

The University of North Texas
Health Science Center at Fort Worth

College of Nursing

STUDENT HANDBOOK
Updated September 2025

Each student is responsible for knowing current academic and administrative policies and procedures that apply to enrollment in their respective degree program. The University of North Texas Health Science Center (UNT HEALTH Fort Worth) reserves the right to amend or add to these policies and procedures at any time during an individual student's enrollment period, provided that such changes or additions are intended to improve the quality of education and are introduced fairly and deliberately. Policy changes will be made publicly available. Students in the College of Nursing are subject to Institutional and Program policies and procedures while on or off campus and during student activities. If you have a specific question about this handbook or any requirement, please resolve such questions before enrolling.



Dear Students,

Welcome to the College of Nursing at the University of North Texas Health Science Center! We are thrilled that you have chosen to join our innovative new program.

We have curated an incredible team of faculty with a wide breadth of experience to give you a truly robust, well-rounded education. There are numerous opportunities in nursing practice, and we look forward to introducing you to this fulfilling profession. Whatever path you choose, our faculty are here to guide you along the way. Our goal is to create nurse innovators – problem solvers who can find solutions within systems, communities, and the world at large.

You are an integral part of our UNT HEALTH mission to create solutions for healthier communities and our College of Nursing mission to advance nursing education, research, innovation, and practice. Together, we will explore new avenues for learning, embrace challenges as opportunities for growth, and uphold our commitment to delivering top-notch healthcare services.

Please let us know if you have any questions. We are here for you and look forward to supporting your advancement in a nursing career.

Best regards,



A handwritten signature in black ink, which appears to read "C. Weston".

Dr. Cindy Weston, DNP, APRN, FNP-BC, CHSE, FAANP, FAAN
Founding Dean and Professor
College of Nursing
UNT Health Science Center



College of Nursing Mission

Create innovative professional nurses through remarkable education, practice, research, service, and interprofessional collaboration.

College of Nursing Vision

To alleviate health disparities through the development of innovative nursing professionals who instill hope, model exceptional standards, and advocate for their patients, community, and the profession.

Teaching Philosophy

The University of North Texas Health Science Center (UNT HEALTH Fort Worth) College of Nursing (CON) philosophy of education is rooted in our overarching commitment and purpose *to transform lives to improve the lives of others*. We embrace a whole-health, dynamic approach that surpasses the conventional student experience through fostering innovation. Our philosophy is grounded in the conviction that nursing education is transformative and nurtures professional identity through mentorship with dedication to supporting learners and preparing individuals to be compassionate, critical thinkers. Our innovative approach to nursing education, employing experiential learning through high-fidelity simulations, is poised to empower UNT HEALTH Fort Worth CON graduates. They will be well-prepared to contribute to the complexities in the evolving healthcare systems and advance care delivery methods, directly impacting the promotion of optimal health and wellness among individuals, populations, and communities.

We hold a strong belief that critical thinking and sound clinical judgment develop through active, experiential learning. The CON prioritizes hands-on clinical and simulated experiences, as well as community-based care deeply connected to the lived experiences of diverse individuals and populations. This approach aims to cultivate nursing professionals who are well-prepared for practice. The core competencies of nursing transcend practice settings, and we focus on clinical immersion experiences that support the advancement of professional nurses prepared to navigate the complexities of care and partner with patients, populations, and communities to improve health. Nurses are lifelong learners requiring ongoing adaptation and adoption of healthcare advancements. Healthcare delivery resulting in optimal health outcomes requires effective interprofessional teams, therefore our graduates are prepared to champion interprofessional education and practice. Graduates of the UNT HEALTH Fort Worth CON, will be equipped to transition into their professional career practice-ready, thoughtful, considerate, caring, and able to implement innovative solutions into the communities they serve.



UNT Health's Purpose

Transform lives in order to improve the lives of others.

UNT Health's Vision

One University, built on values, defining and producing the providers of the future.

UNT Health's Mission

Create solutions for a healthier community.

Our Values



UNT Health's History

Before it was the University of North Texas Health Science Center at Fort Worth, UNT Health was the Texas College of Osteopathic Medicine.

TCOM accepted its first class of 20 students in 1970 and celebrated its first graduation in 1974 with 18 graduates. The next year, TCOM officially merged with the North Texas State University — now the University of North Texas.

In 1993, the Graduate School of Biomedical Sciences was established, which marked the beginning of TCOM's expansion into a graduate university with multiple colleges and degree options. Shortly after, the name was changed to the University of North Texas Health Science Center at Fort Worth.

Since the name change, UNT HEALTH has added four colleges. The first undergraduate program was added in 2022 to GSBS, which then was renamed the School of Biomedical Sciences.

- 1999 – School of Public Health
- 2007 – School of Health Professions
- 2013 – UNT System College of Pharmacy
- 2023 – College of Nursing

Visit the [Our History](#) page to explore UNT HEALTH's timeline.

Chapter 1. ADMISSION	9
Admission Process	9
Admission Requirements for Undergraduate Studies.....	9
RN to BSN.....	9
Pre-Licensure to BSN	11
Admission Requirements for Graduate Studies.....	13
MSN in Practice Innovation.....	13
MSN Psychiatric Mental Health NP.....	13
Graduate Certificate Tracks	14
Technical (non-academic) Standards.....	15
Admission Deferment	16
Foreign Student Application	16
Transfer Credits.....	16
Chapter 2. DEGREE PLANS AND PROGRESSION.....	17
COURSE CONTENT DELIVERY AND DEGREE PLANS.....	17
RN to BSN Program	17
Pre-licensure BSN Program	17
MSN Programs.....	17
Chapter 3. PROMOTION, PROBATION, & DISMISSAL	18
Chapter 4. GRADUATION REQUIREMENTS.....	19
Licensure and Board Testing following Graduation	20
Chapter 5. COMPLIANCE REQUIREMENTS.....	21
Petition for Declaratory Order	22
Immunizations	22
Background Checks	23
Drug Screenings.....	23

Finger Printing	24
BLS Certification	24
Student Health Insurance.....	24
Professional and General Liability Insurance.....	25
HIPAA.....	25
Chapter 6. COMPETENCIES IN NURSING EDUCATION.....	25
Chapter 7. EXPECTATIONS OF STUDENTS	28
Academic Integrity.....	28
Academic Misconduct	29
Attendance.....	29
Cell Phones/Electronic Devices	35
Confidentiality.....	35
Dress Code for Nursing Students	36
White Coat.....	36
Clinical and Classroom Attire	36
Practice Lab/Health Assessment Attire.....	38
Required Clinical Equipment	38
Violations of CON Student Dress Code.....	39
Emails.....	39
Evaluation of Teaching Effectiveness (Course Evaluations).....	39
Homework Assignments.....	39
Pregnancy, Pregnancy Related Conditions and Parenting Accommodations Under Title IX.....	40
Professional and Timely Interactions.....	40
Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking.....	40
Social Media	41
Technology Requirements	43

Transportation	43
Chapter 8. GENERAL ACADEMIC PROCEDURES	44
Institutional Academic Policy (7.103)	44
Advising	44
Program Orientation	44
Commencement	45
Chapter 9. CON ENROLLMENT PROCEDURES	45
Satisfactory Academic Progress	45
Full- and Part-time Enrollment.....	45
Concurrent Enrollment at Another Institution	46
Course Withdrawal.....	46
Course Duplications	46
Degree Plan Change, Incomplete Grade, or Withdrawal.....	47
Leave of Absence.....	47
Readmission.....	48
Chapter 10. CON COURSE PROCEDURES.....	48
Course Syllabus	48
Class Participation.....	49
Class Recordings	49
Examinations	50
Make-Up Examinations.....	50
Final Examinations.....	51
Grading	51
Incomplete Grades.....	52
Remediation	53
Accommodations	53

Communication.....	53
Quality of Work Required	54
Academic Performance Referrals.....	54
Grade Appeal Processes.....	55
Academic and Non-Academic Complaint/Grievance Procedures	55
Student Representatives and Ambassadors	56
Chapter 12. ETHICAL STANDARDS FOR NURSES	56
ANA Code of Ethics	56
Chapter 13. STUDENT SERVICES	57
Enrollment Management.....	57
Admissions and Recruitment.....	57
Financial Aid Office	58
Registrar and Student Records Office.....	58
Division of Student Affairs	59
Center for Academic Performance.....	59
Office of Care and Civility	60
Student Assistance Resource Center	61
Center for Student Life.....	62
Career Readiness Center	63
Office of Disability Access.....	63
Testing and Evaluation Services.....	64
Chapter 14. CAMPUS SAFETY.....	64
Chapter 15. Applications for Licensure	65
Appendix A: College of Nursing Communication Flowchart.....	66

Title IX of the Educational Amendments of 1972 is the federal statute that prohibits discrimination on the basis of sex. It reads: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.*

Chapter 1. ADMISSION

Admission to the University of North Texas Health Science (UNT HEALTH Fort Worth) College of Nursing (CON or Program) is a competitive process. Applicants to all undergraduate or graduate nursing programs in the College must apply to the Nursing Centralized Application System (Nursing CAS), operated by the American Association of Colleges of Nursing (AACN). Applicants will be expected to upload all materials required for admission to UNT HEALTH College of Nursing to the Nursing CAS portal.

Admission Process

The admission process will be administered by the Office of Admissions and Recruitment. The process consists of the following steps:

- Applicants will submit an online application that includes biographical data required for reporting and a statement of intent to enroll in the program;
- Applicants will provide official transcripts showing required Texas Core Curriculum and/or science prerequisite courses eligible for transfer (as applicable);
- Transcripts are evaluated by the Office of Admissions and Recruitment in collaboration with the College of Nursing, Registrar and Student Records Office, which determines acceptable transfer credit from other institutions.
- An Admissions Committee consisting of members of the nursing faculty will be appointed by the Dean to review applications; and
- A recommendation for admission will be made by the Admissions Committee.

Fees associated with application to a program must be paid in U.S. currency and are paid directly through the Nursing CAS. Questions may be directed by telephone at 817-735-2003 or by email to Admissions@unthsc.edu.

Admission Requirements for Undergraduate Studies

RN to BSN

- Nursing CAS application (nonrefundable fee required)
- RN licensure (Submitted as part of Nursing CAS) in a state or region that is approved through the National Council of Boards of Nursing or evidence of eligibility for RN licensure within one year with required evidence of an unencumbered RN licensure prior to graduation.

- Completion of or enrollment in an associate's degree in nursing (ADN, ASN) or diploma program from a regionally accredited institution.
 - *Provisional or Conditional* Admission may be granted in the following conditions:
 - Individuals actively enrolled in an ADN (associate degree in nursing) or diploma program from a regionally accredited institution in good standing may receive provisional/conditional admissions to this program.
 - Provisionally admitted students may enroll in up to 6 semester credit hours (SCH) in the RN to BSN program before completing their ADN or diploma program and presenting evidence of passing the National Council Licensure Examination-Registered Nurse (NCLEX-RN). However, provisionally admitted students will not progress to any other BSN program courses within the College of Nursing without first passing the NCLEX-RN and obtaining an active, unencumbered registered nurse (RN) license in a state or region that is approved through the National Council of Boards of Nursing.
 - Upon licensure as a registered nurse (and meeting all other admission requirements), the student will receive unconditional admission to proceed in the program.
- Completion of 42 semester credit hours from the Texas Core Curriculum.
- Completion of required College of Nursing prerequisites with a grade of "C" or better by time of enrollment. (Some may count toward being Texas Core Complete.) The prerequisites include the following:
 - Anatomy & Physiology I (must include lab) – 4 SCH
 - Anatomy & Physiology II (must include lab) – 4 SCH
 - Microbiology (must include lab) – 4 SCH
 - Nutrition – 3 SCH
 - Introduction to Psychology – 3 SCH
 - Lifespan Growth and Development – 3 SCH
 - Statistics – (any College level of at least 3 SCH) *
 - U.S. History I – 3 SCH
 - U.S. History II – 3 SCH
 - U.S. Government – 3 SCH
 - Texas Government – 3 SCH
 - English Composition I – 3 SCH
 - English Composition II or Technical Writing or any CORE 010 approved course – 3 SCH
 - Creative Arts – 3 SCH
 - Language, Philosophy and Culture – 3 SCH
 - Free Electives – 12 SCH

* The statistics course may be taken in any academic discipline; course content should include descriptive statistics, hypothesis testing, sampling techniques, measures of relationship, regression models, and other tests for significance.

- Minimum cumulative GPA of 2.5 on a 4.0 scale in all prerequisite courses
- Individuals who earned an associate degree in nursing from a regionally accredited community college will be awarded 30 semester credit hours toward the RN to BSN.
- Favorable Criminal Background Check (paid for by student)
- Negative Drug Screening (paid for by student)
- Out-of-state applications will be considered on a case-by-case basis and in accordance with the Board of Nursing regulations.
- Holistic Admission review by committee
- All applicants are required to submit two former faculty or employer references. (Submitted as part of Nursing CAS)
- Professional resume or Curriculum vitae (CV) (Submitted as part of Nursing CAS)
- Official transcripts (Unofficial not accepted) uploaded to Nursing CAS

Pre-Licensure to BSN

- Transfer all 42 SCH of Texas Core Curriculum requirements prior to course attendance at UNT HEALTH.
- Transfer 60 SCH of BSN Prerequisite Courses (some courses will meet Texas Core Requirements above)
 - Anatomy & Physiology I (must include lab) – 4 SCH
 - Anatomy & Physiology II (must include lab) – 4 SCH
 - Microbiology (must include lab) – 4 SCH
 - Nutrition – 3 SCH
 - Introduction to Psychology – 3 SCH
 - Lifespan Growth and Development – 3 SCH
 - Statistics (Math, Psychology) – 3 SCH
 - U.S. History I – 3 SCH
 - U.S. History II – 3 SCH
 - U.S. Government – 3 SCH
 - Texas Government – 3 SCH
 - English Composition I – 3 SCH
 - English Composition II or Technical Writing or any CORE 010 approved course– 3 SCH
 - Creative Arts – 3 SCH
 - Language, Philosophy and Culture – 3 SCH
 - Free Electives- 12 SCH
- A minimum cumulative GPA of 2.5 is required. All grades earned at all schools attended will be calculated in the admission grade point average. A grade of C or better is required in all prerequisite courses.
- A minimum of 40 SCH of the 60 SCH prerequisite total must be completed prior to applying for admissions, including the Anatomy and Physiology sequence, Microbiology, Guided Elective, and

Nutrition. All prerequisites must be completed by the time of enrollment.

- A minimum score of 60 on the Test of Essential Academic Skills or Health Education Systems Incorporated Admissions Assessment A2 (TEAS/HESI). Score of 70 in each category are considered competitive.
- Favorable Criminal Background Check (paid for by student)
- Negative Drug Screening (paid for by student)

Students applying to the Bachelor of Science in Nursing (BSN) program are required to complete the HESI A2 **or** ATI TEAS and submit their exam score report(s) along with their application.

The HESI A2 consists of five required academic exams.

- Reading Comprehension: includes identifying main ideas, understanding word context, passage comprehension, and making logical inferences. (55 items)
- Vocabulary & General Knowledge: includes vocabulary terms used frequently in English and healthcare. (55 items)
- Science
- Biology: includes cells, molecules, water, cellular respiration, metabolism, and other basics of biology. (30 items)
- Anatomy & Physiology includes general terminology and anatomical structures and systems. (30 items)
- Math (55 questions; an on-screen calculator is available during testing)

A minimum score of 70 is recommended but not required on all five sections of the HESI A2.

The ATI TEAS exam consists of:

- Reading (45 questions; 55 minutes): Paragraph comprehension, passage comprehension, information source comprehension
- Math (38 questions; 57 minutes): Numbers and operations, algebraic applications, data interpretation and measurement
- Science (50 questions; 60 minutes): Biology, chemistry, human anatomy and physiology, life science, earth and physical science, scientific reasoning
- English and Language Usage (37 questions; 37 minutes): Grammar and word meanings in context, sentence structure, punctuation and spelling

A minimum score of 60 is recommended but not required on all four sections of the ATI TEAS.

It is recommended that applicants schedule and test within 30-60 days of applying to UNT HEALTH College of Nursing. The ATI TEAS and HESI A2 exams are taken in a proctored online session, so it may take time to schedule and get the results.

The number of times you can retake the ATI TEAS and HESI A2 are not limited; however, you will be charged a fee for each retest. Applicants are responsible for any costs or fees associated with HESI/TEAS testing. It is strongly recommended that you wait 30-60 days between retakes so you have time to prepare before the exam date scheduled.

Applicants are responsible for securing their testing appointment at the location of their choice. Applicants are responsible for submitting their score sheet with their program application materials.

ATI TEAS and HESI A2 testing appointments fill quickly. Do not assume you will have your score sheet to submit with application materials if you test on the application deadline date.

Admission Requirements for Graduate Studies

MSN in Practice Innovation

- Nursing CAS application (nonrefundable fee required)
- A bachelor's degree in nursing (BSN) from a regionally accredited institution with a nursing program accredited from the Commission on Collegiate Nursing Education (CCNE) or the American Commission for Education in Nursing (ACEN).
- Evidence of an active, unencumbered registered nurse (RN) license in a state approved through the National Council of State Boards of Nursing.
- Completion of a college level statistics course (3 semester credit hours). The course may be taken in any academic discipline; course content should include descriptive statistics, hypothesis testing, sampling techniques, measures of relationship, regression models and other tests for significance.
- A minimum cumulative GPA of 3.0 on a 4.0 scale in the last 60 credit hours of the BSN program. Provisional admission can be offered to applicants with a GPA that falls between 2.85 and 2.99. Students admitted under provisional status must achieve a 3.0 GPA in the first three courses of the major to progress in the graduate program.
- Favorable Criminal Background Check (paid for by student)
- Negative Drug Screening (paid for by student)
- Out-of-state applications will be considered on a case-by-case basis and in accordance with the Board of Nursing regulations.
- Holistic Admission review by Committee.
- All applicants are required to submit two former faculty or employer references. (Submitted as part of Nursing CAS)
- Professional resume or Curriculum vitae (CV) (Submitted as part of Nursing CAS)
- Official transcripts (Unofficial not accepted) uploaded to Nursing CAS

MSN Psychiatric Mental Health NP

- Application for admission to the UNT Health Science Center College of Nursing

- A bachelor's degree in nursing (BSN) from a regionally accredited institution with a nursing program accredited from the Commission on Collegiate Nursing Education (CCNE) or the American Commission for Education in Nursing (ACEN)
- Evidence of an active, unencumbered registered nurse (RN) license in a state approved through the National Council of State Boards of Nursing.
- An unencumbered RN license in Texas.
- Completion of a statistics course (3 semester credit hours). The course may be taken in any academic discipline; course content should include descriptive statistics, hypothesis testing, sampling techniques, measures of relationships, regression models and other tests for significance.
- A minimum cumulative GPA 3.0 on a 4.0 scale in the last 60 credit hours of the BSN program. Provisional admission can be offered to applicants with a GPA that falls between 2.85 and 2.99. Students admitted under provisional status must achieve a 3.0 GPA in the first three courses of the major to progress in the graduate program.
- Favorable Criminal Background Check (paid for by student)
- Negative Drug Screening (paid for by student)
- Out-of-state applications will be considered on a case-by-case basis and in accordance with the Board of Nursing regulations.
- Holistic Admission review by committee.
- Interview will be required for selected candidates following review of Nursing CAS application and documents.
- All applicants are required to submit two current or former faculty or employer references. (Submitted as part of Nursing CAS).
- Professional resume or Curriculum vitae (CV) (Submitted as part of Nursing CAS).
- Official transcripts (Unofficial not accepted) uploaded to Nursing CAS.

Graduate Certificate Tracks

The UNT HEALTH College of Nursing (CON) offers unique graduate certificates aligned with specialty areas. These certificates are open to the following applicants:

- Any applicant with a baccalaureate degree or enrolled in a baccalaureate program from **a regionally accredited university.**

Students enrolled in a Graduate Certificate program who wish to pursue their MSN at UNT HEALTH College of Nursing must apply for an MSN program through Nursing CAS. Completion of a graduate certificate does not guarantee admission to an MSN program in the College of Nursing.

The graduate certificates will cover the following topics: Correctional Health, Healthcare Management for Nurses, Substance Use Disorder, Chronic Disease Management, Digital Health Innovation, Palliative & Hospice Nursing, Patient Safety, Public Health, and Simulation in Nursing and Healthcare.

Admission Notification

Applicants are furnished with electronic notification of their admission status. Written or verbal statements are not valid until confirmed by electronic notification.

Technical (non-academic) Standards

Upon acceptance of admission into the College of Nursing, the student must attest that they meet the program's Health and Technical Standards. The standards will be provided in the acceptance letter, and attestation is required to matriculate into the program. **Review the Student Procedure Manual for more detailed information related to these standards including examples of motor function.**

Observation: Students should be able to obtain information from demonstrations and experiments in the basic sciences. Students should be able to assess a patient and evaluate findings accurately. These skills require the use of vision, hearing, and touch or the functional equivalent.

Communication: Students should be able to communicate with patients to elicit information, detect changes in mood and activity, and establish a therapeutic relationship. Students should be able to communicate via English effectively and sensitively with patients and all members of the healthcare team both in person and in writing.

Motor: Students should, after a reasonable time, be able to perform a physical examination and diagnostic maneuvers. Students should be able to execute some motor movements required to provide general care to patients and provide or direct the provision of emergency treatment of patients. Such actions require some coordination of both gross and fine muscular movements balance and equilibrium.

Intellectual, conceptual, integrative, and quantitative abilities: Students should be able to assimilate detailed and complex information presented in both didactic and clinical coursework, engage in problem-solving. Candidates are expected to measure, calculate, reason, analyze, synthesize, and transmit information. In addition, students should be able to comprehend three dimensional relationships and to understand the spatial relationships of structures and to adapt to different learning environments and modalities.

Behavioral and social abilities: Students should possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients, fellow students, faculty, and staff. Students should

be able to tolerate physically taxing workloads and to function effectively under stress. They should be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, professionalism, interest, and motivation are all personal qualities that are expected during the education processes.

Ethics and professionalism: Students should maintain and display ethical and moral behaviors commensurate with the role of a nurse in all interactions with patients, faculty, staff, students, and the public. The candidate is expected to understand the legal and ethical aspects of the practice of nursing and function within the law and ethical standards of the nursing profession.

The technical standards delineated above must be met with or without accommodation. Students who, after review of the technical standards determine that they require accommodation to fully engage in the program, should contact the **Office of Disability Access** to confidentially discuss their accommodations needs. Given the clinical nature of the program, additional time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

Admission Deferment

The College of Nursing does not offer an Admission Deferment option. Accepted students are expected to begin their enrollment in the semester for which they were accepted.

Foreign Student Application

The College of Nursing cannot accept foreign applicants at this time.

Transfer Credits

Upon admission to the College of Nursing, it is expected that all prerequisite courses are completed and meet the minimum requirements for admission to the CON. Transcripts are submitted to the Admissions Office and all documentation must be verified and complete prior to matriculation into the program. Equivalent semester credit hours may be accepted for transfer credit. The following criteria must be met for transfer credit:

- Student must complete the Transfer Credit Form for review.
- Student must submit an equivalent course syllabus for review.
- The final decision for acceptance of transfer credit:
 - Will depend on course alignment with the 2021 AACN Essentials
 - Will depend on verification of equivalent number of credits,

- The course grade must be a “B” or higher or Pass if Pass/Fail for acceptance as transfer credit, AND
- Pathophysiology, Pharmacology, and Physical Assessment (3 Ps) must have been completed within the past 7 years for MSN programs.

Chapter 2. DEGREE PLANS AND PROGRESSION

COURSE CONTENT DELIVERY AND DEGREE PLANS

RN to BSN Program

RN-BSN Content Delivery

Didactic course work will be delivered online with on-campus activities embedded into the curriculum for simulation and learning experiences. Review your course syllabus for scheduled on-campus dates. Review the [Catalog](#) for Course Descriptions and Course Sequence information .

Pre-licensure BSN Program

Pre-Licensure BSN Program Content Delivery

The Pre-Licensure BSN program will be delivered face to face at the UNT HEALTH Fort Worth campus. The college will utilize the Division of Academic Innovation to ensure consistency in online delivery via the learning management system. Students will be responsible for clinical, lab, and simulation hours that may be delivered on-site and via online. Review the [Catalog](#) for Course Descriptions and Course Sequence information .

MSN Programs

MSN in Nursing Practice Innovation and Psychiatric Mental Health Nurse Practitioner Programs Content Delivery

Didactic course work will be delivered online with on-campus activities embedded into the curriculum for simulation and learning experiences. Review your course syllabus for scheduled on-campus dates. Review the [Catalog](#) for Course Descriptions and Course Sequence information.

Chapter 3. PROMOTION, PROBATION, & DISMISSAL

Students must make satisfactory academic progress according to federal law, Satisfactory Academic Progress Policy 34 CFR 668.34, and also demonstrate academic standing consistent with the CON GPA requirements toward the completion of degree requirements. To remain in good academic standing, students must meet the following minimum satisfactory academic progress at the end of the term:

- Maintain a minimum cumulative grade point average (Cumulative GPA) of 3.0 for MSN programs and 2.5 for BSN programs.
- Attend all class and clinical activities, as required.
- Complete all written and clinical responsibilities.
- Students who fail two courses either in the same term or in subsequent terms are dismissed from the program and are not eligible to reenroll.

Students who fail to maintain good academic standing are subject to academic probation. If the student's grades do not improve within the next academic term, the student may be subject to suspension for a period of up to one calendar year before becoming eligible to re-enroll for further courses. Coursework completed elsewhere during a period of suspension from UNT HEALTH Fort Worth may not be counted for credit toward the degree.

The student whose GPA falls below 3.0 for MSN programs or 2.5 for BSN programs must make up the deficit, either by repeating courses in which the grades are low or by completing other courses with grades high enough to bring the GPA up to 3.0 for MSN programs or 2.5 for BSN programs. Courses in which a student earns below a B for MSN and C for BSN can only be repeated once. If a student fails two courses or the same course twice, they are dismissed from the program. Courses from other institutions may not be used to duplicate grades made in courses at UNT HEALTH Fort Worth. Students may be dismissed from the program for failure to sustain academic progress or for egregious violations of the [Student Code of Conduct and Civility](#). (7.126)

Texas Legislature enacted [Senate Bill 1231](#) (SB1231), which provides that, except for several specific instances of good cause, undergraduate students entering as first-time freshmen at a Texas public institution of higher education in the fall of 2007 or later are limited to a total of six dropped courses during their undergraduate career.

Under current law ([Texas Education Code, Sec. 51.907](#)), "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." The law applies to courses dropped at public institutions of higher education in Texas, including community and technical colleges, health science centers that offer undergraduate programs, and universities. Students who are close to the drop limit should contact the Course Lead before dropping a course.

Please visit the Registrar's website for questions related to TEC 51.907.

Chapter 4. GRADUATION REQUIREMENTS

Prior to registration for the final semester, the student must file an "Intent to Graduate" form with the Office of Student Success. The form will be available on the College's website.

It is the student's responsibility to stay abreast of progress toward the degree and to file the necessary forms in the College's Office of Student Success. A final cumulative grade point average of 3.0 in MSN programs and 2.5 in BSN programs is required to qualify for graduation.

The graduation requirements for the RN to BSN Program are as follows:

- A Bachelor of Science degree in Nursing (Post-Licensure) will be conferred upon successful completion of 120 credit hours within the designated curriculum and prerequisite requirements;
- Students must comply with all UNT HEALTH Fort Worth legal and financial obligations;
- Evidence of an active, unencumbered registered nurse (RN) license in a state approved through the National Council of State Boards of Nursing.
- Students must complete all degree requirements with a grade **C** or above.
 - A student who has earned a grade of less than C (D or F) in two required courses at the undergraduate level or who has earned a grade of less than C (D or F) twice in the same undergraduate level required course will be removed from the nursing program.
 - All students have the rights and responsibility to follow due process afforded to them based upon the institutional requirements. The UNT HEALTH Fort Worth Student Affairs Policy [Manual](#) addresses the academic and non-academic grievance/complaint policy to which all UNT HEALTH Fort Worth College of Nursing programs adhere.

The graduation requirements for the BSN Pre-Licensure Program are as follows:

- A Bachelor of Science degree in Nursing will be conferred upon the successful completion of 60 credit hours and 810 clinical hours within the designated curriculum.
- Students must comply with all UNT HEALTH Fort Worth legal and financial obligations.
- Students must complete all degree requirements with a grade of **C** or above
 - A student who has earned a grade of less than a C per CON grading procedures (D or F) in two required courses at the bachelor level or who has earned a grade of less than a C per CON grading procedures (D or F) twice in the same bachelor level required course will be removed from the program.
 - All students have the rights and responsibility to follow due process afforded to them based upon the institutional requirements. The UNT HEALTH Fort Worth Student Affairs Policy Manual addresses the academic and non-academic grievance/complaint policy to which all UNT HEALTH Fort Worth CON programs adhere.

The graduation requirements for the MSN in Nursing Innovation Practice are as follows:

- A Master of Science degree in Nursing Innovation Practice will be conferred upon successful completion of 39 credit hours within the designated curriculum;
- Students must comply with all UNT HEALTH Fort Worth legal and financial obligations;
- Evidence of an active, unencumbered registered nurse (RN) license in a state approved through the National Council of State Boards of Nursing.
- Students must complete all degree requirements with a grade **B** or above.
 - A student who has earned a grade of less than B (C, D, or F) in two required courses at the graduate level or who has earned a grade of less than B (C, D, or F) twice in the same graduate level required course will be removed from the nursing program.
 - All students have the rights and responsibility to follow due process afforded to them based upon the institutional requirements.
 - The UNT HEALTH Fort Worth Student Affairs Policy Manual addresses the academic and non-academic grievance/complaint policy to which all UNT HEALTH Fort Worth College of Nursing programs adhere.

The graduation requirements for the MSN in Psychiatric Mental Health Nurse Practitioner are as follows:

- The UNT HEALTH Registrar will complete an audit of courses completed to verify the completion of 47 SCH course credits.
- Students must comply with all UNT HEALTH Fort Worth legal and financial obligations.
- Evidence of an active, unencumbered registered nurse (RN) license in a state approved through the National Council of State Boards of Nursing.
- Students must complete all degree requirements with a grade **B** or above.
 - A student who has earned a grade of less than B (C, D, or F) in two required courses at the graduate level or who has earned a grade of less than B (C, D, or F) twice in the same graduate level required course will be removed from the nursing program.
 - All students have the rights and responsibility to follow due process afforded to them based upon the institutional requirements.
 - The UNT HEALTH Fort Worth Student Affairs Policy Manual addresses the academic and non-academic grievance/complaint policy to which all UNT HEALTH Fort Worth College of Nursing programs adhere.

Licensure and Board Testing following Graduation

NOTICE TO STUDENTS REGARDING LICENSING

Effective September 1, 2017, HB 1508 created new laws that require entities that provide educational programs leading to an occupational license to notify all applicants and enrollees of the implications of

a felony conviction which may make you ineligible for a license upon program completion. The law requires that this information be provided to all persons who are enrolled or apply in a nursing program without regard to whether the person has been convicted of a criminal offense.

Refer to the Texas Board of Nursing's website for current guidelines to determine eligibility for a license and FAQs related to licensure through TBON for New and Accepted Students.

Licensure Eligibility

Once students have successfully graduated from UNT Health College of Nursing, the Dean of the College is responsible for signing an Affidavit of Graduation, which is a legal document, verifying that each graduate has successfully completed all requirements for graduation from an approved nursing program and is ready to take the NCLEX-RN Licensing Examination. At which time the Dean or designee will submit to the Texas Board of Nursing.

After graduation, the applicant will go to the following link on the Texas Board of Nursing website (https://www.bon.texas.gov/licensure_eligibility.asp.html) and review the questions that will determine their eligibility to be licensed in the state of Texas.

Jurisprudence Examination

Following graduation, new graduates must go to the Texas Board of Nursing Website Jurisprudence examination webpage: https://www.bon.texas.gov/licensure_nursing_jurisprudence.asp.html and Register to take the Texas Nursing Jurisprudence Exam (NJE), required for Licensure as an RN practicing in Texas.

Human Trafficking Prevention

A nurse, including an APRN, who provides direct patient care must complete a human trafficking prevention course approved by the Health and Human Services Commission. This requirement applies to the renewal of a license on or after September 1, 2020. Follow [TBON's guidance](#) for completing the requirement when applicable.

Chapter 5. COMPLIANCE REQUIREMENTS

The information in this section is not meant to be comprehensive. Students should refer to UNT HEALTH and CON policies and procedures for additional information.

Petition for Declaratory Order

is a formal disclosure of an outstanding eligibility issue to the Texas Board of Nursing. It permits the Texas Board of Nursing to decide on a petitioner's licensure eligibility ***before entering or completing a nursing program***. Those with a history of criminal activity, substance abuse, or certain mental illnesses must file a declaratory order with Texas Board of Nursing. The information related to an individual's criminal history, mental or physical health, and substance abuse issues will remain confidential under the Occupations Code . Students should disclose expunged or sealed offenses to avoid disciplinary action.

- The Texas Board of Nursing receives information from The Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) regarding the criminal background check (CBC) results, and staff inputs this data within ten business days.
- Individuals whose CBC came back completely clear are mailed a blue card within ten (10) business days of the Board of Nursing receiving the DPS and FBI results.
- Individuals whose CBC did not come back completely clear are sent a letter from the Board of Nursing requesting a Petition for Declaratory Order (D.O.), personal statement of events, and copies of court documentation related to what incidences need to be reviewed.
- The Board of Nursing will require that a second background check be conducted by the Texas Board of Nursing approved vendor, which is currently the DPS/FBI.
- If the student has a satisfactory outcome with the Texas Board of Nursing-mandated background check, the Board of Nursing will mail a "Blue Card" to the student documenting this.
- If a positive criminal history is revealed during the Texas Board of Nursing mandated (DPS/FBI) background check, the student must submit a "Petition for Declaratory Order."
- Fees associated with criminal background checks will be paid by the student and reports will be submitted to the CON Office of Student Success.

Applicants will begin the process of acquiring a Blue Card upon accepting their seat. Students will not be able to progress to the second term until a Blue Card has been received from the Texas Board of Nursing and is on file in Exxat. A Blue Card must be on file before the end of the first term of enrollment.

The student is responsible for reporting any violations to CON and Texas Board of Nursing prior to matriculation and throughout their enrollment at UNT HEALTH.

Immunizations

Students are required to have their required immunizations up to date. Follow the link below for more information. If you have any questions regarding your required immunizations or student health insurance, please contact Studenthealth@unthsc.edu.

For a list of UNT HEALTH [immunization requirements](#) and upload instructions, [please visit this page](#). Additional immunizations may be required based on the requirements of clinical agencies. Students will

not be allowed to participate in clinical experiences until all immunizations are current. For procedures related to exemptions, please review the [Procedure Manual of Student Immunization Exemptions](#).

Background Checks

The Texas Board of Nursing mandates criminal background checks to ensure patients' safety, welfare, and health. The Texas Board of Nursing requires criminal background checks on students entering professional nursing programs to determine eligibility for licensure upon completion of the program. Prior criminal convictions may cause one to be ineligible for licensure as a registered nurse.

Following acceptance into a program, you will receive an email from Certiphi/Application Station that instructs you on how to complete the background check. **Do not try to complete the background check until you receive the email.** Please note, costs may vary depending on the state or previous state(s) you have lived in. Students are responsible for any costs associated with the background check.

An offer of admission from the College of Nursing is not final until the completion of the criminal background check with results that are deemed favorable. Admission may be denied or rescinded based on the review. A favorable background check is required to matriculate into the program. (P7.126-1)

Agency-specific background checks may also be required by clinical sites to begin rotations.

Drug Screenings

UNT Health College of Nursing is committed to providing a safe academic environment for all employees, students, and those we serve. To uphold the highest standards of the nursing profession, students must remain free from the use of illicit drugs, alcohol, or other drugs with the potential to impair clinical judgment and performance. Therefore, the UNT Health CON requires that all nursing students have a negative urine drug screen for the following substances:

- Amphetamines (including Methamphetamine)
- Barbiturates
- Benzodiazepines
- Cocaine
- Metabolites
- Cannabinoids (THC, Marijuana)
- Methadone
- Opiates (Codeine, Morphine, Heroin, etc.)
- Phencyclidine (PCP)
- Propoxyphene

- Narcotics
- Meperidine
- Oxycodone.

You will receive an email from Certiphi/Application Station during that instructs you on how to complete the drug screening. *Please do not attempt to complete the drug screening until you receive the email.* Students are responsible for any costs associated with the drug screening. A negative ("clear") test is required to begin the program and additional screening may be required midway through the degree plan to continue the program.

The student will be referred to the Office of Care and Civility if impairment is suspected while on campus or during clinical rotations. If a student has been prescribed medications impairing judgement or driving, they should consult the Office of Disability Access to discuss temporary or registered accommodations.

Finger Printing

All nursing students must undergo a background check for matriculation; this includes fingerprinting and checks by the Department of Public Safety and the Federal Bureau of Investigation for pre-licensure students and registered nurses seeking licensure in the State of Texas. Prior to the start of classes, *pre-licensure students* must schedule an appointment to be electronically fingerprinted by Morpho Trust USA at one of their IdentGo enrollment centers. Internet-based scheduling is the quickest and most convenient way to obtain a fingerprint appointment. Begin the process by clicking on this link: <https://uenroll.identogo.com/servicecode/119TF2>)

BLS Certification

Prior to the first day of class, students must submit a copy of a current American Heart Association Healthcare Professional Basic Life Support (BLS) card to the office of the CON Office of Student Success. Students must successfully pass the BLS certification exam to begin courses. Students must maintain certification throughout the program.

Search [American Heart Association](#) for local courses.

Student Health Insurance

All eligible students are **required** to have and maintain health insurance coverage while enrolled at UNT HEALTH. Eligible students are automatically enrolled in the university Student Health Insurance policy with the option to opt out with verification of comparable coverage. Comparable coverage must meet the minimum standards as outlined by the federal government's Affordable Care act, in addition

to providing inpatient, outpatient and prescription drug coverage. Visit [link](#) for information on the Student Insurance Plan.

Professional and General Liability Insurance

All students are required to carry professional and general liability insurance. The fee is collected per academic year for clinical students.

HIPAA

CON students are required to complete HIPAA training prior to any patient contact or clinical activities. Students may not release confidential patient information to anyone outside of their clinical preceptor or a qualified faculty member.

Chapter 6. COMPETENCIES IN NURSING EDUCATION

Becoming a nurse, regardless of the level, requires students to develop a wide range of competencies in order to care for patients safely and effectively. In preparation for practice in a new role, graduates must be able to translate knowledge they have learned in their educational program into nursing actions appropriate for the context of care. As a result, nursing education, like other disciplines, is framing the preferred student outcomes as competencies.

Program Learning Outcomes

UNT HEALTH Values	BSN	MSN	AACN Essentials Domain
Be Curious	Integrate nursing knowledge and clinical judgment, incorporating insights from other disciplines, such as liberal arts, natural sciences, and social sciences, to influence and impact nursing practice.	Synthesize and translate nursing knowledge, and clinical judgment, incorporating insights such as liberal arts, natural sciences, and social sciences, to influence within the advanced nursing practice specialty.	Domain 1: Knowledge for Nursing Practice; Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences.
We Care & Better Together	Assess, deliver, and evaluate holistic person-centered care that is respectful, compassionate, coordinated, evidence-based, and developmentally appropriate, promoting access for all.	Lead, analyze, and synthesize the implementation of holistic person-centered care that is respectful, compassionate, coordinated, evidence-based, and developmentally appropriate, promoting access for all.	Lead, analyze, and synthesize the implementation of holistic person-centered care that is respectful, compassionate, coordinated, evidence-based, and developmentally appropriate, promoting access for all.

Better Together & We Care	Provide population and global health across all spheres of care, through partnerships with communities, public health, industry, academia, health care, local government entities, and other diverse groups for the improvement of equitable outcomes.	Advance population and global health initiatives, spanning from wellness and prevention to disease management, through partnerships with communities, public health, industry, academia, health care, local government entities, and other diverse groups for the improvement of equitable outcomes.	Domain 3: Population Health; Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.
Be Curious, Show Your Fire, and Courageous Integrity	Synthesize, apply, and disseminate nursing scholarship to improve health care outcomes.	Translate, apply, and disseminate nursing scholarship to improve health care outcomes and transform healthcare within the scope of the advanced nursing practice specialty.	Domain 4: Scholarship for the Nursing Discipline; The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.
Courageous Integrity & We Care	Advocate for and utilize established and emerging safety principles to enhance quality and mitigate risk of harm to patients and providers through both individual performance and system effectiveness	Advocate for and utilize established and emerging safety principles to enhance quality and mitigate risk of harm to patients and providers through both individual performance and system effectiveness	Domain 5: Quality and Safety; Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.
Better Together & Show your Fire	Demonstrate core professional nursing values and intentional collaboration across professions with care team members, through accountability and shared decision making with patients, families, and communities to optimize care, enhance the healthcare experience, and improve outcomes.	Model and facilitate core professional nursing values and intentional collaboration across professions with care team members, through accountability and shared decision making with patients, families, and communities to optimize care, enhance the healthcare experience, and improve outcomes.	Domain 6: Interprofessional Partnerships; Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.
We Care and Better Together	Coordinate resources to provide safe, quality, cost-effective and equitable care within complex health systems.	Design and adapt innovative strategies to provide safe, quality, cost-effective and equitable care within complex health systems.	Domain 7: Systems-Based Practice; Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe quality and equitable care to diverse populations.
Courageous Integrity, Be Curious, and Better Together	Utilize informatics and healthcare technologies to compile data, communicate between professionals, inform decision making, and optimize the delivery of safe, high-quality, efficient healthcare services in accordance with best practice and	Utilize informatics and healthcare technologies to generate, analyze, and integrate data, communicate between professionals, inform decision making, and optimize the delivery of safe, high-quality, efficient healthcare services in accordance	Domain 8: Informatics and Healthcare Technologies; Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision

	professional and regulatory standards in a variety of settings.	with best practice and professional and regulatory standards in a variety of settings.	making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.
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A definition of **Competency** is necessary for faculty, collaborating nurses and students to understand strategies to support student achievement of competencies considered to be critical to practice before graduation. The American Association of Colleges of Nursing (AACN), an organization which provides support for administrators and faculty in university-based nursing programs (BSN and RN to BSN, as well as MSN and DNP programs), defines **a competency-based curriculum** as “a system of instruction, assessment, feedback, self-reflection, and academic reporting resulting in students demonstrating they have learned the knowledge, attitudes, motivations, self-perceptions, and skills, expected of them as they progress throughout their education (AACN, 2021). Giddens and colleagues elaborated on this definition through four statements describing a competency, as follows: A competency:

- Provides a set of expectations which, when taken collectively, demonstrate what learners can do with what they know.
- Represents clear expectations made explicit to learners, teachers, employers, and the public.
- Is visibly demonstrated and assessed over time in different contexts and settings.
- Crosses all areas of professional nursing practice. (Giddens et al., 2023)

In 2021, AACN published *Core Competencies for Professional Nursing Education* to serve as a curricular framework as both undergraduate and graduate students move through the education process. Ten domains, 45 competencies, and numerous sub-competencies are identified for both the undergraduate (BSN and RN to BSN) and graduate education (MSN, DNP).

The Texas Board of Nursing also has defined competencies for graduates of nursing programs in Texas. Beginning in 1988, the Board of Nursing categorized the competencies of each level of nurse licensed in the State of Texas according to Member of the Profession, Provider of Patient Centered Care, Patient Safety Advocate, and Member of the Profession. Guiding principles of the development and revision of these Differentiated Essential Competencies (DECs) include:

1. The DECs are client-focused, rather than institution-focused.
2. The DECs are not developed as a list of tasks or skills.
3. Competencies will provide essential role responsibilities, knowledge, and clinical behaviors and judgments in broad terms.

4. Programs will be able to develop and create curricula for their communities, level of education, and program outcomes by focusing on the DEC's.

5. The DEC's do not include all nursing competencies but list those necessary for the nursing graduate to seek licensure and enter nursing practice.

(https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf).

You will learn more about these competencies as you progress in your nursing education. However, an important factor to keep in mind throughout your studies is that you are learning to use **clinical judgment** to appropriately **apply** knowledge necessary to care for patients safely in a variety of contexts. Your ability to apply multiple concepts into an integrated plan of care provides evidence that you are a COMPETENT nurse at the level of practitioner for which you are preparing.

Chapter 7. EXPECTATIONS OF STUDENTS

The information in this section is not meant to be comprehensive. Students should refer to UNT HEALTH and CON policies and procedures for additional information.

All students have the rights and responsibility to follow due process afforded to them based upon the institutional requirements. The UNT HEALTH Fort Worth Student Affairs Policy Manual addresses the academic and non-academic grievance/complaint policy to which all UNT HEALTH Fort Worth CON programs adhere.

Enrollment in the course is synonymous with implicit acknowledgment and acceptance of the rules, regulations, and guidelines that govern student conduct at UNT HEALTH Fort Worth. Students are responsible for familiarizing themselves with all policies and procedures governing academic conduct, which can be found in the UNT HEALTH Fort Worth Student Catalog and the Student Code of Conduct and Civility.

Academic Integrity

The CON supports an environment that promotes professional and ethical behavior that achieves academic growth and individual self-discipline. Each student within the CON upon matriculation, shall have signed an Academic Integrity Agreement that articulates the following:

- The student must be familiar with all policies related to academic ethics and professional integrity within the CON and UNT HEALTH Fort Worth;
- The student agrees to adhere to the [Student Code of Conduct and Civility](#) and other policies related to ethical behavior;
- The student agrees to conduct themselves professionally and ethically during all academic pursuits within the CON at UNT HEALTH Fort Worth; and

- The student agrees to report observed and suspected violations of academic integrity to the Office of Care and Civility.

Academic Misconduct

Faculty members are expected to report any infractions of the Academic Integrity rules and regulations governing student behavior to the Division of Student Affairs. These infractions include dishonesty, cheating, plagiarism, and theft. Possible sanctions for a violation of academic integrity include, but are not limited to, receiving a grade of zero for an assignment or exam, disciplinary probation, suspension, and dismissal from the university as described and assessed under the Student Code of Conduct and Civility (see Student Policy [website](#); 7.126).

Specific policies and procedures have been established for students wishing to appeal reports of academic misconduct. These policies and procedures appear on the [policy website](#). Instructions for pursuing appeals on any other matter can be sought from the Division of Student Affairs. All students are responsible for making themselves aware of the definitions and implications of academic misconduct. For further information on academic misconduct, penalties, and appeal procedures, students should refer to the Student Code of Conduct and Civility.

Artificial Intelligence (AI)

Per the Student Code of Conduct & Civility ("The Code"), "use of any unauthorized assistance in academic and professional assessments (e.g. board exams, end of rotation exams, certification exams, etc.), including graded or ungraded coursework, research, quizzes, tests or examinations" is prohibited. As such, the use of an artificial intelligence (AI) generator such as ChatGPT, iA Writer, MidJourney, DALL-E, etc. is explicitly prohibited unless otherwise noted by the instructor. The information derived from these tools is based on previously published materials. Therefore, using these tools without proper citation constitutes plagiarism. Additionally, be aware that the information derived from these tools is often inaccurate or incomplete. It's imperative that all work submitted should be your own.

Any assignment believed to have been plagiarized or used unauthorized AI tools will be reported to the Division of Student Affairs (DSA) for academic misconduct. Grades will be assigned following the outcome of the conduct review.

Attendance

The UNT Health-Fort Worth College of Nursing expects on-time attendance in all educational activities (lecture, lab, simulation, seminar, clinical, and all onboarding activities). As such, students must be prepared and present on time at the beginning of each assigned course time, clinical day, and other learning activities.

Tardiness

Nursing students are considered part of the nursing and/or interdisciplinary team. When students

arrive late to the clinical, simulation, lab, class, or other scheduled activities, it affects other nurses, patients, faculty, staff, and the student's own performance. Students are encouraged to arrive 15 minutes before the posted start time. Tardiness is defined as arriving more than 10 minutes after the scheduled class/clinical start time. Students should notify their faculty if an unexpected event occurs that may make them late. The student will receive a verbal warning on the first occasion of being late without notification. On the second occasion of being late, the student will receive a written warning and a UNT Health-Fort Worth CON Student Development Plan of the expectations for nursing student behavior and safe practice will be initiated. More than three episodes of being late will count as an unexcused absence. See *Excused Absences Defined by UNT Health-Fort Worth CON* details.

Class Attendance (Face-to-Face/Online)

Class attendance and participation is an individual student's responsibility. Attendance in face-to-face courses is required. Students taking traditional face-to-face courses are expected to attend class and to complete all assignments by the stated due dates. Students enrolled in distance education courses are expected to regularly engage with instructional materials and complete all assignments by stated due dates, unless arranged otherwise with course faculty. Instructors are expected to provide notice of the dates on which major exams will be given, as well as assignments within the course syllabus, which must be made available by the first day of classes. The Office of Care and Civility strive to uphold the high academic, professional and community standards of UNT Health-Fort Worth while supporting our students to develop their ethical decision-making skills. Violation of this attendance procedure is subject to [disciplinary action through the Office of Student Conduct and Civility](#). Please review the [Student Code of Conduct](#) for details.

Clinical Attendance

If a student must be absent from clinical due to an acute illness (not able to notify the day prior) or personal emergency, the student must call, text, or email the clinical instructor as soon as the student is aware of the need to be absent or at least 2 hours prior to the start of the clinical shift.

Please refer to your course syllabus for instructor mode of notification preference. The clinical instructor, in consultation with the course lead, may determine the need for a clinical make-up time. Decisions regarding make-up clinical experiences are based on a student's progress in meeting course objectives and competencies and the required number of clinical hours for successful program completion.

******In the event of an unexcused clinical absence, the absence will result in a clinical failure and course must be repeated if: a student does not have sufficient clinical hours, the absence occurs too late in the term for a make-up, or the student has not successfully achieved clinical competencies. Please refer to the *Excused Absences Defined by UNT Health-Fort Worth CON and Absence Documentation and Verification* for additional requirements.

Notification of Class Absences

Unless otherwise stated in this procedure, to be considered for an excused absence the student must notify the instructor in writing (e-mail is acceptable) 7 days prior to the day of absence. In cases

where advanced notification is not possible, the student must provide notification within 2 hours after the absence occurs. This notification must include an explanation of why notice could not be sent.

Absences

Excused Absences Defined by State and Federal Regulations

Religious Holy Days

In accordance with [Texas Education Code Section 51.911](#) *Religious Holy Days*, a student whose absence is excused under this section may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. Due to course differences, each applicable course lead will determine how “reasonable time” is defined, not to exceed 2 weeks. Faculty must be notified before the absence, so a makeup date can be planned. Notification before the missed assessments is essential for planning. A student whose absence is excused under this section may not be penalized for that absence. Any faculty may appropriately respond per course policies, if the student fails to satisfactorily complete the assignment or examination by the revised due date.

Required Military Service

In accordance with [Texas Education Code Section 51.9111](#), *Excused Absence for Required Military Service*, UNT Health-Fort Worth CON shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in required military service to which the student is called, including travel associated with the service. “Required military service” includes required military service performed by a member of the Texas National Guard or the Texas State Guard. A student whose absence is excused under this section may not be penalized for that absence and shall be allowed to complete an assignment from which the student is excused within a reasonable time after the absence. For missed examinations, please refer to the TES exam procedure. Due to course differences, each applicable course lead will determine how “reasonable time” is defined, not to exceed 2 weeks. Any faculty may appropriately respond per course procedures, if the student fails to satisfactorily complete the assignment or examination by the revised due date.

Pregnancy, Pregnancy Related Conditions and Parenting Accommodations Under Title IX

UNT Health-Fort Worth CON is committed to compliance with Title IX, and to supporting the academic success of pregnant and parenting students. If you are pregnant, have pregnancy related conditions or are a parenting student (child under one-year needs documented medical care) who wishes to request reasonable related modifications from the University under Title IX, please fill out this [link](#).

In accordance with Title IX of the Education Amendments of 1972, UNT Health-Fort Worth CON shall treat pregnancy (childbirth, false pregnancy, termination of pregnancy and recovery) and related conditions as a justification for an excused absence for so long a period of time as is deemed medically

necessary by the student's medical provider. Requests for excused absence related to pregnancy should be directed to the course lead.

Excused Absences for a student that is a non-birthing parent, adoptive parent, or guardian of a child–

- Absences related to the birth of a child, adoption of a child or foster care placement of a child under three years of age will be excused, as directed below.
- Excused absences for a birthing parent are governed by the *Pregnancy, Pregnancy Related Conditions and Parenting Accommodations Under Title IX* policy.
- Excused absences for a non-birthing parent or guardian of a child may be taken on the day of birth/placement and the days immediately following the birth or placement of a child.
- Excused absences for a non-birthing parent or guardian shall not exceed 14 consecutive calendar days, starting the day of the birth/placement.
- Students whose absence is excused under this section may not be penalized for the absence and shall be automatically approved by course leads to complete a missed assignment or examination in accordance with the *Pregnancy, Pregnancy Related Conditions and Parenting Accommodations Under Title IX* policy.
 - Requests for excused absences must be submitted as soon as the need becomes apparent.
 - If a prolonged absence is required, an incomplete or Leave of Absence may be permitted. See Incomplete and Leave of Absence procedures for criteria and process for assignment.

Americans with Disabilities Act

In accordance with the Americans with Disabilities Act, UNT Health Fort Worth shall provide equal access for students with disabilities. Some students with disabilities may qualify for an attendance procedure modification and should provide the instructor with proper notification from Disability Resources concerning this accommodation prior to a disability-related absence. Questions about disability-related absence should be directed to Disability Resources.

Excused Absences Defined by UNT Health-Fort Worth CON

1. Personal injury or illness that is too severe or contagious for the student to attend class.
 - a. An absence from non-acute medical service does not constitute an excused absence.
2. Death or major illness in a student's immediate family. Immediate family may include: parents, siblings, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, step-parents, step-siblings, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty member or student's academic dean or designee.

3. Illness of a dependent family member.
 - a. An absence from non-acute medical service does not constitute an excused absence.
4. Participation in legal or governmental proceedings that require a student's presence and that cannot be rescheduled.
5. Graduate or professional school interviews which are mandatory, and fixed date by university/school procedure, which cannot be rescheduled.
 - a. A student may not request excused absences for employment or internship interviews for more than one scheduled class meeting in one academic term.
 - b. Evidence of the interview must be provided. A letter from the professional entity with contact information provided must be provided by the student.
6. Presentation of research or scholarship at a professional conference related to the student's academic program, provided that the student is a presenter.
7. Participation in an activity appearing on the university authorized activity calendar. See [UNT Health-Fort Worth Events Calendar Link](#)
8. Mandatory participation as a student in a sanctioned competition.

Absence Documentation and Verification

Absence Verification

The student is responsible for providing verifiable documentation substantiating the reason for the absence, including reasons stated *in Excused Absences Defined by UNT Health-Fort Worth CON*. This documentation must be provided within three (3) business days of the last date of the absence, unless otherwise stated in this Chapter.

1. A faculty member may confirm the documentation presented by a student for their absence and excuse a student from attending class for the reasons stated *in Excused Absences Defined by UNT Health-Fort Worth CON*. or other reasons deemed appropriate by the student's course lead. Documentation will be uploaded by the course lead, to the LMS within the corresponding course, via the hidden "Student Absence" assignment dropbox for each student.
2. A faculty member may choose to defer confirmation of a student's absence documentation, including cases when documentation is not available. Upon deferral, the Dean, Senior Associate Dean, or Associate Dean of Undergraduate or Graduate education may provide a statement (email is acceptable) that they have verified the absence as excused.
3. The university authorized activity list, on-line interfaith calendars, athletic competition schedules, and other published resources may be used to confirm student absences.
4. Students who furnish false information or choose to selectively attend classes or activities on the date(s) of excuse may be found in violation of the [Student Code of Conduct and Civility](#) and may be subject to disciplinary action through the Office of Student Conduct and Civility.

5. Absence documentation may include, but is not limited to, the following:

- a. A medical confirmation note from the student's medical provider. The medical provider can provide a medical confirmation note only if medical professionals are involved in the medical care of the student. The medical confirmation note must contain the date and time of the medical assessment and the date at which the student may return to class. Students cannot be required to provide detailed medical information.
- b. A medical confirmation note from the medical provider involved in the care of the student's immediate family member or dependent. The medical provider can provide a medical confirmation note only if medical professionals are involved in the medical care of the immediate family member or dependent. Students cannot be required to provide detailed medical information.
- c. Death notice, obituary, or death certificate for a student's immediate family member.
- d. Documentation regarding the scheduling of legal or governmental proceedings that require a student's presence and that cannot be rescheduled.
- e. Documentation regarding the scheduling of mandatory admission interviews for professional or graduate schools as described in *Excused Absences Defined by UNT Health-Fort Worth CON*. Documentation must be provided 5 business days in advance.
- f. Documentation regarding the scheduling of mandatory employment interviews as described in *Excused Absences Defined by UNT Health-Fort Worth CON*. Documentation from the employer must be provided 5 business days in advance.
- g. Documentation regarding the scheduling of presentations of research or scholarship as described in *Excused Absences Defined by UNT Health-Fort Worth CON*.
- h. Documentation for professional conference presentations must include confirmation of the student's role as a presenter. Documentation must be provided 5 business days in advance.

Make up Work

If a student's absence is excused, the course lead must either provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. If an instructor has a regularly scheduled make up exam, students are expected to attend unless they have an excused absence. Students are encouraged to work with instructors to complete make-up work in advance of known scheduled absences (interviews, administrative proceedings, etc.). Make-up work must be completed in a timeframe not to exceed 14 calendar days from the last day of the initial absence or the last day

of the course per the academic calendar/course schedule, as determined by the course lead.**

**If student fails to submit work by the 30-day deadline, normal grading procedures would be applied, and zero points would be awarded for non-submitted work.

Absences related to Title IX of the Education Amendments of 1972 (see *Accommodations Under Title IX Pregnancy, Pregnancy Related Conditions and Parenting*) may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor.

1. The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.
2. See Chapter 11, *Academic and Non-Academic Complaint/Grievance Procedures*, Unexcused Absences, for information on appealing an instructor's decision regarding an excused absence.

Extended Absences

1. If the student is absent for excused reasons for an unreasonable amount of time during the semester, the Student Success Office will collaboratively work with course leads to determine the students' options.
2. Whenever a student is absent for unknown reasons for an extended period of time, the course lead may initiate a check on the welfare of the student by reporting through the designated authorities within the CON.

Cell Phones/Electronic Devices

The use of cell phones or other electronic devices in clinical areas for personal use is prohibited unless directed by the nursing faculty. It is imperative that students remain reachable by faculty while in the clinical setting. In patient care areas, faculty may instruct students to either silence their phones or set them to vibrate. The utilization of cell phones during clinical hours is permissible solely for professional purposes as directed by the faculty. However, students will comply with the unique policies of the clinical facility related to cellphone usage.

Confidentiality

While providing nursing care, students will have access to confidential medical records and sensitive information regarding patients, families, and community agencies. Nursing students must agree to maintain the highest standards of professional integrity regarding this information and to comply with

all legal requirements regarding the privacy of patient records ([HIPAA](#)). This includes but is not limited to written, verbal, and electronic social networking transmission of information.

Dress Code for Nursing Students

As future nurses, students are expected to display a professional appearance. Appearance affects the perception of both the student and the nursing education program. Students should always maintain appropriate attire, cleanliness, and neatness. The following guidelines apply whenever the student is representing the nursing program in any assigned activity, including simulation, lab, clinical, home health, outpatient assignments, and preceptorships. Please note that clinical sites may have specific dress code requirements.

White Coat

The University provides students with a short white coat before the White Coat Ceremony. The UNT HEALTH university patch will be provided by the University. The student is responsible for ensuring the patch is sewn onto the upper right side of the coat. The student must always wear their UNT HEALTH student badge above the upper left pocket of their coat. The student can have their coat embroidered with their name and credentials at the student's expense. On the upper left side of the coat, the student must have their name on the first line and "Nursing Student" on the second line. If the student desires the addition of pronouns, a third line may be added. The embroidery must be in black thread and Helvetica font. If the student desires an "extra" white coat that they purchase, the embroidery must follow the same guidelines. The additional UNT HEALTH University patch can be purchased from the University.

Clinical and Classroom Attire

The College of Nursing dress code procedure for the didactic and clinical is detailed below.

- CON students are expected to convey a professional appearance and are expected to be neat and clean.
- The following attire is not considered appropriate for the classroom:
 - Clothing that exposes the midriff, such as crop tops or low-cut tops.
 - Tops with thin straps (spaghetti straps, halter tops, tube tops).
 - Skirts or shorts that fall above the mid-thigh.
 - See-through clothing.
 - Clothing with offensive or inappropriate messages or graphics.
 - Clothing designed for sleep, exercise, or workouts.
- Unless otherwise instructed by CON Course Leads, CON students must wear solid-colored teal scrubs to all clinical activities.

- Unless otherwise instructed by CON Course Leads, CON students may wear either their solid-colored teal scrubs in the simulation setting or CON program shirts with jeans/khakis on Fridays and in the community setting.
- CON students may be required to wear their clean white lab coats to specific labs or other official functions.
- Shoes must be flat, impermeable (non-mesh), leather or leather-like, closed-toe, and closed heels, with a non-skid or non-slip sole. Students must follow clinical agency policy regarding shoes.
- Attire should fit with room for body movement.
- Undergarments should not be visible.
- No tattoos on the face or neck will be permitted, with the exception of permanent makeup that is not extreme in nature. Tattoos that do not align with organizational values or those deemed inappropriate, vulgar, or obscene must be covered. Students must follow clinical agency policies regarding the visibility of tattoos or piercings.
- Jewelry
 - Watches must be plain, simple timepieces with no jewels or stones; a watch with a second hand is necessary; digital watches are acceptable if they allow for counting seconds.
 - One plain wedding band (no stones) is the only ring wear allowed but may need to be removed when safety or infection control is a concern.
 - Pierced jewelry may only be stud or button-style earrings.
 - No other pierced jewelry on any other visible part of the body (other than the ear) is allowed.
 - No necklaces are allowed.
- Hair
 - Hair is to be clean, neat, and well-groomed.
 - Shoulder length hair or longer must be pulled back behind the ears and secured entirely off the neck.
 - Hair should be kept off the face and in no way obscure vision.
 - Headbands should be plain, subtle, modest, unadorned, and unembellished.
 - Student facial hair should be cleanly shaven and/or neatly trimmed.
- Nails
 - Nails are to be clean, groomed, manicured, and cut to the tip of the finger.
 - Artificial/gel/dipped nails are prohibited.
 - No polish may be worn.
 - No fingernail jewelry may be worn; no stenciling or glitter is permitted on nails.
- Other

- Stethoscope covers are not allowed.
- Socks must be worn with uniform shoes.
- Personal hygiene, including oral care, daily showering/bathing, and deodorant use is expected.
- No perfume or scented lotions are to be worn.
- Gum chewing is not permitted.

RN-BSN Student Dress Code

- When completing clinical hours at healthcare and community facilities:
 - Students may wear the color scrubs required by the facility where they are completing clinical hours. Typically, this is navy blue for RNs.
 - Students must wear a white coat over their scrubs.
 - The white coat must display the UNT Health CON badge on the shoulder.
 - Students must also wear their UNT Health student identification badge.
- All other general dress code specifications listed in the handbook also apply to RN-BSN students.

Practice Lab/Health Assessment Attire

On days noted in the schedule with "lab attire required," students should wear the following modest clothing:

- Shorts and a full-length T-shirt/tank top **MUST** be worn
- Sports bras **MUST** be worn rather than regular bra
- CON students may wear scrubs or T-shirts over the above clothing when they are not serving as the "patient."
- CON students may use a gown to drape areas not being examined when acting as the "patient".
- When appropriate, students must also wear the appropriate safety gear or personal protective equipment (PPE) such as goggles, gloves, gown, lab coat, and footwear as approved by the lab supervisor and the UNT HEALTH Safety Office.
- If a course activity requires a specific attire, follow the Course Lead's instructions for what to wear/not wear.

Required Clinical Equipment

- Stethoscope (with diaphragm and bell capabilities)
- Penlight
- Watch with sweep secondhand
- Bandage scissors

- Black pen

Violations of CON Student Dress Code

Students in violation of the dress code may be asked to leave immediately to change into appropriate attire. If a CON student dress code violation occurs at times of graded activities, no additional time will be given to complete any activity while the student changes to appropriate attire.

Emails

All students will be given a UNT Health email address and will be expected to use this email for all communication related to their educational work. This requirement facilitates communication among students, staff, and faculty. Students should allow for up to 2 business days (M-F 8a-5p) response time from faculty and staff, unless noted as an emergency. Individual faculty may have guidelines in the syllabi with contact information.

Evaluation of Teaching Effectiveness (Course Evaluations)

Effective instruction is vital to any outstanding university and is paramount at UNT HEALTH Fort Worth. The evaluation of courses and instructors by students is an important part of assessing the effectiveness and quality of the curriculum and instruction for UNT HEALTH Fort Worth schools and programs.

The purpose of course and faculty evaluation is to maintain and/or enhance the quality of instruction at UNT HEALTH Fort Worth. Student evaluation of courses and faculty plays a significant role in providing valuable data and feedback to allow faculty members and university officials to assess and manage instructional quality.

No student is *required* to complete a course and instructor/faculty evaluation. All evaluations are anonymous, and no instructor or administrator will know if a student has or has not completed any evaluations. However, for the betterment of the program, all students are strongly encouraged and *expected* to use their voice, participate in, and provide honest and constructive feedback on all course and instructor evaluations at the end of each term. (*P7.103- Institutional Academic*)

Homework Assignments

Students are expected to read all assignments and complete assigned activities prior to class or clinical experiences. Students are expected to participate actively during the lecture and or classroom activities.

Pregnancy, Pregnancy Related Conditions and Parenting Accommodations Under Title IX

UNT HEALTH is committed to compliance with Title IX, and to supporting the academic success of pregnant and parenting students. If you are a pregnant, have pregnant related conditions or are a parenting student (child under one year needs documented medical care) who wishes to request reasonable related modifications from the University under Title IX, please fill out this [link](#).

Professional and Timely Interactions

All courses in the CON program may include discussion boards, team projects, and formal and informal group activities. As such, all students are expected to ensure a professional learning environment for all by following the guidelines below.

- Students are expected to show respect to the instructors, teaching assistants, technical and support staff, and each other.
- Questions and responses on discussion boards and emails are to be written in complete, grammatically correct sentences without using informal language or jargon.
- Students are advised to review their discussion posts and emails for respectful language and tone prior to posting.
- Students will make every effort to respond promptly to discussion board prompts. Students should refer to the course syllabus for specific discussion post instructions.

Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking

The Health Science Center is committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX. If you or someone you know has experienced any form of sex or gender-based discrimination or violence and wish to speak to the Title IX Coordinator, you can email them at titleix@unthsc.edu or [file a report](#).

Reporting Prohibited Conduct

Students are encouraged to inform the Title IX Coordinator of all reports or knowledge of suspected incidents of sexual harassment, sexual assault, dating and domestic violence, or stalking. The report should include all information concerning the incident known to the reporting person including whether the possible victim has expressed a desire for the report to remain confidential. The Title IX team and reporting information can be found [HERE](#).

Anonymous Reporting

Anonymous reports can be made through the [UNT HEALTH Trust Line](#), a third-party reporting line. The Office of Integrity and Awareness will be notified that a concern has been documented and will review.

Confidential Reporting

Students have the option to report confidentially through TimelyCare, UNT HEALTH's student assistance program, available through www.timelycare.com/unthsc.

Confidential reports can also be made to resources outside of the university. Those resources are as follows:

- *John Peter Smith Hospital*, 817-702-1110, or <https://www.jpshealthnet.org/>
- *Texas Health Harris Methodist Hospital*, 817-250-2000, or <https://www.texashealth.org/fortworth/> *National Sexual Assault Hotline*, 800-656-4619, or <https://online.rainn.org/>
- *Women's Center of Tarrant County; Rape Crisis and Victim Services* 817-927-2737, or <https://www.womenscentertc.org/>

Social Media

Social media has created unique opportunities for interaction, communication, and networking. Students are expected to abide by the Student Code of Conduct and Discipline and the Health Insurance Portability and Accountability Act (HIPAA) when using social media by not revealing patient/client/research subject information, private content, or proprietary information regarding patients/clients/research subjects of the institution. (10.105 Social Media and Professionalism Policy)

In addition, UNT HEALTH Fort Worth nursing students may not:

- ☐ Post or discuss any classroom or clinical information or experiences regarding faculty, other students, or clinical agencies and their staff and patients on any internet or social media site.
- ☐ Post information regarding examinations, quizzes, assessments, or any competency assignments.
- ☐ Use websites, applications, or other technology in a manner that interferes with their clinical commitments.

In addition to UNT HEALTH policies, Registered Nurses and Student Nurses should review the guidelines from the National Council of State Boards of Nursing (NCSBN) related to social media. (<https://www.ncsbn.org/boards.page>)

The following guidelines from the National Council of State Boards of Nursing (NCSBN) are expected to be followed at all times:

- Nurses must recognize that they have an ethical and legal obligation to always maintain patient privacy and confidentiality.
- Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Nurses must not share, post, or otherwise disseminate any information or images about a patient or information gained in the nurse/patient relationship with anyone unless there is a patient care-related need to disclose the information or other legal obligations to do so.
- Nurses must not identify patients by name, or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Nurses must not refer to patients in a disparaging manner, even if the patient is not identified.
- Nurses must not take photos or videos of patients on personal devices, including cell phones. Nurses should follow employer policies for taking photographs or videos of patients for treatment or other legitimate purposes using employer-provided devices.
- Nurses must maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has an obligation to establish, communicate and enforce professional boundaries with patients in the online environment.

Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient. Nurses must consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.

- Nurses must promptly report any identified breach of confidentiality or privacy.
- Nurses must be aware of and comply with employer policies regarding use of employer owned computers, cameras and other electronic devices, and use of personal devices in the workplace.
- Nurses must not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or other offensive comments.

- Nurses must not post content or otherwise speak on behalf of the employer unless authorized to do so and must follow all applicable UNT HEALTH policies, including Policy No. 10.005, Social Media and Professionalism; Policy No. 1.104, Free Speech and Public Assembly. *see also* (https://www.ncsbn.org/public-files/Social_Media.pdf).

Technology Requirements

Each student is responsible for ensuring they meet the following minimum technical skills and materials required to complete this online degree program:

- Students will require regular, reliable access to a computer and high-speed internet. A cell phone or tablet is not sufficient for this program.
- All assessments (exams) will be completed and proctored using the Exemplify software. It is the student's responsibility to ensure they have a computer that meets the [Exemplify minimum system requirements](#).
- Students must be familiar with [Canvas requirements on the UNT HEALTH FORT WORTH website](#).
- Students must be familiar with all the required software or programs (read Module/Week 0 in Canvas).
- Minimum technical skills expected of the learner include the ability to use the MS Office Suite or similar office applications suite, using emails with attachments, installing software, and using graphics programs that may be relevant to the course.

Students with questions regarding the learning materials and assignments should reach out to their instructors or for more information.

If a student experiences any technical issues regarding Canvas or other instructional technologies within Canvas (e.g., Zoom, Turnitin, Lockdown Browser, etc.), the student should email canvas@unthsc.edu for assistance. They may also go to the [Canvas Community](#) for video tutorials on how to navigate Canvas.

All other technology support needs (e.g., password reset, Outlook, Teams, MS Office, etc.) should be directed to [the UNT HEALTH FORT WORTH Helpdesk](#) for assistance.

Transportation

Students must have dependable transportation for commuting to and from campus and for fulfilling all assigned clinical duties. It is mandatory for students to accept clinical assignments as designated. It is important to note that transportation will not be arranged or provided by the CON or UNT HEALTH Fort Worth.

Chapter 8. GENERAL ACADEMIC PROCEDURES

The information in this section is not meant to be comprehensive. Students should refer to UNT HEALTH and CON policies and procedures for additional information.

Institutional Academic Policy (7.103)

The University of North Texas Health Science Center has outlined institution-wide standards for certain course curriculum and academic administration within this policy. The permanent academic record for all students is maintained by the Registrar and Student Records Office.

Each College of Nursing student is responsible for completing their admitted program according to the following procedures. Each item must be completed in the sequence and time period indicated. The policies and procedures of the College are determined by the faculty and administered by the Dean. Policies and Procedures may be modified at any time. Students should review the [policy website](#) for additional policies and procedures concerning their roles as students.

Advising

Each student is assigned a Student Success Coach to provide guidance in completing the degree requirements. The Student Success Coach is responsible for student identification verification, course scheduling, academic advising, degree audits, referral to resources, and student support to assist the student with registration and meeting all program requirements and deadlines. The Student Success Coach is the first stop for any questions about enrollment, calendars, course loads, academic progress, and any other general assistance the student may need during their time at the College.

Student must work with their program and success coach to alter enrollment. For questions, please contact your assigned coach in the College of Nursing Office of Student Success.

Last names A through L	Gayla Barrett	Gayla.Barrett@unthsc.edu	817-735-5884
Last names M through Z	Melanie Narro	Melanie.Aguirre@unthsc.edu	817-735-5885

Program Orientation

Orientation is mandatory for all incoming UNT HEALTH Fort Worth students and occurs in two parts. In the UNT HEALTH Fort Worth and College of Nursing program-specific orientations, students will learn about academic and community expectations, campus culture, and how to access the services and resources available to them. Administrators, faculty, and staff are introduced throughout the sessions, answering questions and providing advice for student success.

During CON New Student Orientation, each online student must verify their identity. Any U.S. State-issued driver's license or identification card or Passport may be used for identity verification.

In-person Orientation dates are provided on the [Student Orientation](#) website.

Commencement

Information concerning graduation fees is contained in the Tuition and Fee Register. Students anticipating graduation should consult the [Academic Calendar](#) for final dates for payment of fees, form submissions, and meeting other graduation requirements. All fines, fees, and holds must be cleared before the diploma is issued.

Commencement ceremonies are held annually in May; however, degrees are conferred at the end of each semester. All information related to commencement ceremonies is available from the Division of Student Affairs. Diplomas may be obtained from the Office of the Registrar after verification is received from the College that all requirements for the degree have been satisfied.

Chapter 9. CON ENROLLMENT PROCEDURES

The information in this section is not meant to be comprehensive. Students should refer to UNT HEALTH and CON policies and procedures for additional information.

Satisfactory Academic Progress

The Financial Aid Office evaluates Satisfactory Academic Progress (SAP) at the end of each term (including summer). Students failing to meet SAP the first time will be notified by the FAO that they have been placed on "**Financial Aid Warning**" for the next enrolled term. Students are eligible to receive financial aid while under a Financial Aid Warning. It is possible for a student to receive more than one "**Financial Aid Warning**." However, it is not possible for a student to have a "**Financial Aid Warning**" status for two consecutive terms. If a student fails to meet SAP standards at the end of their warning term, he/she will be placed on "**Financial Aid Suspension**" and will become ineligible to receive financial aid.

See the [Financial Aid website](#) for information regarding SAP.

Full- and Part-time Enrollment

The number of semester credit hours (SCH) in which a student is enrolled impacts full or part-time status for financial aid purposes and will impact time to degree completion. These SCH requirements

vary between undergraduate and graduate programs. Please contact the Financial Aid Office to discuss aid implications related to the number of SCH enrolled.

Seven (7) semester credit hours is considered full-time enrollment for students enrolled in a MSN program. Twelve (12) semester credit hours is considered full-time enrollment for students enrolled in a BSN program.

Concurrent Enrollment at Another Institution

Students must complete a "Request to Enroll at another Institution" form and secure written permission from the Associate Dean of their enrolled program before registering for any courses at another institution that they wish to count toward their degree at UNT HEALTH Fort Worth.

Failure to secure the required permission for concurrent enrollment prior to registration at the second institution may cause the College to refuse degree credit for the work taken elsewhere. In no case may the combined total of semester hours enrolled at the two institutions exceed the maximum load permitted to students.

Course Withdrawal

A withdrawal from a course is a formal procedure that must be initiated by the student. The student should consult the Course Lead and Student Success Coach before withdrawing from a course. A student who stops attending class and does not follow the procedure to formally withdraw from the course by the defined deadline will continue on the roster and receive a failing grade.

Texas Legislature enacted [Senate Bill 1231](#) (SB1231), which provides that, except for several specific instances of good cause, undergraduate students entering as first-time freshmen at a Texas public institution of higher education in the fall of 2007 or later are limited to a total of six dropped courses during their undergraduate career.

Under current law ([Texas Education Code, Sec. 51.907](#)), "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." The law applies to courses dropped at public institutions of higher education in Texas, including community and technical colleges, health science centers that offer undergraduate programs, and universities. Students who are close to the drop limit should contact the Course Lead before dropping a course.

Course Duplications

A student may enroll in a completed course for grade improvement and have it count as part of the semester's load. If a course is repeated, the last recorded grade is used in calculating the GPA and

certifying the student's eligibility for graduation. All course duplications must be completed at UNT HEALTH Fort Worth.

Courses may only be repeated one time unless an exception is granted by the Associate Dean of the enrolled program.

Degree Plan Change, Incomplete Grade, or Withdrawal

Students who wish to drop a course, withdraw from the program, or ask for an Incomplete must discuss this with the faculty of record for the course(s) involved to determine the impact of the action for the student moving forward. The student will then collaborate with the faculty, and the Student Success Coach, and Registrar to complete the forms required.

Leave of Absence

A student may request or be required to take a leave of absence with the occurrence of a medical problem, substantial personal problem or as recommended by the Academic Progression Committee. Students requesting a leave of absence must apply to the Dean of UNT HEALTH CON. In the event of a medical problem, the request must be accompanied by a letter from the treating physician or a licensed professional describing the nature of the disability for which the leave is requested and the estimated length of time needed for recovery. After consultation with the student, the Dean of UNT HEALTH CON will decide whether or not the leave will be granted and the conditions under which the student may return to school. Students must report to the Office of the Registrar to obtain a Leave of Absence (LOA) Form and complete it before they are officially placed on an approved leave.

LOA may be requested one time for up to three semesters. Any student on a LOA beyond 3 (three) semesters will be required to reapply for admission into the program of study. A student who does not return from the LOA after three (3) semesters will be academically dismissed from the program. A student on LOA cannot receive funding as a student. Advisors will be notified of any change to the LOA. Toward the end of a period of approved LOA, the student must take steps to resume studies at the beginning of the next semester, extend the LOA, or withdraw from the UNT HEALTH CON.

Before a student may be readmitted, a written request for readmission must be submitted by the student to the Dean of UNT HEALTH CON no later than 30 days prior to the start of classes. In the case of medical leave, a letter from the treating physician or a licensed professional must accompany the readmission request stating that the student has recovered from the disability for which the medical leave was granted and is able to participate in a full academic program. The student must attest that they can meet the technical standards required by the program. If the student is approved to return, a copy of the medical documentation must be submitted to the Office of the Registrar. LOA forms may be obtained from the Registrar's Office.

For readmittance following a Leave of Absence, RN to BSN and MSN students must show proof of a

current, unencumbered Registered Nurse license prior to returning to classes per the admission requirements of the program and may be required to complete a new background check and drug screening. Prelicensure BSN students may be required to complete a new background check and drug screening per the admission requirements of the program and eligibility criteria for licensure (7.103 Institutional Academic Policy)

Readmission

Students who do not maintain academic standards as outlined in the policies will be dismissed from the program. Other students may choose to withdraw from the program for personal reasons. In both cases, students can apply for readmission, although readmission is not guaranteed. Students need to contact the admissions office to submit their application for readmission. Decisions will be made based upon a student's individual situation and space available in the program at the time readmission is sought.

Chapter 10. CON COURSE PROCEDURES

The information in this section is not meant to be comprehensive. Students should refer to UNT HEALTH and CON policies and procedures for additional information.

Factors in determining the SCH values, such as type of course (lecture, laboratory, internship, etc.), may require proportional adjustment. Any adjustments will be outlined in the Schedule of Classes. Each week begins on Monday and ends on Sunday. Every day of the week is an academic day except for UNT HEALTH Fort Worth observed holidays. Students can find all the important dates and holidays on the [Academic Calendar](#).

Course Syllabus

The course syllabus contains specific educational requirements such as assignments, evaluations, grading, and other conditions of performance that must be satisfactorily completed to receive a passing grade. Modifications to the requirements and procedures of a course may be made when judged necessary to improve instruction or to conform to academic regulations of the College. Refer to your Course Lead and your course syllabus regarding the implications of assignments that are submitted late.

Syllabi include the following information as appropriate to the course: required textbooks and materials, exam dates, lecture topics and assignments, participation requirements, course objectives, explanation of how grades are determined, and information on contacting the Course Lead. Syllabi must be available to students via the learning management system on the first day of the semester.

Class Participation

Federal regulations require that students enrolled in online or in-person coursework establish participation each term to be eligible for federal financial aid. UNT HEALTH Fort Worth verifies student participation in accordance with this regulation.

Online and in-person course participation is defined as engagement in activities that are “academically related.” Such activities include: attending synchronous class sessions, viewing tutorials or presentations, participating in course discussions by posting original thoughts and responding to the posts of peers, engaging in assigned group work, submitting an academic assignment, and completing exams or quizzes as scheduled. Logging into the learning management system (ie, Canvas) is not enough to demonstrate student participation. A student’s “presence” is noted throughout the course via early alert detection such as Dropout Detective, discussion board posts, activities, and/or assignment completion. Any student failing to complete 15% or more of a course’s requirements/assignments is in violation of the attendance policy and may be dropped from the course. If students miss an assignment for any reason, they are encouraged to contact the Course Lead to avoid being dropped. Logistic discussions with faculty regarding plans about submitting assignments, requests for extensions on deadlines for assignments, notifications of illness, or inquiries about purchasing course materials, for example, do not count as participation.

Students who do not engage in academically related activities prior to the census date may have their federal financial aid eligibility adjusted.

Any Course Lead who informs students in writing about the necessity of class participation may request the Registrar to drop a student from the course with a grade of W.F. upon the accumulation of the stated number of absences.

If the Course Lead-initiated drop action falls within the time that the student is eligible to drop with instructor consent and without penalty, the Office of the Registrar notifies the student that a W.F. will be recorded unless the student initiates the drop procedure, in which case a W will be assigned.

For information regarding absence due to religious observances, visit the [policy website](#).

Class Recordings

Nursing students are encouraged to attend all activities in person or via synchronous session for online classes. Sensitive or controversial topics will be discussed in the nursing program. It is important to note that any practice stories or personal experiences shared by patients are to be kept confidential within the audience of this course. Students should not record or share any recordings of the class with anyone outside of the course. Furthermore, given the confidential nature of classroom discussions,

activities, presentations, and exams, recording of any kind is strictly prohibited, except in cases of necessary ADA accommodations.

Examinations

Examinations are a fundamental component of education, providing a structured means for evaluating student learning, skill sets, and knowledge acquisition. Moreover, exams encourage essential life skills such as self-discipline, time management, and perseverance. They foster a competitive spirit that can lead to academic growth; while also preparing students for the types of challenges they will face in their professional lives. To encourage and support the integrity of this process and mirror the NCLEX testing environment, procedures have been established.

Any violation of the procedure may result in a scoring penalty for the exam. Penalties range from a warning to receiving a zero on the exam, depending on the student's violation history and the violation. Please see the student procedure manual for details.

Any questions about exam items may be discussed with faculty within one week following the exam. There will be no discussion of exam items via email; you must request a meeting with course faculty to discuss exam items, however, students will not be shown the exam again.

Online Exams

Online exams will be proctored utilizing an approved vendor proctoring software and conducted according to the online exam protocol. Established by the CON, specific information and requirements to test in an online environment can be found within each Canvas course resource page.

Face-to-Face Exams

In person or face-to-face exams will be proctored utilizing an approved vendor proctoring software and according to the face-to-face exam procedure, established in collaboration with TES, and posted within each Canvas course resource page.

Make-Up Examinations

In the event of an unexpected circumstance, students should contact the Course Lead immediately.

Excused Absences: If the faculty member approves the absence as "excused" by definition, a make-up examination will be scheduled as soon as possible (See definition below). A student who misses a

scheduled examination and was not approved for a make-up examination will follow the test procedure grading criteria.

Excused Absence Definition:

- Personal injury or Illness that is too severe or contagious for the student to attend class.
 - An absence for a non-acute medical service does not constitute an excused absence.
- Death or major illness in a student's immediate family. Immediate family may include: parents, siblings, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, step-parents, step-siblings, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty member or student's academic dean or designee.
- Illness of a dependent family member.
 - An absence for a non-acute medical service does not constitute an excused absence.
- Participation in legal or governmental proceedings that require a student's presence and that cannot be rescheduled.

Absence Documentation and Verification

Documentation and verification are required for all excused absences to be approved. This includes a medical confirmation note from the student's medical provider, death notice, obituary, or death certificate for a student's immediate family member, and documentation regarding the scheduling of legal or governmental proceedings that require a student's presence and that cannot be rescheduled.

Final Examinations

If a final examination (summative exam) is administered, faculty members are expected to schedule it during the last scheduled week of class.

If a final examination is not given in a particular course, the faculty member is expected to use the final examination period for summary, evaluation, or other productive purposes.

Students who have as many as three final examinations scheduled on one day may appeal to the Program Director to reschedule one of those examinations on another day during the final week of the semester.

Grading

The final grades in each course will be based on the cumulative outcome of student performance on the various assessments. Final grades are calculated to the nearest 0.1. A grade of 89.4 will be rounded to 89; a grade of 89.5 will be rounded to 90. The following grades will be reported to the Registrar.

Letter Grade	Percentage
A	90-100
B	80-89
C	70-79
F	69 and below
WF	Withdraw Failing

One of the following symbols may be assigned instead of a grade:

P/NP	Pass/No Pass
W	Withdrawal
I	Incomplete
PR	In Progress
Z	Grade not recorded

Incomplete Grades

A grade of "I" (Incomplete) will be assigned only when a student has not completed all academic requirements and assignments, including regular examinations, due to documented illness or circumstances beyond a student's control. In the event of extenuating circumstances that occur in the last quarter (25%) of the course, a grade of Incomplete (I) may be assigned by the course lead. To be eligible for an incomplete grade, the student must be in good academic standing (earning a passing grade) and have a justifiable and documented reason beyond their control (ie, hospitalization or military deployment) for not completing the work as scheduled.

The student must obtain an Incomplete Grade Form from the CON Office of Student Success, complete the student information section, and submit the form to the Course Lead. The Course Lead will complete and sign the form and send it to the appropriate Asst/Assoc Dean for approval. Once approved by the Asst/Assoc Dean, a copy will be sent to the CON Office of Student Success, and the completed form is submitted to the Office of the Registrar for grade entry. The Registrar enters the grade of Incomplete into EIS along with the date that the grade of "I" must change to a passing grade. For students on military deployment, if a grade change has not been processed within one year from the date that the incomplete grade form is filed, the grade of "I" shall change to an F (failing). An extension can be considered with documentation in the form of military orders. For students requesting an Incomplete for personal or medical reasons, if a grade change has not been processed within one semester from the end of the term in which the Incomplete Grade form is filed, the grade of "I" shall change to an "F" (failing).

Remediation

All course failures will be evaluated and reviewed by the Academic Progression Committee (Admission, Progression, Graduation APG). All courses and their resultant failures, regardless of content, credit hour, perceived difficulty, or assessment strategy shall be equally considered in recommendations made by the APG. The APG will review each course failure as well as the overall academic and professional performance of the student assigned a failing grade. The APG will recommend to the Senior Associate Dean or their designee about course repetition, repeating an academic term or year or dismissal. The opportunity to remedy academic deficiencies at other than regularly scheduled course times may be extended to nursing students.

Accommodations

The Office of Disability Access is committed to assisting students with disabilities and providing academic accommodation to ensure equal access. The ODA is responsible for receiving and retaining documentation, acting as the central referral agency when accommodations are necessary because of specific limitations, and for serving as a liaison between students, faculty, and staff to determine the appropriateness of accommodations. Accommodations are granted in accordance with state and federal laws including the Americans with Disabilities Act of 1990, as amended in 2008, and Section 504 of the Rehabilitation Act of 1973. The goal is to assist in removing barriers for students while maintaining the integrity of the academic programs and technical standards.

Communication

Professor Communication to Students

Your professors frequently have to communicate important information to you between classes and clinical experiences. Information will be disseminated via UNT Health email, CANVAS announcement, and other methods as designated/arranged by your professor(s). Please check the CANVAS course frequently for announcements. Each student is responsible to check for updated information and respond to faculty. Failure to respond could lead to negative academic performance and consequences, including course failure depending on the basis of needed communication or potentially missed deadlines.

Student Communication to Professor

Your course professor can be contacted via UNT Health email or phone call (office or cell). The professor will respond within 24-48 hours, Monday through Friday. Refer to your assigned faculty for their specific communication preferences.

Netiquette

The UNT Health CON observes proper netiquette (internet etiquette). Hold yourself to the same standard online as you do in everyday life. This is your opportunity to represent yourself online, mirroring your in-person attributes, and grow as a professional. Respect other people's time, bandwidth, and privacy, all the while giving them the respect that you would also like to receive.

Chapter 11. ACADEMIC STANDING

The information in this section is not meant to be comprehensive. Students should refer to UNT HEALTH and CON policies and procedures for additional information.

Each student's academic performance is reviewed at the completion of every term.

Quality of Work Required

To remain in good academic standing, an overall GPA of 3.0 or better for MSN programs or 2.5 or better for BSN programs must be maintained. Additionally, the following qualifications must be met to maintain good academic standing:

- Students must earn a C or better in undergraduate core courses and a B or better in each graduate core course to remain in good standing. A student receiving a D or lower in a core course will not earn credit towards degree completion for the course and will be required to retake the course in question. The student will be on probation until the progression grade is earned in the course. The student will only be allowed one opportunity to retake the course. A student who does not receive an appropriate progression grade in a repeated course will be at risk of being dismissed from the program.
- A grade of D will not be accepted in the BSN program and is considered a failing grade.
- A grade of C will not be accepted in the MSN program and is considered a failing grade.

Students may not repeat a course at another institution and have the grade replace that of a course grade originally received at UNT HEALTH Fort Worth; all course duplications must be completed at UNT HEALTH Fort Worth.

Academic Performance Referrals

The UNT HEALTH Fort Worth Center for Academic Performance (CAP) offers services designed to enhance all levels of academic performance through academic consultations, learning assessments, and self-management. CAP offers a variety of services, including academic support, time management, and organizational assistance, writing and presentation support, and peer tutoring.

To ensure student success and that students remain in good academic standing, faculty members monitor student progress throughout each course and advise students to obtain academic support as follows:

- Students earning a 75% for undergraduate and 83% for graduate programs or lower on any examination in a course may be referred to CAP to discuss resources to aid with successful program/course completion. It is highly recommended that students take advantage of these services and obtain tutoring and/or assistance to ensure the successful completion of their coursework.
- Students falling behind in a course, as noted by early alert detections, lack of participation, poor grades, and/or other indicators such as Canvas Dropout Detective, may be referred to CAP by the Course Lead or Student Success Coach. It is highly recommended the students take advantage of these services and obtain tutoring and/or other assistance in a timely manner.

Appointment scheduling and additional information can be found on the [CAP website](#).

Grade Appeal Processes

Any student who believes an earned grade on a **course assignment** was made in error or in an inequitable manner should contact the Course Lead within five business days of receipt of the grade to discuss and attempt to resolve the issue.

Any student who believes a **final course grade** (not course failure) was made in error or in an inequitable manner should contact the Course Lead within five business days of receipt of the grade to discuss and attempt to resolve the issue. Please see CON Student Procedures for further information regarding the grade appeal process.

Academic and Non-Academic Complaint/Grievance Procedures

UNT HEALTH Fort Worth provides students with a procedure for resolving complaints against UNT Health faculty, staff, and agents of the university, via the student Academic Grievance Policy and the Non-Academic Complaint/Grievance Policy, located in the [Student Affairs Policy Manual](#). Students with questions concerning discrimination, grade appeal, academic integrity, disability, financial aid, accommodations, or the Student Code of Conduct must contact the appropriate academic personnel or compliance officer and refer to the appropriate policies.

Retaliation is strictly prohibited against any person who submits a complaint or encourages another to submit a complaint, who participates in an investigation regarding the complaint or who seeks assistance or guidance from any UNT Health department or external official or organization.

To file a complaint, please complete the [Student Complaint Form](#) electronically. If you choose to provide your contact information, you will be contacted via phone or e-mail to confirm that the formal

complaint has been received. The Office of Student Affairs will assist the student throughout the complaint process.

A student's complaint may be withdrawn at any point by the student, thereby halting the complaint process. See Appendix A: *College of Nursing Communication Flowchart* for communication guidelines related to common student concerns.

Student Representatives and Ambassadors

A student must be in good academic and behavioral standing to hold a representative position in any UNT HEALTH Fort Worth or College student organization and must remain in good academic and behavioral standing throughout the term of office if elected.

Chapter 12. ETHICAL STANDARDS FOR NURSES

Ethical behavior is a core expectation of all faculty and nursing students in all their dealings in the classroom, clinical experiences and in other circumstances where ethical dilemmas may exist. The ANA Code of Ethics is a core document used to meet these expectations.

ANA Code of Ethics

The American Nurses Association Code of Ethics for Nurses, revised in 2015, is divided into nine provisions to guide the nurse. The following outlines these nine provisions of the ANA Code of Ethics (Haddad & Geiger, 2021):

- **Provision 1.** The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- **Provision 2.** The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- **Provision 3.** The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- **Provision 4.** The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.
- **Provision 5.** The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- **Provision 6.** The nurse, through individual and collective effort, establishes,

maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

- **Provision 7.** The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- **Provision 8.** The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- **Provision 9.** The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

From: Haddad, LM, Geiger, RA (2021) Nursing Education Considerations. STAT PEARLS., Sept, <https://www.ncbi.nlm.nih.gov/books/NBK526054/>
ANA Code of Ethics <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

Chapter 13. STUDENT SERVICES

The College of Nursing Office of Student Success provides support services and activities that promote professionalism, wellness, personal and professional development, and academic success. The Student Success team collaborates with CON faculty and the Enrollment Management Team and the Division of Student Affairs to deliver excellent service that supports students from admission to graduation.

Enrollment Management

The enrollment management team is dedicated to supporting the student experience from prospect to alumni status. Admissions and Recruitment, Financial Aid, and the Registrar and Student Records Offices are engaged in the full student life cycle and collaborate with the academic programs and other institutional offices to ensure student success.

Admissions and Recruitment

The Office of Recruitment houses a team of higher education professionals who manage student interaction from inquiry through application, including admissions advising and external outreach opportunities for the UNT HEALTH College of Nursing. Recruitment associates travel throughout the United States promoting our academic programs with prospective students and advisors, assisting Events & Communications as hosts for on-campus events and tours, and creating online recruitment and admissions activities for those who are unable to attend on-campus events.

The Office of Application Processing is responsible for processing all applications for admission to the UNT HEALTH College of Nursing. Each application is verified for completion of all program admission requirements. Application Processing also maintains current records and status of each

application, facilitates the review of applications by the College of Nursing Admission and Progression Committee by conducting a precursory review, following a prescribed rubric, and records all admission decisions, which are then communicated to the applicant and the College of Nursing.

The Office of Events & Communications designs and conducts all aspects of admissions interviews. Additionally, the Events and Communications staff connect admitted students to UNT HEALTH College of Nursing to promote successful matriculation. The team plans and hosts on-campus and virtual Admissions and Recruitment events and organizes campus tours. Coordination of email communication within the Office of Admissions and Recruitment is handled by the Events & Communications team.

The Office of Technology & Systems supports Admissions and Recruitment with the management of all program applications, support, and updates in Nursing CAS and migration of data to UNT HEALTH Fort Worth's student information system. In addition, Technology & Systems supports admissions website updates and future system improvements. The Technology and Systems team prepares and enters data for reporting requirements.

Financial Aid Office

The Financial Aid Office offers scholarship, grant, and loan programs to assist students in meeting the costs of financing their education. The Financial Aid Office is dedicated to quality customer service and the prompt delivery of aid program funds. Counselors are available to assist students in the application process to ensure that students receive the information needed to make the best decisions regarding their financial aid options. While financial aid is subject to strict federal and state regulations, the staff is determined to help students navigate this complex process. The Financial Aid Office proactively provides current and timely resources to students to foster success in their respective programs. Budget/debt management and default prevention programs are facilitated by the Financial Aid Office to help students develop strategies to manage their educational debt before and after they leave UNT HEALTH Fort Worth. This proactive education, along with added online resources, has helped UNT HEALTH Fort Worth keep its low default rate and lower the average loan borrowing amounts.

Registrar and Student Records Office

The Registrar and Student Records Office manages and maintains the students' academic records, ensures the integrity, security, and confidentiality of academic records, and oversees the development and maintenance of student academic records. These services include transcript generation, grade processing, degree certification, enrollment and registration of all students, verification of enrollment, academic standing processing, and completion of degree. The Registrar and Student Records Office coordinates reports for internal and external compliance, oversees functions related to Veteran's Affairs,

assists in commencement planning, prepares data for state audit reports, coordinates compliance with the Family Educational Rights and Privacy Act (FERPA), and provides data to support the institution's tactical initiatives.

Division of Student Affairs

The Division of Student Affairs (DSA) is dedicated to creating solutions for a healthier community by fostering student success. The DSA supports co-curricular and extracurricular programming, activities, and services to facilitate students' academic training, professional growth, and personal development. Additionally, the DSA supports students' needs, creates an atmosphere that stimulates learning and integrates extracurricular experiences into formal educational programs. The Division of Student Affairs ensures that student support services are adequate for UNT HEALTH Fort Worth students by assessing each of its programs to determine the achievement of student learning outcomes and program outcomes. The DSA utilizes information from its assessment process to implement evidence-based changes and to determine the needs of its programs and services. The Division of Student Affairs annually reviews its programming to ensure equal access to remote and on-campus students. In a more detailed description below, the offices of Center for Academic Performance, Care and Civility, Student Assistance Resource Center for Student Life, Career Readiness Center, Disability Access, and Testing and Evaluation Services further explains the services and/or activities offered to support the College of Nursing programs. The Be|Well QEP which focuses on student wellbeing is directed through this division in the Office of Care and Civility.

Visit Policytech to review the [Student Affairs Policy Manual](#).

Center for Academic Performance

The Center for Academic Performance (CAP) is committed to helping all UNT HEALTH Fort Worth students meet their personal and academic goals by providing comprehensive academic support programs both face-to-face and online. CAP services and programs are designed to enhance all levels of academic performance through academic consultations, learning assessments, and self-management. Academic counseling, learning and study strategy assessments, writing support, peer tutoring, and a variety of workshops are offered to all UNT HEALTH students with remote sessions available through Zoom. CAP staff also work with faculty to provide and support students in periods of academic difficulty through assistance with planning alternate programs and reassessment of student priorities. CAP also has a Student Success Referral Form that is available to anyone at any time. All referrals are contacted within two business days, and referral status is reviewed on a weekly basis. All academic support services offered through CAP are available to online students.

- **Learning Strategies** - Each student needs to find the most effective learning strategy for their personal needs and academic program. The CAP staff can help students find and implement their best strategy through assessment, counseling, and academic support workshops. In 2021-

2022, CAP conducted 1100 academic counseling appointments and presented 20 workshops with a total of 1459 attendees.

- **Peer Tutoring Programs** - Tutoring programs provide the opportunity to share strategies for organizing and learning the large volume of material required to succeed in graduate and professional schools. The following tutoring options are provided: limited individual tutoring, small group tutoring, large group tutoring, drop-in sessions, and online sessions.
- **Writing Support** - Students may receive feedback online and in-person regarding writing samples. Feedback consists of information about content as it relates to the reader, organization, development, diction, and syntax, as well as additional information to assist in improving writing skills.

Office of Care and Civility

The Office of Care and Civility is dedicated to promoting health and wellness on the UNT HEALTH Fort Worth campus through various programming, activities, and support services. The Office of Care and Civility is located on the second floor of the Student Services Center and in the Founders' Activity Center on the north end of campus at the intersection of Clifton and 7th Streets.

The following are activities and services provided by the Office of Care and Civility:

- **Care Team** - UNT HEALTH Fort Worth cares about students' success, not only academically, but emotionally and physically. The Care Team serves as a collaborative interdisciplinary team to provide early intervention, identification, and response in a non-clinical case management capacity. Individuals can be referred to the Care Team through the Person of Concern reporting form. Care Team has representatives within each academic program to promote the use of this resource and understand the needs of students from each program. The Directors of the Office of Care and Civility and Student Assistance Resource Center serve as co-chairs of the Care Team.
- **Be|Well** - The Office of Care and Civility houses the institution's QEP, Be|Well, which focuses on student wellbeing. Be|Well is a project focused on enhancing the learning environment by creating a culture of health and wellness both within and outside the curriculum. Students who participate in the program will learn ways to improve their wellbeing, emotional intelligence, and resilience to be more successful in their academic and future careers.
- **Wellness and Prevention Programming and Activities** -The Office of Care and Civility oversees a variety of awareness and prevention activities which include:
 - Stress management programming
 - Wellness Weeks during fall and spring semesters
 - National Drug and Alcohol Fact Week
 - Prevention programming, including Suicide Prevention Week and Mental Illness Awareness Week

- Compliance programming efforts, such as Sexual Assault Awareness Month, Stalking Awareness Month, and Domestic Violence Awareness Month
- **Student Conduct and Civility** - The Office of Care and Civility strives to uphold high academic, professional and community standards, while also supporting the development of ethical decision-making among UNT HEALTH students. The Office of Care and Civility maintains the Student Code of Conduct and Civility (the Code), including the investigation and adjudication of behavioral and academic dishonesty violations of the Code. Concerns regarding student conduct can be submitted to the Office of Care and Civility for review through the Person of Concern Reporting Form.

Student Assistance Resource Center

The Student Assistance Resource Center (SARC) is focused on developing partnerships, resources, and programs to support students' basic needs. The purpose of SARC is to create opportunities to promote learning, ethical decision-making, scholarship, and leadership within the student body. SARC provides services and programs to support the development of each student holistically: mind, body, and spirit. Student services are designed to enhance the quality of the student's learning experience both in and out of the classroom environment.

SARC student services include the following:

- **Fitness Center** - The on-site Fitness Center is designed to meet the fitness needs of students, alumni, faculty, staff, and community members. Fitness Center members have access to weight rooms, cardio equipment, a spin room, group exercise classes, and use of the multipurpose courts. The Fitness Center is available free of charge to all students.
- **Mental Health Services** - Students at The University of North Texas Health Science Center have FREE, 24/7 access to virtual care services with TimelyCare. Students do not need insurance to access TimelyCare services. Download the app here ([Apple/Google Play](#)). As part of UNT HEALTH's partnership with TimelyCare, students have access to
 - TalkNow – 24/7, on-demand emotional support.
 - Scheduled Counseling – Select the day, time and mental health provider of your choice. (nine visits per academic year)
 - Psychiatry – Advanced mental health care, available upon referral from TimelyCare counselors or UNT HEALTH Student Health. (Note – the Student Health Clinic also will continue to provide psychiatry services.)
 - Self-Care Content – 24/7 access to self-care tools and resources, such as meditation and yoga sessions, helpful videos and short articles from experts.
- **Student Food Pantry** - The UNT HEALTH Care Team has recognized that in order for students to be well and to succeed academically, basic needs must be addressed. As a result, the Division of Student Affairs has established a food pantry to assist UNT HEALTH students impacted by

food insecurity. The vision is for the UNT HEALTH community to take a collaborative stance to address student hunger and foster student success. The use of the UNT HEALTH food pantry does not require application or approval and is available to any student in need. The food pantry has been designed to be confidential for dignity to be maintained and respected. The food pantry has two locations: Student Service Center, room 180, open Monday through Friday, 8:00 a.m. to 5:00 p.m., and Library, room 450, accessible 24/7. During times of anticipated elevated demand, the Division of Student Affairs has established satellite and pop-up food pantries in other locations on campus. The Student Food Pantry is available to all students. The Student Food Pantry at the UNT HEALTH has formed a partnership with the Tarrant Area Food Bank to purchase food at a discounted rate. The Tarrant Area Food Bank has resources for students to find food resources near them with their zip code, such as food pantries and food banks.

- **Student Emergency Fund** - The UNT HEALTH student emergency fund provides emergency financial assistance to enrolled students who are experiencing temporary emergency needs due to unforeseen or uncontrollable circumstances. Students may apply for emergency funding through an online application. Each application is reviewed by the Director of the Student Assistance Resource Center.
- **Student Clothes Closet** -The UNT HEALTH student clothes closet provides professional attire for students who need professional wear. The student clothes closet is stocked with a wide variety of professional wear for all students.
- **Pathways Program** - The UNT HEALTH Pathways Program provides the opportunity for students to gain insight and perspective on decision-making, professionalism issues, and provides accountability to students responsible for violating the Student Code of Conduct and Civility. The Pathways Program focuses on developmental opportunities for students that will provide autonomy in developing meaning and learning.
- **Wellness Coaching** - SARC provides wellness coaching designed for students who are seeking self-directed, lasting changes aligned with their values, which promote health and wellness and, thereby, enhance well-being.

Center for Student Life

The Center for Student Life (CSL) is a hub for experiences that encourage and support student success! The office actively creates opportunities that foster the holistic development of each student from day one to graduation. This includes providing services such as:

- Leadership Development Programs
- Registered Student Organizations
- New Student Orientation
- Commencement
- White Coat Ceremony
- Peer Mentorship Initiatives

In collaboration with the CSL, student organizations sponsored events contribute to the intellectual, professional, social, and emotional intelligence of all students. Participation in these groups offers students valuable leadership opportunities, including elected officer positions, representation on campus committees, and travel stipends for professional development at local, state, regional, and national conferences. CSL creates a platform for students to build community through campus-wide events such as Welcome Week, Student Organization fairs, and annual award ceremonies.

Career Readiness Center

The Career Readiness Center offers comprehensive advising and resources to assist current and former students in achieving their career goals.

These career development services include:

- Resume/CV/Cover Letter Advising
- Personal Statement Writing
- Interviewing and Etiquette Skills
- Social Media Profile Development
- Job Fairs and Networking Events
- Individual and Group Career Exploration
- On-campus Student Employment

For those seeking part-time or full-time employment, or internships, the Career Readiness Center utilizes Handshake, the primary campus online job board selectively filtered for UNT HEALTH Fort Worth academic programs and disciplines through UNT HEALTH Connect, which also serves as the premier UNT HEALTH Fort Worth networking and event clearinghouse. Other resources available to assist with job search strategies and the development of career readiness skills include support from the campus "Professional Attire Closet" and the online practice video interview system, Big Interview.

Office of Disability Access

The Office of Disability Access is committed to assisting students with disabilities and providing academic accommodation to ensure equal access. The ODA is responsible for receiving and retaining documentation, acting as the central referral agency when accommodations are necessary because of specific limitations, and for serving as a liaison between students, faculty, and staff to determine the appropriateness of accommodations. Accommodations are granted in accordance with state and federal laws including the Americans with Disabilities Act of 1990, as amended in 2008, and Section 504 of the Rehabilitation Act of 1973. The goal is to assist in removing barriers for students while maintaining the integrity of the academic programs and technical standards.

Testing and Evaluation Services

Testing and Evaluation Services (TES) supports student and curricular assessment needs using innovative tools that effectively measure student knowledge and give students a voice to enhance the quality of their education. TES creates and delivers student assessments, manages secure item banks, develops assessment reports that drive student success and administers end of rotation assessments and other external non- UNT HEALTH assessments. TES also collaborates with faculty to design assessment delivery methods that best support the needs of their courses and curriculum. TES also monitors the effectiveness of didactic courses by conducting student evaluations of courses and faculty, which includes collecting student evaluative feedback and analyzing/reporting evaluation results to stakeholders. Additionally, TES supports various data collection and survey/assessment activities through the design of online surveys and optical mark scanning forms, and the analysis and reporting of results.

TES collaborates with academic programs to develop and enhance innovative assessment methods that support a wide variety of curriculum delivery systems. These assessment methods collect and provide the vital data necessary to support students at academic risk, measure student competency in a variety of areas, provide feedback to help students identify areas of strength and opportunity, and measure the effectiveness of instructional strategies.

Chapter 14. CAMPUS SAFETY

UNT HEALTH Fort Worth Police Officers are dedicated to maintaining a safe and secure environment for faculty, staff, students and visitors. The Police Department is at 3600 Mattison Avenue on the UNT HEALTH campus. In an emergency on campus, please dial 817-735-2600. Dispatchers will work with local emergency services to get help to the correct campus location. For non-emergency conditions, please call 817-735-2210.

Click here for a copy of the **Campus Map**.

Parking on Campus

UNT HEALTH has a variety of options for parking on campus. Please visit the Parking Office website for details and instructions.

Emergency Notification

The Environmental Health and Safety Office manages various emergency services at UNT HEALTH including Building Evacuation, Emergency Notifications, and Weather Safety. Students may opt into the Red Alert Notification System to receive notifications regarding events including but not limited to weather warnings, lockdown, shelter in place, and weather closures and reopening. By opting into the

Red Alert Notification System, UNT HEALTH emergency management teams can provide quick and timely information about campus emergency situations.

[Click the link for Emergency Preparedness Information](#)

Chapter 15. Applications for Licensure

The links below are meant to be informative. Each student/graduate is responsible for collecting and providing any documents to be considered for licensure.

Traditional BSN Students

Students who have graduated from an approved nursing program and need to take the NCLEX to obtain their first U.S. license should review the Texas Board of Nursing's requirements for licensure by exam. Each candidate is responsible for registering for and taking the NCLEX exam after graduation.

[TBON Licensure Examination Information and Application Requirements](#)

[NCLEX Registration Process](#)

[NCSBN Examination Information](#)

Psychiatric Mental Health Nurse Practitioner Students

Please review the link below from the Texas Board of Nursing for requirements and timelines for Applications to be approved for licensure as an Advanced Practice Registered Nurse.

[Application Forms- Advance Practice Registered Nurse](#)

Appendix A: College of Nursing Communication Flowchart

