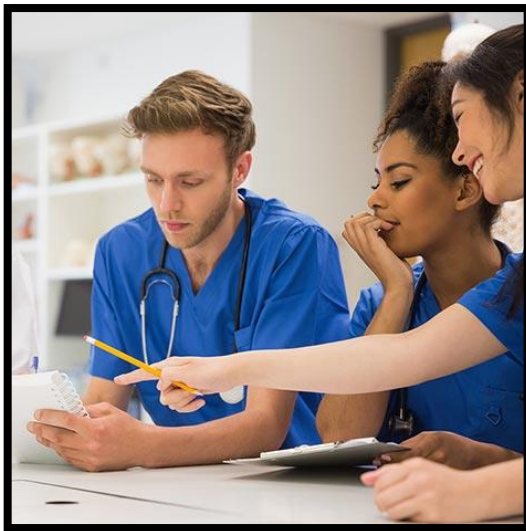




**Bachelor of Science in Nursing
RN-BSN Program Student Handbook**

2024-2025



All information contained herein is subject to change, deletion, or modification. Approved modifications, deletions or major changes will be published as they occur.

This Handbook Includes the 2024-2025 DALLAS COLLEGE CATALOG

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Equal Educational Opportunity

Educational opportunities are offered by Dallas College without regard to race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, or gender expression.



Welcome to the Dallas College RN-BSN Program!

This handbook is intended for forthcoming students and those students already enrolled. This handbook provides information about the structure, policies, procedures, guidelines, and regulations of the RN-BSN Dallas College Nursing Program. This information is accurate at the time of publication. The Dallas College Dean of Nursing reserves the right to make changes as necessary and appropriate. Students will be notified of these changes promptly.

Each student is responsible for knowing, understanding, and adhering to the information and policies contained in the handbook. Please become very familiar with the handbook. Each semester you will be asked to submit an acknowledgement of receipt and understanding.

This handbook is not a substitute for advising and counseling that is available through the School of Nursing

In addition, you should read the College Regulations. This reference provides information for all nursing students on the school's structure, policy, regulations, and procedures that govern their relationship with the College in academic and personal progress toward their ultimate goal. In addition, opportunities to learn with emerging professionals from other disciplines are essential to your future role in healthcare.

The School of Nursing is committed to supporting your educational and professional development journey and join me in welcoming you to the School of Nursing.

On behalf of the faculty, staff, and RN-BSN students, I welcome you to the Dallas College RN-BSN Program and the profession of nursing!

Becky Small Ed.D, MSN, RN

Dean of Nursing Academics

Introduction

The RN-BSN Program Handbook informs students about course and program requirements, provides information about completion options, and is a reference for policies and procedures. Students will receive the handbook at orientation, which is available electronically through Brightspace.

The RN-BSN virtual orientation provides students with resources and services and information related to student expectations for academic work.

Students matriculated into the Dallas College RN-BSN Program follow the Dallas College policies and procedures. These policies are outlined in the Dallas College Catalog and Board Policy Manual.

The excerpts from the Dallas College Course Catalog are not intended to be a replacement for this Handbook. Students, faculty, and staff wishing to review a specific Dallas College policy should refer to the [Dallas College Catalog](#) and [Dallas Student Handbook website](#).

The RN-BSN Handbook is updated each academic year, is posted online, and is available in print through the School of Nursing. RN-BSN policies and procedures that are developed and/ or updated between publications are posted on the [Bachelor of Science in Nursing website](#).



Program Overview

The Bachelor of Science in Nursing (BSN) program was approved by Texas Board of Nursing, The Texas Higher Education Coordinating Board, Southern Association of Colleges and Schools Commission on Colleges, and deemed conditionally eligible to pursue the candidacy process for Accreditation Commission for Education in Nursing to begin in the Spring 2024. The RN-BSN program is offered through the Dallas College School of Nursing.

Mission

To prepare educated, competent, ethical, and professional nurses who provide scientifically based, compassionate nursing care for the physical, emotional, and spiritual needs of diverse individuals, populations and communities. The RN-BSN program supports the general vision, values, and mission of Dallas College by providing learning opportunities that escalate the capacity of registered nurses to serve the health promotional needs of their communities and beyond.

Philosophy

Nursing is both an art and a science, focused on helping the individual, family and/or community achieve and sustain maximum functional abilities throughout life. Nursing is a vibrant, dynamic, interactive, and proactive profession. The patient, family and community are viewed as an integrated, holistic body that is unique, has dignity and deserves thoughtful communication, concern, and respect. The community that nursing serves is diverse in age, culture, religion, and ethnicity. Furthermore, nursing incorporates scientific knowledge, critical thinking, ethical-legal decision making and high-level technical skills to promote health, disease prevention and disease management.

Nursing encompasses the education of health promotion practices, ongoing care for the acutely or chronically ill, restoration during recovery and rehabilitation, support for maintaining the best possible health for individuals, families, groups, and communities, instruction and assessment of those performing these duties, research support to advance knowledge and practice, and the management of healthcare delivery.

Conceptual Framework

The School of Nursing's conceptual framework, Associate Degree in Nursing and RN-BSN program, is to provide direction to both faculty and students with a meaningful representation of the nursing program design. The framework is symbolically depicted as a compass. It provides direction to both students and faculty as partners in the teaching-learning process as they navigate through the curriculum. In the center of the compass is an adult learner with a core body of knowledge in the humanity and science disciplines and in a teaching learning environment. Three factors are primary in health: people, environment, and the wellness-illness continuum.

Professional nurses use major nursing concepts and skills to influence or ameliorate untoward factors to promote the health of a diverse population throughout their life. These nursing concepts include caring and compassion, the nursing process, ethical/legal practice, accountability/responsibility of the individual practitioner, critical thinking, communication, and teaching, the use of scientific principles and research, therapeutic nursing interventions, principles of safety, resource management, patient advocacy, and technology.

PERSON

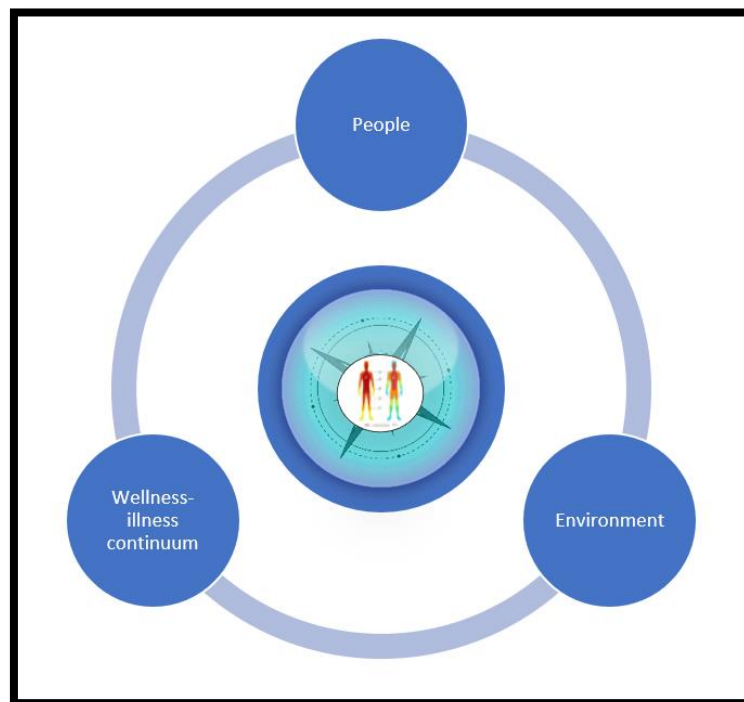
A person embodies the notions of learning, selfhood, individuals, families, groups, and communities. Humans are distinct individuals possessing inherent worth, rights, and dignity. Individuals possess biological, psychological, social, spiritual, and cultural characteristics that shape their growth. Throughout their lives, people exist within cultural and social contexts, encountering factors that impact their optimal health and development.

ENVIRONMENT

The environment encompasses all internal and external elements and processes influencing individuals. It includes physical, psychological, social, spiritual, and cultural aspects, along with historical, political, and economic conditions. Nursing serves as a resource within this environment, capable of impacting an individual's health.

HEALTH

Health signifies a dynamic state resulting from the interaction between a person and their environment. It is achieved through competent self-care, purposeful behaviors, and fulfilling relationships. Adaptations are made as necessary to sustain stability and structural soundness. A person's health status ranges from optimal wellness to illness, disease, and dysfunction, fluctuating throughout their lifespan, including during the final stages of life.



The Program Learning Outcomes (Marketable Skills Goals) for the Dallas College RN-BSN Nursing Program include:

- **Critical Thinking:** Graduates will demonstrate advanced critical thinking skills in clinical decision-making, problem-solving, and evidence-based practice.
- **Patient-Centered Care:** Graduates will be able to provide culturally sensitive and patient-centered care to diverse populations, considering individual preferences and values.
- **Leadership & Management Skills:** Graduates will develop leadership competencies, including effective communication, delegation, and team collaboration, to improve healthcare outcomes.
- **Evidence Based Practice:** Graduates will be proficient in accessing, evaluating, and applying nursing research to enhance clinical practice and patient outcomes.
- **Professionalism:** Graduates will exhibit professional behavior, ethical decision-making, and adherence to nursing standards, codes of ethics, and legal regulations.
- **Informatics:** Graduates will utilize health information technology and informatics tools to manage and improve patient care and healthcare systems.
- **Community Engagement:** Graduates will engage in community service and partnerships to address healthcare disparities and promote population health. As well as promote health and wellness by implementing health education and disease prevention strategies within the community.
- **Life-long Learning:** Graduates will recognize the importance of continuous learning and professional development, staying current with evolving healthcare practices and technologies.

RN-BSN Program Evaluation

The RN-BSN Program graduate's success in the program will be measured as outlined below:

1. *Performance on assignments (discussion boards, projects, etc.) and exams:* Students will pass assignments and exams.
2. *Program completion:* Students will complete the RN-BSN program within 2 years of admission.
3. *b Placement/ Career Advancement:* 1. RN-BSN graduates may be compensated for earning their degree or move up the career ladder. If not currently employed during the RN-BSN program, the graduate may be interviewed for a job that requires a BSN. 2. Enroll in graduate degree program and or continuing education. 3. Graduates who meet the criteria upon graduation may apply to demonstrate fundamental skills as a Medical language interpreter and, if eligible, can attain a basic Interpreter certificate in the language of fluency ([Certified Healthcare Interpreter](#) (CHI) or [National Board of Certification for Medical Interpreters](#) (NBCMI)).

Dallas College RN-BSN Program Student Learning Outcomes	RN-BSN Program Outcomes Evaluation
<p>Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning. (DECs, 2021)</p> <p>Member of the Profession</p>	<p>Complete the RN-BSN program within 2 years of admission. 70% of students will successfully complete the program within the specified time frame (evaluated by graduation rates)</p>
<p>Synthesize comprehensive assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients, families, populations, and communities using information from evidence-based practice and published research in collaboration with the above groups and the interdisciplinary health care team. (DEC's, 2021)</p> <p>Provider of Patient Centered Care</p>	<p>85% of students will complete all assignments and be successful on exams/quizzes (evaluated by course evaluation)</p>
<p>Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards. (DECs, 2021)</p> <p>Patient Safety Advocate</p>	<p>Alumni will enroll in graduate programs and/ or continuing education. Career achievements of program graduates, such as leadership positions, further education (i.e. master's or doctoral degrees), and contributions to the nursing profession (evaluated by alumni surveys and/ or other communication)</p>
<p>Coordinate. Collaborate and communicate in a timely manner with patients, families, populations, and communities, and the interdisciplinary health care team to plan, deliver, and evaluate care. (DECs, 2021)</p> <p>Member of the Health Care Team</p>	<p>Employment rates for graduates securing a nursing job after completing the program will be 80% or above, within 1 year of graduation (evaluated by end of program survey, 1-year Alumni survey).</p>
<p>Integrate the teaching learning process to restore individual, family, and global health and/or provide end-of-life care for individuals and their families.(DECs, 2021)</p> <p>Member of the Profession, Patient Safety Advocate</p>	<p>10% of students will successfully earn the Spanish Certified Medical Interpreter Certificate within 1 year of graduation (evaluated by end of program survey, 1-year Alumni survey).</p>

The Five Defining Quality Indicators for this program include:

1. Theories, Models, and Foundational Areas
2. Evidence-Based Practice
3. Populations and Communities
4. Interdisciplinary Practice
5. Leadership and Management



The End of Program Student Learning Outcomes include:

1. Apply concepts and theories as a base for problem solving, decision making and critical reasoning in an evidenced-based nursing environment (Theories, Models, and Foundational Areas).
2. Using the nursing process to synthesize comprehensive assessment data when identifying problems, formulate goals/outcomes, and to develop plans of safe care for diverse individuals, families, populations, and communities; while using information from evidence-based practice, published research and in collaboration with the interdisciplinary healthcare team (Interdisciplinary Practice).
3. The RN-BSN graduate will utilize clinical reasoning, peer-reviewed research, evidenced-based practice and knowledge based on the baccalaureate degree nursing program of study, evidence-based practice outcomes, as the basis for decision-making and comprehensive care of patients, family, populations, and communities (Evidence-Based Practice).
4. Demonstrate responsibility in supervising nursing care delegated to competent individuals by the nurse, who is utilizing best practices of management, leadership, and evaluation, while taking into consideration patient safety and organizational policy (Leadership and Management).
5. Serve as a health care advocate in monitoring, promoting quality and access to health care, and teaching patients, families, populations, and communities (Population and Communities).
6. Demonstrate responsibility for continued competence in nursing practice by participating in appropriate continuing education, expanded insight through reflection, moral reasoning, self-analysis, and self-care.

Information for Prospectus Students

For the 20th straight year, according to a [Gallup survey](#) nurses are the most trusted profession. In 2024, Dallas College offered the RN-BSN Nursing Program. Students admitted to the Dallas College RN-BSN Program will be a part of a well-respected career.

RN-BSN students will:

- Engage in academic coursework online.
- Complete clinical learning experience hours in NURS 3340, and NURS 4465
- Advocate for health promotion with people, environment, and the wellness-illness continuum.
- Engage in research and evidence-based practice.
- Encouraged to actively engage in professional development.
- Collaborate in group projects and presentations

The following is information about locations, course delivery method, practicum learning, and program accreditation:

Locations

The RN-BSN program is online with clinical experiences in Population Focused Community Health, and Leadership/ Management courses.

Course Delivery Method

Nursing courses in the BSN program are delivered online through the Brightspace learning management system.



Clinical Experience

Two courses NURS 3340: Population Focused Community Health and NURS 4465 Leadership and Management have clinical experience hours. Students will work with their faculty and mentor to plan experiences to meet course objectives.

For NURS 3340, the student will collaborate with their faculty to coordinate community service hours while attaining the student objectives.

For NURS 4465 hospital managers and nurse administrators will serve as student mentors and work one-to-one with the student in attaining the student objectives and goals for the course assignments.

The student will decide on a leadership or management topic to explore and then secure its approval from the course faculty and site mentor. It is the **student's responsibility** to find a mentor.

With the support of clinical partners, the RN-BSN curriculum encourages students to seek mentors, at their place of employment for their RN-BSN leadership/ management course. If the student prefers to secure a mentor outside of the workplace an affiliation agreement will be needed (student must work in a facility suitable to achieve course objectives). However, if an RN-BSN student is not currently working, Dallas College has identified community leaders that have indicated they will support these students to work with a mentor in their facility.

If at any point in the clinical experience, the student is out of compliance with the CPR, immunization, or health insurance requirements, the student will be required to stop the clinical experience until the document(s) are submitted demonstrating compliance.

The student is to consult with the mentor about appropriate attire during the clinical experience. The student must always be professional in their attire and behavior.

More specific information will be provided in each course syllabus.

Accreditation

The RN-BSN Program is:

Approved by:

Texas Board of Nursing

1801 Congress Avenue, Suite 10-200, Austin, Texas 78701

Telephone: 512-305-7400; Fax: 512-305-7401; Email: webmaster@bon.texas.gov; Website: <https://www.bon.texas.gov/>

Deemed Conditionally Eligible to Pursue the Candidacy Process by:

Accreditation Commission for Education in Nursing, Inc.

3390 Peachtree Road NE, Suite 1400 | Atlanta, Georgia 30326

Telephone: 404-975-5000; Fax: 404-975-5020; Email: info@acenursing.org; Website: www.acenursing.org

Success Coach (Advisor)

At Dallas College, the [Success Coach \(advisor\)](#), formerly known as advisors, connects with prospectus students. Students interested in applying to the Dallas College RN-BSN program are encouraged to meet with a Success Coach to learn more about the RN-BSN Program and the admission process.

The Dallas College Catalog and Bachelor of Science in Nursing website provide detailed information on prerequisites, minimum requirements to apply, the admission process, and much more. Prospectus students are encouraged to review this information. RN-BSN prospectus students can speak with a Dallas College



Virtual Success Coach using the [virtual success coaching services](#).

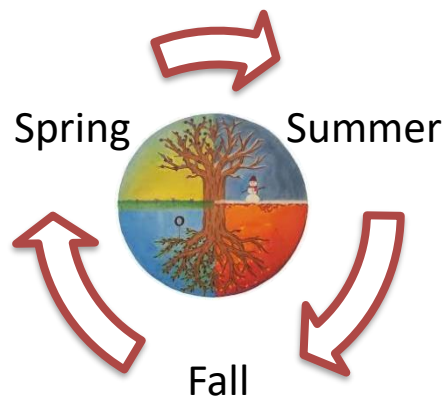
Application Process

Admission Requirements

1. Met the Dallas College admission standards for the RN-BSN degree program.
2. Submit all completed application materials to Allied Health Admissions during the designated filing period.
3. Submit official transcripts from all colleges and universities attended to demonstrate completion of at least 90 credit hours, including a minimum GPA of 2.5.
4. Evidence of a conferred Associate of Science degree in nursing from an accredited program of nursing (National League for Nursing Accrediting Commission [NLNAC] or Accreditation Commission for Education in Nursing [ACEN]).
5. Evidence of completion of the 42-hour Texas Core Curriculum
6. Hold a current unencumbered license as a registered nurse in the United States with proof of unencumbered current Texas license. Documentation must be submitted before coursework starts.
 - a. An applicant waiting to take the NCLEX-RN may be conditionally admitted. Conditionally admitted applicants must pass the NCLEX before starting RN-BSN curriculum course work.
7. View the RN-BSN Program online information session [LINK HERE](#)
8. Review General Dallas College [New Student Orientation video](#) and submit certificate of completion via CastleBranch
9. *Once Accepted into the program:* Submission of complete documentation of a current acceptable background check, urine drug test, physical exam, tuberculosis screening, required immunizations, health insurance, and CPR certification are required to be uploaded to CastleBranch.
 - a. Submitted acceptable urine drug test and criminal background check to CastleBranch.
10. Submit a professional reference from Nursing Supervisor/ Manager. Email to RNtoBSNProgram@DallasCollege.edu.

Admission Cycles

Applications are accepted year-round spring, summer, and fall.



Program Components/Degree Plan Options

Overview of Curriculum

The RN-BSN program will be delivered online. The Dallas College RN-BSN program is designed to prepare ADN prepared registered nurses who already hold an unencumbered RN license with additional skills in theory, research, population health, leadership, and management. The RN-BSN Program will expose students to areas of study, ensuring a broad and intellectually stimulating experience.

The curriculum for the RN-BSN program includes general education, electives, and nursing courses:

Prerequisite Courses	SCH
ENGL 1301/ 1302 Composition I & II	6
MATH 1314 College Algebra or MATH 1342 Elementary Statistical Methods	3
BIOL 2401/ BIOL 2402 Anatomy and Physiology I & II (lab required)	8
BIOL 2420 Microbiology for Non-Sciences Majors (lab required)	4
Elective from Language, Philosophy, & Culture	3
Elective from Creative Arts	3
HIST 1301/ 1302 United States History I & II	6
GOVT 2305/ 2306 Federal Government/ Texas Government	6
PSYC 2301 General Psychology or PSYC 2314 Lifespan Growth & Development	3
Component Area Option A or B	4
RNSG 1301 Pharmacology	3
RNSG 1311 Nursing Pathophysiology	3
Elective from any two-credit hour course	2
Elective from any three-credit hour course (Recommend SPAN 1300)	3
ADN Courses	

Upper Division Nursing Courses

NURS 3301	Health Assessment for the RN	3 SCH
NURS 3315	Transition to BSN	3 SCH
NURS 3324	Nursing Research	3 SCH
NURS 3340	Population-focused Community Health I/Clinical	3 SCH
NURS 3354	Legal and Ethical Issues in Health Care I	3 SCH
NURS 4314	Theoretical Principles of Nursing	3 SCH
NURS 4323	Healthcare Organization and Informatics	3 SCH
NURS 4358	Public and Global Health Policy	3 SCH
NURS 4235	Health Care Quality	2 SCH
NURS 4465	Leadership and Management/Clinical*	4 SCH

The curriculum is set to build upon the knowledge and skills obtained during the ADN nursing education and clinical experience. In addition, the curriculum is set to increase the RN's comprehension of nursing theory, research methods, and advanced critical thinking and strengthen their professional practice.

It is important to understand that if a student receives a failing grade in this program, the student can retake the failed course the next time the course is offered. Upon successful completion of the failed course, the passing grade will be added. Students can receive [academic support](#) through [tutoring services](#), [academic counseling](#), or [recommended group studies](#). The student also has [success coaches \(advisors\)](#) as support. The Dallas College Catalog outlines the [Scholastic Performance and academic Performance Standings](#), whereas the RN-BSN Program follows.

The Dallas College Catalog contains the official course descriptions for the college and RN-BSN program. The Course Catalog is available at:

<https://www1.dcccd.edu/catalog/coursedescriptions/index.cfm>

Program Admission

The RN-BSN program uses a regular decision policy that requires you to submit your application by a certain deadline. The deadlines is posted in the admission packet. All admitted students are required to complete a criminal background check and urine drug screen prior starting any clinical experiences. For additional information refer to the application packet.

All applicants accepting admission must attend the New Student Online Orientation and view the RN-BSN Program Information Session (be sure to complete the questionnaire at the end to receive credit for reviewing the sessions).

The RN-BSN Program recognizes three categories of admission: Full Admission, Conditional Admission, and Deferred Admission.

Full Admission

Full Admission status indicates that the candidate has fulfilled all program entry requirements.

Conditional Admission

Conditional admission for a student that meets all admissions required except the RN license but is scheduled to take the NCLEX exam. Passing the exam, providing evidence of the unencumbered RN license is required before full admission can be granted and BSN upper division coursework is started. A student may have conditional status if they're awaiting a Prior Learning Assessment "PLA" to post to their transcript.

Deferred Admission

Deferred admission may be granted if more than twenty students meet the minimum requirements for full admission for a given start. Those students will be placed on a waitlist and considered if a spot becomes available. If a spot is unavailable, the student's admission would be deferred to the next available start date. Students may also voluntarily defer their admission to a future start date, provided their admissions documents remain current.

Revoked Admission

An offer of admission may be revoked for reasons that include, but are not limited to:

- 1) failure to respond to an admission offer
- 2) failure to satisfy criminal background check and/or urine drug screening requirements;
- 3) failure to maintain minimum requirements to including GPA/grade requirements and the ability to meet the standards for admission and Graduation;
- 4) falsification and misrepresentation of admissions related requirements; or
- 5) ineligible for admittance to Dallas College.

Questions regarding the admissions process and admission decisions should be directed to the Allied Health Admissions Office. This office can provide information to the applicants regarding the admission decision and when possible, areas to strengthen if the student desires to reapply to the program. Please note qualified applications may not be offered admission due to space limitations within the program. Admission is first come, first served.

Transfer Student Admission

Students must follow Dallas College transfer requirements. <https://www.dallascollege.edu/admissions/transfer-to/pages/default.aspx>

Unfortunately, students will not be able to transfer any "NURS"/ upper-level coursework to satisfy upper-level course requirements of the degree program. As per Dallas College standards "To earn any degree or certificate, a student must complete at least 25% of the credit hours required for graduation through instruction by Dallas College which does not include credit-by-exam courses."

Academic Support & Career Success Services

Academic Support Students can take advantage of Learning Commons, Laptop/ Hotspot Loans, personalized tutoring and Microsoft office. Learning support is available to you in person or online.

Career Services offers guidance resources and support to help Dallas College students and alumni

through the career development processes.

Counseling and Psychological Services If a student is feeling overwhelmed or anxious, a campus counselor can help you find solutions to personal or academic problems.

D2L Brightspace is the course management system used at Dallas College. The syllabi, course content, assignments, and gradebooks can find here.

eCampus is used to manage Dallas College student related processes such as admissions, registration, financial aid notifications, reporting official grades and transcripts.

Library Resources Videos Here, you will find guidance on citation format, effective research practices, and getting the most out of the Library's research databases.

Navigate will help you quickly make appointments, find your academic requirements, connect you with college resources and help you stay on top of important dates and deadlines

New Student Orientation is completed after finishing the enrollment steps. Students can complete the online orientation in less than one hour.

Specialized Services is a resource that serve veterans, minority men and women, students with disabilities or anyone with special requirements.

Student Well and Support Some of the ways Dallas College can support students to succeed inside and outside the classroom include, food pantries, free public transit passes, clothing closet, device loans, child care, and fitness centers

Technology Support Get an answer to a general question, or eCampus. The Dallas College technical support staff will be glad to assist.

Writing Center Allows students to work on writing skills.

Degree Requirements

Success Coach (Advisor)

An academic [Success Coach \(advisor\)](#) formerly known as advisors, connects with students after they enroll, offering support and guidance from registration through graduation or transfer. Students are expected to confer with their Success Coach (advisor) prior to registering for classes each semester.

Degree Plan

Students have the option to attend full time or part time. Students prepare for the program by building upon their college experience for a registered nurse (RN) career.

Textbooks

Tuition now includes textbook costs. These and other fees are subject to change. At the start of each semester the syllabus will reflect the textbook(s) required.

Degree Plan Interruptions

Students may on occasion have a planned or unplanned interruption in their academic plan, i.e. leave of absence or academic probation. Those students may need to submit supporting documentation before resuming coursework to Dallas College.

If a student isn't taking a course during a semester, they are identified as "stopped out." Student records will be maintained for up to two years for a student needing to "stop out." After the two-year mark, the student will need to reapply to the RN-BSN Program. Refer to the "Stop out Policy"

It is the students responsibility to understand Dallas College [Scholastic Performance and Academic Standings](#) and [Dallas College Third Attempt](#) to enroll in course processes.

All Requirements Must Be Completed To Begin The Program

Timeline of Requirements (Specific requirements for each category listed below)

Beginning of program

1. Establish clinical compliance account in CastleBranch-
2. Upload*
 1. MMR
 2. Varicella
 3. TDap
 4. Influenza
 5. Hep B
 6. TB Testing
 7. CPR
 8. Personal Health Insurance



*Please note the COVID-19 vaccine may be required at a clinical experience organization. [External Learning Experience Requirements for Vaccination](#)

Ongoing

- Any expired documents are required to be updated

REQUIREMENTS INCLUDE:

-Texas Registered Nurse (RN) License

-CPR Requirement (Only the Following Provider Will Be Accepted)

American Heart Association – Annual Basic Life Support for Health Care Providers CPR certification. CPR certification from the American Heart Association (AHA), Advanced Cardiac Life Support (ACLS), Red Cross or Military approved mechanism is the only approved CPR course and must be face to face or hybrid training. Completely online courses are not accepted. Some clinical experience sites may only accept AHA CPR cards.

1. All students must be certified in BLS – Basic Life Support CPR certification or Advanced Cardiac Life Support from CPR certification from the American Heart Association (AHA), Red Cross, or Military-approved mechanism is the only approved CPR course and must be face-to-face or hybrid training. A photocopy of the front and back of the card must be submitted to CastleBranch. The CPR certification must not expire prior to the anticipated program start date and must not expire during a semester when enrolled in the program. CPR classes are available at each Dallas College campus, the American Heart Association, various hospitals, independent instructors, etc.

-Required Drug Screening

All students enrolled in health sciences programs are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a Criminal Background Check and Drug Screen before starting their clinical experience. Students are responsible for all charges incurred (approximately \$86.00) for these screenings.

-Immunizations & Physical Exam

Students are required to have mandatory [immunizations and a physical exam](#) completed. The School of Health Sciences utilizes CastleBranch, a medical record management company, to verify these requirements. Students must submit this documentation directly to CastleBranch who will verify the completeness of the immunization requirements and physical exam documentation. Failure to submit this documentation and complete these requirements by the first clinical learning experience will result in a revoked admission. [Dallas College offers immunizations.](#)

Computer and Mobile Device Requirements



For online courses, you will need a device with internet access. A web browser will be used to access learning materials and activities.

Suitable devices are:

- A Windows desktop computer or laptop running Windows 10 or later operating system.
- A Macintosh desktop computer or laptop running OS X 10.8 or later operating system.

A Chromebook, tablet, smartphone or Linux computer may not be suitable for some activities. If you intend to use one of these devices please ensure you have access to a suitable desktop or laptop device that uses the Windows or OS X operating system in case you are unable to carry out all activities on your device.

To be able to talk and listen in an online discussion we recommend both a microphone and speakers/headphones. Please note that devices with small screens may make it difficult to view the material in your classes and carry out some activities.

Student Organizations

Dallas College represents a diverse student population with a diverse interest across all campuses. RN-BSN students may also be eligible to participate in these activities. Check out the [list of Student Organizations at Dallas College](#).

Nursing Related Student Organizations

Dallas College has a Nurses Student Association. <https://www.nsna.org/>

External Professional Organizations

Here are a few examples of the many Nurse Organizations.

You have the opportunity to make a difference by joining a National, State, and/or International Nurse Organizations.

[American Nurses Association](#)

[Academy of Medical Surgical Nurses](#)

[Texas Nurses Association](#)

[National League for Nursing](#)

[International Council of Nurses](#)

[American Association of Critical Care Nurses](#)

[Emergency Nurses Association](#)

[Indian Nurses Association](#)

[National Black Nurses Association](#)

[Philippine Nurses Association](#)

[National Association of Hispanic Nurses](#)

[Association of Women's Health, Obstetric, and Neonatal Nurses](#)

[National Association of School Nurses](#)

To see the whole list of Nurse Organization available, visit the [Nurse.Org](#) website.

Academic Performance

Evaluation

The following grading scale is used in the RN-BSN program:

Percentages	Letter Grade
92-100%	A
84-91%	B
78-83%	C
65-77%	D
0-64%	F

There are no options for extra credit in any course.

Academic Performance

Students are responsible for their own academic performance, including successful completion of nursing course requirements (no lower than a C) and nursing clinical requirements. The faculty believes that students "earn" their academic grade rather than faculty "giving" grades to students. All policies as stated in the Student Handbook are binding, and students are encouraged to review these regulations regularly.

Failing Grade or Withdrawn

Students who fail or withdraw a course can repeat the course the next available time the course is offered, based on availability.

Incomplete as Course Grade

Students cannot move to the next course if an "incomplete" is the recorded course grade on a "NURS" course. If the student is in a clinical learning experience course, the student must complete the clinical components of the course to be eligible for an incomplete course grade.

Applying for Graduation

Students should apply for graduation once they have registered for the final courses needed to complete the degree or certificate. It is a good idea to meet with a Success Coach (Advisor) to ensure that the right classes are taken in your final semester. It is also possible that you may be eligible for more than one award if you work with your advisor to pick the right COMP in your last semester. The application may be submitted until the last day of the term when you will complete your requirements. Graduation applications received after the end of the term will be awarded the following term if eligible.

Departmental Policies: Policies

Immunization Requirements

Creation Date: 06/07/22

Revision Date: 4/11/2023

Policy Description: The immunization requirements on this form are **REQUIRED** of all individuals applying to the School of Health Sciences program.

All Vaccine/Immunization records must include full dates i.e., month/day/year & health care providers' signatures. Health care provider initials may be considered sufficient if the document is on a health care provider's letterhead including the name & address of the practice.

Immunization records should include date administered, vaccine administered, injection site, specific dose, route, vaccine manufacturer, lot number, and expiration along with provider and student information. Lab reports required on all titers. Based on clinical placement requirements, a titer may be required after an initial equivocal or negative result and repeat series of vaccinations.

Policy:

1. MMR

- a. Documentation of 2 vaccines **or** positive Immunoglobulin G (IgG) antibody titers to Measles (Rubeola), Mumps and Rubella.
- b. If titer is negative or equivocal, series must be repeated.

2. Varicella

- a. Documentation of 2 vaccines **or** positive Immunoglobulin G (IgG) antibody titers to Varicella
- b. If titer is negative or equivocal, series must be repeated.

3. TDap

- a. Documentation of vaccine within the past 10 years

4. Influenza Vaccine (Seasonal Flu)

- a. Documentation of current seasonal flu vaccine by October 1st

5. Hep B (Students involved in Direct Patient Care)

- a. Hepatitis B series (2 or 3 dose) (Hepatitis A/B combo series accepted) **AND**
- b. Positive Hepatitis B Surface Antibody titer. If Hep B vaccine documentation cannot be found, a positive titer will be sufficient.
- c. If titer is negative or equivocal, series must be repeated and a 2nd titer is drawn; upload results of both titers and vaccination proof.
- d. The Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunizations Practices (APIC) recommend that a titer is drawn 1-2 months after the series is complete. However, you must follow the guidelines from your healthcare provider.

6. TB Testing

- a. TB skin test, QuantiFeron Gold (blood test) or T-Spot is accepted.
- b. If screen results are positive (+), those results and documentation of a chest x-ray is required and must be negative for active disease.
- c. TB screening must be within 12 months of program application and must be updated every year

7. COVID-19

- a. While the College does not require its students, staff, or faculty to be vaccinated for COVID-19, students within the School of Health Sciences ("SOHS") will be required to participate in external learning experiences ("ELE") in the form of clinicals, practicums, or internships at health care facilities that may have different vaccination requirements.
 - b. While at the clinical site, students are subject to and must abide by the policies and procedures of the clinical site.
 - c. As such, student requests for an exemption as an accommodation (medical or religion), from a COVID-19 vaccine requirement imposed by a healthcare facility must be made with the individual health care facilities where the ELE takes place and not with Dallas College.
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Drug Screening

Creation Date: 06/07/22

Revision Date: 4/11/2023

Policy Description: All students will be tested for illegal drugs prior to admission to the RN-BSN Program. The student with a positive drug screen is required to withdraw from the clinical course and all concurrent health and nursing courses. Positive results may also affect re-admission to the program. Discharge from the program requires reapplication (including re-testing), and acceptance is not guaranteed. Proof of the current negative drug screen with satisfactory documentation must be provided to the college along with successful drug counseling and treatment documentation, all at the student's expense. If accepted back into the program, the student will be subjected to unannounced random drug screening at the student's expense.

- **Positive Drug Screen:** A positive drug screen means a medically acceptable drug test approved by Dallas College, the results of which indicate the use of illegal drugs.
- **Illegal Drugs:** Illegal drugs include those drugs made illegal to possess, consume, or sell by the State of Texas and federal statutes. An illegal drug also includes those drugs taken by an individual which exceed the prescribed limits of a lawful prescription or the taking of a prescription drug without a valid prescription.

Policy:

1. Drug screening is conducted on all nursing student applicants accepted into the program. A confirmed POSITIVE result will be reported to the RN-BSN Academic Chair. The student will not be eligible for re-admission to the program for at least twelve months.
 - a. The results of the admission drug screen are accepted for the duration of the student's uninterrupted enrollment in the program unless allegations are made to support reasonable cause that the student is not free of illegal drug use; with reasonable cause the student may be required to submit to further screening at his/her own expense.
 - b. Dallas College RN-BSN Program is responsible for designating and approving the drug screen procedures and laboratory. The student must complete drug screening within the scheduled time. All drug screens will result in an additional expense to the student. Any student who refuses drug screening will not be allowed to begin or continue in the nursing program.
 2. The student must complete a release directing the company/agency conducting the drug screen test to send the results directly to the program director.
 3. The result reported by the company/agency conducting the drug screen is final unless the student with a positive drug screen, within 10 days of learning of the positive screen, requests review of the results from the company/agency who originally administered the drug screen. Once the company/agency reports their results, these results are final and cannot be appealed.
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Use of Mind-Altering Substances

Creation Date: 06/07/22

Revision Date: 4/11/2023

Policy Description: The RN-BSN program prepares individuals as professional nurses held to rigorous standards of personal and professional conduct by the Nursing Practice Act and the Board of Nursing. Therefore, the nursing program has a broader range of concerns regarding the use of mind-altering substances. Affiliating clinical learning experience agencies have strict policies regarding substance use and abuse. When students are assigned to an organization for clinical learning experiences, students must also comply with the agency's requirements.

A mind-altering substance is a medication or beverage that affects one's ability to think clearly, make rational judgments, solve problems, and to demonstrate safe behavior.

Possession, use, or distribution of illicit drugs or alcohol while in class or on campus is prohibited.

Policy:

The student must:

1. Notify the faculty of a medical condition that may mimic signs of confusion, disorientation, or other impaired mental functioning. For example, hypoglycemia that occurs with diabetes will cause these signs.
2. Report to the faculty if taking a mind-altering prescription or non-prescription. Medications that may impair thinking and reasoning include antihistamines or narcotic analgesics, among others.
3. DC (Dallas College) may require urine and sometimes a blood test of the student at student expense if substance abuse is suspected.
4. The student will be dismissed immediately and not allowed to return until test results are available. If a student tests positive for illegal drugs or alcohol, the student is subject to immediate disciplinary dismissal from the nursing program.
5. Options include mandatory counseling, course failure, probation, or dismissal from the program. If positive for illegal drugs or alcohol, the nursing faculty is bound by professional ethics and licensure laws to report the student to the Board of Nursing and DC Disability Services Office.

Consequences:

If a student is suspected of using a mind-altering drug (legal or illegal) or alcohol while on campus, the student is also subject to the college policies. If the faculty, agency staff nurses, clients, or other students suspect that a student is under the influence of a mind-altering drug (legal or illegal) or alcohol while in a clinical agency, the student is subject to the policies of that agency as well as the college. (Refer to the DC Catalog and/or DCCCD (Dallas County Community College District) catalog for the Rules on Campus Conduct.)

Illness, Accidents, or Injury Reporting

Creation Date: 06/07/22

Revision Date: 4/11/2023

Policy Description: Students must use good judgment when illness occurs. To protect patients, staff, and peers, students with fever and/or symptoms of infectious disease must not report to the clinical learning experience setting. If in doubt, the student should consult with their faculty/ mentor before the clinical learning experience day begins.

When a student experiences a serious illness, injury, or a pregnancy which may hinder his/her ability to perform in the clinical learning experience setting, the nursing program reserves the right to require a physician's statement authorizing that the student can safely continue to give patient care to required competency levels. Each case will be considered individually. Specific release guidelines may be required in the physician's statement for situations involving back injury, surgery, communicable diseases, etc. Students must notify their faculty immediately.

Policy:

All clinical facilities by contractual agreement must provide access to acute emergency care in the event of accident or injury to a student.

1. A student who is injured and requires medical attention in the clinical setting should immediately notify his/her faculty and mentor.
2. Verbal notification to the organization. Next steps will depend on the incident.
3. A written summary of the injury/accident and care rendered will be submitted by the faculty/student using the RN-BSN Program Incident/ Occurrence Report.

A student is responsible for all expenses charged by the clinical facility in rendering medical care. The college and the clinical learning experience facility are not responsible for any expense claims resulting from a student's action in the clinical learning experience setting. Students are required to have proof of personal health insurance available.

See also Infectious Disease Exposure Policy

Infectious Disease Exposure, Evaluation and Follow-up

Creation Date: 06/07/22

Revision Date: 4/11/2023

Policy Description: Due to the invasive nature of nursing, students may need to be evaluated and/or blood and body fluids checked after certain illness or injury, especially if an incident has occurred in which the student may have been exposed to an infectious disease. The release of the test results may also be necessary in incident reporting.

All students and faculty will appropriately report incidents and injuries, be treated and obtain follow-up care as necessary according to Dallas College Infectious Disease Exposure Control Plan.

Policy:

The student must:

1. Notify the faculty/ mentor of the incident immediately. If faculty is not available on site, contact the faculty via phone or email in a timely manner.
2. The faculty will report the incident to the facility & RN-BSN Academic Chair and follow the organization policy and procedures on exposure to infectious diseases.
3. Receive emergency treatment and follow-up screening at the student's expense and by his/her personal physician or health care provider. If the student does not have insurance, he/she will be referred to an appropriate facility for care.
4. The student may be required to submit to mandatory testing to determine his/her communicable disease status; any such testing will protect the student's confidentiality to the extent possible; the test results and identifying information will be destroyed after the person exposed has been notified of the test results.
5. With the faculty and/or the RN-BSN Academic Chair, complete both the agency and Dallas College Incident/ Occurrence Report.
6. Contact personal health care provider for any additional evaluation, testing, counseling, treatment, and follow-up for exposure incident.
7. Submit copies of occurrence forms and outcome of treatment to the RN-BSN Academic Chair at Dallas College in a timely manner.

The faculty will:

1. Direct student to emergency care in accordance with agency policies and procedures.
2. Notify agency and RN-BSN Academic Chair of occurrence.
3. Assist in completing both agency and Dallas College occurrence forms.
4. Review with student the college's procedures for post-exposure evaluation and testing, i.e., the student will follow up with a private healthcare provider at the student's own expense.
5. Obtain and maintain any and all documents relating to health care services offered and/or received.

Cardiopulmonary Resuscitation (CPR) Certification

Creation Date: 06/07/22

Revision Date: 4/11/2023

Policy Description: CPR certification from the American Heart Association (AHA), Red Cross or Military approved mechanism is the only approved CPR course and must be face to face or hybrid training. Completely online courses are not accepted.

A current Basic Life Support or Advanced Cardiac Life Support (BLS or ACLS for Healthcare Providers, CPR & AED) is required prior to beginning the RN-BSN program and must be renewed bi-yearly prior to any clinical learning experience.

When documentation of CPR certification is not current, the student is NOT permitted in clinical learning experience areas, resulting in failure to meet course objectives. This will necessitate an immediate withdrawal from the course and constitute a clinical learning experience failure.

Policy:

Bi-annual recertification is required.

1. CPR certification and recertification are completed at the student's expense and at a time scheduled by the student.
 2. Documentation must be current and filed in the online tracking database
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Stop Out Policy

Creation Date: 05/31/23

Revision Date: 5/31/2023

Policy Description: If a student needs to defer school for personal or professional reasons and isn't taking a course during a semester, they are identified as "stopped out." Student records will be maintained for up to two years for a student needing to "stop out." After the two-year mark, the student will need to reapply to the RN-BSN Program.

Policy:

The student must:

1. Contact their student success coach (advisor) each semester that they are "stopped out."
 2. Review RN-BSN policies
 3. Submit a formal request to stop the program
 4. Speak with financial aid
 5. Coordinate with the student success coach (advisor) a return plan.
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Grade Dispute and Grievance Process Policies

Grade Dispute

Creation Date: 06/07/22

Revision Date: 4/11/2023

Policy Description: This policy outlines the process for a student to follow when there is a grade dispute.

Policy:

1. Make an appointment immediately with your faculty to discuss your performance and the grade you received.
2. If the student is not satisfied with the faculty's response, they must submit their concern/ dispute formally in writing to the RN- BSN Academic Chair using the Concern/ Grade Dispute Form. The written statement must include the nature of the concern/ dispute giving specific details and the outcome sought by the student.
3. If you are still dissatisfied, you may request an appointment with the School of Nursing Dean.
4. Lastly, if you still dissatisfied, the student may reach out to the Vice Provost for an appointment.
5. The Academic Complaints and Grievances process for Dallas College can be utilized.

Grade Dispute Process (In Order):

1. Course Faculty
2. RN-BSN Academic Chair
3. School of Nursing Dean
4. Vice Provost

<https://www.dallascollege.edu/contact/pages/complaint.aspx>

Grievance

Creation Date: 06/07/22

Revision Date: 4/11/2023

Policy Description: Student success is very important in the RN-BSN program. Faculty's try very hard to be fair and impartial in dealing with each student. However, sometimes a student may feel that they have not been accurately heard. In this situation the Grievance Process exists.

If a student feels they have been treated unfairly in academic matters, the dispute process is available. This process expires one semester after the date of the problem.

Policy: If a student has a complaint or feels unfairly treated, the chain of command is to be followed:

1. The first contact with the faculty involved must be made immediately but no later than 5 days after the problem or incident occurred. The faculty will communicate their decision within 7 days of appointment.
 2. If there is no resolution, the student must contact the RN-BSN Academic Chair for an appointment within 5 days and discuss the problem. The RN-BSN Academic Chair will communicate their decision within 7 days of appointment.
 3. If it is not resolved at this level, a dispute must be presented in writing to the Dean of Nursing at DC within 5 days and discuss the problem (student must use the Concern/ Grade Dispute Form). The Dean of Nursing will communicate their decision within 7 days of appointment.
 4. If this does not resolve the problem, the student must dispute in writing to the Dallas College Health Sciences Vice-Provost, whose decision is final.
 5. If you have concerns or complaints about programs and services at Dallas College, please use the contact information and forms below. Under federal law, Dallas College must publish this information for use by students and other people who want to share a concern or complaint [Dallas College Grievance Process](#)
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Forms *(Open in Microsoft edge or copy and paste the link)*

[Incident/ Occurrence Report](#)

[External Learning Experience Requirements for Vaccination](#)

[Immunization Requirements](#)

[Concern/ Grade Dispute](#)

[Formal Stop Out Document](#)

DISCLAIMER

This RN-BSN Program handbook is for general information only. It is not intended to, nor does it contain all mandates that relate to RN-BSN students. The information contained in this handbook does not comprise a contract, expressed or implied, between any applicant, student or faculty member and Dallas College. If applicable, any changes will become effective whenever the proper administration determines such changes, and the changes will apply to both forthcoming students and those students already enrolled.

Student Handbook Acknowledgement Form

Please complete this form and upload to CastleBranch.

Name (print)_____

I hereby acknowledge that I understand that it is my responsibility to read the RN-BSN Handbook and familiarize myself with the policies contained therein. I agree to comply with all of the policies and procedures applicable to me as a student.

Signature_____

Date_____