior to admission to the A.A.S. A.D.N Bridge Degree plan. (AAS.ADN.Bridge_17)

**SCIT Anatomy & Physiology courses do not meet the standard of BIOL courses and will not transfer to an ADN degree plan.**
After admission to the program, general education courses must be taken according to the sequence on the degree plan. **NOTE: Any deviation from this sequence requires written permission from the ADN Program Director.**

**Nursing Courses (RNSG Courses)**
1. Nursing co-requisite courses must be taken concurrently.
2. All nursing theory courses must be passed with final course grade of “C” or higher (≥75%).
3. All clinical courses must have a final grade of ≥75%.
4. All course requirements must be met at the specified syllabus/calendar date/time or at the date/time agreed upon by the faculty if adjustments are made.

**39. WITHDRAWAL AND RE-ENTRY POLICIES**

If a student is unsuccessful in meeting all course requirements or achieving a passing grade, the student must withdraw from the program. It is required that the student schedule an appointment with the Program Director for an Exit Interview, or the student will not be eligible for re-entry (See Exit Interview). Students must re-enter within one year (the next time the course is offered per the guidelines listed below), or must apply for regular admission.

First semester traditional students (RNSG 1201, RNSG 1261, RNSG 1413 will not be eligible for traditional re-entry. To be eligible for readmission, these students must complete an LVN program then apply to the AND-Bridge program. It is recommended that the student obtain CNA/CMA certification and work before re-entering the program.

Second semester traditional students (RNSG 2504, RNSG 1361) will be allowed to re-enter if successful on all Freshman-Fall validations (5 skills with 2 instructors evaluating each validation) and a score of 90% or better on a dosage exam with one attempt (one attempt on each validation and dosage exam).

Students must demonstrate eligibility for re-entry for RNSG 2201 and RNSG 2261 with a level 2 score on the ATI Fundamentals, Pediatrics, and OB topic exams prior to re-entry.

For re-entry to RNSG 2514 and RNSG 2461 students must demonstrate competency by scoring level 2 on an ATI Fundamentals, Med-Surg, and Pharmacology exam.

For re-entry to RNSG 2435 and RNSG 2262, students must demonstrate eligibility by scoring level 2 on an ATI Fundamentals, Med-Surg, and Pharmacology exam and agree to take the NCSBN Review for the NCLEX-RN, before taking their first NCLEX-RN exam.

**NOTE:** Students who fail the NC ADN program more than two times are not eligible for re-entry.

Students who must withdraw due to Title IX or other personal issues and have achieved passing grades at the time of the withdrawal, are eligible to apply for re-entry the next time the course is offered (within a year). There are no requirements for testing to qualify, however, students are encouraged to continue to study and maintain their nursing skills and knowledge. Re-entry is limited to space available.

Students withdrawn due to academic dishonesty or unprofessional behavior will not be eligible for re-entry.

Re-entry is always limited to space available. Re-entry policy will not conflict with federal and state laws regarding family medical leave.
40. EXIT INTERVIEW

Refer to the FORMS Appendix for the Exit form that is given to all students who withdraw or exit from the ADN program. Students are required to meet with the Program Director for an Exit Interview, in order to be eligible for re-entry.

Admission requirements in place at the time of each re-entry apply to the current ADN degree plan, not the original admission or progression requirements at the time of the student’s first entry. (As per NC policy, failure to pay registration fees or make arrangements to pay on or before the last date to pay will result in dismissal from the course(s) and therefore, the ADN program.)

41. STUDENT GRIEVANCE

Students are referred to the Navarro College Student Handbook policy regarding student grievance.

The following guidelines are provided to encourage students to work within the ADN Program before filing a grievance.

1. To facilitate student professional development faculty encourage students to work out conflicts and disagreements in a professional manner.
2. Any student who perceives that he/she has received inequitable or unfair treatment or a biased evaluation by ADN faculty should first seek to resolve the problem with the involved faculty member.
3. If the problem cannot be resolved with the student-faculty member discussion, then

   1. The student may submit a written statement/report to the faculty member and the course teaching team for consideration.
   2. If the problem is not resolved with the faculty, the student should submit the written statement/report to the ADN Program Director.
   3. If the matter is not yet resolved, the student should make an appointment with the Dean for Health Professions.

42. GRADE CHALLENGES

NOTE: Grade challenges must be filed within 10 days of the course grade being posted. Students are to refer to the Navarro College Student Handbook for grade challenges.

43. STUDENT EVALUATION OF PROGRAM/COURSES/FACULTY/SERVICES

In each ADN nursing course, students will provide feedback and give input regarding elements in the teaching-learning environment and individual faculty classroom and clinical instruction. ADN Forms for Course Evaluations & Evaluation of Faculty are used to elicit student feedback for accreditation purposes.

ADN students are required to complete the Navarro College Canvas course evaluation at the end of every semester. ADN Student evaluations submitted through ADN Program surveys are reviewed and summarized along with course outcomes by the program director after completion of the semester and after the recording of final course grades.

In addition to student evaluation of faculty and the RNSG courses, students will evaluate access to student services including the adequacy of information regarding available services and access to student services. See ADN Program objectives and student learning objectives for a list of feedback and self-reporting of clinical and knowledge competencies requested from students.

End of course evaluation forms and other tools will contain items designed to facilitate student
44. **STUDENT RECORDS and PAPERS**

ADN student files are maintained in the Program Director’s office and the Health Professions offices. Each student will have an academic file, which is designated for degree plan print-outs, clinical evaluation forms, counseling records, and a personal information file, which is designated for documentation of health forms, immunizations, clinical requirements, etc. The program maintains files for at least one year following successful completion of the licensure exam. Files for students who withdraw or who must exit the program are kept for at least the period of time of readmission eligibility. After these periods, the files maintained will be the comprehensive admission data sheet, a picture, if available, gradebooks, and a final academic evaluation form.

Faculty may elect to keep select student papers for teaching-learning purposes, as examples for accreditation review, and to document course activities. Faculty may copy a student’s written work or keep the original and give the student a copy to provide documentation for decisions regarding the quality or lack of quality of a student’s work.

Upon admission students sign a form giving consent for the ADN program to retain examples of the student’s academic work.

45. **UNSAFE and/or UNSATISFACTORY CLINICAL PERFORMANCE**

Students are regularly informed of progress or lack of progress in meeting course objectives and course requirements. As a student progresses through the program, the student is expected to demonstrate increasing competence and independence in providing nursing care. A student’s clinical performance will be evaluated through weekly self-evaluations with instructor feedback and from instructor generated mid-term and final clinical evaluations. The student must have ≥ 75% on the Final Clinical Evaluation, in order to pass the course (See course syllabi for specific grading criteria). Faculty orientation and end of course evaluation time are counted as graded clinical time.

Examples of unsafe or unsatisfactory clinical performance include, but are not limited to:

- Inadequate preparation for clinical.
- Failure to perform timely assessments of assigned patient.
- Failure to report significant changes in a patient’s condition (for example LOC, VS, pain, etc.)
- Failure to practice proper hand hygiene; for example, not foaming in and out, not washing prior to gloving or after removing gloves.
- Failure to wear gloves as required.
- Errors in preparation, administration and documentation of medications/treatments--even if the error was found by faculty and did not reach the patient.
- Attempting procedures or care activities without appropriate preparation, supervision, or authorization.
- Failure to follow the care plan of the primary RN.
- Failure to notify the clinical instructor and/or clinical agency of absence or need to leave the clinical site/floor.
- Habitual tardiness to clinical. **(3 incidents in a semester)**
- Uncivil behavior such as verbally and/or physically abusing patients and/or others. Presenting to clinical when personal physical, mental, and/or emotional health may put others or self in danger (such as—present at clinical with a sore throat & elevated temperature, infected eye, or other disease in the contagious phase; use of a substance or medication that may impair judgment, level of alertness, or motor function).
- Falsifying documents.
- HIPPA violations
- Failing to comply with policies regarding alcohol/drug abuse or misuse of over-the-counter or prescription medications.
- Failing to take appropriate action necessary for the stability & safety of a patient.
- Exhibiting behaviors which indicate physical or psychomotor impairment.
- Failure to comply with agency policy regarding Personal Protective Gear or infection control policies.
- Placing the program’s relationship with a clinical site in jeopardy.
- Violation of ethical standards (i.e. willful dishonesty regarding information given to faculty, students, or clinical facility staff, stealing, etc.).

Any student not progressing toward satisfactory completion of essential competencies in a clinical course may also be deemed unsafe.

46. **FOOD AND BEVERAGES IN CLASSROOMS**

Refer to Navarro College Student Handbook policy regarding classroom food/beverages. Refer to clinical syllabus for policy of clinical sites regarding food and beverage.

47. **NOTICE REGARDING SCHEDULES AND SYLLABI**

Students are advised that course syllabus, assignments, calendars, and schedules are subject to change due to changes in laws, clinical agency requirements, publisher changes, faculty changes or resignations, accreditation policy changes, or other issues.

48. **GRADING CRITERIA**

Grades will not be rounded until the final grade is calculated. Rounding up will be to the tenth only. For example, 74.48 would not round up to 75 and 89.84 would round up to 90.

Grading criteria for each course is indicated in course syllabi. Student grades and attendance will be posted to Canvas regularly.

49. **MEDICATION ADMINISTRATION OCCURRENCE PREVENTION POLICY**

I. **DEFINITIONS**

- **ACTUAL MEDICATION ADMINISTRATION ERRORS:** Any medication actually administered that involves the wrong time, wrong route, wrong medication, wrong dose, or wrong client during the clinical experience. May include errors of omission, medications given without a physician’s order, extra doses, incorrect rates, medications given to clients with a stated allergy to that medication, medications administered
incorrectly regarding site or route, failure to discontinue medications as ordered, giving a medication known to be an adverse reaction risk with the client’s drug profile, failure to follow special instructions or precautions, and errors with intravenous solutions.

- **POTENTIAL MEDICATION ADMINISTRATION ERRORS:** Any medication administration error as defined above that a nursing student was likely to commit without instructor or other RN intervention. (This is an error that was prevented by the final RN validation of the student’s accuracy in medication preparation and administration). **NOTE:** Such errors will be treated as an actual error for the student and will require documentation and remediation as indicated.

- **CONTROLLED SUBSTANCE ERRORS:** Any controlled substance not properly recorded, counted inaccurately, or improperly wasted is documented as a medication incident, but is not an actual administration error. **NOTE:** Students will not be assigned a controlled substance key or be responsible for obtaining controlled substances.

- **TRANSCRIPTION ERRORS:** Students may not transcribe an order and may not administer a medication or treatment until the primary RN has transcribed the order to the medication or treatment sheet. Any order that is transcribed incorrectly is documented as a potential medication error. (Even when there was not an actual administration error.) It is documented as an **ACTUAL MEDICATION ADMINISTRATION ERROR** if it resulted in a client administration error as described above.

II. **PROCEDURE for Actual Medication Administration Errors**
Actual Medication Administration Errors will be reported immediately by the student and/or instructor to the Primary RN. The clinical agency policy will be implemented.

**ADMINISTERING STUDENT:**
1. Notifies the instructor and primary RN immediately.
2. Conducts an assessment of the client’s condition including vital signs (TPR, B/P, and O2 saturation) and documents the findings.
3. Provides Primary RN with information to be reported to attending healthcare provider.
4. Assists as requested in completion of agency medication incident report.

**NOTE:** Students will complete an agency medication incident report only with an instructor present to supervise the documentation.
5. Completes a Navarro College Medication Occurrence Report
6. Initiates or completes required remediation prior to next clinical assignment.

**INSTRUCTOR:**
1. Immediately conducts an assessment of the client’s condition and assures that indicated assessments and actions have been implemented.
2. Assures that Primary RN has been notified.
3. If client is unstable or adversely affected, immediately notifies ADN Program Director.
4. Assists as requested in completing agency medication incident report.
5. Assures that student has initiated a Navarro College Medication Occurrence Report.
6. Reviews medication occurrence report and client care with administering student and develops a remediation plan for the student.
7. Completes and routes the Medication Occurrence Report to the ADN Course Coordinator and Program Director to be filed in the student’s file.
8. Follows up to assure student initiates the remediation plan prior to the next clinical assignment.
9. Provides Program Director with completed SSR worksheet (during SSR Study data collection).

III. PROCEDURE for POTENTIAL MEDICATION ADMINISTRATION ERRORS

ADMINISTERING STUDENT:
1. Consults with the Instructor or RN prior to administering all medications to prevent an actual administration error.
3. Initiates or completes required remediation prior to next clinical assignment.

INSTRUCTOR:
1. Intervenes immediately to prevent an actual administration error.
2. Consults immediately with the student to assure that the student can safely continue with the assigned client care.
3. Assures student has initiated or completed the Navarro College potential Medication Occurrence Report.
4. Reviews all errors with the responsible student and develops a written remediation plan (SSI). Reviews causative factors and patient outcome. Reviews/verifies the severity level of error as determined by the student and verifies level.
5. After reviewing all pertinent information the instructor documents on the potential Medication Occurrence Report recommendations (i.e., education relating to the error, skills lab review, etc.).
6. The potential Medication Occurrence Report is routed to the Course Coordinator and ADN Program Director. A copy is placed in the student file.
7. SSR Worksheet entered by Faculty or Program Director.

COURSE COORDINATOR:
1. Reviews all Medication Occurrence Reports for trends and discusses with Teaching Team and/or ADN faculty as indicated.
2. Reports a summary of events to the ADN faculty at scheduled meetings and includes medication error information in the end of course report each semester.

IV. PROCEDURE for Serious or Life Threatening Actual or Potential Medication Administration Errors.

INSTRUCTOR
1. The Instructor will notify the ADN Program Director immediately if an actual serious or life threatening error occurs.
2. The Instructor will notify the ADN Program Director immediately if a potential medication error places a client at risk for a serious adverse outcome or death.
3. The Instructor and ADN Program Director are responsible for instituting immediate intervention, including possible dismissal from the program, for any actual or potential medication error that is extremely serious in nature or for any negligent student nurse behavior(s).

V. MEDICATION INCIDENT REPORTING STUDENT/INSTRUCTOR
1. A Navarro College Medication Occurrence Report Form (attached) will be completed for each actual or potential medication error.
2. A Pharmacology Review Form (attached) will be completed for each drug that is
administered in error or that is a potential administration error.

3. The Medication Error Tool. The National Coordinating Council for Medication Error Reporting and Prevention (NCC MERP Index) will be used to determine the category of each actual or potential medication incident and provides guidelines for remediation or other action based upon the seriousness of each incident.

4. Faculty will provide the completed SSR worksheet to the Program Director.

VI. REMEDIATION

Recommended remediation/actions based upon the category for each actual or potential medication incident:

Category A: Verbal counseling, remediation, and loss of weekly clinical points.
(Example of Category A incident: Not checking a patient’s ID band.)

Categories B to D: Written counseling, remediation plan, loss of weekly clinical points.

Categories E to I: Review of Student Clinical Performance. All medication incident reports will be filed in the student’s file to be available for review by faculty at the time of each actual or potential medication error. Any time a student has a Category E to I medication error, faculty will review that student’s overall clinical performance and his/her continued eligibility to progress in the program.

VII. MEDICATION ERROR PREVENTION GUIDELINES

1. Prior to administering medications in the clinical setting, students must achieve 90% within 3 attempts on the Dosage Test required for every semester except the final semester (RNSG2262) when the requirement is 100% within 3 attempts. Additionally, faculty may require a student to review and re-test any dosage calculation or math skill identified by faculty as needing improvement.

2. Students may administer only the type/route of medications and treatments for which their skills have been validated by an instructor in the campus lab.

3. Students may be limited by agency policy or NC policy in administering medications in certain specialty areas.

4. Students may not check, hang, or administer blood or blood products or be solely responsible for monitoring the administration of blood or blood products or for monitoring a client after an epidural.

VIII. CLINICAL SUPERVISION GUIDELINES

Level I students - must be supervised by the clinical instructor in the preparation and administration of all medications. (RNSG 1261)

Level II students - must be supervised by the clinical instructor or registered nurse in the preparation and administration of all medications. (RNSG 1262, RNSG 1263, RNSG 1361, RNSG 2261)

Level III students - must be supervised by the clinical instructor or registered nurse in the administration of all medications. (RNSG 2461)

Level IV students – must be supervised by clinical instructor or registered nurse in the administration of all medications. (RNSG 2262, RNSG 2161)

NOTE: Refer to the program skills level chart for medication administration and other skills level designations.

Refer to course syllabi for further details or descriptions of medication administration and other skilled care. Faculty must verify the accuracy of medications administered at all levels but will adjust the procedures or steps utilized to verify accuracy and the
amount of autonomy allowed as students progress through the program.

NOTE: Refer to table of contents for location of forms required for medication errors.

50. TEXTBOOK LISTS are not published in the handbook because they are subject to change each semester. Textbook lists with the price of each text are made available to new students about a month prior to admission, during orientation. After admission, the textbook list is part of each course syllabus and is available to students at the end of the previous semester. An estimated student fee schedule is updated annually. Refer to Table of Contents for location.

51. ADN PINNING CEREMONY
The ADN pinning ceremony is scheduled near the time for the Navarro College graduation, each year. To participate students must follow the guidelines determined by NC Administration and ADN Faculty.

Guidelines will include, but are not be limited to,
- Pinning attire – Navarro College graduation gown with no alterations.
- Only the official NC ADN nursing pin, obtained from the Navarro College Bookstore may be worn.
- Only medallions or cords approved by the registrar’s office may be worn.
- Only studs for pierced ears that have been approved for clinical may be used for ear rings.
- Do not wear necklaces with the graduation gown.
- Only hair clips approved for clinical may be worn. No hair bows may be worn
- Only Navarro College Administration, Board of Trustee Members, or ADN faculty will be eligible to pin students.

Students who do not follow these guidelines may not participate in the pinning ceremony.
Caps will not be worn until the graduation ceremony. (Please note that decorating caps for graduation is not allowed.)

XI. ACKNOWLEDGMENT FORMS

Drug Screening Authorization & Acknowledgement Form
I, ____________________________, NC Associate Degree Nursing Student, agree to provide a urine, blood, and/or breath sample for the purpose of drug screening by an agency designated by the ADN program. I also permit the agency (testing laboratory) to release the results of the drug screening to authorized ADN program faculty or ADN Program Director.

I acknowledge my understanding that drug screening is a program requirement based on clinical agency requirements for placement of nursing students for learning experiences and for the safety of clients and others that I may interact with in my role as a nursing student.

I acknowledge that a positive drug screen or failure to provide a specimen when requested is reason for dismissal from the ADN Program. I understand that a Medical Review conducted by the agency providing the drug screen will be at my expense and will be the final result or decision. Any appeal of a drug screen finding will be at my expense.

Signature: ______________________________________ Date: __________________________

____________________________ SS# __________________________ authorize the
PRINT FIRST AND LAST NAME

Navarro College Associate Degree Nursing (ADN) Program to maintain my criminal background history report from the Texas Board of Nursing (FBI and DPS) and my Health Care Provider Immunization and Screening records. I acknowledge that this information is required to determine my eligibility to participate in clinical experiences at affiliated clinical agencies. I am aware that results of a criminal history may bar students from beginning or completing clinical / program requirements. I am aware that my Criminal History Reports and my Health Care Provider reports contain personal information including identity data.

I authorize the ADN Program to share my criminal background reports from the TBON and my Health Care Provider information with necessary clinical agencies, as a condition of approval for my participation in student clinical rotations in those agencies. I am aware that the ADN Program and Navarro College have no control over my report once a copy is shared with any clinical agency.

I am aware of the need to file a Declaratory Order with the Texas Board of Nursing for any current or future convictions. I am aware that a positive history may require a review by the BON Enforcement Division and that additional fee are my responsibility (approx. $150). In addition, I am also aware of the requirement for nursing students to immediately report any arrests or convictions to the Associate Degree Nursing Program Director and to the Texas Board of Nursing. I am aware of the requirement to withdraw from the ADN program if ineligible to meet clinical objectives due to an arrest or conviction or due to failure to maintain health care provider requirements or if I cannot obtain a criminal background check clearance from the Texas BON, within one week prior to admission. (I acknowledge that the Associate Degree Nursing Program cannot guarantee clinical placement for students.)

Signature: _______________________________ NC ADN Student Date: ________________
Texas Board of Nursing - Select Laws and Rules

I __________________________ hereby verify that it is my responsibility to read

PRINT FIRST AND LAST NAME

the Texas Board of Nursing Nurse Practice Act, Nursing Peer Review Act, Rules and Regulations for RNs
and LVNs related to Nursing Education, Licensure & Practice) and documents regarding licensure eligibility
and nursing education for registered professional nurses in Texas.

Signature: __________________________ Date: __________________________

=========================================================================================================

Use of Student Work, Name, and Image

I, __________________________, grant permission for my instructors to keep samples of my written

PRINT FIRST AND LAST NAME

work and use any photographs/video for teaching – learning purposes. Examples: To use as an anonymous
model (example) for other students. To document the quality, or lack of quality, of my work. To use as an
exhibit of student work for accrediting agencies to review. To use in Navarro College advertising /
media/web-site.

Signature: __________________________ Date: __________________________

=========================================================================================================

Release of Information

I, __________________________, grant permission for the release of my name and expected date of

PRINT FIRST AND LAST NAME

graduation to potential employers of nurses and other agencies and / or organizations for the purpose of
recruitment or scholarship application.

Signature: __________________________ Date: __________________________

=========================================================================================================

Navarro College Associate Degree Nursing Student Honor Code

I __________________________ agree to follow the Navarro College ADN Program’s

PRINT FIRST AND LAST NAME

Honor Code with honesty, integrity, respect, responsibility, and ethics. I have/will refrain from any
form of academic or clinical dishonesty or deception, such as cheating or plagiarism. I am aware that
as a member of the nursing program it is my responsibility to report all suspected violators of the
Honor Code.

Signature: __________________________ Date: __________________________
Confidentiality Agreement

I. ____________________________, understand and agree to the following guidelines:

During the course of the nursing program, particularly while in clinical rotations, I may have access to confidential information about clients and their families, clinical agencies, and other privileged information. This includes information concerning other students.

I understand that I must maintain the confidentiality of all information – written, verbal, electronic, & other. I further understand that state and federal laws may protect some information. In addition, the client’s right to privacy and confidentiality is mandated by the Texas Board of Nursing, as well as other professional nursing organizations, through standards and codes.

I agree to only discuss confidential and privileged information with my clinical instructor and authorized agency personnel as directed by my instructor. I may also discuss client data at clinical conferences as directed by my clinical instructor.

I agree not to discuss such information in any situation where it could be overheard or interpreted as relating to a client, an agency, agency personnel, a fellow student, or anyone else. Discussion in public areas such as elevators, hallways, and dining rooms is not permitted.

I understand that all client information and client documents are the property of the client and the agency. No client chart pages or copies of such pages may be removed from the agency. No photocopying, or photographing of any client or college document is allowed. No computer-generated data may be removed from the agency.

I further agree to use no client identifying information on written assignments, forms, or evaluations. For example, NO names, initials, age, birthdates, room numbers, hospital name, birthmarks, tattoos, or scars and no copies of hospital forms such as lab reports (even if name is blacked out.)

I understand that I have an ethical, moral, and legal responsibility to protect confidentiality, and that a breach of confidence may result in my termination from the ADN Program as well as result in legal action against me as a professional nursing student.

Student Signature: ___________________________ Date: ___________________________

==================================================================================================

TEST AND COPYRIGHT CONFIDENTIALITY AGREEMENT

During the course of the nursing program I ____________________________ will have access to

ADN Program test items and tests from outside agencies or publishers such as HESI, Elsevier, Pearson, and/or ATI.

I understand that I must maintain the confidentiality of all testing information and reviews for testing – written, verbal, electronic, computerized, video, and other, including skills validation forms. All information regarding exams is information essential to the integrity of the nursing program and can only be discussed with faculty. I will not discuss specific test questions and answers, not even with fellow students.

I understand I have an ethical, moral, professional, and legal responsibility to protect the integrity of the program’s test banks, and that a breach of confidence may result in my termination from the program as well as potential legal action against me from publishers who own the copyrights.

My signature below also acknowledges that I am aware that any violation of the testing policies or test security and any misuse of copy right material is grounds for dismissal from the Associate Degree Nursing Program. I acknowledge that I am aware of the Pearson Vue, NCSBN, and BON requirement not to discuss NCLEX-RN test items after I take the NCLEX-RN.

Student Signature: ___________________________ Date: ___________________________
HANDBOOK and PERSONAL RESPONSIBILITY ACKNOWLEDGEMENT

I ________________________________ acknowledge that I have received a copy of the Navarro College Associate Degree Nursing Student Handbook. I am aware that certain information regarding health status and other data of a confidential nature must be disclosed for the purpose of clinical agency experiences. I agree to the disclosure of appropriate and needed information in accordance with clinical agency requirements.

The nursing program policies and guidelines, including information regarding expectations of a student in a professional nursing program, have been reviewed with me. As a student in the NC ADN Program, I will demonstrate compliance with agency policies and requirements including patient confidentiality. As a Navarro College student, I will follow college policy regarding student conduct including academic honesty, professional conduct, alcohol and tobacco policies, and confidentiality of student information. As an ADN Program student, I will support and cooperate with ADN policies regarding Professionalism, Required self-reporting, Drug Screening, Patient privacy (HIPPA), Academic honor code, SSIs, and Progressive Discipline.

I further acknowledge that I have been informed of the nursing program requirements for graduation and application for initial licensure to take the NCLEX-RN Exam. I am aware that excessive absences as detailed in the syllabus may necessitate withdrawal from the clinical and didactic course due to inability to complete all course requirements.

While enrolled in the ADN Program, I will immediately report any arrest or conviction, substance impairment, need for treatment for a mental illness, or a health condition that may impair my ability to function as a nursing student to a faculty or the Program Director.

I am aware that dismissal for cause policies have no provision for re-entry.

I have been advised to contact my nursing instructors (Faculty or Program Director) for clarification if I have questions or need further interpretation of the contents in the Associate Degree Nursing Student Handbook or the Navarro College Student Handbook/Catalog.

In addition, I have been informed of the 2017 Navarro College ADN pass rate and plans in place to assure all students will have every opportunity to be prepared for NCLEX-RN. Also, I am assured that my education will not be interrupted.

Signature _________________________________ Date __________________

Printed Name ______________________________ SS# __________________
FIRST MI LAST
NAVARRO COLLEGE STUDENT TRAVEL RELEASE FORM

I, ___________________________ understand that I am responsible for my own behavior and will abide by all rules and regulations outlined in the Student Code of the Handbook published by Navarro College. I understand that if I am in violation of any of these rules, I will be subject to the consequences stated in the Handbook. In addition, the following stipulations will apply:

________________________________________

Student Signature: ______________________ Phone: ____________

Advisor Signature: ______________________

Date: ________________________________

Please provide the information requested below:

Local address: ____________________________

Local phone number: ______________________

Parent’s phone number: ____________________

Person to notify in case of emergency: ________________

Relationship to student: ____________________

Phone number: ____________________________

Medical conditions: ________________________

__________________________________________________________________________
STUDENT LOAN-US GOVERNMENT BACKED-STUDENT RESPONSIBILITIES

I ______________________________ ACKNOWLEDGE that information has been provided in multiple forms and situations regarding requirements for repayment of student loans, fiscal responsibility, and prudent use of student loans.

_________________________
Student Loan Repayment
Also, that the qualifications, process for applying, and method of distribution of student loans has been explained by financial aid staff.

My responsibility to re-pay student loans backed by the federal government has been explained to me by the Financial Aid office and by ADN Faculty. I agree that I have an ethical and legal responsibility to pay such a loan on schedule if I have a student loan facilitated by Navarro College or any other college and backed by the federal government.

I know that Navarro College could lose the ability to manage student loans if their student loan default rate goes above the established limit—soon to be 25%.

I understand that any business including hospitals and other health care organizations that receive federal government funds are prohibited from hiring or maintaining staff that have defaulted on federally backed student loans or misappropriated U S government funds. I know that I would not be able to renew my RN license until I cleared any student loan default and I could lose any employment for any agency/facility that receives Medicare or Medicaid or federal funds of any kind.

_________________________  ________________________
Signature: ___________________________  Date: ________________
XII. PROGRAM FORMS

EXIT from ADN PROGRAM – Written notice to Student

NAME_________________________________________STUDENT ID#_____________________

DATE_________________ COURSE________________ GRADE_____

I. Reason for Exit (Check all that apply)
   ______ A. Personal (i.e. Health/Financial/Other)
   ______ B. Theory Grade: exam average <75%, unprofessional behaviors.
   ______ C. Clinical Performance <75% or unsafe behaviors.

Existing SSI for Unprofessional Conduct  yes  no Eligible for re-entry  yes  no

II. This form will be provided to all students who fail or withdraw. Also, it will be given to students who speak with the Program Director about withdrawal and the re-entry policies.

III. Re-entry Policies

Students who fail a course have the opportunity to re-enter within one year (as per the guidelines listed below). Students who must withdraw due to Title IX or other personal issues and are passing at the time of the withdrawal are eligible to apply for re-entry the next time the course is offered (within one year). There are no requirements for testing to qualify; however, students are encouraged to continue to study and maintain their nursing skills and knowledge. Re-entry is limited to space available.

The following applies to students who failed an RNSG course:

- First semester traditional students (RNSG 1201, RNSG 1261, RNSG 1413 will not be eligible for traditional re-entry. To be eligible for readmission, these students must complete an LVN program then apply to the ADN Bridge program. It is recommended that the student obtain CNA/CMA certification and work before re-entering the program.

- Second semester traditional students (RNSG 2504, RNSG 1361) will be allowed to re-enter if successful on all Freshman-Fall validations (5 skills with 2 instructors evaluating validations) and a score of 90% or better on a dosage exam with one attempt (one attempt on each validation and dosage exam).

- Students must demonstrate eligibility for re-entry for RNSG 2201 and RNSG 2261 with a level 2 score on the ATI Fundamentals, Pedi, and OB topic exams prior to re-entry.

- For re-entry to RNSG 2514 and RNSG 2461 students must demonstrate competency by scoring level 2 on an ATI Fundamentals, Med-Surg, and Pharmacology exam.

- For re-entry to RNSG 2435 and RNSG 2262, students must demonstrate eligibility by scoring level 2 on an ATI Fundamentals, Med-Surg, and Pharmacology exam and agree to take an additional NCLEX review (NCSBN's Review for the NCLEX-RN), before taking their first NCLEX-RN exam.

- Students who fail the NC ADN program more than two times are not eligible for re-entry.

Students who withdraw or fail with an existing SSI for unprofessional behavior are not eligible for re-entry.

IV. Related information

1. Students who complete RNSG 1201, RNSG 1413, and RNSG 1261 are eligible to take an exam for a Nurse Aide Certificate and/or a Medication Aide Certificate. There are associated state of Texas application fees and NC testing fees that are approximately $50 each. The Program Director or faculty can provide forms and information and must verify the course completion on the forms. The NC Continuing Education Department can arrange for testing. Students are encouraged to talk with the Program Director regarding re-entry and any other issues.

2. Students who wish to file a grade challenge or grievance are referred to the Navarro College grade challenge or grievance policy and are reminded that there is a 10-day deadline for filing.
ADN PROGRAM EXIT - STUDENT RESPONSE FORM

Instructions: Student to complete at time of Exit from the NC ADN Program

Name: ___________________________ Student ID # ____________ Date __________

I. Reason for Exit (Check all that apply)
   __   A. Personal (i.e. Health, Financial)   Give a brief explanation:

   __   B. Theory Grade

   __   C. Clinical Performance

II. In your opinion, was there anything that you and/or the ADN faculty could have done that would have resulted in you meeting program or course requirements? (Give a brief explanation - even if answer is no.)

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

   In your opinion, how can the ADN faculty help students who are having difficulty being successful?

   __________________________________________________________________________

   __________________________________________________________________________

IV. What are your future plans regarding your nursing education?

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

   Student Signature ____________________________ Date ________________
RE-ENTRY or TRANSFER APPLICATION

Re-Entry_____ Traditional _____ Bridge_____

OR

Transfer to_____ Traditional or _____ Bridge

For______Semester, 201__ or______Semester, 201__

Application Deadline:  February 1 for summer or Fall Admission
August 1 for spring Admission

Please Include

• College Transcripts for all colleges attended (including any post withdrawal from A D N Program.)
• Update of health/clinical data, drug screens, or criminal history as needed. (CPR, TB, Flu, DPS, FBI etc.)
• Blue Card or Operations Outcome Letter from the Board of Nursing, as indicated.

Name ____________________________________________

Last Name    First    Middle

Other names which may appear on academic records:

______________________________

Social Security Number _____ - _____ - _____ County you live in e.g. Navarro _____________

Mailing Address ________________________________________________________________

_________________________________________   ________________   __________

City          State            Zip Code

Current Telephone Numbers & E-Mail Address

Home (_________)-_________   Cellular (_________)-_________

Please List another Telephone # Where You Could Be Reached (_________)-_________

E-Mail Address ________________________________________________________________

Are you currently enrolled in college classes?  Yes___   No___ if yes, name of college(s)

Have you previously been enrolled in a nursing program- LVN/LPN/ADN/Diploma/BSN?
No_____    Yes______  If yes, please complete the following information:

Name of School/College____________________________________ Type Program ___________

Dates of Attendance____________________________________ Date of graduation___________

If yes, are you eligible for re-admission? Yes______ No___

Attach letter from previous Director or Dean regarding eligibility for re-entry or “left in good standing” status if that program does not permit re-entry.

Transfer: Attach an official transcript and a course description for each ADN course completed.

Re-entry: Attach a letter describing how you have prepared for a successful re-entry to NC ADN. Please reference the plan for success (SSI) developed when you left the program.

________________________   __________________

Signature               Date
# NAVARRO COLLEGE HEALTH PROFESSIONS OCCURRENCE FORM

<table>
<thead>
<tr>
<th>Campus Police notified (if required transport or if occurred outside a skills lab).</th>
<th>Yes</th>
<th>N/A</th>
</tr>
</thead>
</table>

Describe the occurrence in detail, giving only the facts involved:

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

Was person seen by a physician?  
Yes  
No  
Date:  
Physician’s Name:  
Physician’s findings:  
Physician’s finders:  
Date:  

Any follow up necessary?  
Yes  
No  
Explain:  

Name of person preparing report:  
Date of report:  
Instructor:  
Department Chair:  

* = Using improper lifting techniques (not keeping back straight and knees bent while lifting)  
** = Injury as a result by someone other than the injured person.
NAVARRO COLLEGE - ASSOCIATE DEGREE NURSING PROGRAM MEDICATION ADMINISTRATION OCCURRENCE REPORT

Student Name __________________________ Clinical Facility __________________________

Date of Error ___________ Time _______ Client’s Initials ___________ Age ________

Unit ___________________________ Diagnosis(es) __________________________

Clinical Instructor ___________________________ Actual Error [ ] Potential Error [ ]

Circle the administration error that occurred:

Patient Drug Dosage Time Route Omission Other (specify) ____________

Was this a calculation error? Yes No

Student’s Description of Medication Administration Occurrence:

________________________________________________________________________

________________________________________________________________________

Assessment of Client (if indicated):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Physician response to error (if indicated):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Signature: ___________________________ Date: ___________________________

STEPS TAKEN AFTER MEDICATION ERROR OCCURRED:

Assist as requested to complete the Medication Error Report for the clinical facility. Attach a Pharmacology review for each medication involved (for NC ADN Program).

Attach the medication error tool that indicates the Category of error: A B C D E F G H I Attach a contract detailing a remediation plan or other actions.

Instructor comments: ___________________________

Signatures:

Clinical Instructor Date Reviewed__

Course Coordinator Date Reviewed__

ADN Program Director Date Reviewed__

Reviewed ___________________________
**NAVARRO COLLEGE - ASSOCIATE DEGREE NURSING PROGRAM**  
**PHARMACOLOGY REVIEW**

<table>
<thead>
<tr>
<th>Required Information</th>
<th>Student Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDICATION</td>
<td></td>
</tr>
<tr>
<td>INDICATION</td>
<td></td>
</tr>
<tr>
<td>SIDE EFFECTS</td>
<td></td>
</tr>
<tr>
<td>NURSING CONSIDERATIONS</td>
<td></td>
</tr>
<tr>
<td>ACTUAL EFFECT OF ERROR TO CLIENT</td>
<td></td>
</tr>
<tr>
<td>POTENTIAL EFFECT OF ERROR TO CLIENT</td>
<td></td>
</tr>
<tr>
<td>WHAT ADDITIONAL CARE OR MONITORING WERE REQUIRED?</td>
<td></td>
</tr>
<tr>
<td>WHAT IS THE ESTIMATED ADDITIONAL COST TO CLIENT?</td>
<td></td>
</tr>
<tr>
<td>WHAT CAN BE DONE TO PREVENT SIMILAR ERRORS FROM OCCURRING?</td>
<td></td>
</tr>
</tbody>
</table>

* *One form must be completed for each medication*
Navarro College ADN Program has agreed to participate in a research study that will try to collect information on the extent and types of student nurse practice errors and near misses in order to develop methods to reduce or prevent them.

Participation will involve completing a survey about errors/near misses that the faculty or student committed/omitted and take about 10-20 minutes to complete. The design was meant to provide an anonymous online platform where faculty (or students and faculty together or students and their preceptors) could report errors in detail, in a manner that allowed analysis of practice gaps but still promoted a just culture.

There is a potential risk of loss of confidentiality. Every effort will be made to keep all study records confidential. In order to assist in protecting your confidentiality, the principal investigator has obtained a Certificate of Confidentiality from the National Institutes of Health – National Institute of Nursing Research. The research team will use the Certificate to resist any demands for information that would identify you and any other study participants, except as explained below. The research team may not disclose or use information that may identify you in any federal, state, or local civil, criminal, administrative, legislative, or other action, suit, or proceeding, or be used as evidence, for example, if there is a court subpoena, unless you have consented for this use. Information protected by this Certificate cannot be disclosed to anyone else who is not connected with the research except, if there is a federal, state, or local law that requires disclosure (such as to report child abuse or communicable diseases). You should understand that a Certificate does not prevent you or a member of your family from voluntarily releasing information about yourself or your involvement in this study.

The research team will share the records generated from this research with the sponsor (NCSBN and its membership), the National Institutes of Health – National Institute of Nursing Research, regulatory agencies such as DHHS, and the IRB. This information is shared so the study can be conducted and properly monitored. Additionally, the sponsor may report aggregate data to the public but data specific to any individual institution or study participant will not be reported. If you do not provide permission to use your information, for the purposes of reporting aggregate data to the other participating nursing programs and publication, you cannot be in the study.

Program participation in this study may be stopped at any time by the study sponsor or regulatory agencies for any reason.

The program’s decision to be in this study is voluntary. The program may not receive a direct benefit if it agrees to participate. However, the information obtained from this study might help improve identification and correction of system errors that might benefit others in the future.

**I acknowledge that the Navarro College Associate Degree Nursing Program is a participant in the Safe Student Reports Study. Should I be involved in an actual or potential medication error, details regarding the error will be reported as data for the study. My name will not be included in the data.**

Signature: ________________________ Printed Name: ______________________ Date: __________
NC ADN CLINICAL UNIFORM REQUIREMENTS AND GUIDELINES

All NC ADN students are expected to wear the required uniform and adhere to the required uniform guidelines. The requirements address safety and infection control principles. They are designed to ensure students present a professional image and uniformity of dress. Failure to follow the dress code will reflect in an unsatisfactory clinical performance grade and/or a progressive discipline policycontract.

Students are required to wear the designated uniforms to class and all clinical activities (lab, skills practice, validations, simulation, off-campus experiences, etc.). Uniforms must be the required color, brand, and style unless otherwise stated. Uniforms can be purchased from any supplier.

<table>
<thead>
<tr>
<th>TOP</th>
<th>PANTS</th>
<th>JACKET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Women</strong></td>
<td>Cherokee Workwear Stretch Unisex</td>
<td>Unisex Cherokee Workwear Stretch Jewel</td>
</tr>
<tr>
<td>Cherokee Workwear Flex</td>
<td>Cargo Drawstring Pant</td>
<td>Neck Warm Up Jacket</td>
</tr>
<tr>
<td>Women’s V-neck Top</td>
<td>Style# CK4043 – Black</td>
<td>Style# CK4315 White or Black</td>
</tr>
<tr>
<td>Style# CK44700 – Red</td>
<td>OR</td>
<td>ADN Patch on left sleeve</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>Black scrub pants of your choice</td>
<td>*Jacket is not required</td>
</tr>
<tr>
<td>Cherry Workwear Stretch</td>
<td>*NO Low Rise</td>
<td></td>
</tr>
<tr>
<td>Women’s V-neck Top</td>
<td>*Appropriate length – not touching floor</td>
<td></td>
</tr>
<tr>
<td>Style# CK4727 - Red</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Men or Women</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cherokee Workwear Unisex V-Neck Top</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Style# CK4725 – Red</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADN Patch on left sleeve</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Plain, white or black shirt, long or short sleeve, without a collar, may be worn under the uniform top if needed
- Black Polo-style shirt for Mental Health clinical is required with buttons without logo
- White or black shoes in appropriate clinical style
  - No backless shoes
  - No open-toe or holes
  - No mesh
- White or black socks
- NC student name/photo badge - Badges must have first name and first letter of last name with RN STUDENT. Must wear photo badge while on campus, class, and all clinical experiences. Badge must be forward facing and attached to scrub top on the chest, near the collar. **Badges should be worn ONLY when representing NC as an ADN student.**
- Stethoscope with a bell and diaphragm
- Watch with a second-hand
- Black pen and small note pad
- Bandage scissors
- Penlight
- Small hand-gel
- Hair must be a natural color, neat, clean and away from the face. It should not touch the shoulder and not fall forward into the face.
- Natural-color hair clips or hair ties may be worn to keep hair neat and away from face. Bows and/or wide, printed hair bands are not permitted. A narrow, black headband may be worn.
- Makeup is permitted, in moderation. Perfume/cologne is not permitted, but **deodorant** is required.
- Sideburns, beards and mustaches must be clean, neat and trimmed.
- Fingernails must be clean, neat and **free of polish**. Artificial nails, gels or tips are not permitted.
- Jewelry is limited to: a watch with a second-hand, one wedding band, and one pair of stud earrings not bigger than the earlobe. **NO necklaces, gauges, or spacers**
- Smoking is NOT permitted in/near clinical sites or on campus. Cigarettes or other tobacco products including smoke-less products should not be carried on your person. Students must not smell of tobacco products while in clinical sites.
- Tattoos do not have to be covered unless they are considered offensive or are in violation of the clinical facility policy.
- **Facial/oral jewelry is prohibited at all times.**
- Students MUST practice appropriate attention to personal hygiene habits.
Associate Degree Nursing Program
Vaccine Status Form
(Use this form only if you have an objection to use of vaccines.)

Student Name (Printed): __________________________________________

SS#: ______________________

As an applicant or student in the Associate Degree Nursing Program, I hereby notify Navarro College and its designated clinical agencies that I am requesting a waiver on the basis of

_____medical contraindications,

_____reasons of conscience including a religious belief, and

_____active duty with the armed forces of the United States
(Texas Administrative Code Title 25, Part I, Chapter 97, Subchapter B).

For the following vaccines:

________________________________________________________________________

________________________________________________________________________

I have completed an “Affidavit Request for Exemption from Immunization(s) for Reasons of Conscience” obtained on-line from the following website: https://corequest.dshs.texas.gov/ and will bring a copy of the paperwork when I receive it from them.

I acknowledge/agree that if an affiliated clinical agency denies my access to their clinical learning opportunity and alternate clinical sites cannot be obtained, I will have to withdraw from the A D N Program.

________________________________________________________  ________________
Student Signature                                               Date

________________________________________________________  ________________
Witness Signature                                               Date

ATTACHMENTS:
_____ Statement from physician attached, if indicated.
_____ State Health Services approved Exemption, if indicated.
_____ Proof of active duty with armed forces, if indicated

Revised February 2015
### Facts about the Official “Do Not Use” List of Abbreviations

**June 9, 2017**

The Joint Commission’s “Do Not Use” List is part of the Information Management standards. This requirement does not apply to preprogrammed health information technology systems (for example, electronic medical records or CPOE systems), but this application remains under consideration for the future. Organizations contemplating introduction or upgrade of such systems should strive to eliminate the use of dangerous abbreviations, acronyms, symbols and dose designations from the software.

#### Official “Do Not Use” List

<table>
<thead>
<tr>
<th>Do Not Use</th>
<th>Potential Problem</th>
<th>Use Instead</th>
</tr>
</thead>
<tbody>
<tr>
<td>U, u (unit)</td>
<td>Mistaken for “0” (zero), the number “4” (four) or “cc”</td>
<td>Write &quot;unit&quot;</td>
</tr>
<tr>
<td>IU (International Unit)</td>
<td>Mistaken for IV (intravenous) or the number 10 (ten)</td>
<td>Write &quot;International Unit&quot;</td>
</tr>
<tr>
<td>Q.D., QD, q.d., qd (daily)</td>
<td>Mistaken for each other</td>
<td>Write &quot;daily&quot;</td>
</tr>
<tr>
<td>Q.O.D., QOD, q.o.d, qod(every other day)</td>
<td>Period after the Q mistaken for &quot;I&quot; and the &quot;O&quot; mistaken for &quot;I&quot;</td>
<td>Write &quot;every other day&quot;</td>
</tr>
<tr>
<td>Trailing zero (X.0 mg)*</td>
<td>Decimal point is missed</td>
<td>Write X mg</td>
</tr>
<tr>
<td>Lack of leading zero (.X mg)</td>
<td></td>
<td>Write 0.X mg</td>
</tr>
<tr>
<td>MS</td>
<td>Can mean morphine sulfate or magnesium sulfate</td>
<td>Write &quot;morphine sulfate&quot;</td>
</tr>
<tr>
<td>MSO₄ and MgSO₄</td>
<td>Confused for one another</td>
<td>Write &quot;magnesium sulfate&quot;</td>
</tr>
</tbody>
</table>

*Applies to all orders and all medication-related documentation that is handwritten (including free-text computer entry) or on pre-printed forms. **Exception:** A “trailing zero” may be used only where required to demonstrate the level of precision of the value being reported, such as for laboratory results, imaging studies that report size of lesions, or catheter/tube sizes. It may not be used in medication orders or other medication-related documentation.

[https://www.jointcommission.org/facts_about_do_not_use_list/](https://www.jointcommission.org/facts_about_do_not_use_list/)
Navarro College Student Government Association
Constitution

Revised: 22nd day of August 2008

Preamble
We, the members of the Student Government Association (SGA), in order to represent, communicate with, and act upon student needs, concerns, and social well-being to the administration, and to make a difference in the institution, and the community, do hereby establish this constitution.

Article I
Name
This organization shall be named the Student Government Association of Navarro College, hereafter referred to as the SGA/ΣΓΑ.

Article II
Officers
Section I: The Executive Board
Clause I: The officers of the Executive Board shall be:
• President
• Vice President
• Parliamentarian
• Secretary
• Public Relation Representative
• Cabinet Member(s)
• Freshman Representative(s)
• State Representative
• Regional Representative

Clause II: The number of Cabinet Members and Freshman Representatives shall be determined by the acting Executive Board & the Director of Student Activities.

Section II: Qualifications of the Executive Board are:
• To have and maintain a 2.5 Grade Point Average
• To be a full time student
• To be in good standing at Navarro College
• To be on neither scholastic nor disciplinary probation
• To not have any disciplinary action taken upon them by any department or faculty member within NC • To not have any disciplinary action taken upon them by any city, county, state or federal law enforcement agencies.
Section III: Disciplinary Actions of the Executive Board

Clause I: Should any Executive Board Officer receive three (3) unexcused absences from any SGA (ΣΓΑ) activity as described by the President of the SGA (ΣΓΑ) or the Director of Student Activities, that officer will be subject to review by the President of the SGA (ΣΓΑ) and the Director of Student Activities and may be subject to removal or probation.

Clause II: All Executive Board Officers will sign a three (3) strikes agreement given by the Director of Student Activities. If the any offices does not abide by the agreement they will serve the consequences stated in Article X Disciplinary Procedures for Officers.

Section IV: Duties of the Executive Board

Clause I: General Officer Requirements

- Represents the student body of Navarro College on and off campus
- Attends all meetings or conferences pertaining to the SGA (ΣΓΑ).
- Performs all duties assigned by the President or the Director of Student Activities
- All college business performed by the SGA student officers must first be approved by the Advisor of SGA

Clause II: Advisor

- Shall enforce all college policies, procedures and regulations
- Shall dismiss from the meeting any member or spectator who is discourteous, rude, or disrespectful
- Shall offer assistance and advice for all Student Government undertakings
- Shall veto any resolution of the Association deemed improper or unwise
- Shall permit any vetoed measure to be referred to the VP of the Student Services if the Association desires, provided the advisor is informed of such an action in advance of its occurrence

Clause III: President

- Presides over all Congressional and Executive meetings
- Assists the Director of Student Activities in coordinating events
- Provides all members and the Director of Student Activities with a complete agenda prior to the Call to Order of each meeting.
- Attends all meetings and/or conferences pertaining to SGA (ΣΓΑ)
- May not be president or an officer of any other club
- Is required to live on campus during his/her tenure in order to benefit from the Presidential Scholarship

Clause IV: Vice President

- Executes the duties of the President in his/her absence
- Is Chair of the Activities Board
- Coordinates all campus elections
- Responsible for informing the Senate of information pertaining to SGA (ΣΓΑ)
- Responsible for maintaining an accurate roll sheet for all Senate members and informing Senators of excessive absences

Clause V: Parliamentarian

- Executes the duties of the Vice President in his/her absence
- Maintains Parliamentary Procedure and order at all Congressional and Executive meetings
- Shall be the contact person for all the club and organizations
- Shall enforce the guidelines during Elections and help count ballots
Clause VI: Secretary
- Executes the duties of the Parliamentarian in his/her absence
- Records minutes at all Congressional and Executive meetings, and prepares them for each following meeting
- Maintains accurate roll sheet for all student organizations and informs club representatives of excessive absences

Clause VII. Public Relations Representative
- Executes the duties of the Secretary in his/her absence
- Responsible for advertising and promoting all SGA sponsored event
- Be the official SGA voice to the administration about clubs and on/off campus events the SGA participates in.
- To assist other organizations events on/off campus.
- Serve as the chair for the Historian Committee.
- To serve at the SGA representative at the Navarro College Board meetings.

Clause VIII: Cabinet Member(s)
- Executes the duties of the Parliamentarian in his/her absence in the event that the Secretary is unable

Clause IX: Freshman Representative(s)
- Serve as the voice for the Freshman Class
- Serve as the Chair for the decorations and cleanup of upcoming or new events.

Clause X: State Representative
The state representative shall be chosen by the SGA Advisor and should the Navarro College SGA hold such an office. It is recommended that the representative be a member of the Executive Board who has previously attended the TJC SGA State Convention. If the chosen person is the newly elected President or Vice-President the chosen one must step down from that office and become a Cabinet Member. The vacancy shall be filled in accordance to the guidelines in Article V; Succession of Officers until a permanent replacement can be found under Article IV, Section IV

Clause XI: Regional Representative
Depending upon the office held, if any, at the regional level, the Executive Board may choose to follow the same guidelines established in Article II, Section IV, Clause VII to determine the duties of the Regional Representative. The decision to apply Article II, Section III, Clause VII to the Regional Representative simply requires a majority vote of the Executive Board

Article III
Membership Requirements

Section I: The Congressional Body of the SGA (ΣΓΑ) shall consist of the House of Representatives and the Senate

Section II: The House of Representatives shall consist of at least one designated representative from each club or organization as named on the Club Information Sheet,
and the Senate shall consist of general students, or Senators, who are not named as a club representative on any Club Information Sheet

Section III: The House of Representatives
Clause I: Active Membership will be based upon attendance policy as established by the Executive Board and the Director of Student Activities.
Clause II: Each club or organization may have up to three Representatives, but will have only one vote
Clause III: Each Representative is required to maintain a 2.0 Grade Point Average and must not be on either scholastic or disciplinary probation
Clause IV: Representatives may only represent one organization, unless special approval is granted by the Director of Student Activities or the President of SGA (ΣΓΑ), and may not speak on behalf of any other organization on campus, regardless of their membership within the organization
Clause V: The duties of the Representative shall be:
• To represent his/her on-campus organization and SGA (ΣΓΑ) at student activities, on and off campus.
• To vote on all motions brought to the General Assembly.

Section IV: The Senate
Clause I: Active Membership will be based upon attendance policy as established by the Parliamentarian of SGA (ΣΓΑ) and the Director of Student Activities.
Clause II: Each Senator is required to maintain a 2.0 Grade Point Average, be a full time student and not be on either scholastic or disciplinary probation.
Clause III: At the beginning of each fall semester, Senators will be appointed by the Executive Board and the Director of Student Activities. Senators must complete an application and interview process in order to be appointed. The number of Senators appointed shall be determined by the Parliamentarian of SGA (ΣΓΑ) and the Director of Student Activities.
Clause IV: The duties of the Senator shall be:
• To represent SGA (ΣΓΑ) positively at student activities, on and off campus.
• To vote on all motions brought to the General Assembly.
• To work with the executive board, in an efficient manner, in order to progress SGA (ΣΓΑ) in a positive direction.
• To help organize, work at, and participate in activities and events sponsored by the SGA (ΣΓΑ).
• To serve on the Activities Committee, which shall be chaired by the Parliamentarian of SGA (ΣΓΑ).
Clause V: Any senator that does not perform the duties stated in Article III, Section IV, Clause IV of this constitution, is subject to removal by the Parliamentarian of SGA (ΣΓΑ) and the Director of Student Activities.
Article IV
Elections

Section I: Two elections will be held for electing the SGA (ΣΓΑ) Executive Board
Clause I: The President, Vice President, Parliamentarian, Secretary, Public Relations
Representative, and a selected number of Cabinet Member(s) shall be elected in the spring
semester preceding the school year in which they will serve.
Clause II: A selected number of Cabinet Member(s) and Freshman Representatives shall be
elected at the following fall semester.
Clause III: Senators will be selected after all vacant offices are filled in the fall election.

Section II: It is required that the President be a full time student for at least two semesters, be
a full time student during his/her tenure, actively and effectively served in SGA (ΣΓΑ) as an
officer or Senator at least a minimum of one semester and be actively involved with campus
and student activities, exceptions made only by the Director of Student Activities

Section III: Voting and Interviews
Clause I: All Officers must go through an election and interview process before taking office.
Clause II: All student registered at Navarro College may vote in SGA (ΣΓΑ) elections.
Clause III: The student’s votes will count for fifty (50) percent and the interview will count for the
remaining fifty (50) percent when running for office.
Clause IV: The final choice for electing an Officer will be with the interview committee, which
will consist of three (3) outgoing Executive Board members, the Director of Student Activities
and at least two other faculty, staff or administrative employees of Navarro College.
Clause V: If a tie occurs, the candidate with the higher interview score will assume the office.
Clause VI: No write in votes or absentee voting shall be permitted.
Clause VII: All ballots and interview sheets will be secured by the Director of Student Activities
and must be destroyed within seventy two (72) hours after the announcement of the results of the
election, unless the election has been contested.

Section VI: Contested Elections
Clause I: If a candidate feels that an election was conducted in an improper manner, the
candidate may petition the Director of Student Activities for a complete review and investigation
of the election in question. The investigation must be completed before any new election may
be conducted.
Clause II: Any candidate listed on the ballot, or a group of twenty-five percent (25%) of the
members of SGA (ΣΓΑ), may petition for an investigation, but this petition must be received not
more than seventy-two (72) hours after the original results has been announced.
Clause III: A committee composed of the SGA (ΣΓΑ) President, the Director of Student
Activities and the Vice President of Student Services shall investigate any contested elections.
If the President is a candidate, the SGA (ΣΓΑ) shall elect, by a majority vote, a representative to
serve on this committee.
Clause IV: If, in the opinion of the committee, the election was conducted improperly, a new
election must be held within three weeks following the contested election. If, in the opinion of the
committee, the election was conducted properly, the election cannot be petitioned again
and the ballots and interview sheets must be destroyed immediately.
Section V: Fulfillment of Vacancies
If a vacancy occurs for any reason, it shall be filled by the following procedure:
Clause I: The number of vacancies shall be announced by the Secretary of SGA (ΣΓΑ) not less than one week prior to being filled.
Clause II: Prospective members shall make application to the Director of Student Activities and make a personal appearance before the election.
Clause III: The SGA (ΣΓΑ) shall vote to determine which of the qualified prospective members shall fill the vacancies. The vacancies shall be filled, in order, by the candidates receiving the highest number of votes cast.

Article V
Succession of Officers
Section I: In the event that the President is unable to fulfill his/her responsibilities, the Vice President will succeed the President

Section II: In the event that the Vice President succeeds the President, or is unable to fulfill his/her responsibilities, the Executive Board will nominate and elect by a majority vote a current Executive Board member to succeed the Vice President

Section III: In the event that the Parliamentarian is elected to another position, or is unable to fulfill his/her responsibilities, the Executive Board will nominate and elect by a majority vote a current Executive Board member to succeed the Parliamentarian

Section IV: In the event that the Secretary is elected to another position or unable to fulfill his/her responsibilities, the Executive Board will nominate and elect by a majority vote a current Executive Board member to succeed the Secretary

Section V: In the event that a Cabinet Member or a Freshman Representative is elected to another position or unable to fulfill his/her responsibilities, a special election may be held in accordance with the guidelines established in Article IV, Section IV in order to fill the vacancy. The Executive Board may also choose not to fulfill the vacancy in accordance with Article II Clause II.

Article VI
Meetings

Section I: General Sessions
Clause I: A quorum, which is defined as 50% of the House of Representatives, Senate and Officers, is required to conduct official business
Clause II: Special Meetings may be called as deemed necessary by the Executive Board or the Director of Student Activities

Section II: Executive Board Meetings
Clause I: Executive Board Meetings shall be held weekly to discuss plans for campus activities and to prepare for General Meetings
Clause II: Special Meetings may be called by the President or Director of Student Activities as deemed necessary
Clause III: A quorum is required to conduct official business and is defined as a simple majority of the Executive Board

Article VII
Committees

Section I: Activities Committee
Clause I: The Chairman for the Activities Committee will be the Vice President of SGA (ΣΓΑ). Clause II: The Vice Chairman for the Activities Committee will be a Senator appointed by the current Executive Board.
Clause III: All Senate members are required to serve on this committee as part of their membership within SGA (ΣΓΑ). Any SGA (ΣΓΑ) officer, club representative or general student may also sit on this committee.
Clause IV: The Committee will be responsible for planning special events, activities, lectures, workshops, concerts, etc., to provide student development and student activity programming for the student body.

Section II: Publicity Committee
Clause I: The Chairman for the Publicity Committee shall be appointed with the approval of the majority of the Executive Board officers.
Clause II: Any SGA (ΣΓΑ) officer, Senator, club representative or general student may sit on this committee.
Clause III: The Committee will be responsible for organizing, planning and effecting publicity for all SGA (ΣΓΑ) functions. The Committee will also be responsible for a monthly update of the SGA (ΣΓΑ) webpage, sending out a monthly newsletter to students and working with the Marketing and Public Information office as necessary to promote events.

Section III: Representation Committee
Clause I: The Chairman for the Representation Committee shall be appointed with the approval of the majority of the Executive Board officers.
Clause II: Any SGA (ΣΓΑ) officer, Senator, club representative or general student may sit on this committee.
Clause III: The Committee will be responsible for liaison with the administration, faculty and staff of Navarro College and for initiating any necessary actions to insure communication and representation for and by the SGA (ΣΓΑ).

Section IV: Historian Committee
Clause I: The Chairman for the Historian Committee shall be appointed with the approval of the majority of the Executive Board officers.
Clause II: Any SGA (ΣΓΑ) officer, Senator, club representative or general student may sit on this committee.
Clause III: The Committee will be responsible for creating a scrapbook for competition entry at the annual state convention, collecting and organizing pictures, clippings, flyers and other memorabilia of the year's SGA (ΣΓΑ) activities, and for submitting pictures and articles to the state bulletin schools.

Article VIII
Amendments
The Constitution may be amended at any regular or called General Session by two-thirds vote after being presented to the Congressional Body and the Executive Board at two prior consecutive meetings. Each club representative will be furnished with a copy of the amendment(s) at the initial reading.

Article IX
Resolutions
Section I: A resolution shall be defined as a written motion when passed by the majority of the assembly, and will constitute the positions of the assembly.

Section II: All resolutions must be presented in writing to the SGA (ΣΓΑ) Executive Board one week prior to being presented to the assembly.

Section III: Rules of Debate, Discussion and Adoption
Clause I: The resolution must be read in its entirety before discussion may begin. After the resolution is read, the author(s) of the resolution may have 5 minutes to explain the resolution. If the entire time is not used, the author may waive the remaining time. Clause II: The assembly will then have five minutes to ask the author questions about the resolutions. After questioning, those wishing to debate the resolution will have five minutes per side to explain whether the assembly should vote for or against the resolution. Clause III: After debate, the assembly will have a voice vote with those in favor stating “Aye” and those against stating “Nay.” If the vote cannot be determined by voice, a hand vote or roll call vote will be taken. The resolution requires a simple majority to pass. The resolution will then go to the Vice President and President of SGA (ΣΓΑ) for their respective signatures.

Section IV: Overruling a Veto
Clause I: If either the Vice President or President of SGA (ΣΓΑ) chooses to veto the resolution, they must prepare a statement in writing to the assembly stating why they chose not to sign the resolution. Clause II: The assembly may overrule the veto with a 2/3 vote, which will send the resolution to the Director of Student Activities and the Vice President of Student Services without the Vice President or President of SGA (ΣΓΑ) signatures. Clause III: If the Director of Student Activities or the Vice President of Student Services chooses to reject the resolution, it may not be overturned by the assembly.
**Article X**

**Disciplinary Procedures for Officers and Senators**

**Section I:** Any Congressional member, Executive Board member, or Navarro College Administrator or Faculty may bring disciplinary actions against any Executive Board officer or Senator of the SGA (ΣΓΑ)

**Section II:** Any Executive Board member or Senator to whom disciplinary charges are brought against may request a hearing by the Disciplinary Committee according to Article VII Section V.

**Section III:** Any Executive Board member or Senator to whom disciplinary charges are brought against may appeal the decision put forth by the Disciplinary Committee through the Appeals Committee which is constructed of Navarro College Faculty and two chosen by the Appeals Committee core members.

**Section IV:** Any executive board member or senator found in disciplinary trouble with Navarro College or in legal trouble may temporarily be removed from the executive board, pending the outcome of the issue and may be removed indefinitely once the issue has been resolved in the event that the individual is found at fault.

**Article XI**

**Disciplinary Procedures for Campus Organizations**

**Section I: Suspension of Campus Organizations**

Clause I: Suspension is defined as prohibiting an organization from participating in or conducting any activities on campus. These activities shall include fund raising and/or any other activity as determined by SGA (ΣΓΑ).

Clause II: Suspension will occur when no representative from an organization has been present at three consecutive SGA (ΣΓΑ) meetings during one semester. These three unexcused absences will suspend and deprive both the representative and the organization represented of any voice in the SGA (ΣΓΑ) or its meetings. Any committee member(s) the club may have had will be expelled from such committee(s).

Clause III: The suspension may be lifted by the Executive Board at the end of the semester if the number of absences does not exceed four. If an organization is still on suspension at the beginning of the following semester, the suspension may be lifted if a representative attends the first three regular SGA (ΣΓΑ) meetings.

Clause IV: If the organization is not returned to good standing by following the guidelines established in Article XI, Section 1, Clause III, the organization must file a new petition with the Director of Student Activities and the SGA (ΣΓΑ).
Article XII
Ratification

Upon ratification by two-thirds of the Congressional body, this constitution shall become the superior document of the Navarro College ΣΓΑ.

Article XIII
Parliamentary Authority

The rules contained in the current edition of the Roberts Rules of Order Newly Revised shall govern the ΣΓΑ in all cases in which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the ΣΓΑ may adopt.

Article XIV
Oath of Office

Newly elected officers inducted into office must take the following oath before assuming office:

"I, (officer’s name), do solemnly swear to assume the responsibilities of (elected office) for the Navarro College Student Government Association. I pledge to fulfill my responsibilities to the best of my ability, to serve with my time, ideas and integrity, and above all, to be dedicated to the purpose of the Navarro College Student Government Association."