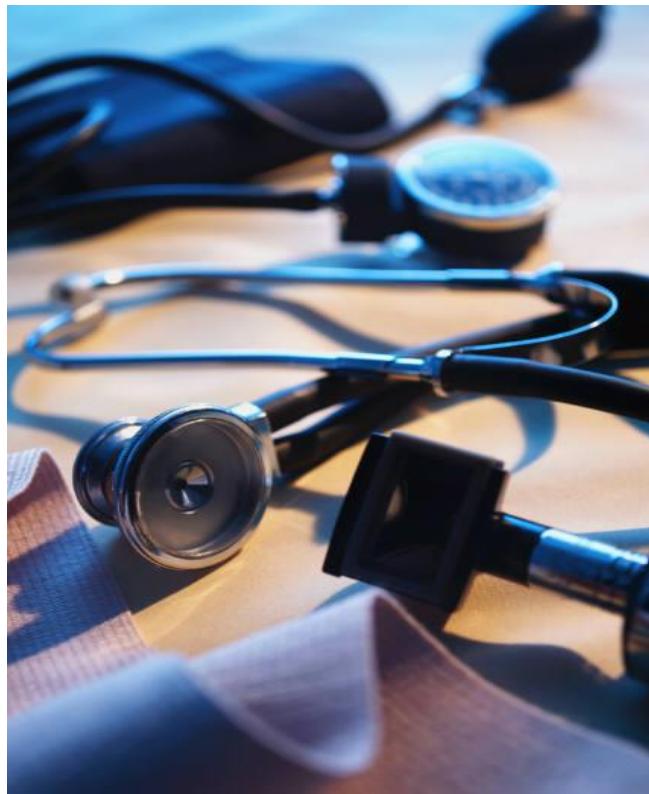


TEXAS A&M UNIVERSITY COMMERCIAL



MSN Student Guide

Updated January 6, 2021

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The *Texas A&M University-Commerce (A&M-Commerce) MSN Student Guide* contains information specific to the Nursing Department. It is not a compilation of the official rules, regulations, or policies of the A&M System or A&M-Commerce. All official rules, regulations, and policies are published in the *Texas A&M System Policies and Regulations*, the *A&M-Commerce Rules and Procedures*, the *A&M-Commerce Catalog*, and the *A&M-Commerce Student Guidebook*. You should familiarize yourself with your rights and responsibilities contained in the *Student Guidebook*.

Although the A&M-Commerce *MSN Student Guide* was compiled on the basis of the most current information available, the Nursing Department reserves the right to change any information in keeping with the policies and/or rules of the Department, the University, the TAMU System and/or the Texas Board of Nursing (BON). Should any changes be made, you will be bound by them.

You are advised to obtain current copies of the *A&M-Commerce Student Guide*, *Texas Statues Regulating the Practice of Nursing*, and *Publication Manual of the American Psychological Association*. You also are advised to check your course information, bulletin boards, and/or Web pages for pertinent information.

Students with documented disabilities who plan to attend classes and who may need auxiliary aids or services, such as interpreters or readers (large print or Braille), are asked to contact the Office of Student Disability Resources and Services located in Gee Library Room 132, phone 903-886-5150 or 903-886-5835, or StudentDisabilityServices@tamuc.edu. You also must inform your faculty of any special needs.

NURSING DEPARTMENT MISSION

The mission of the Nursing Department subscribes to the mission of the University and the College of Education and Health Services. The Nursing Department facilitates the development of safe, competent practitioners with critical thinking skills to function as leaders in meeting the diverse and evolving health care needs of rural Northeast Texas and beyond.

NURSING DEPARTMENT VISION

The vision of the Nursing Department is to be recognized as a center of excellence in nursing education that prepares professionals to practice in a dynamic healthcare environment and serve a diverse community.

MASTER OF SCIENCE IN NURSING PROGRAM PHILOSOPHY

The Master of Science in Nursing (MSN) program assumes an undergraduate base in nursing, physiology, pharmacology, and health assessment. The curriculum is designed to prepare graduates at a high level of competency to function in leadership positions in diverse health care settings promoting, restoring, and maintaining health. The MSN philosophy builds on the BSN nursing program philosophy, advancing the concepts of critical thinking, life-long learning, and professionalism.

Nursing in advanced practice uses a theory and research based nursing process to deliver and/or manage client care. Graduate nursing education promotes the development of advanced critical thinking skills through its focus on creative and intellectual processes and facilitates change as evidenced by intellectual and professional growth. The graduate learning environment incorporates the principles of adult learning to promote critical thinking and inter-collaborative skills which may be used in conceptualizing, synthesizing, and evaluating management of nursing and health care problems. Nurses in advanced practice embrace the scholarly and systematic paradigm of evidence-based practice as necessary for the delivery of high-quality cost-efficient health care. They recognize the dynamic nature of health care and health care delivery, committing them to be life-long learners. As members of the profession, nurses in advanced

practice respond to the changing needs of society while practicing within the established ethical, legal, and competency standards of practice frameworks.

MSN STUDENT LEARNING OUTCOMES

Upon completion of the MSN program, students have been provided the opportunity to enable themselves to:

1. Function as a scholar clinician with critical thinking skills to promote, restore, and maintain health.
2. Synthesize theories from natural, behavioral, and social sciences to support advanced clinical nursing and role development.
3. Use patient-care and communication technologies to deliver, enhance, integrate and coordinate high quality health care.
4. Collaboratively plan for the delivery of culturally consistent health care within the context of client social structure and world views.
5. Participate in, evaluate, and use research to promote the body of nursing knowledge.
6. Develop competence and accountability in an advanced practice nursing role, recognizing established standards and principles for quality improvement and safety.
7. Develop the knowledge and skills to function as a nursing leader in professional association activities, health policy formation, and legislative and regulatory issues to foster change and improvement in health care.
8. Demonstrate a commitment to continuing education in formal and informal programs of study.

MSN Admission

Admission Criteria

Steps in Application

1. Complete Nursing Department MSN program application form.
2. Applicant requirements:
 - a. Bachelor of Science in Nursing from a nationally accredited program.
 - b. Basic undergraduate statistics course with grade of C or above.

- c. Unencumbered, unrestricted license to practice as a Registered Nurse in the State of Texas or a compact state.
 - d. Official GRE scores or undergraduate GPA of 3.0 or higher in the last 60 hours of course work.
 - e. Immunization records.
3. Submit all official college transcripts directly to the Graduate School.
 4. Obtain three (3) letters of reference from academic and/or professional sources using the MSN Reference Form and submit to the Graduate School.
 5. Submit a resume (Vita) and a personal statement (letter) detailing reasons for pursuing the graduate degree and professional goals.
 6. Students whose native language is not English or who studied at a university outside the US have additional requirements:

Students should apply to the Graduate School through ApplyTexas https://www.applytexas.org/adappc/gen/c_start.WBX and pay a non-refundable \$50 application fee (\$75 for international students). **Official notice of admission will come from the Graduate School.**

International Students

Students who have completed high school outside the United States of America must provide proof of English language proficiency by one of the following:

- a. Provide documentation of graduation from high school in an English speaking country such as Canada (other than Quebec), Great Britain, Australia, New Zealand, South Africa, and Ireland.
- b. If graduate of an English speaking high school in a country not listed above, provide official transcripts and a notarized letter from the headmaster/principal of the high school stating that English was the primary language of the courses taught.
- c. Provide documentation of graduation from an accredited college or university in the United States other than an online program.
- d. Provide a Test of English as a Foreign Language (TOEFL) score of 84 or better. Scores should not be more than 2 years old. OR
- e. Provide an International English Language Testing System (IELTS) Academic Test with an overall score of 7.0 with a minimum of 6.5 in all of the four modules for the Academic Test.

- f. Scores should not be more than 2 years old.

Transcripts must be evaluated by the Foreign Credentials Service of America.

Readmission Requirements

1. Readmission to the MSN program is not guaranteed and is offered on a space available basis.
2. The Graduate Faculty Committee will monitor the waiting list for readmission and vacancies.
3. A student, who withdraws from a course or fails a course and desires readmission, must submit a written letter to the Graduate Faculty Committee requesting readmission within 60 days of the end of the semester in which they withdraw from or fail a course. The Graduate Faculty Committee will review the request at the next scheduled meeting. Applicants granted readmission will be informed via electronic letter and must respond to the offer by the stated deadline.
4. Since nursing is based on current competency, before returning or continuing, students will be required to pass a comprehensive examination and demonstrate clinical competency at the prior completion level. Failed competency testing is not repeatable. Unsuccessful students will be required to take and pass one or more of the previously completed courses.
5. Ranking of students being considered for readmission will be according to the following criteria:
 - a. Students who have been activated for military service.
 - b. Students who withdrew for medical and/or family emergencies.
 - c. Students who successfully appealed for continuance or readmission.
 - d. Students who have equal ranking for readmission will be selected based on their original ranking at the time of admission.

Immunization Requirements

Tetanus, Diphtheria, Pertussis- Adults aged 19–64 years must receive a single dose of Tdap to replace tetanus and diphtheria toxoids vaccine (Td) for booster

immunization against tetanus, diphtheria, and pertussis if they have not previously received Tdap. Thereafter, a Td booster is required every 10 years. Documentation of the correct vaccine is imperative. Tdap vaccine is not the same as Dtap or DTaP. Tdap is the adult version; Dtap & DTaP are the children's versions. Documentation of Dtap or DTaP will not be accepted to meet the Tdap requirement.

Measles, Mumps, Rubella- Documentation of completion of the 2-dose series of MMR is required. If the series is greater than 10 years old, the complete series must be repeated.

Hepatitis B- Hepatitis B- Complete a 3-dose series of hepatitis B vaccine. The second dose should be administered 1 month after the first dose; the third dose should be given at least 2 months after the second dose (and at least 4 months after the first dose). Students will not be allowed in clinical without at least beginning the series.

Students who need to receive the Hep B vaccine should consider receiving the vaccine on the accelerated schedule in order to be completed by the start of clinical experience. Accelerated vaccination schedule: second dose 4 weeks after the first dose, third dose 8 weeks after the second dose.

Varicella (Chicken Pox)- Documentation of completion of the 2-dose series of varicella is required. If the series is greater than 10 years old, the series must be repeated.

Tuberculin Skin Test (TST)- A Two-Step Tuberculin Skin Test is required upon initial testing. The Center for Disease Control and Prevention recommends the first test be administered and then evaluated (read) 48-72 hours later, no earlier and no later. A minimum of 7 days after the administration of the first test, the second test can be administered. The second test is evaluated 48-72 hours later. Thereafter, the TST must remain current. A TST is considered current if no more than 365 days have elapsed since the administration of the test. For a two-step TST, the 365 days time interval starts the day the second test is administered.

A TB blood test (IGRA) or quantiferon TB test may be submitted in place of the TB skin tests. The TB blood test must be repeated yearly. If a student has received

one negative TB skin test, they may substitute a TB blood test for the 2nd TB skin test for the 2-step.

A student with a recent or historical positive TST must have a 2-view chest x-ray report (no older than 2 years) from the evaluating healthcare provider indicating there is no active pulmonary disease present. This student is exempt from further TST but is required to complete the 'Tuberculosis Symptoms Questionnaire' annually while enrolled in Texas A&M University-Commerce Nursing Program.

All TST documents must contain the date administered, date read (48-72 hours after administered), results (e.g., negative), and millimeters of induration, even if that is zero (0). The signature of the person administering the test and the person reading the results are also required.

Flu Shot- Students must receive a yearly flu shot in September. The deadline for receiving the injection is October 1. The form must indicate: student name, vaccine, dose, site of administration, initials/signature of individual administering vaccine, and date of administration.

Records that are acceptable as proof of documentation:

- Vaccine records from a physician's office, clinic, or health department
 - Must be signed by the physician or the person who administered the vaccine
 - Must include the date of administration; an example is Childhood Immunization Record (e.g., Shot Record)
 - Must be an official vaccine documentation form on agency letterhead

Records that are NOT acceptable as proof of documentation:

- A university or high school transcript with immunization information
- A cash register receipt for a vaccination

Cardiopulmonary Resuscitation (CPR)

Students must submit documentation of completion of an American Heart Association Basic Life Support course. The course consists of classroom (didactic)

information and laboratory practice of skills. No other CPR course will be accepted. All students must maintain current CPR certification throughout the program. The CPR course is current until the last day of the expiration month listed on the form.

Criminal Background Check

Upon admission to the MSN program, the student's name will be submitted for a background check through the university's Human Resources Department at no cost to the student.

Urine Drug Screening/Substance Abuse Policy

1. The use, possession, sale, manufacture, and/or distribution of illegal/controlled substances and/or drug related paraphernalia in the Nursing Building or while performing duties during class or clinical experience is prohibited.
2. The possession and use of alcohol on campus is restricted to university or department sponsored events.
3. Drug screening will be done during the first semester of the MSN program. Random drug/alcohol screening may be requested by the faculty as deemed necessary. Failure or refusal to test will result in dismissal from the program.

MSN Progression

Progression Criteria

1. A minimum grade of "B" is required in all clinical courses for the MSN degree. No more than 2 "C" grades are allowed in non-clinical courses. Students have the responsibility of monitoring grades in the course websites throughout the semester and in communicating with course instructors regarding grade status. Two course failures will result in dismissal from the program.
2. In courses with examinations, a minimum 80% average on all examinations is required to pass the course. Other graded assignments will not be added to the final grade unless the 80% average is met.

3. Core courses must be taken in sequence, as indicated in the A&M-Commerce catalog or per faculty approval.
4. Students on conditional admissions status will be granted full acceptance status after the successful completion of designated coursework prior to petitioning the Graduate Studies Committee for a change in admission status.
5. Nursing courses within the MSN curriculum may be repeated only once. A course withdrawal is counted as one course attempt.

Grading

The program's grading scale is:

A	90-100
B	80-89
C	75-79
D	60-74
F	below 60

Rounding of Grades

1. The grade average of examinations and the final grade in a course will be rounded.
2. Standard mathematical rounding requires at least a 0.50 to round the number up to the next whole number. For grades of 0.50 and up, they will be rounded up to the next whole number. For grades of 0.49 and below, they will be rounded down to the next whole number. For example: 79.49 will round to 79.0 and 79.51 will round to 80.0.
3. Rounding 74.49 up to 75.0 is double rounding and is mathematically incorrect and has been disallowed by United States Courts.

Standardized Assessment Examinations

All nursing students admitted to the Texas A&M University-Commerce graduate nursing program will participate in standardized assessment testing. This program prepares students for the certification examination by systematically strengthening their knowledge base throughout their nursing education.

As part of the NURS 5305 course, all students will take a standardized subject assessment examination covering Advanced Pathophysiology, Advanced Pharmacology and Advanced Health Assessment. Students are required to pass the examination at a predetermined benchmark score. If the benchmark is not met on the first attempt, the student will undergo remediation and retake the examination. The student will have a maximum of three (3) attempts to meet the benchmark on the examination. If the student does not meet the benchmark after the third attempt, they will fail the course.

All students in the MSN program are to take a Standardized Exit Examination (Comprehensive Examination) during their final semester in the nursing program. This examination will be part of the NURS 5622 course. Students must pass the examination at a predetermined benchmark to complete the course and be eligible for graduation. If not, remediation and retesting is required. The student in consultation with the NURS 5622 course coordinator will develop the remediation plan and date for retesting. If a student does not meet the benchmark score after two attempts, they are required to submit a request to the university Graduate School requesting authorization to attempt the examination for a third and final time. If the Graduate School approves the third attempt, the NURS 5622 course coordinator and the student will schedule the examination. If the student does not pass on the third attempt, they will receive an "F" in the NURS 5622 course and will need to request readmission to the MSN program and have to retake the course.

Standards/Competencies

The MSN program adheres to the current rules and regulations of the Texas Board of Nursing, the American Nurses Association's *Scope and Standards of Practice*, the *ANA Code of Ethics for Nurses with Interpretative Statements*, the *Essentials of Master's Education in Nursing* from the American Association of Colleges of Nursing, and the *Nurse Practitioner Core Competencies* from the National Organization of Nurse Practitioner Faculties.

Clinical Attendance Policy

1. Clinical hours must be completed. Any absence will necessitate rescheduling. Students must notify their preceptor and clinical faculty member when they are unable to attend.

2. **Clinical log must be maintained.** Throughout the NP program, students keep track of clinical hours with a log. A listing of all patients cared for during the course and during the NP clinical experiences and the clinical schedule of hours worked is to be recorded. Demographic data and diagnoses for each patient will be recorded. This data should be posted within one week of the clinical experience. The clinical log will be evaluated by the nursing instructors at midterm, at the end of the course, and as needed throughout the course. Each student should keep a printout or digital copy of clinical logs (or both). (These logs may be requested by the Board of Nursing if you move to another state and request approval as an APRN there.) It is the responsibility of the student to keep these logs – THEY WILL NOT BE KEPT BY THE UNIVERSITY.

Preceptors

1. The clinical education of graduate nursing students relies on the expertise of qualified clinicians to provide real world experiences. Students are encouraged to seek preceptors who can augment their classroom and textbook studies. The preceptorship
 - Integrates the student into the roles of advanced practice.
 - Assists the student to apply theory to practice.
 - Assists the student to develop and improve skills, competence and entry-level expertise.
2. The requirements for serving as a MSN preceptor are:
 1. Current unencumbered license in discipline
 2. National certification in appropriate area(s)
 3. Practice in a setting that provides clinical experiences appropriate for the development of student skills.
 4. One year of clinical experience
3. Each preceptor will receive a copy of the *Preceptor Guide*. The following forms must be completed and signed and on file in the Nursing Department before a preceptorship may begin are:
 1. Guide Acknowledgment Form
 2. Preceptor Professional Profile and Resume/CV
 3. Affiliation Agreement or Preceptor Agreement

4. Any preceptor found to not be qualified for practice will be appropriately reported and the student informed to select another preceptor.

Simulation

Nursing students may be evaluated using clinical simulation experiences at specific points throughout the nursing program. The purpose of clinical simulation is to provide a means of assuring high standards of care and fostering success in passing the nursing curriculum and the certification examination. Simulation is to provide a learning experience and provide feedback on knowledge of content and psychomotor skills for further development.

If a clinical safety issue/s that could result in actual or potential harm to a patient is identified during a simulation, the student may be required to complete additional lab time with assigned faculty. All clinical safety issues will be discussed during debriefing session upon completion of the simulation.

Absences from Exams/Tests/Quizzes

1. Students must notify the course faculty in advance when they will be absent from a scheduled exam/test/quiz.
2. Students may receive a zero if they fail to notify the course faculty in advance.
3. Students may request special consideration in extenuating circumstances. This will be addressed on an individual basis.
4. Make-up exams/tests/quizzes are not guaranteed.

General Information

Student Performance Behaviors

The Texas A&M University-Commerce Nursing Department expects all students to act with professionalism and high regard for ethical conduct in all matters. Students must exhibit professional behavioral standards throughout their enrollment in the Nursing Program. A student in violation of the standards of professional behavior will receive a **Professional Behavioral Standards Evaluation Form** completed by faculty. Classroom, lab, and clinical issues are addressed/included in this form. Students may or may not receive a verbal warning prior to receiving a written **Professional Behavioral Standards**

Evaluation. Faculty must notify the course coordinator when a student's behavior requires corrective action (i.e., written or verbal).

If the student believes that the **Professional Behavioral Standards Evaluation** is in error, the student has 24 hours post receipt of the evaluation to submit a written request for appeal via email to the Nursing Department Student Development Committee (SDC) for undergraduates or to the Graduate Faculty Committee for graduates. The student's written request for appeal should contain the student's specific rationale for requesting the appeal. Emails should be sent to the Nursing Department Administrative Associate. The SDC or Graduate Faculty Committee will make a ruling to either grant the appeal or uphold the evaluation within 72 hours, excluding weekends and holidays. If the appeal is granted, the evaluation will be removed from the student's record. The decision made by the SDC or Graduate Faculty Committee is final.

A student is allowed two **Professional Behavioral Standards Evaluations** throughout the course of the program. If the student receives a third evaluation, and the SDC or Graduate Faculty Committee denies the appeal, the student will be dismissed from the Nursing Program.

If the student is dismissed from the nursing program, the student will receive a grade of F for the course. The student has the right to appeal the final course grade under the Student Appeal of Instructor Evaluation procedure (RO 13.99.99 R0.05).

A second occurrence of the same offense will result in dismissal from the Nursing Program.

Behaviors that may lead to immediate dismissal from the Nursing Program include, but is not limited to:

- Provision of unsafe nursing care
- Intimidation of others
- Falsification of records/clinical documents
- Physical, mental, or emotional impairment that jeopardizes the safety of others

A student dismissed from the Nursing program for the above behaviors or who receives three upheld **Professional Behavioral Standards Evaluations** is not eligible to return to the Nursing Program.

Student Conduct Code

Students must adhere to standards of professional and academic conduct. Academic misconduct involves any activity that tends to compromise the academic integrity of the University, or subvert the educational process, including, but not limited to, cheating, plagiarism, falsifying data or academic records, misrepresenting facts and any act designed to give unfair academic advantage to the student or the attempt to commit such an act.

Cheating includes, but is not limited to, intentionally giving or receiving unauthorized aid or notes on examinations, papers, or class assignments intended to be individually completed. Cheating also includes the unauthorized copying of tests or any other deceit or fraud related to the student's academic conduct.

Plagiarism occurs when a student obtains someone else's work and presents those ideas or words as his or her own academic work. Falsifying data or academic records includes, but is not limited to, altering grades, academic records, or patient records.

Students are responsible for their own academic honesty and for reporting violations of academic honesty by others. Student conduct rights, responsibilities, and disciplinary actions are discussed in the A&M-Commerce *Student Guidebook*.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 was instituted by Congress to amend the internal Revenue Code of 1986 to improve portability and continuity of health insurance coverage in the group and individual markets, to combat waste, fraud, and abuse in health insurance and health care delivery, to promote the use of medical savings accounts, to improve access to long-term care services and coverage, to simplify the administration of health insurance, and for other purposes.

Under the privacy rules, all medical information and any other individually identifiable health information in any form, whether electronic, on paper, or oral

is considered protected health information (PHI). This includes any information that related to the past, present, or future physical or mental health or condition of an individual. Individually identifiable health information is that which might identify someone such as, but not limited to: Address, Phone number, Email address, and Social Security Number.

Section 1177 (a) OFFENSE A person who knowingly and in violation of this part
Uses or causes to be used a unique health identifier
Obtains individually identifiable health information relating to an individual
Discloses individually identifiable health information to another person
is subject to punishment under the law.

Patient confidentiality is taken very seriously in all clinical areas. Disclosure of patient information to any unauthorized individuals may be grounds for dismissal from the program and/or criminal action.

Medical information about the student is personal. The Nursing Department is committed to protecting the privacy of medical information about each student. In an effort to provide the highest quality medical care and to comply with certain legal requirements, the Nursing Department will and is required to:

- a. Keep student medical information private.
- b. Provide students with a copy of this notice.
- c. Follow the terms of the notice.
- d. Notify students if unable to agree to a restriction that was requested.
- e. Accommodate reasonable requests to communicate health information by alternative means or at alternative locations.

The Nursing Department may use and disclose medical information about students to support training in the clinical agencies to which students will be assigned throughout clinical studies in the nursing program. These agencies require the Nursing Department to validate to them that each clinical student has completed the health screenings that they independently require. To protect student health information, the Nursing Department requires all clinical associations to appropriately safeguard health information.

Social Media

1. Any content that could harm the privacy, rights, or welfare of others or the university may not be posted on social media sites. Social media sites include but are not limited to Facebook, Twitter, Hi5, Last.FM, YouTube, and Flickr.
2. Ethically prescribed patient-nurse professional boundaries must be observed.
3. Guidance should be obtained from the Nursing Department Chair before posting when content may violate this policy.
4. Suspected violations of this policy must be reported to the Nursing Department Chair.
5. Students will provide the Nursing Department Chair access to relevant personal social media posts when requested to facilitate investigation of suspected policy violations.
6. For students in violation of this policy, refer to the Student Performance Behaviors Policy.

Classroom Behavior

Students must refrain from classroom distractions (e.g., talking to each other, eating, texting, using phones, entering late or moving excessively during class). Children are not allowed in the classroom at any time. Cell phones must be either turned off or placed on vibrate mode during class. Students causing distractions will be asked to leave the classroom and may be subject to disciplinary action.

Use of Electronic Devices

The use of electronic devices, including laptops and voice recorders, must be approved by the course faculty prior to class. Laptops not being used to take notes should be closed. The use of any unapproved electronic devices during a test/quiz or test/quiz review will result in the student receiving a zero for that test/quiz. Faculty may not be recorded, filmed, or taped without permission.

Professional Liability Insurance

All students enrolled in clinical nursing courses are required to maintain professional liability insurance. Student coverage is billed along with other student fees at the beginning of each school year.

Transportation

Transportation to and from clinical agencies is the student's responsibility. Students shall not receive rides from the Department of Nursing Faculty/Staff or clinical agency staff members.

Professional Appearance

Students are required to follow the same dress code as that stipulated for the personnel in assigned clinical agencies. Students must dress and act professionally.

- neat and clean with proper hygiene
- short, natural nails with clear polish only
- natural hair colors only with hair up off the collar
- clean clothes and closed toe shoes
- limited makeup, no perfume
- no jewelry except watch, plain wedding band, stud/button style earrings 4mm or less, no visible body piercings other than ear lobe
- no visible body art (tattoos)
- no gum-chewing

MSN students will wear business casual clothing with a white full length lab coat and nametag. The MSN student patch is to be sewn on the left upper sleeve 2 inches below the shoulder seam. No jeans or shorts are allowed.

Accidental Exposure to Blood/Body Fluids

Students must immediately inform their respective faculty of any blood/body fluid exposure at the clinical site so that the incident can be reported to the appropriate clinical agency representative. Student lab testing will be done at the site; client testing will be done when possible. Faculty will report the incident to the A&M-Commerce Student Health Service for follow-up.

Clinical Evaluation

Faculty and preceptors use their professional judgment to evaluate student performance throughout each clinical course with formal evaluations usually being conducted at midterm and at the end of the course. Students are expected to demonstrate advancing levels of satisfactory clinical performance. **Students must pass clinical to pass the course;** any student failing clinical fails the course. Course specific clinical evaluation forms are provided to students in the course syllabus.

Student Representation on Faculty Committees/Councils

Students are represented on the Graduate Faculty Committee and the Nursing Advisory Council. The Graduate Faculty Committee will have one MSN student. One student representative will be invited to the Advisory Council. Student representatives will be nominated by their peers. Student representatives on faculty committees should:

- Attend all meetings or notify alternate to attend;
- Assume responsibility for obtaining suggestions and comments from the student body in order to represent student thinking; and
- Report committee issues to students either in a class meeting or through written communication.

Evaluation of Teaching Effectiveness

Students will be provided an opportunity to evaluate each course, either through a pencil and paper evaluation form or an online evaluation form. Evaluations are distributed by faculty or through the Office of the Provost.

Transfers

Any transfers into the nursing program must be reviewed and approved by the Graduate Faculty Committee.

Withdrawal

Withdrawal from all courses or non-registration/enrollment during any semester constitutes withdrawal from the program. Withdrawal from the program does not affect the policy regarding incomplete "I" grades. Grades that are "I" at the

time of withdrawal will automatically convert to an “F” if they are not resolved in the original timeframe provided.

University closings, cancellations, and delays

1. Although the Department generally expects all faculty, students, and staff to make every reasonable effort to come to work/class/clinical on occasions when the University is open during inclement weather, this general expectation is subject to each individual’s exercise of his or her personal judgment and common sense regarding his or her personal safety under the circumstances and weather conditions. See departmental attendance policy as needed.
2. Weather-related closings, cancellations, and delays for the University are broadcast by local radio and television stations, including public radio station KETR (88.9). Faculty, staff and students will receive closing, delay, or cancellation information through their University email and PAWS alerts by phone or text.
3. Classes, events, and activities will not be held after the announced cancellation time; however, faculty members have the discretion to complete classes/clinicals that are in session at the time of a cancellation.

Appeals/Grievances

Student who wish to appeal any program decision must do so in writing within 10 working days of the decision. The grievance procedure is found in the A&M-Commerce *Student Guidebook* and can be accessed at

http://www.tamuc.edu/student_guidebook/Student_Guidebook.pdf

MSN Graduation

Students will be recommended for graduation based on completing all graduation requirements. The Nursing Department adheres to all of the rules and regulations for graduation established by Texas A&M University-Commerce.

Graduation Criteria

1. Complete all courses in the designated program within 6 years.
2. Achieve a minimum grade of "B" in all clinical courses in the MSN program.
3. File a degree plan approved by the Program Director.
4. File an acceptable Application for Degree with the Office of Admissions and Records on or before the date specified in the University Calendar.
5. Meet A&M-Commerce Requirements for Graduation.

Formal Complaint Policy

Texas A&M University-Commerce Nursing Department recognizes the value of information provided by students, employees, and other members of their community of interest. In all cases (except for those of sexual misconduct or harassment), attempts should be made to resolve complaints in an informal manner with the individual or department prior to initiating a formal complaint. The Nursing Department defines a complaint as formal when the student submits a written complaint. This process is designed to address significant violations of Department or University standards, policies, and procedures and is not a forum for resolving minor grievances. Formal complaints are classified by three different types: 1) academic complaints which require the formal academic appeals process, 2) complaints related to sexual misconduct, discrimination, and other related incidents, and 3) types of complaints not covered above.

Procedures

1. Academic appeals should be addressed through the University's formal academic appeal process, which can be found at

<http://www.tamuc.edu/academics/colleges/educationHumanServices/educatorCertificationAcademicServices/complaints.aspx>

2. All complaints related to sexual misconduct, discrimination, and other related incidents should be immediately reported to the University's Compliance Office (<http://www.tamuc.edu/aboutus/administrativeOffices/president/compliance/default.aspx>).
3. For complaints of significant violations of Nursing Department standards not described above, the complainant will submit a written description of her/his complaint to a course coordinator or the Director. The complaint will be reviewed and response provided within five non-holiday working days. Anonymous complaints will not be addressed.

Texas A&M University – Commerce
Nursing Program

Annual Health Screening Questionnaire for History of Positive TB Skin Test

Instructions: Annual symptom screening is required for all students who have a history of a positive tuberculosis skin test (PPD skin test). Students are required to complete this form yearly only if they have a history of a positive TB skin test.

Do you CURRENTLY have symptoms of:

Weight loss (unrelated to dieting)	Yes	No
Loss of appetite for >2 weeks	Yes	No
Bloody sputum	Yes	No
Night sweats/fever	Yes	No
Unusual fatigue for > 2 weeks	Yes	No
Persistent cough > 2 weeks	Yes	No

Answering “yes” to any of the above questions constitutes a positive screening evaluation and requires further follow-up with your health care provider.

I am aware that misrepresentation of health information may result in dismissal from the program. I declare that my answers and statements are correctly recorded, complete, and true to the best of my knowledge.

Name (printed) _____

Signature _____

Date _____

**TEXAS A&M UNIVERSITY-COMMERCE
DEPARTMENT OF NURSING**

MSN Student Guide Review Form

I am aware that the A&M Commerce *MSN Student Guide* is available online. I have reviewed the *MSN Student Guide* which contains the policies for student admission, progression, and graduation. I have been provided an opportunity to clarify any questions I may have.

Name (Printed): _____

Signature: _____

Date: _____

TEXAS A&M UNIVERSITY – COMMERCE
Nursing Department
MSN Acknowledgement/Agreement Form

I, _____ (printed name), have been informed that I am bound by the current rules, regulations, or policies of the TAMU System, the A&M-Commerce Rules and Regulations, *Student Guide*, and the *MSN Student Guide*.

_____ I have been informed about the following policies and have initialed each item to signify my understanding of these policies, acknowledging that any questions have been answered to my satisfaction.

_____ I agree to safeguard client (patient) confidentiality and will only reveal client information to authorized individuals. If I violate client confidentiality, I realize I will be subject to dismissal from the MSN program.

_____ I agree to allow the Nursing Department access to any of my social media pages.

_____ I agree to abide by the rules and regulations of any affiliated clinical agencies, such as additional immunizations or pulmonary screenings, dress codes, criminal background checks, drug analyses, etc. Should a situation render me ineligible to be placed at any approved clinical site, I realize I may be dismissed from the MSN program.

_____ I consent to the videotaping/photographing/audio recording of myself in simulation and clinical laboratory situations. I understand that material obtained may be used by A&M-Commerce for educational or promotional purposes. No recordings will be maintained by the Nursing Department.

_____ I understand that I am responsible for updating my current address and contact information with the Nursing Department and the University Registrar.

_____ I acknowledge that the Essential Eligibility Requirements found in the *MSN Student Guide* are required for successful admission and completion of the program. I testify that I possess the competencies required to effectively and safely perform the responsibilities of a nursing student.

_____ I have reviewed the Substance Abuse Policy and Procedure. I understand that refusal to submit to an alcohol or drug test or failure to provide an adequate specimen will make me subject to discipline, up to and including dismissal.

Student's Signature

Date

Witness' Signature

Date

STUDENT DATA SHEET

Name: _____
Last _____ First _____ Middle _____ Maiden _____

CWID: _____ Date of Birth: _____

Race/Ethnicity: _____ Employed: No _____ Yes _____ Number of Hours/week: _____

Marital Status: _____ Children/Dependents: Number _____ US. Citizen: Yes _____ No _____

CURRENT INFORMATION

Current Address: _____
Street and Number _____ City/State/Zip _____

Mailing Address, if different: _____
Street and Number _____ City/State/Zip _____

Home Telephone: _____ Work Telephone: _____

Mobile Telephone: _____ Email Address: _____

PERMANENT INFORMATION

Address: _____
Street and Number _____ City/State/Zip _____

Mailing Address, if different: _____
Street and Number _____ City/State/Zip _____

Home Telephone: _____

Email address: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relation: _____

Home Telephone: _____ Mobile Telephone: _____

Address: _____
Street and Number _____ City/State/Zip _____

NOTE: It is the responsibility of the STUDENT to inform the Nursing Department of all changes in address, telephone numbers, and emergency contact information. The Nursing Department is not notified of changes through any student services. Students are required to activate their TAMUC email. All email correspondence by the Nursing Department will be through the University account.