



Rio Grande Valley College

STUDENT HANDBOOK

(In Conjunction with School Catalog)

Main Campus – Pharr, Texas

Effective: August 13, 2026

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Vision, Mission, Core Values, Purpose and Objective

Our Vision: Rio Grande Valley College will be the premier educational institute throughout the Rio Grande Valley and San Antonio, Texas.

Our Mission: Rio Grande Valley College is committed to the personal, intellectual and professional growth of its students, faculty and staff. As the premier college, our goal is to inspire and empower a diverse population with a lifelong passion for learning, the knowledge to succeed and serve the community.

Our core values: Humility, Courage, Faith.

Rio Grande Valley College is an institution dedicated to providing quality student service, optimal clinical training, and implementing a curriculum that will give the education needed to successfully complete a program and be successful in the medical community.

Rio Grande Valley College enhances the learning experience and provides students with the foundation and guidance needed to move forward in the right direction toward achieving their educational and career goals.

Rio Grande Valley College is an institution that provides a successful environment for its employees and its students. By maintaining strong growth as a provider of high quality professional medical education programs and services to our students, we strive to consistently be perceived as a professional, trustworthy, and a leader in vocational nursing career education. Rio Grande Valley College will offer the innovative vocational education clients need to reach their desired vocational nursing career and personal goals.

Rio Grande Valley College realizes that the Rio Grande Valley and San Antonio, Texas, although predominately Hispanic, is, however, diverse and will not discriminate against other races, creeds, sexual orientation, disability or gender. All who attend are encouraged to strive for a higher education to achieve their optimal potential as a person. Instructional methods are created to enhance each student's thinking abilities. All programs will try to implement active student participation, group discussions, homework, laboratory work, simulations, demonstrations, interview training strategies, guest speakers, and lectures. The instructors will emphasize work ethics, accountability, professionalism, and self-development.

Rio Grande Valley College is supportive of its students and promotes positive self-esteem, self-image and provides services to students in guiding them to be successful academically, vocationally and personally.

Each student will be individually advised, tutored, if needed, and assisted in contacting social services.

To provide the highest quality education, Rio Grande Valley College employs experienced faculty and staff who are passionate, dedicated, and committed to working collaboratively to support students in achieving their educational and career goals.

Rio Grande Valley College does not only assist students in reaching their educational goals but prepares them for other aspects of life. Faculty and staff will prepare them to successfully participate in society by equipping them with the knowledge necessary to succeed in a competitive job market, and by encouraging them to become involved in professional organizations that will promote their learning and professional skills.

Advisory sessions, classes and workshops will be provided to teach and guide them through the process of securing and maintaining employment.

Philosophy

Rio Grande Valley College Nursing faculty believes that the profession of nursing should be able to respond to the health care needs of individuals in an ever- changing environment. The nurse

then expands knowledge, skills and critical thinking through the study of disease, health promotion, and health prevention for individuals in the health care environment.

The faculty believes the educational process involves a shared responsibility between students and faculty. The development of clinical skills, communication, critical thinking and the understanding of diversity are essential acquisitions from a nursing education. The student must be able to care for the individual holistically understanding the social, cultural, racial and ethnic needs of the individual.

The faculty believes collaboration with members of the healthcare team is an integral part of care for individuals. The vocational nurse graduate should be able to communicate the needs of individual clients/patients with members of other disciplines on the health care team so that a plan of care can be developed and delivered providing quality care. During this care, the graduate will be cognizant of the legal, ethical and professional standards necessary in providing individuals with competent quality care.

The faculty believes the graduate will provide continuous teaching opportunities to individuals as an integral part of their plan of care. Learning needs assessment is always essential in the delivery of care. The graduate will also accept the responsibility for his/her own continuous learning to provide for growth and continued competence. The graduate will be able to demonstrate entry level competencies in the roles of Provider of Care, Coordinator of Care and as a Member of the Profession.

Rio Grande Valley College faculty is committed to meet the needs of the healthcare community by graduating dedicated vocational nurses who engage in a safe, quality nursing practice.

Admission Requirements

The Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at RGV College as a regular student.

Any individual wanting to enroll at RGV College must meet the following criteria:

- 1) Be at least 18 years of age. Age will be verified with individual's ID, if no ID is available then a Birth Certificate will be required;
- 2) Have a High School Diploma or High School Transcript showing a graduation date; or
- 3) Possess a recognized equivalent of a High School Diploma such as a home- schooled certificate by the state where the student resided during their home schooling or a General Education Diploma (GED). Texas law exempts home school students from compulsory age requirements; or
- 4) Individuals who completed High School outside the United States are responsible for providing the school with an English translation of the High School transcript and certification that is equivalent to a High School Diploma.
- 5) Students must complete the required admissions documents, sign the Enrollment Agreement and submit the necessary fees.
- 6) If the student answers "YES" to any question on the questionnaire, the student maybe required to complete a petition for Declaratory Order to become State Board Eligibility once more in an attempt to identify students with prior backgrounds that may delay the state application for licensure for vocational nursing. Applicants who fail to disclose known criminal history may cause future ineligibility to the Vocational Nursing Program. Students are encouraged to visit the BON website <https://www.bon.texas.gov/formsdeclaratoryorder.asp> for any questions related to the CBC process.

Rio Grande Valley College refers to all programs as Allied-Health Programs with the exception of the Vocational Nursing and Nursing - Associate of Applied Science Programs.

Vocational Nursing program will be considered for acceptance into the program on the basis of the following:

- Pre-entrance test score of 54.0% for the ATI Test of Essential Academic Skills (Scores below 54.0% will be evaluated on a case-by-case basis) to be paid by prospective student,

- Essay,
- An Interview.

Additional requirements

Students in the Vocational Nursing Program will be required to undergo criminal background checks which include fingerprinting. This process must be completed in order to be eligible for placement into an externship site, clinical or fieldwork rotation or take a professional licensing, certification, or registration exams. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice. Students who have prior felony convictions or serious misdemeanors may not be able to complete the clinical or fieldwork portion of the program, which is a requirement for graduation from the program.

Additionally, students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.

Criminal Background Check Requirement

A criminal background check (CBC) is a requirement for admission into the Rio Grande Valley College Vocational Nursing Program. The process of verifying a prospective student's criminal background shall be initiated by the Vocational Nursing Administrative Department. The student will be required to complete the State Board Eligibility questionnaire in an attempt to identify students with prior backgrounds that may delay the state application for licensure for vocational nursing. Applicants who fail to disclose known criminal history, may cause future ineligibility to Vocational Nursing Program. The student may be conditionally accepted into the Vocational Nursing Program at Rio Grande Valley College, pending the review of criminal background check results.

*Students shall have a clear criminal background check to participate in placement at clinical facilities. Clinical affiliations have the right to establish criteria that would exclude a student from placement at their facility.

- 1) Upon a conditional admission into the VN Program at Rio Grande Valley College, the students information is submitted to the Board of Nursing via a roster.
- 2) The student is responsible for providing a copy to the Complio software of either their blue card or outcome eligibility letter that is received from the BON by the deadline provided by VN Complio Coordinator. In the event the student does not provide a copy of either a blue card or outcome eligibility letter from the Texas Board of Nursing during the allotted time frame, the student may be terminated from the Vocational Nursing program. A student's failure to initiate the fingerprinting process will hinder clinical site clearance and will lead to termination from the program. Student may be eligible to re-apply once TBON process has been completed.
- 3) If the student's record is not clear and the affiliation denies access to their clinical facilities(s), then the prospective student will be terminated from the VN Program. Rio Grande Valley College will not relocate or provide alternative sites for clinical rotations for student's ineligible to attend clinical rotations at specified sites.
- 4) The student has the right to appeal. The appeal would allow students to obtain documentation that would demonstrate that their record is clear and no pending violations. Students shall notify the Vocational Nursing Department within 72 hours of termination from the VN Program of their intent to appeal. In the event that a student feels that an error has been made in the reporting of the criminal background check, it is the student's responsibility to contact the external vendor for verification of the background check at the student's own expense. Appeals shall be submitted to the Director of Nursing with all supporting documentation in a timely manner for consideration. Students may be considered for admissions in a future class.
- 5) If a student commits a crime or is arrested while enrolled in the VN Program, they must immediately notify the Director of Nurses; this may lead to termination from the program, with eligibility for re-admission subject to further review. The initial background check satisfies program requirements during continuous matriculation; however, if a student is removed from the program, their name may be submitted to the BON, and a new background check may be required at the student's expense.

Complio and Immunization Policy and Requirements

All students enrolled in programs that include clinical, laboratory, or externship experiences are required to maintain current immunizations, health documentation, screenings, and certifications as required by Rio Grande Valley College (RGV College), its clinical affiliates, and applicable state regulations, including Texas Administrative Code, Title 25, Part I, Chapter 97, Subchapter B.

Students must upload and maintain all required documentation in the College's designated compliance tracking system (Complio) within thirty (30) days of the first day of class, unless otherwise specified. Ongoing compliance, including monitoring expiration dates and completing renewals, is the sole responsibility of the student. Failure to meet initial or ongoing compliance requirements will result in the student being prohibited from attending class, laboratory, or clinical experiences until compliance is verified. Continued noncompliance may result in disciplinary action, up to and including dismissal from the program.

Clinical affiliates may impose requirements that exceed state minimum standards. Students must comply with all additional affiliate-specific requirements as a condition of clinical placement and continued enrollment inclusive of COVID Vaccination or booster. The College may require early renewal of immunizations, screenings, or certifications in order to meet clinical clearance deadlines. Failure to meet updated deadlines may delay or interrupt clinical placement and may affect program progression.

Participation in ImmTrac, the Texas Immunization Registry, is mandatory for applicable programs. Students must complete required consent and enrollment documentation, and ImmTrac may serve as the primary source of immunization verification.

Students are responsible for regularly monitoring their Complio account and official school email for notifications regarding compliance requirements. Questions regarding documentation, deadlines, or clinical clearance should be directed to the appropriate program representative in a timely manner to avoid delays.

Program Outcomes

To Provide a Curriculum that:

1. Enables graduates to apply for presentation of NCLEX examination and obtain vocational nursing licensure.
2. Enables graduates to apply for entry-level vocational nursing positions.
3. Prepares graduates to assist in the determination of predictable healthcare needs of clients within health care settings.
4. Encourages lifelong learning and provides a foundation for furthering their education.
5. Promotes involvement in both professional and community organizations and activities.
6. Prepares graduates to accept personal accountability for ethical and competent nursing practice, as well as for continuing professional and personal development.
7. Prepares graduates to communicate effectively, orally and in writing. Prepares graduates to practice nursing under the direction of a registered nurse, advanced practice nurse, physician's assistant, physician, podiatrist, or dentist.

Organizing and Sequencing of the Program of Study

The curriculum is based on the vocational nursing program proposal guidelines and incorporates professional values, ethics, safety, diversity and confidentiality. It also incorporates a sequential building of knowledge utilizing the Differentiated Essential Competencies (DECs) of Graduates of Texas Nursing Programs, Evidenced by Knowledge, Clinical Judgments and Behaviors; Vocational (VN), Diploma/Associate Degree (Dip, ADN), Baccalaureate Degree (BSN), Texas Board of Nursing, January 2021.

The organization and sequencing of the program of study for Rio Grande Valley College' Vocational Nursing program is organized in a way that allows the student to learn the basics of nursing for safe patient care delivery and gradually increases the level of learning so that they graduate with capabilities

of delivering complex care to patients. The major threads that flow through the curriculum are vocational nursing role, holistic health, cultural diversity, and collaboration.

The course descriptions provide the student with information of content located in the courses that provide them with the ability to meet the program outcomes. The course objectives provide the student with outcomes for the course that will eventually assist the student in meeting their program outcomes.

The program outcomes that are met by course descriptions and course objectives include: preparing the student, upon graduation, to practice vocational nursing in a health care setting and in the determination of predictable healthcare needs of clients within healthcare settings after obtaining their vocational nursing licensure. It will provide the student with the ability to provide patient care in a culturally diverse environment. It also prepares them to collaborate with families, peers, and a multidisciplinary health team. The student, upon completion of the curriculum, will be able to accept responsibility for ethical and legal accountability in the delivery of patient care.

A computer lab is available to provide the students with the opportunity to utilize interactive software to enhance their learning and computers are available for the students to use. A skills lab with up-to-date equipment, supplies, and mannequins will provide the students with hands-on technology to learn nursing skills necessary to provide safe, quality nursing care to their patients. The Differentiated Essential Competencies (DECs) of Graduates of Texas Nursing Programs, Evidenced by Knowledge, Clinical Judgments and Behaviors; Vocational (VN), Diploma/Associate Degree (Dip, ADN), Baccalaureate Degree (BSN), Texas Board of Nursing, January 2021) will be evaluated through the clinical evaluation forms.

The curriculum is completed in approximately 13 months for the day program and up to 21 months for the Evening/Weekend program with the flexibility to be extended if deemed necessary by the College President and/or Director of the Nursing Program to fully prepare the student for sitting for NCLEX.

A student will be required to complete a preceptorship component consisting of 70 hours prior to graduation from the Vocational Nursing program.

Vocational Nursing Program Objectives

In accordance with the stated philosophy of the Vocational Nursing Program and the Texas Board of Nursing, the entry-level graduate of a Vocational Nursing program provides nursing care within a directed scope of practice under appropriate supervision. The vocational nurse uses a systematic problem-solving process in the care of multiple patients with predictable health care needs to provide individualized, goal-directed nursing care. The vocational nurse contributes to the plan of care by collaborating with interdisciplinary team members and with the patient's family. The new graduate can readily integrate technical skills and use of computers and equipment into practice.

Upon successful completion of the program, the entry-level graduate vocational nurse shall be competent in the following areas:

Members of the Profession

- a) Function within the nurse's legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.
- b) Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
- c) Contribute to activities that promote the development and practice of vocational nursing.
- d) Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflections, self-analysis, self-care, and lifelong learning.

Provider of Patient Centered Care

- a) Use clinical reasoning and knowledge based on the vocational nursing program of study and established evidenced-based practice as the basis for decision-making in nursing practice.
- b) Assist in determining the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patient and their families, and in interpreting health-related data based on knowledge derived from the vocational nursing program of study.
- c) Report data to assist in the identification of problems and formulation of goals/outcomes and patient- centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
- d) Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
- e) Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
- f) Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.
- g) Implement teaching plans for patients and their families with common health problems and well- defined health learning needs.
- h) Assist in the coordination of human, information, and physical resources in providing care for assigned patients and their families.

Patient Safety Advocate

- a) 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.
- b) Implement measures to promote quality and safe environment for patients, self, and others.
- c) Assist in the formulation of goals and outcomes to reduce patient risks.
- d) Obtain instruction, supervision, or training as needed when implementing nursing procedures or practice.
- e) Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
- f) Accept and make assignments that take into consideration patient safety and organizational policy.

Member of Health Care Team

- a) Communicate and collaborate in a timely manner with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient- centered care to assigned patients.
- b) Participate as an advocate in activities that focus on improving the healthcare of patients and their families.
- c) Participate in the identification of patient needs for referral to resources that facilitate continuity of care and ensure confidentiality.
- d) Communicate patient data using technology to support decision making to improve patient care.
- e) Assign nursing care to LVNs or unlicensed personnel based upon an analysis of patient or workplace needs.
- f) Supervise nursing care by others for whom the nurse is responsible.
- g) Assist health care teams during local or global health emergencies or pandemics to promote health and safety and prevent disease.

Curriculum Objectives

This course of study will provide the student with the opportunity to acquire skills necessary to:

- a) Utilize the nursing process effectively in assessing, planning, implementing, and evaluating individualized client care.

- b) Administer safe and effective nursing measures that are preventive, supportive, caring, therapeutic, and rehabilitative while adhering to principles of nursing practice.
- c) Function as a member of the health care team by assisting the physician and/or registered nurse in caring for patients with complex health needs.
- d) Communicate effectively, promoting rapport and understanding with clients, family members and associates while respecting established lines of authority.
- e) Demonstrate the ability to administer medications safely and accurately through knowledge of drug classification, effects, reactions, and indications, as well as calculation of correct dosage.
- f) Engage in self-directed activities, which will foster personal and professional growth through continuing education.
- g) Meet requirements necessary to apply for Licensure Examination approved by the Texas Board of Nursing.

Course Descriptions

The following are the courses required and their descriptions.

Anatomy and Physiology I & II: These courses are two-part courses in human anatomy and physiology that is designed to give a clear understanding of the normal body as a basis for understanding variations from the normal and to provide a basis for understanding disease processes encountered in nursing. These courses demonstrate transitions from the simple to complex to concepts and systems.

Healthcare Concepts: This course is designed to introduce beginning vocational nursing students to foundational concepts essential for the practice of nursing. Students will explore strategies to improve study skills, gain a deeper understanding of themselves, the nursing profession, and their roles as members of the health care team. In addition, the course provides both theoretical knowledge and practical experience, emphasizing skills necessary for patient care. These skills are taught in progression from simple to complex, with opportunities for practice and return demonstrations in the skills lab. Broader concepts of patient care will also be introduced to help students build a comprehensive foundation for their nursing education.

Maternal Nursing: This course is designed to introduce the student to the basic concepts and care related to the obstetrical client and the newborn. The comparison of present-day concepts, issues and trends related to maternal childcare as compared to those of the past are included. The holistic needs of the obstetrical client, including cultural considerations, will be emphasized related to goals and nursing interventions with the indicated rationale of each. Client education will be included where indicated. The needs of the obstetrical client and newborn will be discussed during the Antepartum, Intrapartum, and Postpartum periods. Contraceptive methods and family planning will be presented as it relates to postpartum teaching. Characteristics and care of the newborn will focus on assessment, goals, nursing interventions with rationales and the evaluation of the normal newborn.

Pediatric Nursing: This course is designed to introduce the student to the basic concepts and care related to the pediatric client. The primary focus will be on caring for the growing child and family from infancy through adolescence. The course will be structured by age groups. The discussion of each age group will include an overview of growth and development, medical and surgical conditions and child health issues. Special considerations regarding pediatric procedures and end-of-life issues will be discussed.

Pharmacology: A general course which introduces drug classification and provides a foundation for specific drug therapy, including nursing implications. This course includes a review of basic mathematics, weight systems, and calculation of dosages.

Medical-Surgical Nursing I & II: These courses are designed to give the student a basic understanding of the concepts of Medical-Surgical nursing including the definition and etiology of

diseases/disorders, methods of diagnosis, signs and symptoms, treatment and nursing care including aspects of pharmacology and nutrition. Emphasis is placed on the nursing process. These courses are organized by functioning systems and arranged so that the presentation of systems moves from simple to complex. Mental Health is part of Medical-Surgical I.

Preceptorship: This course is designed to give the student a basic clinical experience in a healthcare setting under the supervision of a licensed, professional Registered Nurse/Licensed Vocational Nurse. The student will be able to incorporate the knowledge obtained during the didactic part of the vocational nursing program and the clinical rotation experience to a higher level of patient care. The preceptorship program will enable the student to incorporate his/her critical thinking skills and clinical skills in the care of different disease processes utilizing the nursing process for the holistic approach to the care of a diverse population of patients in different hospital settings.

Office Hours

School is open Monday thru Friday 7:30 am to 5:30 pm; administrative staff is available 8:30 am –5:30 pm. Faculty will provide all students with current office hours.

Parking Information

Students are expected to obtain a parking permit to park their vehicle on campus in their respective zones. The parking permit will allow you to park in the designated parking zones located in front of the school building. The parking permit cost is \$25.00 and is good from the time of purchase until the end of the school year. Parking permits are purchased during the enrollment process.

Visitor Policy

All visitors are required to report to the reception area for proper screening through the Raptor System. Visitors must present a valid driver's license or identification card, which will be scanned through the system's database. If cleared, a visitor badge will be issued. The badge must be worn at all times while on the premises.

Family visitors or friends are not allowed in the school lounge, classroom or clinical site. School staff or campus security may ask visitors to leave the building and wait outside.

Family Educational Rights and Privacy Act Notice (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. Faculty will not meet with parents of any students. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more detailed information on the FERPA Policy, please refer to the Consumer Information located on the school's website at www.rgvcollege.edu.

Campus Security Crime Prevention Information

The Jeanne Clery Act requires that all institutions of higher education publish an annual report of security policies and crime statistics. Information contained in this report was also solicited from the local police department for the purpose of identifying crimes that occurred on the city streets and property adjacent to Rio Grande Valley College.

The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act. For more detailed information on the Jeanne Clery Act and other crimes related to this policy, please refer to the Annual Security Report and Consumer Information located on the school's website at www.rgvcollege.edu.

Emergency Response and Evacuation Procedures

In the event of emergencies such as health-related, threat, fire, explosion, chemical release or

other related threats, the Campus Security Personnel at **Rio Grande Valley College** will issue an alert in a timely manner to the school community via the school emergency notification system. The Campus Security Personnel is also responsible for communicating with the local police department, ambulance, fire fighters and other response agencies by dialing **911**. Campus safety alerts can be distributed in various ways, as deemed appropriate for the situation. Most commonly, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and staff, an announcement will be sent to the school community in multi modal format (Intercom Phone System) with the **Emergency Response Codes**.

Emergency Response Codes

The following Emergency Response Codes will be utilized at Rio Grande Valley College: Emergency Codes	
Aqua- Flood	Orange- External disaster
Black- Bomb threat/ suspicious object	Purple- Hostage taking
Blue- Cardiac arrest/ medical emergency	Red- Fire/ smoke
Brown- Hazardous spill	Silver- Shooting incident/ active shooter
Green- Evacuation	White- Violent situation
Gray- Infrastructure loss or failure	Yellow- Missing/ abducted person

In the event of an actual or threatened safety or security incident, it is imperative that students, faculty and staff stay calm, maintain control and strive for their safety and that of other fellow students, faculty and staff. Document the exact words of the caller. Notify the Campus Security Personnel immediately.

PHARR CAMPUS (MAIN)		
Campus Security Supervisor	Rene Mendoza, Human Resource	956-781-6800
Campus Security Officer	Henry Lee, Director of Security	956-781-6800

Emergency Response Codes will be issued to students with ID badges.

- 1) **Fire safety** protocols will be utilized to prevent endangerment of all employees and students.
- 2) **R.A.C.E. Drill**
 - a) All students, faculty and staff should:
 - i) Be familiar with the Fire Plan and know the location of the closest fire extinguisher;
 - ii) Always remain calm;
 - iii) If you do discover a fire, utilize the R.A.C.E. Drill.
 - Rescue** – Move any visitor/student in immediate danger to the nearest safe location
 - Alarm** – Activate the nearest fire pull alarm station
 - Contain** – Confine the fire (close door of affected room/area)
 - Extinguish/Evacuate** – If a fire is small and confined to its area of origin, extinguish it.
- 3) In the case of a fire in the facility, the person who finds the fire will follow the R.A.C.E. and
- 4) P.A.S.S. process and either call 911 Fire Department or call the receptionist to make the call.
- 5) Always remain calm
- 6) Ensure electrical equipment is operating correctly. An electrical spark could cause a fire.
- 7) Smoking or vaping is NOT permitted within the school premises.
- 8) All employees have a shared responsibility to politely inform any visitors regarding our non-smoking policy.
- 9) Report all fires, no matter how small.
- 10) P.A.S.S. Drill
 - a) Rio Grande Valley College advocates the use of the P.A.S.S. fire extinguisher.
 - b) If you discover a fire, use the P.A.S.S. Drill.
 - P** Pull the pin between the two hands

- A** Aim the nozzle at the base of the fire
- S** Squeeze the handles together
- S** Sweep from side to side

Drill explanations will be placed on employees and students ID badges for quick reference.

The Campus Security Supervisor will be the designated person to the following responsibilities:

- Obtain contact information of nearest relative for victim to notify them of the situation,
- Ensure that all firefighting equipment is inspected on a regular basis to ensure that the equipment is serviceable and ready for use,
- Ensuring that first aid supplies are well stocked and available;
- Provide training to all students and employees on reporting emergency procedures;
- Location and the use firefighting equipment;
- Evacuation procedures

The Campus Security Supervisor is responsible for the annual review of the existing Emergency Response program to determine areas of needed improvement. This review must be documented, and any changes noted will be updated on the written program. Plan updates can be made as a result of drills and tests indicating deficiencies in the program.

Campus Facility Rules and Regulations

- **STUDENT LOUNGE** – Vending machines and microwaves are located in the student lounge.
- **SMOKING** – See smoking policy.
- **BULLETIN BOARD ANNOUNCEMENTS** – Information for bulletin boards must be submitted to VN Administration. Upon approval, the notes will be placed on the bulletin boards in the student lounge and learning resource center.

Vocational Nursing Program Diversity, Equity, and Inclusion Policy

The Vocational Nursing Program at Rio Grande Valley College (RGV College) is committed to fostering an educational and clinical environment where all students, faculty, staff, and patients are treated with dignity, respect, and fairness. This program embraces diversity in all its forms, including but not limited to race, color, ethnicity, national origin, language, religion, sex, gender identity or expression, sexual orientation, age, marital status, veteran status, disability, socioeconomic status, and immigration status, consistent with RGV College's institutional nondiscrimination and equal opportunity commitments.

Purpose

The purpose of this policy is to promote an inclusive learning environment that supports the success of students from diverse backgrounds. Prepare vocational nursing (VN) graduates to provide culturally responsive, patient-centered care to individuals, families, and communities across the lifespan. Align the VN program with current professional standards in nursing that recognize diversity, equity, and inclusion as essential to quality education and safe, effective practice.

Commitment to Equal Opportunity

The VN program adheres to RGV College's equal opportunity and nondiscrimination principles in all aspects of recruitment, admission, progression, graduation, and employment within the program. Decisions regarding student admission, grading, clinical placement, and disciplinary actions will not be made on the basis of any protected characteristic listed above. Reasonable accommodations will be provided for qualified students with documented disabilities in collaboration with the appropriate college office, consistent with applicable laws and college procedures.

Inclusive Learning Environment

Faculty, staff, and students share responsibility for maintaining an environment that is respectful and inclusive. To that end, the VN program will:

- Integrate concepts of cultural humility, health equity, and social determinants of health into didactic, laboratory, and clinical learning experiences.

- Encourage open, respectful discussion of cultural values, beliefs, and health practices and their impact on nursing care.
- Address discriminatory, harassing, or biased behaviors in the classroom or clinical setting through established college conduct and grievance procedures.

Curriculum and Clinical Practice

To support culturally responsive, equitable care, the VN curriculum will:

- Include learning outcomes related to providing safe, ethical, and culturally appropriate care to diverse individuals, families, and communities.
- Use case studies, simulations, and clinical experiences that reflect diverse patient populations and address health disparities.
- Encourage students to recognize and reduce implicit bias and to advocate for patients who experience inequity or discrimination in healthcare settings.

Recruitment, Retention, and Support

The VN program, in coordination with RGV College, strives to broaden participation in nursing education by:

- Encouraging applications from individuals who are underrepresented in nursing and healthcare.
- Providing or connecting students with academic support, mentoring, and advising resources to promote persistence and program completion.
- Periodically reviewing admissions, progression, and completion data to identify and address barriers affecting diverse student groups.

Reporting Concerns and Grievances

Students, faculty, and staff who experience or witness discrimination, harassment, or other behavior inconsistent with this policy are encouraged to:

- Report the concern to the VN Program Director or designated nursing administrator, and/or
- Use RGV College's formal student grievance or complaint procedures as outlined in the institutional catalog or student handbook.

Reports will be reviewed promptly, handled as confidentially as possible, and addressed in accordance with college policies and applicable law. Retaliation against any individual who in good faith reports a concern or participates in an investigation is strictly prohibited.

Sexual Harassment Policy

Policy against Discrimination

In compliance with Title IX, it is the policy of Rio Grande Valley College not to discriminate against any individual with respect to their education, entitlement, programs, scholarships, and other terms, conditions and privileges of student's educational opportunities because of the person's race, color, national origin, religion, disability, age or sex.

Policy against Sexual Harassment and Sex Discrimination

Rio Grande Valley College pursuant to the guidelines on sex discrimination issued by the Equal Employment Opportunity Commission fully supports the rights and opportunities of all students to seek, obtain and secure the full rights, benefits, and opportunities for their education without subjection to sexual harassment or discrimination of any kind. It is the school's policy to provide an educational environment free of sexual harassment of any type.

Sexual Harassment and Sexual Misconduct Policy

Policy Statement

Rio Grande Valley College (RGV College) is committed to maintaining a safe, respectful, and professional learning environment for all students, faculty, staff, clinical partners, and visitors. The Vocational Nursing (VN) Program strictly prohibits sexual harassment, sexual misconduct, sexual

assault, stalking, dating violence, domestic violence, and any form of sex-based discrimination.

This policy applies to all students in classrooms, laboratories, clinical settings, simulation environments, online platforms, school-sponsored activities, and any setting that may impact the educational environment. Retaliation against any individual who reports sexual harassment or participates in an investigation is strictly prohibited.

Legal Compliance

This policy complies with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as applicable), the Clery Act and applicable Texas state laws. RGV College will respond promptly and equitably to all reports of sexual harassment.

Definitions

Sexual Harassment- Unwelcome conduct based on sex that includes, but is not limited to: 1) Unwelcome sexual advances; 2) Requests for sexual favors; 3) Verbal, non-verbal, or physical conduct of a sexual nature; 4) Quid pro quo harassment (conditioning academic or clinical benefits on submission to sexual conduct); and 5) Conduct that is severe, pervasive, and objectively offensive enough to deny equal access to education

Sexual Misconduct-Includes sexual assault, rape, fondling, stalking, dating violence, and domestic violence.

Hostile Environment-Conduct that creates an intimidating, hostile, or offensive educational or clinical environment.

Retaliation-Adverse action taken against an individual for reporting or participating in an investigation of sexual harassment.

Scope of Policy

This policy applies to:

- Student-to-student conduct
- Faculty-to-student conduct
- Staff-to-student conduct
- Clinical preceptor or clinical site personnel conduct
- Third parties interacting with VN students in educational or clinical settings

Reporting Procedures

Immediate Reporting

Students are encouraged to report incidents as soon as possible to the Director of Nursing, Asst. Director of Nursing, Title IX Coordinator and College President. Reports may be made verbally or in writing.

Emergency Situations

If a student is in immediate danger, they should contact 911 and the campus security, if applicable.

Confidential Support

Students may seek confidential counseling services before deciding to file a formal complaint.

Supportive Measures

Upon receiving a report, Rio Grande Valley College may provide supportive measures such as changes to class or clinical assignments, no-contact directives, schedule adjustments, academic support accommodations, counseling referrals, and assistance with reporting to law enforcement. These supportive measures may be provided regardless of whether a formal or informal complaint is filed.

Investigation Process

The College will conduct a prompt, fair, and impartial investigation. Both parties will have an equal opportunity to present evidence and identify witnesses. Confidentiality will be maintained to the extent possible. After reviewing the evidence, the College will issue a written determination and inform both parties of any applicable appeal procedures.

Disciplinary Action

If a violation is confirmed, disciplinary action may include a written warning, mandatory counseling or training, probation, removal from clinical placement, suspension, dismissal from the Vocational Nursing Program, or expulsion from the College. The severity of the disciplinary action will depend on the nature and circumstances of the violation.

False Reports

Knowingly filing a false complaint is prohibited and may result in disciplinary action. However, inability to substantiate a claim does not automatically constitute a false report.

Prevention and Education

Rio Grande Valley College Vocational Nursing students will receive annual sexual harassment awareness training, bystander intervention training, information on reporting rights and procedures, and instruction on professional conduct expectations in clinical environments.

Non-Retaliation Statement

No student shall be subjected to intimidation, threats, coercion, or discrimination for reporting sexual harassment in good faith or participating in an investigation. Any retaliation will result in disciplinary action.

Policy on Sexual Harassment

Sexual Harassment is a violation of Titles VII and IX of the Civil Rights Act of 1964 and it is against the policies of the school for any employee, male, female, volunteer worker or any student to sexually harass another student by:

- Making unwelcome sexual advances innuendos or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of a student's education, or
- Making submission to or rejection of such conduct the basis for educational decisions affecting the student, or
- Behavior Which May Constitute Sexual Harassment

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and/or that, therefore, interferes with the learning environment. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

Verbal:	A sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, and threats.
Non-Verbal:	Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
Physical:	Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault. Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in a school setting. But whatever form it takes, verbal, non-verbal or physical, sexual harassment is insulting and demanding to the recipient and cannot be tolerated in school. Sexual harassment by any student, employee, faculty member, supervisor or administrative staff, is unacceptable. Appropriate disciplinary action will be taken against any employee or student who violates this sexual harassment policy. Persons found to have engaged in sexually harassing conduct will be appropriately sanctioned depending upon the nature of the conduct involved. Such sanctions may include oral reprimands (and a copy of the reprimands filed in the person's personnel file), leave without pay, suspension, and in severe cases, termination if applicable to employees.

Both men and women can be victims of sexual harassment from either gender.

Retaliation against any person making a sexual harassment complaint, assisting, or testifying in a sexual harassment investigation is strictly forbidden and will not be tolerated.

For persons who think they are victims of sexual harassment, the goal should be to establish integrity and documentation. The following steps should be taken:

1. Confront the harasser. Say that the behavior (be specific) makes you uncomfortable. Tell this offender to stop the behavior.
2. Document all incidents, actions and conversations related to the problem. Keep a dated diary.
3. If the offensive behavior persists, speak candidly to your instructor about the problem. If the offender is your instructor, speak to that individual's supervisor. Follow the chain of command.
4. If nothing is done or if the sexual harassment continues, file a complaint in accordance with the paragraph below.

All complaints or claims of sexual harassment will be taken seriously and will be thoroughly investigated. People are encouraged to communicate directly with one another about the conduct they find offensive. Some instances of "harassment": may simply result from one person honestly not realizing that his/her remarks or conduct are offensive. If direct communication does not result in a resolution of any inappropriate conduct, the following formal procedures must be followed:

1. Complaints regarding sexual harassment should first be made to the primary instructor.
2. Complaints may be made either in writing or orally.
3. Every effort will be made to investigate claims of sexual harassment in a manner that will protect the confidentiality of any witness interviewed in connection with sexual harassment claim. However, because of the need to conduct a fair and objective investigation confidentiality cannot be guaranteed.
4. If the complaint involves students only, the program director will investigate the matter and follow the due process guidelines.

Upon receipt of any oral or written claim of sexual harassment involving an employee of Rio Grande Valley College the claim will be referred to the Director who will order prompt investigation. The Director will appoint a person to investigate any complaint of sexual harassment. The investigator appointed will conduct a prompt and thorough investigation of the complaint and make a written report to the supervisor or director who apprises the alleged harasser(s) of the investigators, the Director will decide as to the appropriate sanctions, if any, to be imposed in the case. Both the complaint and the alleged harasser will be promptly advised of this decision.

In the event that the one making the complaint, or the alleged harasser disagrees with the Directors decision, that individual may appeal the decision by making a written appeal to the Program Director or Director of Nursing. They may:

1. Review the written finding and recommendations of the investigators and affirms the decision of the College President.
2. Review the written findings and recommendations of the investigators and change or modify the decision of the director or,
3. Direct that additional investigation be conducted and make a final decision based upon the findings and recommendations resulting from the new or additional investigation. If such an additional investigation is required, the director may appoint the investigators who conducted the initial investigation or appoint new investigators of his choice.

This policy rescinds and supersedes any previous policies dealing with sexual harassment. In the event any conflicts occur in the provision of this policy with the provisions of any other school policy and/or procedures, the provisions of THIS policy are controlling.

Each student will be provided with a copy of this policy and shall signify that they have read the same while they are a student at Rio Grande Valley College.

It is the policy of Rio Grande Valley College to resolve any such dispute that otherwise cannot be resolved through the use of mediation and/or binding arbitration.

Each employee, including faculty members and students, by their continued involvement as an employee or student, agrees to participate in this process.

Zero Tolerance Policy for Gun Violence and Hand-Gun Gestures

This policy is implemented by Rio Grande Valley College to ensure the safety and well- being of

all individuals on the educational campus and to create an environment that is free from the threat of gun violence and related behaviors.

Zero Tolerance for Gun Violence:

1. **Possession of Firearms:** The possession, carrying, or use of firearms, including but not limited to handguns, on the Rio Grande Valley College campus is strictly prohibited and will result in immediate expulsion.
2. **Threats or Intimidation:** Any verbal or written threats of gun violence, whether direct or implied, will not be tolerated. Such actions will result in severe disciplinary consequences, including expulsion.
3. **Reporting:** All students, faculty, and staff at Rio Grande Valley College are encouraged to promptly report any information related to potential gun violence to the designated authorities. Reports can be made anonymously if desired.

Zero Tolerance for Hand-Gun Gestures:

1. **Definition:** Hand-gun gestures are defined as any physical gestures or actions that mimic the handling or use of a firearm, even if no actual weapon is present.
2. **Prohibition:** Engaging in hand-gun gestures that may cause fear, intimidation, or disrupt the educational environment at Rio Grande Valley College is strictly prohibited and will result in immediate expulsion.
3. **Disciplinary Consequences:** Violations of the hand-gun gesture policy will result in expulsion, with no exceptions. Disciplinary actions may also include counseling, parental notification, and other measures as deemed necessary.
4. **Education and Awareness:** Rio Grande Valley College will conduct awareness campaigns to educate students, faculty, and staff about the impact and consequences of gun violence and hand-gun gestures.

Enforcement:

1. **Investigations:** All reports of potential gun violence or hand-gun gestures at Rio Grande Valley College will be thoroughly investigated by campus authorities.
2. **Collaboration:** Rio Grande Valley College will collaborate with local law enforcement agencies to ensure a comprehensive and effective response to any reported incidents.
3. **Disciplinary Committee:** A disciplinary committee will be established at Rio Grande Valley College to review cases of alleged violations and determine appropriate disciplinary actions.

This policy of Rio Grande Valley College will be periodically reviewed to ensure its effectiveness and may be revised as needed to address emerging issues or changes in the educational environment.

Adherence to this policy is essential for fostering a safe and secure educational environment for all individuals at Rio Grande Valley College. Any deviations from this policy will be addressed promptly and with the utmost seriousness.

Inclement Weather Policy & Procedure

It is the policy of RGV College to cancel classes in case inclement weather poses a threat to travel for faculty, students, and staff. Notification of class cancellation is made via social media, radio, television, announcements, and other notification systems. In compliance with the Texas Workforce Commission, Career Schools and Colleges; the Texas Higher Education Coordination Board and the Texas Board of nursing rules and regulations, regularly scheduled class days missed due to bad weather are to be rescheduled.

Procedure:

The College President will make the final decision as to close the school for the day or stay open.

- i) The College President will notify Department Heads as to the decision made and they in turn will notify employees under their purview.
- ii) Students will be notified ASAP via social media, radio, television, announcements, and

- other notification systems.
- iii) To regain the time lost on “bad weather days” RGV College has designated two days as make-up days for time missed.
 - (a) The Monday following Easter Sunday (both Day and Night), if the makeup day is not needed the student will be off for the day. Faculty is expected to report to work for in-service/workday.
 - (b) The Friday following Thanksgiving (Day)/ Saturday following Thanksgiving (Night), if makeup day is not needed the student will be off for the day.
 - (c) Faculty is expected to report to work for in- service/workday.

Smoking Policy

The school maintains a smoke and tobacco-free facility. Smoking or other use of tobacco or similar products (including, but not limited to, cigarettes, pipes, cigars, snuff, vapes or chewing tobacco) is prohibited at any point during a school day, while on or near School property, between school and externship locations or at clinical locations. There are no designated smoking areas on School premises, nor does the school allow smoking breaks during the day, i.e., no additional breaks beyond those allowed under the school’s break policy may be taken for the purpose of using tobacco or similar products. If returning from a meal break during which you have used tobacco or similar products, please dispose of properly prior to arriving to school or clinical property. Do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else.

Students may not have the smell of tobacco smoke about their persons during school hours or while on externship and/or school functions. In general, students should not use or consume any substance, the effects or traces of which could interfere with the student’s presentation of a clean and professional appearance to clients and the general public during school hours.

Please remember to conform to the smoking or tobacco use policies of our clients when working at a client's site. All students are expected to abide by this policy in all respects while at school, whether on school premises, at an affiliation site, or while in transit between locations or assignments, as well as while the student is on break, if the student is on campus premises.

Library and Research Resources

Rio Grande Valley College has a library available to students which is accessible via the Learning Management System. In addition to the library, we are equipped with WIFI so that students are able to browse the internet through the phone apps, laptops, etc. Use of the study rooms in the Jose Leija Learning Center (Pharr Campus) is by reservation via email to reservation@rgvcollege.edu

RGV College has partnered up with LIRN Consortium Librarian Services & Proquest Online Library to give students and staff a relevant and industry current learning resource. LIRN Consortium Librarian can provide students with professional development opportunities to help expand information literacy and promote library resources in the classroom.

LIRN Consortium Librarians have degrees in Library and Information Studies from ALA- accredited Master’s programs and experience working with students and faculty in a variety of subject areas. Students can contact the LIRN Consortium Librarian for any level of research assistance. Depending on the request, the librarian may follow-up with an email, phone conversation and/or screen share.

LIRN Consortium Librarian provides monthly reports about RGV College students’ use of online resources, provides live and recorded training for our students, and can collaborate with our faculty to ensure accessibility and awareness of our library resources. LIRN’s online library is available to your students seven days a week, 24 hours a day. Students are made aware and instructed on how to use the available learning resources.

Nursing/ Lactation Room Policy

The institution provides a designated nursing/lactation room for students who need to express breast milk. The room is for lactation purposes only. Only one student may use the room at a time. The refrigerator is provided exclusively for storing breast milk. Other food, beverages, or personal items are not permitted. Student must remove breast milk before leaving campus. The room is secured and will remain locked. Students must sign out the key at the front desk prior to use and return it immediately after. Students are expected to maintain cleanliness and respect the privacy and comfort of others using the facility. Failure to follow these guidelines may result in loss of access privileges.

Placement Assistance

Job placement assistance is offered without charge to the graduate. The placement office will assist students to complete employment applications, write resumes, develop job leads, and review interviewing techniques. Rio Grande Valley College cannot guarantee employment. The school maintains a record of all student placements. Students must cooperate with the school to provide their placement information.

Student Conduct Policy

All nursing students are held to the highest standards of professional conduct, ethical behavior, and legal accountability. As future nurses, students must demonstrate conduct consistent with the standards of the Texas Board of Nursing and comply with the Texas Administrative Code, including but not limited to Chapters 213 and 217, which govern professional nursing standards and unprofessional conduct.

Students are expected to:

- Maintain good moral and professional character at all times.
- Refrain from criminal activity, whether on or off campus.
- Adhere to clinical agency policies while representing the college.
- Demonstrate professional behavior in all academic, clinical, online, and school sponsored settings.
- Maintain professional appearance and hygiene consistent with the nursing standards and program requirements.

Failure to comply with these standards may result in disciplinary action up to and including immediate termination from the Nursing Program and/or College.

Conduct Violations on campus or off campus such as Clinical sites and school sponsored events that may result in disciplinary action or termination include, but are not limited to:

- Unauthorized use of cell phones. (see Cell phone policy)
- Falsifying attendance record. (see Attendance policy)
- Dissemination of false alarms or threats
- Destruction or damage of personal or school property;
- Disruption or obstruction of instruction, classroom activity, research, administrative activity, or other school activity on campus (this includes, tardiness, talking in class, making noise, etc.)
- Reckless driving or parking violations on campus;
- Academic dishonesty or stealing; (see Academic Dishonesty policy.)
- Soliciting or other commercial activities without the school's permission.

The following constitutes immediate termination:

- Unlawful possession, use, distribution, or attempted unlawful possession, or distribution, or under the influence, of drugs and/or alcohol. Students will be issued substance abuse prevention policy that they must read and sign. This policy is considered agreed upon; as released to students through the school catalog, by the students signing the "Receipt of Enrollment Policies" indicating that a catalog was received and thus acknowledge this policy.

- Unauthorized use of cell phones at clinical sites.
- Academic Dishonesty
- Hazing of student or initiation that is dangerous, harmful, or degrading;
- Forceful or illegal entry into any area within the school property.
- Disobedience or insubordination to faculty or staff or slanderous comments.
- Fighting, physical violence or abusive behavior towards others
- Possessions of firearms, fireworks, explosive, or any other weapons.
- Illegal activities or other actions deemed inappropriate by the College President
- Sexual Harassment (See Sexual Harassment Policy)
- Bullying and Stalking Behavior (See Bullying Stalking Policy)

NOTE: Students terminated for Conduct Violations will not be readmitted to the College.

Academic Dishonesty Policy

The Academic Dishonesty Policy outlines the expectations, procedures, and consequences related to academic integrity within Rio Grande Valley College. Academic integrity is fundamental to the pursuit of knowledge, learning, and scholarship. All members of the academic community—students, faculty, staff, and administrators—are responsible for upholding the highest standards of honesty, integrity, and ethical behavior.

Definition of Academic Dishonesty

Academic dishonesty encompasses any act that seeks to gain an unfair advantage or misrepresent one's academic achievements. Examples of academic dishonesty include, but are not limited to:

- Plagiarism: Presenting someone else's work, ideas, or words as one's own without proper citation.
- Cheating: Using unauthorized resources, such as electronic devices, or any form of communication—such as voice, sign, or gestures—during tests or quizzes.
- Fabrication: Falsifying or inventing data, citations, or sources.
- Collusion: Collaborating with others when independent work is expected without proper authorization.
- Unauthorized Access: Gaining unauthorized access to exams, assignments, or academic resources.
- Misrepresentation: Providing false information or documentation to gain academic advantage.

Students are responsible for familiarizing themselves with the college's academic integrity policies, completing all academic work honestly and independently, and reporting any suspected instances of academic dishonesty. Students who become aware of academic dishonesty should report it to their instructor or Assistant Director of Nursing (ADON) and/or Director of Nursing (DON). Reporting instances of academic dishonesty is crucial for upholding the integrity of the academic community.

Investigation and Adjudication

- Preliminary Investigation: Upon receiving a report of academic dishonesty, Rio Grande Valley College will conduct a preliminary investigation to decide the validity of the accusation.
- Due Process: Students accused of academic dishonesty will be afforded due process, including the right to present their side of the story and any relevant evidence.
- Adjudication: If the accusation is substantiated, proper disciplinary action will be taken, following established policies and procedures outlined in the Nursing Student Handbook

Consequences

Upon verification of academic dishonesty, the student will be immediately dismissed from the program at Rio Grande Valley College. The incident will be permanently recorded in the student's academic record, and the student will be ineligible for readmission.

Maintaining academic integrity is essential for the reputation of Rio Grande Valley College. This policy serves to uphold the values of honesty, integrity, and excellence that define our institution.

Artificial Intelligence (AI) and Wearable Device Policy

Rio Grande Valley College prohibits the use or possession of AI-enabled wearable devices during entrance testing, classroom instruction, examinations, proctored assessments, skills laboratory activities, and clinical training.

Prohibited devices include, but are not limited to, smart glasses, AI-enabled eyewear, augmented reality (AR) glasses, recording-enabled eyewear, smart watches, earbuds, Bluetooth headphones, wearable cameras, and any device capable of recording, transmitting, receiving, or storing information. This prohibition applies even if the device is incorporated into prescription eyewear.

- Bluetooth earbuds, wireless headphones, AirPods, and similar wireless listening devices would not be permitted while students are moving throughout campus, in restrooms, hallways, common areas, or parking lots.
- Wired headphones may continue to be utilized within the classroom setting when required for ATI learning modules, instructional videos, testing accommodations, or other faculty-directed educational activities.
- Students would be expected to remain aware of their surroundings and able to respond appropriately to campus personnel and emergency instructions at all times.

All electronic devices must be removed and stored before testing begins. Devices capable of recording or transmitting audio, video, or images are also prohibited in classrooms, skills labs, and clinical settings. Unauthorized recording of instructors, students, course materials, or patients is strictly prohibited and may violate privacy laws, including HIPAA.

Students who use or attempt to use prohibited devices will be considered in violation of the College's Academic Integrity Policy and may be subject to disciplinary action, including exam failure, removal from testing, or dismissal from the program.

Rio Grande Valley College reserves the right to enforce this policy to maintain a secure and fair academic environment.

Bluetooth/Wireless Device Policy

Purpose

The purpose of this policy is to promote an effective learning environment, maintain academic integrity, minimize distractions, and ensure student safety during classroom, laboratory, clinical, and practical training activities.

Policy Statement

Students are prohibited from wearing or using Bluetooth-enabled or wireless communication devices during instructional activities unless expressly authorized by the instructor for educational purposes or as an approved disability accommodation.

Bluetooth and wireless devices include, but are not limited to:

- Wireless earbuds (e.g., AirPods or similar devices)
- Bluetooth headsets or earpieces
- Smart glasses with audio or communication capabilities
- Smartwatches capable of communication, messaging, recording, or internet access
- Wireless headphones
- Any wearable device capable of transmitting, receiving, recording, or storing information

Classroom Requirements

Students are expected to:

- Remove all Bluetooth or wireless communication devices before class begins unless instructed otherwise.
- Store such devices in a backpack, purse, locker, or another designated location during instruction.
- Ensure mobile phones and connected devices are silenced during class.

- Refrain from making or receiving phone calls, messages, or other electronic communications during instructional time.

Examinations and Assessments

To preserve academic integrity, Bluetooth and wireless communication devices are strictly prohibited during all examinations, quizzes, practical evaluations, skills assessments, competency testing, and other graded activities.

Students may be required to:

- Remove smartwatches or other wearable technology.
- Place electronic devices in a designated area before testing.
- Submit to a visual inspection to confirm prohibited devices are not being worn.

Possession or use of a prohibited device during an examination or assessment may be considered evidence of academic misconduct and may result in disciplinary action in accordance with the institution's Academic Integrity Policy.

Laboratory, Clinical, and Skills Training

Bluetooth and wireless devices are prohibited during laboratory, clinical, and practical training unless specifically required for instructional purposes and approved by the instructor.

This restriction promotes:

- Student and patient safety
- Professional conduct
- Compliance with confidentiality requirements
- Full attention during skills performance

Safety While on Campus

Students are expected to remain aware of their surroundings at all times while on campus. The use of Bluetooth or wireless earbuds, headphones, or other audio devices is prohibited while walking through campus facilities, including hallways, stairwells, parking lots, and other common areas when such use may impair the student's ability to hear or respond to potential hazards.

For the safety of all students, employees, and visitors:

- Bluetooth or wireless audio devices shall not be worn while walking in campus parking lots or roadways, as they may prevent students from hearing approaching vehicles, emergency alerts, or verbal warnings.
- Students shall not wear Bluetooth or wireless earbuds or headphones while using campus restrooms when maintenance personnel or emergency responders may need to communicate important safety information or when audible emergency alarms or announcements could be missed.
- Students are expected to remain attentive to their surroundings and immediately respond to emergency instructions, maintenance notifications, or other safety-related communications.
- The institution reserves the right to instruct students to remove wireless devices whenever their use creates a safety concern or interferes with campus operations.

Failure to comply with this safety requirement may result in disciplinary action if the student's conduct creates a safety risk for themselves or others.

Authorized Exceptions

Exceptions to this policy may be granted for:

- Approved disability accommodations coordinated through the appropriate institutional office.
- Medical devices that utilize Bluetooth technology (e.g., hearing aids, cochlear implants, continuous glucose monitors, insulin pumps, or other medically necessary devices).
- Instructor-approved educational activities requiring wireless technology.

Students requesting specialist accommodations should notify the program director before the start of the course whenever possible.

Violations

Failure to comply with this policy may result in one or more of the following:

1. Verbal warning.
2. Removal of the device from use for the remainder of the class period.
3. Removal from the classroom or learning activity.
4. A zero or failing grade on an assessment when academic integrity has been compromised.
5. Referral for disciplinary action in accordance with the Student Code of Conduct.

Repeated violations may result in additional disciplinary measures.

Responsibility

All students are responsible for understanding and complying with this policy. Failure to read or acknowledge this policy does not exempt a student from compliance.

The institution reserves the right to modify or update this policy as necessary to support instructional effectiveness, technological advancements, safety, and compliance with institutional, state, and accrediting agency requirements.

Bullying and Stalking Policy

Rio Grande Valley College has the responsibility to provide a campus atmosphere free of violence for all students, faculty and staff. For this reason, the College does not tolerate stalking or bullying and will pursue the perpetrators of such acts to the fullest extent possible. RGV College is also committed to supporting victims of bullying through the appropriate provision of safety and support services.

RGV College is committed to providing a safe and comfortable learning environment; a friendly and relaxing campus atmosphere that allows individuals to fully maximize their educational potential. Therefore, the College prohibits the use of intimidating, abusive and disrespectful behavior that is directed at stalking and/or bullying other students, faculty and staff or administrators with the intent of victimizing that individual.

Individuals who feel they have been the victim of such activities are encouraged to report the incident to the Director of Nursing or Program Director.

Individuals who report such activities need not fear reprisal. Individuals who fail to report such activities may be held accountable.

Definitions

Bullying behavior is defined as: the systematic and chronic infliction of physical hurt or psychological distress by teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, harassment or destruction of property. Bullying may be intentional or unintentional, however, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when appropriate disciplinary action is needed.

Examples of Bullying:

- Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; remarks that would be viewed by others in the community as abusive and offensive; persistently interrupting another person or otherwise preventing another person's legitimate attempts to speak; use of nicknames after being warned that the nickname is considered by the victim to be offensive; constant criticism on matters unrelated to a person's job performance or description or on matters that cannot be documented.
- Physical Bullying: pushing; shoving; kicking; poking, tripping; assault, or threat of physical assault; damage to a person's work area or property
- Gesture Bullying: non-verbal threatening gestures, such as, but not limited to, the following: approaching another person with fists clinched or with one or more other fighting gestures which, could reasonably be interpreted as threatening; brandishing a weapon; making gestures that

- would reasonably be interpreted as amorous or sexual in nature.
- Social Bullying also known as Cyber bullying: engaging in verbal bullying via mail, email, text message (group chats), phone, voicemail, or social media; deliberately interfering with mail, email, text messages, phone, voicemail or other communication; spreading malicious rumors or gossip about another person.
- Prejudicial Bullying: Prejudicial bullying is based on prejudices toward people of different race, age, culture, religion or sexual orientation.

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. A "course of conduct" can be defined as a pattern of behavior composed of two or more acts over a period of time, however short, that evidence a continuity of purpose. A "reasonable person" standard asks if a reasonable person in similar circumstances would be made afraid by the perpetrator's behavior.

Stalking Behaviors:

- Non-consensual communication including in-person communication, telephone calls, voice message, text messages, email messages, social networking site posting, instant messages, posting of pictures or information on Web sites, written letters, gifts, or any other communications that are undesired and/or place another person in fear.
- Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a victim.
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against a victim or a victim's loved ones
- Gathering of information about a victim from family, friends, co-workers, and/or classmates
- Manipulative and controlling behaviors such as threat to harm oneself, or threat to harm someone close to the victim
- Defamation or slander against the victim

RGV College Administration encourages the reporting of all incidents of stalking or bullying behavior to law enforcement authorities and respects that whether or not to report to the police is a decision that the victim needs to make. School administrators and campus security are available to inform victims of the reporting procedures and offer appropriate referrals. Victims of stalking or bullying choosing to pursue the reporting process have the right to assistance or consultation of an advocate in accordance with state law.

In some circumstances, a victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. Victims may also seek restriction of access to the campus by non-students or non-employees in certain circumstances.

Students who believe they may have experienced bullying or stalking in any form but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal written complaint, may discuss their concerns confidentially and informally with the Director of Nursing, Program Director or Campus Director in person or via email.

Students who have filed a formal written complaint will be notified within seven (7) business days of the status of the complaint by the Director of Nursing, Program Director or Campus Director via email.

Individuals found not in compliance with this policy may be subject to disciplinary action which may include but is not limited to expulsion from the institution or termination of the program.

Professional Character and Conduct

Reference from the Texas Administrative Code - Chapters 213 and 217, which govern professional

nursing standards an unprofessional conduct:

§213.27. Good Professional Character.

- (a) Every individual who seeks to practice nursing in Texas must have good professional character related to the practice of nursing. This requirement includes all individuals seeking to obtain or retain a license or privilege to practice nursing in Texas.
- (b) The Board defines good professional character as the integrated pattern of personal, academic, and occupational behaviors that indicate that an individual is able to consistently conform his/her conduct to the requirements of the Nursing Practice Act, the Board's rules, and generally accepted standards of nursing practice. An individual who provides satisfactory evidence that he/she has not committed a violation of the Nursing Practice Act or a rule adopted by the Board is considered to have good professional character related to the practice of nursing.
- (c) A determination that an individual does not have good professional character related to the practice of nursing must be based on a showing by the Board of a clear and rational connection between a violation of the Nursing Practice Act or a rule adopted by the Board and the individual's ability to effectively practice nursing. When evaluating the rationale connection between the relevant conduct and the ability to effectively practice nursing, the Board will consider the following factors:
 - (1) whether the individual will be able to practice nursing in an autonomous role with patients/clients, their families, significant others, healthcare professionals, and members of the public who are or who may become physically, emotionally, or financially vulnerable;
 - (2) whether the individual will be able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting;
 - (3) whether the individual will be able to make appropriate judgments and decisions that could affect patients/clients and/or the public; 21
 - (4) whether the individual has exhibited an inability to conform his/her behavior to the requirements of the Nursing Practice Act, Board rules and regulations, including §217.11 (relating to Standards of Nursing Practice) and §217.12 (relating to Unprofessional Conduct) of this title, and generally accepted standards of nursing practice; and
 - (5) whether the individual will be able to promptly and fully self-disclose facts, circumstances, events, errors, and omissions, when such disclosure could enhance the health status of patients/clients or the public and/ or could protect patients/clients or the public from an unnecessary risk of harm.
- (d) Actions from Other Jurisdictions. A certified copy of the order of the denial, suspension, or revocation or other action relating to an individual's license or privilege to practice nursing in another jurisdiction or under federal law is conclusive evidence of that action.

The provisions of this §213.27 adopted to be effective October 29, 2015, 40 TexReg 7403; amended to be effective February 25, 2018, 43 TexReg 863

Respectful Use of Photography and Media

Students shall not take photos or recordings of other students, school personnel, or visitors without prior explicit consent. Photos or recordings taken for personal use shall not be shared, posted, or publicized (including on social media) without consent from all identifiable individuals, including background bystanders. Any image or recording that is disrespectful, inappropriate, or not in good taste is strictly prohibited and may result in disciplinary action.

Professional Appearance and Behavior in Uniform

Gum chewing is not allowed while in uniform or scrub attire on hospital or school premises. See **Professional Appearance Guidelines** policy.

Professional Communication and Interactions

The use of abusive, profane, or disrespectful language is prohibited. Behaviors such as lack of courtesy, being argumentative, resistant to directions, demanding, or displaying a hostile attitude are not acceptable and are not considered professional ways of addressing concerns. Concerns or disagreements should be expressed calmly, respectfully, and through appropriate channels (e.g., instructor, program director, or designated administrative personnel). Failure to follow reasonable directives from faculty, staff, or authorized personnel may result in the

student or visitor being escorted off school premises and may lead to further disciplinary action in accordance with program and institutional policies.

Classroom Etiquette

Use of Recording Devices and Electronic Equipment

Students must request and obtain the instructor's permission prior to using any audio or video recording device (including tape recorders, smartphones, tablets, or laptops used for recording) in the classroom. Permission, if granted, may be limited to specific portions of class and may be revoked at the instructor's discretion, particularly to protect privacy or sensitive information.

General Classroom Conduct

- Students are expected to arrive on time, prepared, and ready to participate in learning activities.
- Talking, side conversations, or disruptive behavior during lectures, labs, or simulations are not permitted.
- Electronic devices (phones, smartwatches, tablets, laptops) must be silenced and used only for course-related activities, as authorized by the instructor.
- Food and beverages are allowed only as permitted by the instructor and must not interfere with the learning environment.
- Students will treat faculty, staff, classmates, and guests with courtesy and respect at all times, even when discussing difficult topics or receiving corrective feedback.
- Students must refrain from confrontation or argumentative behaviors with classmates or faculty and staff.

Professional Responsibility in the Learning Environment

Students are responsible for knowing and following classroom and course-specific protocols outlined in the syllabus and program handbook. Concerns about classroom policies or grades should be addressed directly and respectfully with the instructor following the appropriate chain of command. Repeated or serious breaches of classroom etiquette may result in removal from the classroom session and may be addressed through formal disciplinary procedures.

Progression of Disciplinary Action

If disciplinary action is in order, the Instructor, Director of Nursing or Asst. Director of Nursing will meet with the student privately to counsel and administer the write up.

The following is in the course of disciplinary action. The severity of the action is considered; therefore the disciplinary action may not follow in order.

- Oral warning
- Written Warning
- Final Written Warning
- Termination from the Program

Grievance Policy

RGV College aims to ensure that students with a grievance relating to their education can use this procedure which can help to resolve grievances as quickly and as fairly as possible. The grievance should be submitted in writing.

- Step 1.** Students that have a grievance should discuss it informally with their instructor. We hope that most concerns will be resolved this way.
- Step 2.** If the student feels that the matter has not been resolved through informal discussion, he/she must put the grievance in writing to the Program Director or Director of Nursing.
- Step 3.** The Program Director or Director of Nursing will respond to written grievance within five (5) days and schedule an appointment to meet with the student to discuss the grievance. During this meeting, the student will be given an opportunity to present

information relevant to the grievance. The Program Director or Director of Nursing will conduct an investigation and will render the decision of the investigation within ten (10) business days after concluding their investigation.

Step 4. If the student feels that the matter has not been resolved with the Program Director or Director of Nursing, student may appeal the decision to the College President. The College President will review the grievance, any information relevant to the grievance. The College President will communicate the decision of the investigation within ten (10) business days. The College President's decision will be final. The student's written complaint along with the College President's decision will become part of the student's permanent file.

Step 5. If the matter is not resolved to the student's satisfaction, the student may write to or upload their grievance to:

Texas Workforce Commission, Career Schools and Colleges 101 East
15th Street Room 226-T
Austin, Texas 78778-0001
(512) 936-3100
texasworkforce.org/careerschools

Complaint may be uploaded via the ABHES complaint system at <https://complaintsabhes.com>. The complaint should include a narrative section filled out for each complaint type and have attached any supporting documentation.

Accrediting Bureau of Health Education Schools 6116 Executive
Blvd., Suite 730
North Bethesda MD 20852
(703) 917-9503
www.abhes.org

Attendance Policy

Regular and punctual attendance is mandatory for all students enrolled in the Vocational Nursing Program. Attendance is recorded at the start of each class and clinical session. This policy applies to all classroom and clinical components of the curriculum.

Attendance is a professional responsibility essential to meeting program, course, and clinical objectives. Students are expected to be present, on time, and prepared for all instructional activities. No clinical absences are permitted.

Classroom Attendance Expectations

1. Students are allotted a maximum of forty (40) total absence hours for the entire program.
2. Absent more than 3 consecutive days will result in termination from the program.
3. Students must arrive on time, in full uniform, including school issued ID badge prior to entering the building and ready to participate.
4. Attendance is verified at the start of class; late arrivals will be marked tardy.
5. Leaving campus during instructional breaks while remaining clocked in will result in an absence for the day followed by disciplinary action.
6. Students who report to class out of uniform, unprepared, or without required materials will be marked absent and dismissed.
7. Documentation for absences must be submitted within one (1) class day. Late submissions will not be accepted.

Tardiness

- Arrival after the designated start time constitutes a tardy.
- Five (5) tardies equal one absence (7 hours for Day Program; 5 hours for Evening/Weekend Program).
- Accumulated tardies will be deducted from total program attendance hours.

- Attendance will be verified twice daily—morning and afternoon—via attendance tracking system.
- Clinical instructors and VN Administration will verify attendance, and all records will be maintained in the student's permanent file.

Attendance codes: P = Present; T = Tardy; G = Left Early; A = Absent.

Student Attendance Integrity and QR Code Use Policy

Purpose

This policy sets expectations for **honest** and accurate class attendance when QR codes or other electronic systems are used. It specifically prohibits students from using or sharing QR code photos, screenshots, or links to falsify attendance.

Scope

This policy applies to all students enrolled in courses, activities, or events where attendance is recorded using QR codes or similar electronic systems, as well as to any student who assists another student in falsifying attendance.

Definitions

Attendance record: Any record (digital or paper) that shows whether a student was present, absent, late, or left early in a class or required activity.

QR code attendance system: Any system that uses QR codes, links, or apps for students to check in and record attendance.

Attendance fraud / academic dishonesty: Any intentional act that creates a false or misleading attendance record, including sharing or using QR code images or links when the student is not actually attending.

Acceptable Student Use

Students must scan the QR code only when physically present in the classroom or officially approved remote session at the required time. Use only their own device and their own student identity (ID, login, or account) for attendance. Follow all instructions from the instructor or school regarding how and when to record attendance.

Prohibited Student Conduct

The following actions are strictly prohibited and are considered academic misconduct:

- Scanning the attendance QR code when not present in class or an approved remote session.
- Taking, sending, or posting photos/screenshots of the attendance QR code so that absent students can get credit.
- Using a QR code image, link, or screenshot sent by another student to mark yourself present.
- Signing in or scanning the QR code on behalf of another student, or asking someone to do so for you.
- Using technical tricks (VPNs, fake GPS, scripts, etc.) to appear present or within a geofenced area when you are not.
- Attempting to bypass or tamper with any attendance app, website, or QR code system.

These behaviors will be treated the same as cheating on an exam or assignment under the school's academic integrity rules.

Reporting and Review

Instructors and staff may report suspected attendance fraud to the VN Administration. The school will review attendance logs, device or account information, seating charts, and other relevant data to investigate irregularities. Students will be required to provide honest information if asked about their attendance or a related incident.

Consequences for Students

Violations of this policy are subject to disciplinary action consistent with the institution's academic

integrity and student conduct codes. Possible consequences include, but are not limited to:

- Immediate termination from the program.
- If multiple students collaborate to falsify attendance, all involved students may be held responsible.

Privacy and Use of Attendance Data

Attendance data is collected to support learning, track engagement, verify participation, and comply with institutional or legal requirements. Access to student attendance data is restricted to authorized school personnel with a legitimate educational need. Records will be stored and retained according to the institution's data retention and privacy policies.

Student Communication and Consent

This policy will be shared with students through student handbooks, or digital platforms before QR-based attendance is used. Student will acknowledge they understand and agree to this policy by enrolling in the course and using the QR code attendance system.

Clinical and Classroom Absences

Students who experience a verified medical, health, or personal emergency must notify VN Administration immediately. An emergency is defined as an event that poses an immediate threat to life, health, property, or the environment and requires urgent action. Appropriate documentation is required in all cases. All clinical absences, regardless of cause or circumstance, will be deducted from the student's forty (40) allotted program absence hours. Students who accumulate 2 clinical absences may be subject to removal from the program. All clinical absences will be reviewed on an individual basis by the Program Director and/or the Program Director Assistant. After careful review, a final determination regarding the student's status in the program will be made. Decisions made by program administration are final. Students who fail to provide documentation as required will be subject to disciplinary action, up to and including termination from the program.

Medical Documentation Requirement

Students affected by illness, accident, injury, or communicable disease that interferes with class or clinical attendance must notify VN Administration within one day of absence by emailing supporting documentation to clinicalcoordination@rgvcollege.edu.

Documentation must be submitted within one (1) class day of the absence and include a physician's note specifying:

1. Diagnosis.
2. Treatment plan.
3. Follow-up appointment.
4. Lifting, pushing, or pulling restrictions.
5. If applicable, expected release date or recommendation for a Leave of Absence.
6. Clearance to return without restrictions.

Electronic Attendance Tracking

Attendance for all classroom and clinical activities will be recorded using the attendance tracking system, which uses QR code scanning and GPS verification.

- Students are responsible for maintaining the accuracy and integrity of their records.
- Falsifying attendance, scanning for another student, or manipulating GPS data constitutes academic misconduct and will result in immediate disciplinary action, including termination.
- Attendance must be recorded accurately and in real time at the beginning and end of each session.
- Failure to complete all scheduled clinical hours, including leaving the clinical site early for any reason, will result in the student being marked absent for the entire clinical day regardless of time completed.
- Please refer to the **Student Attendance Integrity and QR Code Use Policy**.

Failure to comply with any portion of this policy will result in progressive disciplinary action, including written warning or termination from the program. Any falsification of attendance or submission of invalid documentation will result in immediate dismissal from the program.

Leave of Absence

A leave of absence may be granted as a result of a valid reason acceptable to the Director of Nursing and/or College President. Such official periods out of school may not exceed 180 calendar days. A leave of absence may be granted only once during the duration of the program. The student's attendance record shall clearly show the dates for which the leave of absence was granted. Documentation in the student's record will indicate the exact dates covered by the leave of absence period. If the student does not return on the scheduled date and fails to communicate with the Director of Compliance and the Director of Nursing, he/she shall be terminated.

When the LOA is due to medical reasons, the student shall provide a doctor release noting any restrictions prior to returning to class. A LOA may be granted, yet if with reasonable assistance, the student is unable to maintain their academic standing, the student may be terminated and need to apply for readmission. (Please see Re-Admission)

Transfer Policy

Rio Grande Valley College is licensed by the Texas Workforce Commission, Career Schools and Colleges and the Texas Higher Education Coordinating Board to confer associate degree and certificates and is accredited by the Accrediting Bureau of Health Education Schools, an accrediting agency recognized by the US Department of Education. However, the fact that the school is licensed and accredited is not necessarily an indication that credits earned at school will be accepted by another school, college or university. In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

It is the applicant's responsibility to verify transfer credits have been fully reviewed and transferred to RGV College prior to the program's application deadlines. If a student has courses, they are transferring from another school, the official transcripts must be evaluated by the Director of Admissions, prior to the program's application deadline (priority and final application deadlines apply). It may take several weeks for transcripts to be evaluated.

Additionally, programs offered by RGV College may be similar to but not identical to programs offered at another school. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if a student considers transferring to another school, not all of the credits you earn at RGV College may be transferable into that school's program.

If you are considering transferring to another school not affiliated with RGV College, you will be responsible for determining whether the school will accept your credits. We encourage you to make this determination as early as possible. RGV College does not imply, promise, or guarantee transferability of its credits to any other institution.

Re-Admission Policy

Applicants seeking re-admission into a program at Rio Grande Valley College shall meet all admission and re-admission requirements. Acceptance shall be considered on a space-availability basis. Please allow ample time for processing requests.

An applicant's request for re-admission may be automatically denied by the Program Director if the withdrawal or termination occurred due to:

- Unsafe practice, academic dishonesty and/or unethical behavior,
- Seeking re-admission for a second time regardless of any reason.

Important to note, denied re-admissions will be documented on the school's student management system.

Petition for re-admission process:

- 1) The applicant must submit a formal letter of intent via email to the Re-Admission Committee (RAC) at the following email address RAC@rgvcollege.edu no sooner than 3 weeks from the date of separation. The letter of intent must include a detailed reason for withdrawal and an explanation as to why they should be considered for re-admission. The letter must include the information listed below (sequential order):
 - a. Name of the applicant
 - b. Personal email address
 - c. Current phone number
 - d. Course name and cohort number (applicable to nursing and degree programs)
 - e. Drop date, if available
- 2) Please allow ample time for review and consideration for re- admission. The student file review process may take a minimum of 10-15 business days or a maximum of 60 calendar days. During the student file review, the Re-Admission Committee (RAC) will evaluate the following items in the applicant's file:
 - a. Transcript,
 - b. Attendance record,
 - c. Disciplinary actions,
 - d. TEAS score, if applicable
 - e. ATI scores, if applicable
 - f. Criminal background check, if applicable
 - g. And other relevant documents.
- 3) If the applicant meets the preliminary requirements, they will be required to participate in a formal interview with the Readmission Committee (RAC). This interview will give the applicant an opportunity to present their reasoning for readmission, detailing their circumstances, progress, and any supporting documentation to support their request. Additionally, the committee will assess the applicant's qualifications, commitment, and readiness to resume their studies.
- 4) Following a comprehensive review, the committee will determine whether the applicant is eligible for conditional re-admission. The Readmission Committee convenes on an as-needed basis, ensuring that each case is carefully evaluated in a timely manner.
- 5) An Outcome Letter outlining the results of the formal interview will be emailed to the applicant to the email provided.
- 6) Applicants conditionally accepted or denied re-admission will be contacted by the Director of Admissions (via email).
- 7) Readmission is conditional pending the following criteria have been met:
 - a) Financial Aid/Business Office clearance
 - b) Clear Criminal Background Check, if applicable
 - c) Complio clearance, if applicable
- 8) The following will apply to all re-admitted students:
 - a) Repeat assigned course(s) in their entirety
 - b) No prior grades earned in the assigned course(s) will apply
 - c) Attendance begins at zero hours; unless withdrawal is associated with attendance issues, then hours will be determined by Readmission Committee (RAC).

Additional program specific requirements:

Vocational Nursing

Level 1: Students may petition for re-admission six months from the withdrawal date Level II/ /III: students may petition for re-admission within 21 days of their withdrawal date. Readmission may be considered upon RAC recommendation, within one grading period based on seat availability. Refer to re-admission process noted above	
Nursing – AAS	Physical Therapist Assistant - AAS
Level 1: Students may petition for readmission within 21 days of their withdrawal date. Students may be eligible for re-admission after four months from the withdrawal date with a new cohort start based on meeting admissions requirements (point system) Level II/III: Students may petition for re-admission within 21 days of their withdrawal date. Students may be eligible	Level1: students may petition for re- admissions within 21 days of their withdrawal date. Students may be eligible for re-admission eight months from withdrawal date with a new cohort start based on meeting admissions requirements (point system). Level II/III: Refer to PTA student handbook for program specific requirements.

- 9) Auditing of courses is mandatory if the re-admission committee makes the academic recommendation during the interview; auditing allows for cognitive application and analysis towards foundational thinking, clinical judgement and ability to recall and comprehend informational and concepts foundational to quality nursing practice. Course auditing will apply to all course content assignments and assessments. Clinical/externship hours will not be required to be completed, but if clinical simulation or skills are assigned, students will be required to participate in assignments.

Bereavement

A student shall be excused for bereavement for up to two (2) consecutive days for the loss of a Husband, Wife, Significant Other, Common-Law, Mother, Father, Grand- mother, Grand- father, sister, brother or stepfamily as related to the above mentioned. The student shall present a personalized letter from the funeral home and copy of the family member's obituary or obituary service card in order for the absence(s) to be excused within one (1) class day of absence.

Termination of Enrollment

- 1) The school shall terminate enrollment of a student if the student does not comply with the following protocols relating to school attendance. A student will receive a grade of "W" for the class if any of the following apply:
 - a) Absent more than 3 consecutive school days.
 - b) Absent more than 40 hours during the entire length of the vocational nursing program.
 - c) Five (5) tardies will count as one absence (7 hours for Day and 5 hours for Evening/Weekend). Any number of days, if the student fails to return as scheduled from an approved leave of absence.
- 2) Unauthorized use of cell phones at the clinical site.
- 3) Academic dishonesty.
- 4) Falsifying attendance records.
- 5) Failure to meet Satisfactory Academic Progress.
- 6) Violation of the institutions Nursing Student Conduct Policy; Texas Administrative Code, Texas Board of Nursing & Nurse Practice Act.
- 7) Failure to comply with school's policy on complio requirements and/or Criminal Background Check Standards.

Withdrawal from School

Any student considering withdrawal from the program must notify the VN Administration via email and schedule an appointment with the Director of Nursing. Upon withdrawal, the student will be assigned a grade of "W" for the course in progress. During the meeting, the student will also be provided with information regarding the re-admission policy.

Satisfactory Academic Process (SAP) Policy

Satisfactory academic progress (SAP) policy applies to all students enrolled in a program approved by the Accrediting Bureau of Health Education Schools, Texas Workforce Commission, Career Schools and Colleges and the Texas Board of Nursing. These standards apply to all students regardless of their enrollment status (part-time or full-time) and are used to measure the students' progress by ensuring that the qualitative and quantitative standards are met. These standards are used to determine students' eligibility to be enrolled in any program and are deemed eligible to participate in the Federal Student Aid Programs.

- a. Earned a 78% or better on all courses,
- b. Absences may not exceed 40 clock hours of the program length.

This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent three (3) or more days are encouraged to request a Leave-of-Absence with the Director of Nursing.

Quantitative and Qualitative Requirements

All students enrolled in a program recognized by the Accrediting Bureau of Health Education Schools, approved and regulated by Texas Workforce Commission, Career Schools and Colleges, and the Texas Board of Nursing are subject to the SAP policy. These standards apply to all students, regardless of enrollment status (part-time or full-time), and they are used to assess students' progress by ensuring that both qualitative and quantitative standards are met. These standards are used to establish students' eligibility for program matriculation and participation in Federal Student Aid Programs.

The quantitative requirement requires that all students complete their educational program within 150% of the length of the program. For example, if the program is completed in 6 months, students may have up to 9 months to complete the program requirements.

The SAP Policy also ensures that all students are monitored academically and made aware of their academic progress through progress reports. Based on students' academic standing, advising is a vital step in providing student feedback with the opportunity of improvement. Progress reports are intended to encourage students to reflect on their progress and coordinate with their instructor for tutoring and academic remediation.

Students have 24-hour access to current grades through the LMS (Learning Management System) login, via computer or mobile app. With this capability students are always informed of their academic progress throughout the course in real time.

The Rio Grande Valley College's SAP Policy is published in the institution's school catalog and is reiterated at the beginning of each course during the review of the syllabus.

The grading scale for the course in the program is as follows:

Letter Grade	Percentage	GPA	NOTE:
A	100-92	4.00	May round up to move Letter Grade from "C" to "B", "B" to "A". May NOT round up any grade less than a 78
B	91-84	3.00	
C	83-78	2.00	
F	77.99-Below	0	

If the student wishes to question a grade on a test, quiz, or any other graded material, please contact the instructor within **24 hours** of receiving the grade in question. If the grade is not questioned within the time frame, the grade will stand as posted.

Final course grades **shall not** be given out by instructors either by phone or email. **All final course grades**, when approved by the DON, will be turned in to the Registrar's Office by the instructor. Instructors have up to **48 hours** to provide test, quizzes, and homework grades to students.

Vocational Nursing Program Curriculum Plan

Course	Lecture	Lab	Clinical	Total Class
Anatomy & Physiology I	75	0	0	75
Anatomy & Physiology II	90	0	0	90
Healthcare Concepts	150	95	60	305
Pharmacology	140	0	0	140
Maternity Nursing	75	10	50	135
Pediatric Nursing	75	10	50	135
Medical-Surgical Nursing I	100	0	90	190
Medical-Surgical Nursing II	120	0	90	210
Preceptorship	0	0	70	70
Total hours	825	115	410	1350

Courses that include a clinical component will be evaluated with a Clinical Evaluation Tool (CET). Students must earn 85% or better on the CET to meet the clinical expectations of the course of study. A final score of less than 85% will be considered **Unsatisfactory and Unsafe** for the student nurse to continue in the vocational nursing program. The expectation of the clinical experience is the provision of care that makes patient safety the highest priority. Failure to meet these expectations will result in dismissal from the program.

Assessment Technologies Inc. (ATI)

The following policy describes the use of the Assessment Technologies Inc. (ATI) Comprehensive Assessment and Review Program (CARP) as a component of admission and progression at Rio Grande Valley College Vocational Nursing Program. This policy has been developed to facilitate the assessment of at-risk students and establish a review and remediation process to enhance their success in the program and on NCLEX after graduation.

- 1) **Admission:** The ATI Test of Essential Academic Skills (TEAS) is used as a component of the admission process. Students will be ranked against other applicants. **Rationale:** The TEAS test is an indicator of the student's ability to succeed in the nursing program.
- 2) **Success Plan:** The ATI Critical Thinking Entrance Exam and Critical Thinking Exit Exam in Nursing Care of the Complex Adult are required to complete a preliminary evaluation of critical thinking skills at the beginning and end of the vocational nursing program. Transfer students must complete the Self- Assessment Inventory Web and Critical Thinking Assessment: Entrance, as soon as possible after admission. **Rationale:** While a set passing score has not been mandated for the Critical Thinking Entrance and Exit Examinations, students are required to take the examinations. Data from these examinations and the Self- Assessment Inventory provide information that can be used in counseling students for success in the program. This data also provides information regarding our Program Outcomes.
- 3) **Success Plan:** The ATI review and remediation Content Mastery Series is used as a component for promoting success. It is highly recommended that students provide documentation of completion of assigned unsecured (non- proctored) ATI Content Mastery exams at the Secured Proctored examination. Refer to the Testing and Remediation Program Chart. **Rationale:** Non-proctored exams are recommended to provide an opportunity for students to review content and enhance the potential for doing well on the Secured exams. Scheduling examinations throughout the semester could potentially reduce students' stress due to procrastination in preparing for the Secured examination.
 - a) While the ATI non proctored assessments are not weighted on the grade book, assessments are mandatory to take advantage of the opportunity for review and practice with the related course content.
- 4) **Course Credit:** Scores on the Secured (Proctored) ATI Examinations in selected courses comprise a component of the course grade equivalent to one examination, based on achievement of Proficiency Levels as indicated by ATI. Grading will be based on the achievement of levels of proficiency as indicated by Rio Grande Valley College.
 - a) Students scoring at or above Level 3 will receive a grade of 100%; a perfect score of 100% will be honored with that grade.
 - b) Students scoring at or above Level 2 will receive a grade of 90%

- c) Students scoring at or above Level 1 will receive a grade of 70%
- d) Any Student who scores Below a Level 1 will receive a grade of 20% and will be required to complete remediation as prescribed by the ATI Coordinator.

Rationale: According to ATI Educator Implementation Guide students achieving a Level 2 at recommended cut scores readily meet NCLEX standards for that content area, demonstrate an adequate level of content knowledge and exceed minimum expectations. The faculty believes that students in these courses should demonstrate this minimum level of competency.

ATI Testing and Remediation

Rio Grande Valley College has chosen to use Assessment Technologies Institute (ATI)'s Assessment Driven Review program which is designed to provide students with various learning tools that assists them in reviewing course content, identifying strengths and weaknesses, improving test taking abilities, and ultimately successfully passing the NCLEX-PN for professional licensure.

Criterion Referenced Proficiency Levels Guidelines:

Performances on content-specific course mastery examinations are based on Criterion Referenced Proficiency Levels. The Criterion Referenced Proficiency Levels can be found on course syllabus.

ATI PN - Comprehensive Predictor Examinations

The Comprehensive Predictor Assessment helps to determine each student's preparedness for the NCLEX and are highly predictive of NCLEX performance. Non-proctored practice exams will be available online for the student.

Students will be required to take the PN Comprehensive Predictor Assessment Exam and achieve a score that equates to 90% probability of passing NCLEX- PN. Students not achieving an 90% probability of passing the NCLEX-PN must complete a remediation plan and retest within a one-week time frame. Must complete a mandatory remediation plan.

Virtual ATI

The nursing program strongly recommends that all students complete 100% of their assigned Virtual ATI (VATI) activities and obtain an official ATI Green Light within the recommended program timeframe. Successful completion of these components is intended to support NCLEX readiness and reinforce the knowledge and clinical judgment developed throughout the program.

Students are encouraged to work closely with faculty to complete all recommended ATI activities prior to graduation.

Academic Probation Policy

To remain enrolled in the Nursing Program, students must maintain satisfactory academic progress throughout the nursing program. Eligibility for the Academic Probation Policy applies **ONLY** to Level 2 (Maternity, Pediatric) and Level 3 (Pharmacology, Medical-Surgical I and II) nursing courses. The Nursing Program expects students to:

- Pass all nursing program courses with a minimum of 78%
- Meet all classroom and clinical course requirements as stated in the Nursing Student Handbook

Students who do not achieve the above stated expectations will have the option to be placed on academic probation.

The Director or Assistant Director of Nursing will notify the student of the course failure. A notice from the Director or Assistant Director from the Nursing Program will inform the student of the academic probation status.

Students who agree to be placed on academic probation will be required to meet the following

academic stipulations:

- Pass all the nursing program courses with a minimum of 80%.
- Rounding up will not be allowed for any score below the 80% final course grade as noted above.
- Meet all classroom and clinical course requirements as stated in the Nursing Student Handbook.
- A student, who is placed on Academic Probation due to failure of the classroom or clinical component of a course, will need to repeat the entire course. No previous grades or classroom hours will be applicable to the repeated course.
- Students will not be permitted to repeat the courses for at least one grading period for the Day Program.
- For Evening/Weekend students, repeat courses will be taken at the next time they are offered in the student's track of study. If the next grading period exceeds two months, the student may be required to audit a previously completed course. *Auditing provides an opportunity for cognitive application and analysis, fostering foundational thinking, clinical judgment, and the ability to recall and comprehend essential concepts for quality nursing practice. Auditing applies to all course content, assignments, and assessments. While clinical hours are not required, students will be expected to participate in any assigned clinical simulations or nursing skills.*
- The student will be responsible for the cost of repeating courses and/or clinical hours.
- **Students who do not meet the requirements of the academic probation stipulations may be dismissed from the Nursing Program for violation of the agreement and will be disqualified from future academic probation.**

Students will have one (1) week from the date they receive notification of a failed course grade to agree to the terms of the academic probation policy. During this time, the Business Office will reach out to discuss the costs and conditions for repeating the course. If the student agrees to the terms, they will then sign the Academic Probation Policy Agreement. After the agreement is signed, a representative from the Financial Aid Office (FAO) will contact the student to initiate the Leave of Absence (LOA) process. The LOA will outline the course to be repeated, the expected return date, accumulated absent hours, and the updated anticipated program completion date. Failure to complete the process within the given timeframe will result in the forfeiture of the Academic Probation opportunity.

A student on academic probation will be re-evaluated at the end of the repeated course to determine if the student may continue in the program.

- If the student has successfully completed all enrolled courses and successfully repeated the failed course the student may continue in the program track; the student will remain on academic probation for the remainder of the program requiring an 80% final course grade in all remaining nursing program courses.

A student will be placed on academic probation only once during the nursing program. A course failure (or WF- withdraw failing) of a course in any subsequent nursing program track, throughout the program will result in dismissal from the program.

Change of Grade

A grade change may only be made when an error in calculation or recording of the grade has occurred. Grades may not be changed based on additional work completed after the grading period has ended.

Only the course instructor may initiate a grade change request. All grade change requests must be reviewed and approved by the Director of Nursing before the change is finalized and recorded.

Testing

Test dates and content will be provided to the students at the beginning of the course by the instructor. A course schedule calendar with the material to be covered and the dates of the exams will be provided.

If the student must miss an exam, they must notify the faculty that they will not be present for the exam within 72 hours of exam date. Instructor will schedule a date for the make-up exam. Test will be different from exam given, regardless of it being excused or unexcused absence. This will maintain the integrity of all exams and decrease the opportunity of cheating. Tests will be taken from test bank, previous tests or test questions written by instructor using knowledge gained from reading, lecture, videos, presentations, and handouts.

Instructor Course Evaluations

At the end of the course all students are given the opportunity to evaluate the course, including the instructor using online survey tools. Instructors do not receive each individual student evaluation. They are provided with a summary of the percentages of responses to each question, and a summary of the comments provided by all students in his or her class. Students are encouraged to comment on each question, and for each question they have selected either "Disagree" or "Totally Disagree" they are asked to suggest how the faculty could make improvements.

Skills and Simulation Lab Policy

The Skills and Simulation Lab is a secure, educational environment provided for the exclusive purpose of practicing nursing skills and participating in simulation exercises. Students are not permitted in the lab without the presence of an instructor or skills lab coordinator. The lab and all equipment are to be used only for designated educational purposes.

Students must treat all equipment, supplies, and lab spaces with respect and care, maintaining a clean and safe environment. Damage, misuse, or unauthorized access may result in disciplinary action.

Compliance with this policy ensures a safe, professional, and effective learning environment for all students.

Clinical Experience Guidelines

The student's clinical experience is planned to provide the opportunity to develop nursing skills, as well as to assess, organize, implement, and evaluate patient care. In order for the clinical experience to be both beneficial to the student and safe for the patient, the following guidelines have been established.

All Vocational Nursing (VN) students are required to complete and submit all assigned clinical documentation on a daily basis. Failure to complete and submit required clinical documentation by the designated deadline will result in the student being counted absent for that clinical day.

No exceptions will be made unless prior approval has been granted by the clinical instructor or in the case of documented extenuating circumstances.

Compliance with this policy is mandatory and is a requirement for successful completion of the clinical course.

Clinical Assignments & Travel Responsibility

In accordance with Texas Board of Nursing (TBON) Rule 214, students may be assigned to approved clinical facilities affiliated with Rio Grande Valley College. Clinical placements for the RGVC Pharr Campus may occur within Hidalgo County and surrounding counties, including Cameron, Starr, and Willacy Counties. Clinical placements for the RGVC San Antonio Campus may occur within Bexar County and surrounding counties, based on clinical availability and program needs.

Students are responsible for providing their own reliable transportation to assigned clinical sites and for any related travel expenses. Clinical placement locations are determined by the program and are not guaranteed based on student preference.

Student Travel & Liability Release Policy

Travel Between School, Clinical Sites, and School-Sponsored Functions

The purpose of this policy is to establish requirements and procedures for student travel to and from clinical sites and school-sponsored functions when such travel occurs outside of regular classroom instruction and requires transportation from the primary school campus. This policy also outlines liability release requirements and student responsibilities.

This policy applies to all students enrolled in programs that require travel to:

- Clinical education sites
- Internships or Externships
- Practicum or fieldwork placements
- School-sponsored educational functions, events, or activities
- Off-campus training or instructional activities

This policy applies regardless of whether transportation is provided by the school or arranged independently by the student.

Transportation Responsibility

Student Arranged Transportation

Unless otherwise specified in writing, students are responsible for arranging their own transportation to and from:

- Assigned clinical sites
- School-sponsored functions
- Off-campus educational activities

The school does not provide transportation, supervision during transit, or reimbursement for travel expenses unless explicitly approved in advance.

Personal Vehicles

Students who use personal vehicles for required travel:

- Do so voluntarily and at their own risk.
- Must maintain a valid driver's license.
- Must carry legally required automobile insurance coverage.
- Are responsible for all costs associated with vehicle use, including fuel, parking, tolls, and maintenance.

The school assumes no responsibility for damage to vehicles, theft, accidents, or injuries occurring during travel.

Carpooling

Carpooling between students is voluntary and not arranged, supervised, or endorsed by the school. The school assumes no liability for carpooling arrangements.

Assumption of Risk

Students acknowledge that travel to and from clinical sites or school-sponsored functions involves inherent risks, including but not limited to:

- Motor vehicle accidents
- Road hazards
- Weather-related conditions
- Delays or transportation disruptions

By participating in required off-campus activities, students voluntarily assume all risks associated with such travel.

Patient Care and Procedures

- The student should have received theoretical knowledge, and practice of procedures prior to performing that procedure in the clinical setting.
- Each unit has a Procedure Manual that is readily accessible for reference. The student is responsible for performing procedures as outlined in the Manual.
- Students are directed to communicate with their clinical instructor or designated supervisor for guidance or advice on unexpected situations that may arise.
- Students are not to administer any medication except under the direct supervision of a Registered Nurse or other designated LVN or RN.
- Before any procedure is done independently in a clinical area the student must first check with their clinical instructor or be guided by their assigned preceptor.
- The student will report to the instructor or designated supervisor before leaving the unit for any reasons.
- Students are not to answer unit telephone while in the clinical area.
- Students will not take verbal orders of any kind or receive reports on patients returned or transferred into the units. A qualified staff member should be sought for this function.
- The appropriate signature will accompany any documentation of information by the student in the permanent record, to include full name, SVN, RGV College.
- It is the responsibility of the student to keep the clinical instructor or designated supervisor informed of the assigned patient's progress and follow through as needed.
- Students will not witness permits, or any legal document related to patient care.
- Clinical conferences will provide the student with an opportunity to discuss areas of need.
- Students may not make or receive personal phone calls in the clinical area. In emergencies, family members need to call Rio Grande Valley College so the instructor may be contacted regarding the emergency and inform the student.
- **No cell phones/smart devices allowed**, in classroom or clinical setting.

Communicable Disease Policy

A safe environment must be maintained for all students and patients. The student with a communicable disease shall report the condition to his/her supervisor or director as soon as possible.

- 1) The Vocational Nursing Program will make information on the prevention of communicable diseases available to students.
- 2) All reasonable precautions will be taken to protect confidentiality. However, communicable diseases will be reported as applicable to appropriate authorities.
- 3) A student with a communicable disease may attend classes or perform duties at the clinical site if his or her presence does not pose a threat or danger to that individual, others in the school, or patients they will be in contact with during the clinical experience.
- 4) Students SHALL follow the AFFILIATES' guidelines governing caring for patients with communicable diseases at all times.

Student Participation in Educational Simulation

For the purpose of clinical, classroom and skills development, instructors may occasionally use students as participants or models during simulation exercises and demonstrations of nursing procedures. These activities may involve observation, hands-on practice, or physical contact consistent with safe learning practices.

Student participation requires informed consent. No student will be required to participate in procedures involving touching or direct demonstration without voluntarily providing consent. Students who choose not to participate will be accommodated in alternative learning activities that allow achievement of the same learning objectives.

Participation is strictly for educational purposes and conducted under faculty supervision in a professional, safe, and respectful environment.

Clinical/Simulation Attendance Standard

Rio Grande Valley College Vocational Nursing Program maintains a strict attendance standard for the clinical setting to maximize professionalism of the student Vocational Nurse.

Throughout the clinical educational experience, no absences are allowed. In the event of an absence documentation may be requested from the Director or Assistant Director of Nursing based on situations noted as medical, health or personal emergencies by the student. An emergency is a situation that poses an immediate risk to health, life, property, or environment. Most emergencies require urgent intervention to prevent a worsening of the situation. It is an unexpected and usually dangerous situation that calls for immediate action

In the event of an emergency the student is responsible for contacting the clinical instructor, clinical coordinator, and/or VN Administrator via email or phone. (NOTE: Response is required. Voicemail messages or SMS messages DO NOT count as notification)

All Rio Grande Valley College Vocational Nursing students will be allotted one- hour lunch break during their clinical rotations as noted on their weekly Clinical Assignments.

Students will be permitted to leave the clinical site to eat lunch but will be held accountable for returning to the assigned site on time as instructed by the Clinical Instructor. Students choosing to leave the clinical site for lunch understand and accept accountability for any delay that may cause tardiness, requiring a disciplinary write-up and documentation. The student will be held accountable for their tardiness regardless of the reason. Any student not arriving on time for lunch will receive a documented write-up at the site from the Clinical Instructor. At the instructor's discretion, the student will remain on site or be sent home and attendance hours will be deducted.

As noted on the Progression of Disciplinary Action policy in the VN Student Handbook, students surpassing the allowed number of disciplinary write ups for any incident may be dismissed from the Vocational Nursing Program at RGV College.

In relation to emergencies, a student shall not exceed two (2) emergency absences from the clinical attendance standard. If more than the allotted 2 emergency absences are utilized, students exceeding the allotted number of emergency absence or not meeting the required clinical hours as indicated by RGV College curriculum requirements may be dismissed from the Vocational Nursing Program.

- Timeliness is a critical part of clinical attendance. A student is deemed tardy if arrival is after the assigned clinical start time; any student arriving after the start time will be sent home. Students will contact the Director or Assistant Director of nursing to set up a meeting to review the reason for the absence.
- If the student has an emergency that will cause them to be absent from clinical, the student WILL contact the primary and clinical instructor no later than 30 minutes prior to the assigned start time. If the student illness affects the ability to be present at the clinical site, call in is still mandatory, a medical excuse will be required, and the reason will be reviewed by the DON and/or the ADON. **A medical clearance will be required before returning to class or clinical rotation.**
- Failure to contact or communicate with the primary clinical instructor or clinical coordinator will be considered a **"no call no show"** and may result in dismissal from the program.
- Students who leave before the scheduled dismissal time may be counted absent for full day.

The student, who reports to an assigned in-house or clinical assignment unprepared (without materials, supplies, or appropriate dress attire etc.), will be sent home. The student may receive a disciplinary action write-up, deduction of hours from the clinical day, that will result in the subtraction from the allotted 40 hours.

The student will report to the instructor or designated supervisor before leaving the unit for any reason. Students leaving the assigned or designated clinical assignment without clinical instructor notification with unaccounted time of patient care may receive a disciplinary action write-up, which may lead up to program dismissal.

The student shall provide the Program Assistant with any written documentation for absences such as a doctor's excuse; however, providing a written excuse does not serve as an excused absence.

Clinical Assignment Policy

Clinical assignments are determined solely by the Vocational Nursing Program in coordination with affiliated clinical facilities. Assignments are based on educational objectives, facility availability, contractual agreements, and regulatory requirements.

Clinical placement accommodations or preferences will not be granted. This includes, but is not limited to, requests based on place of residence, transportation limitations, employment schedules, childcare needs, personal convenience, or geographic preference.

All students are required to attend and complete clinical rotations at the site and schedule assigned. Refusal of a clinical assignment or failure to attend as assigned may result in clinical absence, course failure, or disciplinary action in accordance with program policy.

Clinical Performance Evaluation

Evaluation is an ongoing process. The student will receive an evaluation at the end of each clinical course rotation. The student shall earn an 85% or greater in order to pass clinical for each course. See Clinical Competency Policy.

Safe Medication Administration Policy

The staff at Rio Grande Valley College is committed to safe medication administration and reduction of medication errors amongst its nursing students and graduates of the program.

A strong medication administration policy, along with appropriate faculty supervision is needed to oversee student medication administration. Failure to follow this policy may result in termination from the program.

All students must read this policy and sign the Medication Administration Policy Acknowledgment Form.

Prerequisites for Student Medication Administration

Before administering medications in any clinical setting, VN students must:

1. Successfully complete all assigned ATI medication administration modules, including required remediation activities.
2. Demonstrate medication administration competency in the skills laboratory.
3. Be formally checked off by the nursing instructor in the skills lab for each medication route prior to performing that route in clinical.

Students who have not met ALL requirements will NOT administer medications in clinical.

Medication Administration Principles

All medications must be administered safely using the Eight (8) Rights of Medication Administration. Medications must be administered in a timely manner and documented accurately.

Medication Preparation and Administration

- Students may administer medications prepared by a licensed RN/LVN.

- The student must be present and directly observe the preparation of the medication in its entirety.
- The student must independently perform all required medication safety checks (Three Checks and Eight Rights) prior to administration.
- The student remains responsible for verifying:
 - Correct patient
 - Correct medication
 - Correct dose
 - Correct route
 - Correct time
 - Relevant assessments and laboratory values
- Students may not administer medications prepared by another student.
- All medication administration must occur under required faculty or RN/LVN supervision.

Failure to follow this policy will be considered a medication safety violation and may result in remediation, clinical failure, or dismissal from the program.

Students must compare the medication label with the Medication Administration Record (MAR) and confirm the following:

1. Right Patient

- Use at least two identifiers.
- Verify the patient's identity using the ID bracelet and have the patient state their name and date of birth.
- Compare identifiers to the MAR.

2. Right Medication

- Compare the medication label with the MAR.
- Be alert for sound-alike/look-alike medications.

3. Right Dose

- Recalculate all dosages.
- Verify unclear or incomplete orders with the instructor and/or physician.
- Question doses that fall outside normal safe ranges.

4. Right Route

- Confirm correct route (PO, IM, SQ, IVPB, etc.).
- Clarify discrepancies (e.g., NPO status with PO order).

5. Right Time

- Administer medications within the acceptable time frame (generally within 30 minutes of scheduled time unless facility policy differs).

6. Right Documentation

- Document immediately after administration (no later than 10 minutes unless extenuating circumstances).
- Documentation must include time, route, dosage, and patient response.
- A co-signature by clinical faculty or staff RN/LVN is required for all student-administered medications.

7. Right to Refuse

- Patients have the right to refuse medications.
- Document refusal and notify the nurse and/or physician.

8. Right Reason

- Students must understand the diagnosis and rationale for the medication.

Three Checks Rule

Students must perform three checks prior to medication administration:

First Check:

- When removing medication from storage.
- Compare label to MAR.
- Check expiration date and generic name.

Second Check:

- While preparing medication.
- Re-compare label with MAR.
- Complete and show dosage calculations.

Third Check:

- Before entering the patient's room.
- Re-compare medication to MAR.

A **fourth bedside check** may be completed prior to administration using two patient identifiers.

Clinical Level Medication Administration Progression

Level 1

- Students do NOT administer medications in clinical.

Level 2

- May administer PO, IM, and SQ medications under direct supervision.
- May administer secondary IV medications (IVPB) under faculty or RN/LVN supervision.
- NO IV push medications permitted.
- Saline flushes may be used at faculty discretion.

Levels 3 and 4

- May administer PO, IM, SQ, and IVPB medications under supervision.
 - IV push medications are permitted only if approved by faculty and facility policy.
 - All IV routes require prior lab check-off and faculty validation.
- Under no circumstances may a student administer medications without supervision by clinical faculty or a designated staff RN/LVN.

High-Alert Medications

High-alert medications require additional verification. These medications have an increased risk of causing significant patient harm if administered incorrectly. Examples include: Anticoagulants (e.g., heparin), Insulins, IV antiarrhythmics and other medications identified by facility policy.

Independent double-checks by two licensed professionals are required per facility policy.

Student Knowledge Requirements (Prior to Instructor Check)

Before presenting medications to faculty or RN/LVN for approval, the student must be prepared to discuss:

- Generic and trade name
- Classification
- Mechanism of action
- Reason prescribed for this patient
- Safe dosage range
- Major side effects
- Nursing implications
- Relevant lab values
- Drug incompatibilities
- Correct IV rate (mL/hr)
- Proper injection site and needle size
- Saline flush procedures
- Parameters for holding medication

Students must obtain and report necessary assessments including:

- Blood pressure and apical pulse (within 1 hour for cardiac/vasoactive meds)
- Blood glucose levels
- PT/INR/PTT
- Potassium, sodium levels
- Drug serum levels (e.g., digoxin, phenytoin, theophylline)

Failure to have required data is considered a failure to meet policy requirements and may require remediation.

Clinical Requirements

1. Review the MAR at the beginning of each shift.
2. Prepare medications no more than 30 minutes prior to administration (unless otherwise indicated as per facility policy).
3. Prepare medications for ONE patient at a time.
4. Maintain aseptic technique throughout the procedure.
5. Verify patient ID band prior to administration.
6. Document immediately after administration.
7. Students must carry:
 - A watch with a second hand
 - Stethoscope
 - Required drug reference materials

Supervision and Accountability

- Faculty supervision is required for first administration of each route.
- Clinical faculty determine when supervision may transition to RN/LVN oversight.
- Students must demonstrate continued competency.
- Failure to follow medication policy may result in:
 - Clinical failure
 - Required remediation
 - Removal from clinical
 - Dismissal from the program

Enforcement

Medication errors, unsafe practices, or policy violations will be evaluated on a case-by-case basis. Any action that compromises patient safety may result in immediate removal from the clinical setting and may result in program dismissal.

Patient safety is the highest priority of the Vocational Nursing Program.

Professional Appearance Guidelines

Our patients have the right to expect a clean, pressed uniform in good repair. The uniform must be worn for clinical as well as class. While in uniform the student must comply with all areas of the guidelines for professional appearance such as hair jewelry, etc.

Uniform and Professional Appearance Policy

The purpose of this policy is to promote professionalism, safety, infection control, and a consistent appearance among all students enrolled in the Vocational Nursing Program. Adherence to the uniform policy is mandatory during all clinical, laboratory, and program-related activities unless otherwise specified.

1. Required Uniform

- Standard white nursing shoes with a closed toe or 3/4 white tennis shoes with conservative logo (no color stripes) worn to both class and clinical settings. Solid white, blue or black socks (no multicolor or print socks may be worn).
- School fleece jackets and crew necks are NOT to be worn to the clinical site. Students may wear school-approved navy-blue lab coats.
- Clinical accessories such as a penlight, scissors, stethoscope, watch with a second hand, etc. are mandatory. **No smartwatches or smart devices are allowed.**
- In response to temperature fluctuations, students are permitted to wear a selection of school-approved navy-blue lab coat, or navy-blue fleece for added comfort.
- Students must wear **only navy blue scrubs issued and provided by the school**, with school issued ID badge. Crew neck sweat shirts are not considered part of the approved uniform and may only be used on the designated spirit day.
- Students may wear a fitted White Navy Blue or Black long-sleeved t-shirt under uniform top, if desired, for warmth or to cover tattoos. Please note this does not mean a sweatshirt, hoodie, or sweater. Under shirts and tattoo sleeves must be worn to cover tattoos even while wearing lab coat.

- Students are required to wear school issued ID badges prior to entering campus or clinical site. Badge must be visible on the upper right side of scrub at all times.
 - No substitutions, alterations in color, or additional layers that alter the uniform appearance are permitted unless approved by program administration.
 - Scrubs must be clean, wrinkle-free, properly fitted, and in good condition (no tears, fraying, or fading).
 - Undershirts, if worn, must be solid white, black or navy blue and free of logos or patterns.
 - No blankets are allowed.
 - Uniforms must allow for safe, unrestricted movement during clinical and laboratory activities.
 - Jogger-style, leggings, denim material, stretch-fabric "skinny" styles, or pants with decorative features are not permitted.
 - Faculty reserve the right to determine whether uniform meets professional standards.
 - The logo is trademarked and may **not** be used by students to create personal shirts, uniforms, or other items
2. Hair and Grooming
- No "bling" hair accessories or hair extensions may be used.
 - No distracting dye colors, for example: Blues, pinks, greens, purple, orange, reds, platinum, and/or stripes, etc.
 - No baseball caps, cowboy hats, or beanies allowed.
 - Scrub caps; however, they must be the same color as the school uniform.
 - Male students are required to keep their mustaches clean, neatly trimmed, or shaven, and to keep their beards away from their necklines. Mustaches and beards must not exceed one inch in length. If a clinical site deems the student unable to pass N95 mask test, then the student will be sent home, hours deducted and shall not return to school/clinical until the beard meets their criteria.
 - Hair must be clean, neat, and professional in appearance.
 - Hair must be secured and pulled back in a bun with a hair elastic; no alligator clips allowed.
 - Hair must not fall below the collar at any time.
 - Hair must not interfere with patient care, safety, or infection control standards.
 - False lashes or eyelash extensions are NOT permitted.
4. Hair Color
- Should fall within the normal range of hair colors, No distracting dye colors: Example: Bright blues, pinks, greens, purples, orange, reds, grays, platinum and/or stripes, etc.
5. Nails and Hand Hygiene
- Fingernails must be trimmed short and maintained at a length that does not extend beyond the fingertip.
 - Nails must be natural.
 - Artificial nails, acrylics, gel overlays, nail enhancements, and nail polish are not permitted.
 - Students must maintain strict hand hygiene in accordance with clinical facility standards.
4. Jewelry and Piercings
- Students may wear:
 - One small, simple stud earring per ear (one per ear only).
 - One simple wedding band (no stones, studs, or raised settings).
 - No additional piercings, facial jewelry, gauges, bracelets, necklaces, or visible body jewelry are permitted.
 - Clear earring retainers are permitted
 - One wristwatch analog with a second hand or digital. NO SMART WATCHES ALLOWED.
5. Tattoos
- If tattoos are visible, they must be covered while in the classroom/clinical setting. Tattoos will have to be covered even if the student is wearing a long-sleeve lab jacket. Examples: chest, wrists, forearms and arms. RGV College will require all nursing students to follow clinical affiliation guidelines and requirements associated with tattoos.
6. Hygiene
- Good oral hygiene and clean bodies, free of odor are essential. Make-up should be kept to a minimum.
7. Spirit Shirt Days

- Fridays are designated as Spirit Shirt Day for the DAY Program and Mondays for the EVENING/WEEKEND Program.
- Students may dress ONLY in solid, plain blue jeans (no torn) and a spirit shirt of their choosing (which shall have the school logo or name).
- Shoes may be of the students' choosing that are no more than 2 inches in height and have a closed toe.
- Students may wear their hair down.
- If the student is scheduled for a clinical or in-house clinical, the uniform and all clinical policies apply.
- If the student opts not to participate in Spirit Shirt Day, they shall wear their complete school uniform.
- The administration will notify students when the school participates in awareness days or months and whether students may wear other t-shirts.

General Professional Standards

Students are expected to maintain a clean and professional appearance at all times. Strong fragrances, including perfume, cologne, or heavily scented lotions, are not permitted. Compliance with this policy is required to participate in clinical and laboratory activities.

Non-Compliance

Failure to adhere to the Uniform and Professional Appearance Policy may result in:

- Removal from the clinical or laboratory setting
- An unexcused absence for the day
- Disciplinary action in accordance with program policies

This policy reflects the standards of professional nursing practice and supports patient safety, infection control, and the professional image of the Vocational Nursing Program.

Use of Uniform Outside of Authorized Settings

The Vocational Nursing Program uniform represents the school, its values, and the nursing profession. Students are expected to uphold the integrity, professionalism, and reputation of the program at all times.

Recreational and Public Settings

- Students are not permitted to wear the school-issued uniform in recreational, social, or non-academic public settings, including but not limited to restaurants, bars, lounges, clubs, parties, shopping centers, gyms, or entertainment venues. Students are expected to maintain professionalism at all times while representing the school.
- The uniform may only be worn during scheduled clinical, laboratory, simulation, or other officially approved program-related activities.
- Students are expected to change out of their uniform promptly upon completion of clinical or academic responsibilities.

Social Media and Public Representation

- Students may not wear the school uniform in unauthorized social media posts, photos, videos, or live streams.
- The school name, logo, or uniform may not be used in any social media content that is not officially approved by the program administration.
- Students must not post content while in uniform that could be considered unprofessional, misleading, or damaging to the reputation of the school or the nursing profession.

Failure to comply with these standards may result in disciplinary action in accordance with program policies that may lead to dismissal from the program.

Graduation Requirements

- a) All students must complete all courses with a grade of 78% or better,
- b) Completion of the VN curriculum plan and all assigned academic components
- c) Fulfill all financial obligations

Students are encouraged to participate in the institution's commencement ceremony; however, participation does not signify that all academic requirements have been completed. Students participating in the institution's commencement ceremony are responsible for the cost of the graduation regalia.

Outlier Alumni

An outlier student is identified as a graduate from RGV College VN Program opting not to take the NCLEX examination within 6 months after graduation, regardless of the reason. The student may contact the program director or assistant program director to obtain guidance on the steps the alumni may need to take to register for NCLEX testing.

Rio Grande Valley College Requirements for State Board Examination

Rio Grande Valley College strongly recommends students initiate payment for Jurisprudence examination and application with the Board of Nursing 60-90 days prior to their scheduled graduation date. Students are required to complete payment of their NCLEX-PN exam prior to preceptorship. We further recommend that the student registers with Pearson VUE and schedules their NCLEX immediately following the receipt of their Authorization to Test (ATT) via email. The cost of these exams will be covered by the student.

Step	Action
1	U.S. EDUCATED APPLICANTS APPLYING FOR THEIR FIRST ATT WITH TEXAS: Complete the appropriate application in your Texas Nurse Portal: • LVN/LPN GRADUATES: select the application titled "NCLEX-PN Application – U.S. Graduates" • RN GRADUATES: select the application titled "NCLEX-RN Application – U.S. Graduates" <i>Have you previously tested with Texas or received an ATT with Texas? Review the requirements under Step 8.</i>
2	CRIMINAL BACKGROUND CHECK Effective 2004, all applicants for Texas licensure are required to submit fingerprints for a Criminal Background Check (CBC). The CBC is completed through the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) and are sent directly to the TXBON by each agency. DPS & FBI CBC results cannot be sent in by the applicant or be results previously completed for another facility or agency. Results cannot be transferred to our office/agency by another licensing/state agency, employer, and/or educational institution. If you already completed a CBC submission for the TXBON (either as a student or during a previous application) you will not need to resubmit fingerprints for a CBC unless you are instructed to do so by TXBON staff. The following information will assist you in completing the fingerprinting process: If you are a Texas resident follow the instructions: For Applicants Residing in Texas If you are not a Texas resident follow the instructions: For Applicants Residing Outside of Texas

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	If you do not have a U.S. issued Social Security number, follow the instructions: For Applicants Without a Social Security Number NOTE: The Texas Board of Nursing does not make judgments regarding the fingerprints that are submitted. Occasionally the DPS and/or the FBI will notify the BON that the fingerprints submitted were not usable and/or readable and therefore have been rejected. You will be notified if a rejection has been received and another set of fingerprints is required. The BON can only submit a request to initiate a name search on your behalf if our office has received two (2) quality rejections from the FBI. A rejection for any other reason (i.e. smudging, impressions too light, etc.) would not count toward this requirement.
3	Criminal Background Check PEARSON VUE REGISTRATION Register with Pearson Vue. The cost is \$200. The Board recommends that applicants complete this step a minimum of THIRTY (30) DAYS prior to graduation. Your Pearson Vue registration MUST be completed BEFORE an ATT can be issued.
4	NURSING JURISPRUDENCE EXAMINATION Effective September 2008, all NCLEX applicants are required to complete the Nursing Jurisprudence Exam (NJE) prior to receiving an ATT. The NJE is 2 hours long and based on the Texas Nursing Practice Act (NPA) and Texas Board Rules & Regulations. The Board recommends that applicants review both in preparation for the NJE. You can register for the NJE on our website. If you have previously completed this requirement, and the results are on-file, then you do not need to complete this again. Board staff will review your prior completion and update this requirement to your application at the time your application is initially reviewed.
5	Nursing Jurisprudence Examination AFFIDAVIT OF GRADUATION After graduation, your program dean/director must complete an Affidavit of Graduation (AOG) and submit it to our office. GRADUATES OF TEXAS PROGRAMS: Your program dean/director will submit the AOG electronically through the Texas AOG Portal. Your program dean/director cannot submit your AOG unless you have provided the correct NCSBN/Pearson Vue Program Code on your NCLEX Application. GRADUATES FROM OTHER U.S. STATES & TERRITORIES (EXCLUDING PUERTO RICO): Your program dean/director must complete the appropriate paper AOG form and submit it directly to our office. The AOG form MUST include an original seal and signature and be submitted by email to licensing@bon.texas.gov. MAILED FORMS AND FORMS SUBMITTED BY THE APPLICANT WILL BE REJECTED. RN AOG FORM LVN AOG FORM
6	ATT REVIEW An ATT review will not take place until Board staff have received the following: • NCLEX Application and fee • Fingerprint submission/criminal background check results (completed eligibility review IF needed) • Pearson Vue registration • NJE completion • Affidavit of Graduation If the items above have been received, Board staff will review your file for an ATT within 15 business days of the last item being received. Once reviewed, Board staff will update your NCLEX checklist item (in your Nurse Portal application status page) to "Eligible". You will receive your ATT email within 5 business days of Board staff completing your ATT review and updating your status to "eligible" in your Nurse Portal; your GN/GVN permit (if

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	eligible) will be posted in your Nurse Portal account and the Texas Verification Portal within 5 business days of receiving your ATT email. Your ATT and GN/GVN permit are valid for 75 days and cannot be extended.
7	NCLEX RESULTS The Board will receive your NCLEX results (Pass or Fail) from Pearson Vue within 24-48 hours of your exam date. The update will post to your NCLEX checklist item in your Application status of your Texas Nurse Portal account. Your permanent license will be issued within 15 business days AFTER we receive your passing NCLEX results.
8	U.S. EDUCATED APPLICANTS RETAKING THE NCLEX WITH TEXAS: - Complete the appropriate application in your Texas Nurse Portal: - Select "NCLEX RETEST Application – U.S. Graduates" Register with Pearson Vue. The cost is \$200. - Your Pearson Vue registration MUST be completed BEFORE an ATT can be issued. Your AOG, fingerprint results, and NJE results are on file and do not need to be completed again. Board staff will review your retest application for an ATT within 15 business days of receiving the last required item. PER BOARD RULE §217.2(c)(d), ALL APPLICANTS APPLYING TO RETAKE THE NCLEX MUST BE WITHIN FOUR (4) YEARS OF THEIR GRADUATION DATE TO BE ELIGIBLE TO RETEST. Applicants who are past four (4) years of their graduation date will not be issued an ATT. To be eligible to retest, you will need to re-educate by completing a new nursing program. You can find the list of approved programs on our website. Please note that a refresher course is not acceptable as reeducation. Re-education refers to completing a new initial nursing education program and graduating with a new graduation date. Refresher courses (for nurses who are returning to practice) are not acceptable.
9	INTERNATIONALLY EDUCATED APPLICANTS APPLYING FOR THEIR FIRST ATT WITH TEXAS: - Complete the appropriate application in your Texas Nurse Portal: - Select "NCLEX Application – International Graduates (Including Puerto Rico)" <i>Have you previously tested with Texas or received an ATT with Texas? Review the requirements under Step 10.</i> - Complete the Nursing Jurisprudence Exam (see step 4 above for more information) - Complete a fingerprint submission for a criminal background check (see step 2 above for more information) - Submit proof of receiving a passing score on an English Proficiency exam accepted by the Board (if your program was not conducted in English). The Board accepts any of the following English Proficiency exams: - the Test of English as a Foreign Language (TOEFL) with a passing score of 560 paper based or 220 computer based - the Test of English as a Foreign Language (TOEFL) internet-based test (iBT) with a minimum passing score of 83 - receipt of both the Test of Spoken English (TSE) with a minimum score of 50 and the Test of Written English (TWE) with a minimum score of 4.0 - the International English Language Testing System (IELTS) with an overall score of 6.5 with a minimum of 6.0 in all four modules - the Pearson Test of English Academic (PTE) with an overall score of 55 with a minimum of 50 in each of the four modules - The Michigan English Test (MET) with a passing standard score of 55 overall, with a minimum speaking section score of 55 - the Occupational English Test (OET Nursing), paper or computer, with a minimum score of 300 in each sub-test (Reading, Writing, Listening, and

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	Speaking). Remotely proctored exams are not accepted. Passing scores must be earned during a single test appointment. 4. Submit an original Credential Evaluation Service (CES) Full Education Professional report completed by one of the providers accepted by the Board. <i>Note: The CES report must be dated within one year of issuance by the certification organization.</i> 1. Submit a Verification of Licensure (VR) from all countries, states, provinces, and/or territories where you hold or have held a license. The VR must come directly from the licensing authority and must bear the authority's official seal. The VR is only valid for one (1) year after it is signed and sealed by the licensing authority. <i>*Note: the CES Full Education course-by-course report will contain your original country of licensure's VR.</i> 2. The CES Report, English Proficiency Exam report, and Verification of Licensure MUST be submitted directly to our office by the appropriate authority/agency who completes each report. Applicant copies will not be accepted. 3. An international applicant applying for the first time with Texas must have worked within the 4 years preceding the filing of the examination application OR be within 4 years of his/her graduation date in order to sit for the NCLEX. Applicants who are past their 4 years of eligibility are required to re-educate to retake the NCLEX with Texas. Please note that a refresher course is not acceptable as re-education. Re-education refers to completing a new initial nursing education program and graduating with a new graduation date. Refresher courses (for nurses who are returning to practice) are not acceptable. <i>NOTE: An applicant may be requested to show proof of working if the BON has cause to question an applicant's eligibility. Proof would consist of a 'statement of practice' including dates worked and listing of functions performed, completed on letterhead and sent directly to our office from the facility in which the practice took place.</i>
10	INTERNATIONALLY EDUCATED APPLICANTS RETAKING THE NCLEX WITH TEXAS: 1. Complete the appropriate application in your Texas Nurse Portal: 1. Select "NCLEX RETEST Application – International Graduates (including Puerto Rico)" 2. Submit an updated Verification of Licensure (VR) for any nursing license(s) held in other countries. NOTE: A new VR is only required if the VR currently on file has expired (all VRs are valid for one (1) year after being signed and sealed by the licensing authority). 3. Register with Pearson Vue. The cost is \$200. 1. Your Pearson Vue registration MUST be completed BEFORE an ATT can be issued. Your CES Report, fingerprint results, English Proficiency results (if required), and NJE results are on file and do not need to be completed again. Board staff will review your retest application for an ATT within 15 business days of receiving the last required item. An international applicant applying to retest with Texas must have worked within the 4 years preceding the filing of the examination application AND be within 4 years of his/her date of eligibility in order to sit for the NCLEX. For purposes of the NCLEX, the date of eligibility is defined as the issuance date for the initial Authorization to Test (ATT). Applicants who are past their 4 years of eligibility are required to re-educate to retake the NCLEX with Texas. Please note that a refresher course is not acceptable as re-education. Re-education refers to completing a new initial nursing education program and graduating with a new graduation date. Refresher courses (for nurses who are returning to practice) are not acceptable. <i>NOTE: An applicant may be requested to show proof of working if the BON has cause to question an applicant's eligibility. Proof would consist of a 'statement of practice' including dates worked and listing of functions performed, completed on letterhead and sent directly</i>

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	<i>to our office from the facility in which the practice took place.</i>

This information is cited from the Texas Board of Nursing Applications Requirements located at https://www.bon.texas.gov/licensure_examination.asp.html