

Guidelines for

Nursing Students

2021 - 2022



Revised 8/6/2021

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Tarrant County College Nursing Division Guidelines and Statements

The Guidelines and Statements document is subject to continuous review and evaluation. Therefore, the Tarrant County College (TCC) Division of Nursing reserves the right to make changes at any time. This publication is for information only and is not a contract.

Students are obligated to keep themselves apprised of Tarrant County College District (TCCD) Guidelines. See the College [Student Handbook](#) rules. Students are required to sign a statement of understanding regarding receipt of this information. Students are expected to adhere to the guidelines herein. Students are required to sign a statement regarding compliance with the Student Guidelines each semester.

Section I: Program Information

Introduction to the Associate Degree Nursing Program

Tarrant County College (TCC) nursing staff welcomes you to the Associate Degree Nursing (ADN) Program. The TCC nursing program is Texas Board of Nursing approved and accredited by the Accreditation Commission for Education in Nursing (ACEN). This Program's successful completion qualifies the graduate to apply to take the licensing examination to become a registered nurse (NCLEX-RN).

Approving body information:

Texas Board of Nursing
333 Guadalupe #3-460
Austin, Texas 78701
(512) 305-7400
www.bon.state.tx.us

Accrediting body information:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Rd NE Suite 1400
Atlanta, Georgia 30326
(404)975-5000 www.acenursing.org

Tarrant County College District is an equal opportunity institution that provides educational and employment opportunities based on merit and without discrimination of race, color, religion, sex, age, national origin, veteran status, or disability. Information from the College regarding Student Activities and Services and guidelines for the Student Bill of Rights and Responsibilities at TCC is available online in the TCCD Student Handbook at [Tarrant County College - Student Handbook](#).

The Associate Degree Nursing and Vocational Nursing programs at Tarrant County College meet the state education requirements for a nursing license in Texas. Tarrant County College has not determined if these nursing programs meet the state education requirements in any other state, any US Territory, or the District of Columbia. The National Council of State Boards of Nursing (NCSBN) has resources that may be helpful. <https://www.ncsbn.org/index.htm>

The student guidelines document is designed to provide direction for students during their studies in the nursing program. Please refer to the Course Information Document (CID) for course information details. The CID acquaints the student with course-specific information, guidelines, and procedures. Students are responsible for the information contained in the Student Guidelines and in the CID. The information is subject to change, and students will be informed of any changes in writing.

The next two years will be busy and challenging. The nursing faculty supports your efforts to make these years a time of fulfillment and growth. We wish you the best as you pursue your nursing career.

Mission: Associate Degree Nursing Program

The mission of the Tarrant County College Associate Degree Nursing Program (hereafter referred to as "the Program") reflects the mission of the Tarrant County College (hereafter referred to as "the College") with its focus on "open access and quality teaching and learning opportunities" (Tarrant College Catalog, 2019-2020). The Program embraces this focus of open access and quality teaching to prepare the Associate Degree Registered Nurse for entry-level practice and continued academic progression to meet their maximum professional potential (Organization for Associate Degree Nursing, 2019).

Revised and adopted April 2020

Philosophy: Associate Degree Nursing Program

The Nursing Faculty embraces the Program's vision, values, and mission as it equips graduates to assume their responsibilities in the profession of nursing. The philosophy defines the beliefs of the faculty related to nursing, nursing practice, and nursing education. These beliefs serve as the foundational concepts upon which the nursing curriculum is structured.

The Nursing Faculty agree with the American Nurse Association's description of nursing "as both an art and a science." The heart of nursing lies in the foundational concept of respect for human dignity and an intuition for clients' needs (ANA, 2018).

The Nursing Faculty regard humans as unique, complex, holistic beings. Humans possess physiological, psychological, socioeconomic, ethnocultural, developmental, and spiritual needs. Humans possess inherent dignity, worth, and have the right to participate in decisions that affect their health and care. Human function and homeostatic processes are affected by internal and external environments. Nursing

influences these homeostatic processes through alteration or maintenance of the environment and/or support of the biopsychosocial functions of the client.

The Nursing Faculty affirm that professional nursing is “the performance of an act that requires specialized judgment and skill, the proper performance of which is based on knowledge and application of the principles of biological, physical, and social science as acquired by a completed course in an approved school of professional nursing” (Texas Board of Nursing [TBON], 2013).

As providers of care, nurses exhibit the core values of the profession: Safety, Professionalism, Caring, Teaching, Clinical Reasoning, Communication, and Collaboration. Nurses demonstrate altruism, professional ethics, and life-long learning. Nurses practice within the legal, ethical, and regulatory frameworks that adhere to the standards of professional practice. Nurses act as coordinators of care, collaborating with interdisciplinary healthcare teams to provide care for clients of all ages and their families across the lifespan.

The Nursing Faculty believe that nurses are uniquely positioned as:

1. Providers of safe, culturally competent care to clients and families across the lifespan using evidence-based practice and clinical reasoning to achieve quality outcomes.
2. Effective communicators, including the use of informatics to plan, teach, and share information with clients, families, communities, and members of interdisciplinary healthcare teams.
3. Collaborators with clients, families, and interdisciplinary healthcare teams to plan care, promote health, and consider healthcare costs and policies that influence client outcomes.
4. Practitioners of nursing leadership and management skills promoting continuous quality improvement.
5. Professionals who demonstrate the attitudes and values of the nursing profession including self-assessment, lifelong learning, ethical and legal practice, and the values of altruism, social justice, and human dignity.

The Nursing Faculty supports nursing education based on the values, ethics, skills, and knowledge of the nursing profession and supported by natural sciences, behavioral sciences, and the humanities. Students are accountable for self-directed learning as an inherent part of becoming lifelong learners. The curriculum and teaching methodologies are revised and monitored using comprehensive, contemporary evidence-based practice. The curriculum design fosters learning in an increasingly complex course progression. The nursing faculty scaffolds learning with increasing complex course content progression to advance problem-solving

skills, clinical reasoning, and the development of clinical judgment. Nursing education takes place in a variety of settings and in collaboration with other disciplines.

The Nursing Faculty believe that graduation from the Program prepares the student to enter professional nursing practice as a client-centered care provider, a client safety advocate, a member of the healthcare team, and a member of the profession. These core concepts are threaded throughout the Program. With additional experience and continuing education, the associate degree graduate can develop advanced practice skills and receive specialty certification.

Nurses are members of the profession, comprehending, demonstrating, and applying the legal and ethical behaviors as defined by benevolent laws, beliefs, and a moral duty and obligation. Nurses demonstrate altruism, professional ethics, and practice lifelong learning. As providers of care, the nurse uses caring, clinical reasoning, coordination of care, cultural competence, the nursing process, and individualized teaching principles guided by the nursing process and implemented across the client's lifespan. The nurse functions within the interdisciplinary team by leading, managing, and collaborating with diverse personnel. The nurse serves as client advocate incorporating information from comprehensive sources including the use of informatic analysis to inform decision making.

The core concepts of the curriculum are the client, nursing, health, and the environment. These core concepts permeate the curriculum which is further structured to align with the framework provided by the Differentiated Essential Competencies (DECs) of Graduates of Texas Nursing Programs (Texas Board of Nursing, 2011).

1. Member of the Profession
 - Nursing
 - Legal/Ethical
 - Professional Ethic
 - Life-long Learning
2. Provider of Care
 - Clinical Reasoning
 - Caring
 - Nursing Process
 - Coordination of Care
 - Teaching
 - Cultural Competence
 - Lifespan

3. Client Safety Advocate
 - Safety
 - Evidence-based practice
 - Quality Improvement
4. Member of the Healthcare Team
 - Collaboration/Interdisciplinary Team
 - Health Promotion
 - Communication
 - Informatics
 - Leadership/Management

The end of program student learning outcomes describe the nurse generalist who is a graduate of Tarrant County College. Upon completion of the Program, the student will:

1. Provide safe, culturally competent care to clients and families across the lifespan using evidence-based practice and clinical reasoning to achieve quality outcomes.
2. Use effective communication and informatics to plan, teach, and share information with clients, families, communities, and members of the interdisciplinary healthcare team.
3. Collaborate with clients, families, the interdisciplinary team, and others to plan care, promote health, consider healthcare costs, and healthcare policies that influence client outcomes.
4. Use skills in nursing leadership and management to promote continuous quality improvement.
5. Demonstrate the attitudes and values of the nursing profession to include self-evaluation, continued learning, ethical and legal practice, and the values of altruism, autonomy, social justice, and human dignity.

In attaining these competencies, the nurse meets additional standards of the NLN Competencies for Graduates of Nursing Programs (NLN, 2020), **the ANA Nursing Scope and Standards of Practice** (ANA, 2015), the National Academy of Medicine Core Competencies (formerly known as the Institute of Medicine) (NAM, 2020), and the Quality Safety Education for Nurses (QSEN) competencies (2014).

Revised and Adopted (September, 2020)

Section II: Student Information

Code of Student Conduct and Honor Code

The Tarrant County College Nursing student displays professional behaviors conducive to professional nursing practice at all times. The nursing student abides by the policies described in the Tarrant County College Code of Conduct and the TCC Nursing Division Professional Code of Conduct derived from the guidelines and regulations established by the following ethical and professional entities:

1. American Nurses Association Code of Ethics for Nurses With Interpretive Statements (2015, American Nurses Association)
2. Texas Board of Nursing Laws & Rules - Nursing Practice Act
3. National Student Nurses' Association (NSNA) Code of Ethics

TCC Nursing Division Professional Code of Conduct

As members of the profession, students commit to maintaining ethical standards and moral character. Nursing students are accountable for their own academic and professional behaviors and the resulting consequences. Students will demonstrate self-discipline throughout their education, including meeting academic responsibilities, exhibiting professional conduct in the classroom, clinical setting, and in the community. Serious safety violations or unprofessional conduct may provide grounds to be refused re-entry or readmission to the Program. These will be documented in the student's exit summary.

Students guard public safety by immediately reporting to faculty any observed incident that allows incompetent, unethical, or illegal practice by another individual. Having knowledge of such behavior and failing to report it constitutes a breach of both academic and professional responsibilities. Lack of compliance with any portion of the TCC Nursing Division Professional Code of Conduct will result in counseling and potential dismissal from the nursing program as determined by the nursing faculty and administration. (Nursing Students Guidelines, posted on [About Our Program](#))

Texas Nursing Students' Association

Tarrant County College Nursing Students' Association is an organization composed of the College's nursing students. TCC-TNSA is a member of the Texas Nursing Students' Association, and the National Student Nurses Association, the country's largest independent student health organization. The organization monitors legislative work that affects nursing education and practice at the national, state,

and local levels. State and local chapters promote participation in community projects to enhance learning experiences and encourage community involvement.

Membership is not required, but it is strongly encouraged. Membership serves as a lead in the Texas Nurses Association and the American Nurses Association's professional organizations. Affiliation with the pre-professional and professional organizations enables the student to have a voice in the nursing profession's aims and purposes.

TNSA holds monthly meetings throughout the academic year. Notices of meeting times and places are on the TNSA bulletin board in the nursing building. Any nursing or pre-nursing student is encouraged to attend the monthly meetings to learn more about the organization. Students are encouraged to join the organization and to contribute to this successful chapter's work.

There are annual conventions at the state and national levels. Students may receive an excused absence from theory and clinical if selected as delegates to conventions: final permission and the excused absence obtained from the appropriate instructor(s). Proof of attendance at conventions will be required.

The Organization for Associate Degree Nursing

In June 1984, the Texas Association for Associate Degree Nursing (T-OADN) was organized. The organization's primary purpose is to advance the Associate Degree Nurse's status in education and practice. In June 1986, the National Organization for the Advancement of Associate Degree Nursing (N-OAADN) was established. Subsequently, the organizations' names have been modified to the Organization for Associate Degree Nursing (OADN) www.oadn.org and TOADN. www.toadn.org. OADN is the leading national advocate for associate degree nursing education and practice and promotes collaboration in charting the future of health care education and delivery. TOADN represents the ADN on various state legislative and nursing committees.

Alpha Delta Nu

The Epsilon Eta Chapter of the OADN Alpha Delta Nu Nursing Honor Society established to recognize students' academic excellence in the study of Associate Degree Nursing at Tarrant County College. The Society encourages the pursuit of advanced degrees in the profession of nursing and continuing education as a life-long professional responsibility.

Students who meet the requirement are invited to join the Society after the third semester as provisional members. The student is inducted to full membership in the

final semester provided they complete the required project and that they continue to meet the academic requirements as listed:

- Minimum of 3.0 GPA in all general education classes
- Earned grade of B or better in each nursing class
- No previous failures of any nursing class
- Demonstrated conduct that reflects integrity and professionalism

Student Representatives on Department Committees

Student representatives are selected each semester to serve on various faculty committees. All students are encouraged to discuss current issues with the student representatives to share their voices in faculty committee meetings.

The committees with student representatives include:

1. *Program Effectiveness Committee* facilitates program evaluation and development by implementing the systematic evaluation plan for program evaluation and promoting the data collected to make program improvements.
2. *Teaching Effectiveness Committee* promotes teaching effectiveness through technology, testing, library materials, and teaching strategies.
3. *Curriculum Committee* facilitates the implementation and evaluation of the curriculum.
4. *Student and Faculty Affairs Committee* supports and directs policy, development, and services for faculty and students

Dean's List

The Dean's List includes those students who have completed 12 or more college-level semester hours of work for the term with a grade point average of 3.5 or higher.

The Honors List includes students who have completed 12 or more college-level semester hours for the term and with a GPA of 3.0 to 3.49.

The Merit List includes students who have completed fewer than 12 college-level semester hours in each of two consecutive terms, whose enrollment totals no fewer than 18 hours for the two terms, and whose GPA for the two terms is 3.5 or higher.

Academic Scholar's Award

The Academic Scholar's Award is given to recognize the student's consistent scholastic achievement throughout nursing school. This award is granted to students who completed nursing course work with a 3.5 or higher GPA at the end of the Program.

Legal Requirements for Licensure

Nursing students must complete fingerprinting, and a criminal background check by the Department of Public Safety as required by the Texas Board of Nursing before admission to the nursing program. The Texas Board of Nursing must approve applicants before entering the TCC Nursing Program. Applicants who have a positive criminal history will need to initiate the process for a "Declaratory Order" to determine eligibility obtained from the Texas Board of Nursing at 512-305-7400 or <https://www.bon.texas.gov/>. The Texas Board of Nursing determines the student applicant's eligibility to take the exam to schedule the NCLEX-RN or give a temporary Graduate Nurse (GN) permit.

Texas HB 1508 mandates that students in health care professions be notified that criminal charges/activity occurring before or during their Program unless approved by the Texas Board of Nursing, may affect their eligibility to be licensed following graduation. [Texas HB 1508, Chapter 53, Subchapter E](#). The students are required to acknowledge and sign the signature page located in all Nursing Course Information Documents.

Program Requirements

The Nursing program requires students to maintain program requirements at all times. If a program requirement is overdue, the student will be immediately removed from the current nursing courses. This requirement is non-negotiable. As an institution preparing graduate nurses, TCC must comply with all guidelines required by clinical facilities and state agencies.

1. Up-to-date immunizations and annual tuberculosis screening record, including a current TDaP (10 years or less old)
2. Current negative Drug Screening results
3. Current American Heart Association (AHA) *BLS for Healthcare Professionals*. (Online AHA CPR with face-to-face 'hands-on' skills demonstration will be accepted).
4. Proof of Health Insurance
5. Blue Card from Texas Board of Nursing or letter of clearance

Clinical Placement

Clinical placement is determined by clinical site availability. The division will attempt to accommodate students and minimize changes. Please note: clinical sections, sites, days, and times are subject to change based on site availability. Clinical placements are **not negotiable**. The nursing program may assign students to clinical courses for all semesters.

Degree Plan and Graduation Information

All external transcripts must be submitted and filed with the Admissions and Records Office before the petition for graduation (<https://www.tccd.edu/admission/submit-transcripts/>). To be considered a candidate for a degree or certificate, the student must **submit an online application for graduation** before the date specified in the College Catalog. The candidate must indicate the catalog year of the degree plan. Students should contact a Career and Technical Education (CTE) Academic Advisor with any questions about their degree plan and graduation requirements. Students are responsible for ensuring that all courses are completed in the correct order to progress efficiently through the program. Review your degree plan in WebAdvisor.

In WebAdvisor, find "Student Record Services" then click "**Degree Audit**."

Formal graduation proceedings are held each year for Tarrant County College at the end of the spring semester. Students completing graduation requirements during the summer or fall semesters may choose to participate in the spring graduation.

Pinning

Each year there will be a pinning ceremony in December, May, and August upon completing all nursing courses. The graduate may invite family and friends to attend the pinning ceremony. The graduate will dress in professional business attire and wear a white lab coat.

Scholarships and Financial Assistance

The Tarrant County College Foundation provides scholarships for students majoring in nursing. Visit [Scholarships](#) for more information. Pamphlets and applications describing all types of financial assistance at TCC are available in the Financial Aid Office.

Federal guidelines prohibit federal funds release until ten (10) days before the start of class. In 8-week courses, federal funds for the second 8-week course will not be available until ten (10) days before starting the second 8-week course. Students

will only receive funding for the first 8-week course at the beginning of the semester and must wait for the Federal funds' balance until mid-semester.

Change of Name, Address, and Phone Number

A nursing student who has a change of name, address, or phone number, must notify the Registrar's Office of this change. Also notify the appropriate Level Assistant Dean's Office to update in the Nursing database. Once the student officially changes name with the Registrar, the change will be updated with the Nursing Division by emailing Nursing.Department@tccd.edu.

APA Style Format

When writing professional papers, TCC nursing students must use the APA format. Students are encouraged to visit the TCC Library website for tutorials and support. The link is <https://libguides.tccd.edu/nursing/APA>.

Section III: College/Department Guidelines

Tarrant County College District Guidelines

Nursing students are subject to the same responsibilities as other college students. These rights and responsibilities are in the Tarrant County College Student Handbook. [Tarrant County College - Student Handbook](#)

The Division of Nursing uses this handbook as a reference to identify disruptive classroom and clinical behavior. Examples of disruptive behaviors are inappropriate, unprofessional behavior in the classroom, tardiness, cell phones interruptions, and children in the classroom. Failure to adhere to district guidelines will result in consequences outlined in the Student Handbook.

Minor Children on Campus (District Student Handbook)

From time to time, classes and activities are offered at TCC for minor children. On these occasions, children are permitted to participate in these opportunities. Children are not permitted to be left unattended on any campus or property owned or controlled by TCC Article III, number 26
<https://catalog.tccd.edu/content.php?catoid=7&navoid=384>

Faculty, staff, and students shall not bring children to classrooms when the child is not participating in a College District-sponsored class or activity. No child shall be left unattended by an adult on College District property. [Minor Children on Campus Policy](#)

Inclement Weather

Official closings are announced on radio and television stations at www.tccd.edu and through the technology application **Alertus**. Students are expected to exercise sound judgment in determining whether or not to attend class or clinical during inclement weather. Students must follow the college guidelines regarding campus closures. Students not in attendance when the campus is opened will be considered absent.

Pandemic Information

During the Pandemic, the Trinity River Campuses may have limited access to student resources. Please see the latest "COVID-19 Updates" at: <https://www.tccd.edu/info-ribbon/coronavirus/> for additional information.

TCC Attendance/Absence Guidelines (District Student Handbook)

Nursing students follow the official mandatory attendance policy of TCCD and the Division of Nursing Student Guidelines.

<https://www.tccd.edu/services/student-life/rights-and-responsibilities/mandatory-attendance/>

Division of Nursing Attendance Policy

The Division of Nursing adheres to the TCC attendance policy. Also, the Division of Nursing follows the guidelines listed below:

Attendance in class and clinical is essential to developing the student's knowledge and mastery of the content. Each course has guidelines that address attendance. Students are required to adhere to the guidelines stated in each CID regarding notification of the instructor and clinical facility. When absences and tardies are excessive, makeup assignments to meet course objectives will be determined by the course faculty. Continuation in the course will be determined based on those factors.

High-Risk Student Advisement

A student-faculty advising process is available to support returning, readmitted, or those students who indicate a need. Entry into high-risk advising is determined by a student's inability to complete a learning objective(s). For example:

1. Test score < 75% at any point in the semester
2. Skills Laboratory performance evaluation failure
3. Dosage Calculation Exam failure
4. Unsatisfactory clinical performance as determined by faculty
5. Faculty recommends advising
6. Student's second admission to the nursing program

The Course Coordinator determines at the beginning of the semester whether a student is high-risk:

1. Faculty refers the student to the course coordinator
2. Students who fail to follow the advising process may be ineligible to progress in the nursing program

Tarrant County College Withdrawal Policy (District Student Handbook)

Students must Tarrant County College Division of Nursing complies with the Tarrant County College Withdrawal Policy: <https://www.tccd.edu/academics/register-for-courses/withdraw-from-course/>

Course Drop/Withdrawal

A **course drop** occurs when the student drops before the census date (the official day of record). A **course withdrawal** happens when a student drops after the census date. Students may complete a withdrawal form in the Registrar's Office to withdraw from one or more courses at or before the Withdrawal Date of a semester or term. Until the Registrar has officially withdrawn the student, the student remains on the class roll and may receive a grade of "F" for the course. It is the student's responsibility to withdraw on or before the withdrawal date.

Division of Nursing Academic Progression and Dismissal Policy

Academic Progression and Dimissal

A student will fail a nursing course and is unable to progress in the Program for the reasons listed below.

1. Excessive absences in a course
2. Failure to obtain a minimum score of 90% on the Drug Calculation Test in each course after three (3) attempts
3. Unsafe clinical performance or unprofessional conduct in the clinical area, including but not limited to unsafe/unprofessional clinical practice as outlined in the Criteria for Safe/Professional Performance in the *Guidelines for Nursing Students at TCC*.
4. Failure to meet the required performance evaluation on medication administration by the second opportunity in the Nursing Skills Course. Failure to comply with College policy regarding incomplete coursework.

A student may be unable to progress and may be dismissed from the nursing program for the following reasons:

1. Failure to maintain a 2.0 (C) grade point average in the nursing degree plan
2. Failure to comply with rules and regulations of the nursing program, TCC, or any affiliating agency. Examples of "failing to comply" include behaviors that are violations of good professional character, including but not limited to dishonesty, lack of accountability, lack of trustworthiness, lack of reliability, or lack of integrity.

Procedure for Behavioral Dismissal from the Nursing Program

A student dismissed before the end of a semester follows the steps below:

1. The faculty completes a student Exit Summary form that both the faculty member and student sign. The student receives a copy of the exit summary.
2. An Incident Report is filed with Tarrant County College.
3. The Assistant Dean of Nursing meets with the student and determines the consequences.

If dismissal is upheld, the student may opt to

1. Withdraw before the semester drop date.
2. Initiate a grievance process through the TCC Student Grievance Procedures.
3. Seek readmission into the nursing program.

Progression in Concurrent Courses

A student re-enrolling in theory sections must also enroll in the related clinical sections. To comply with the TBON Rule 215.9, f.2, "didactic learning experiences shall be provided either before or concurrent with the related clinical learning experiences."

- If a student fails theory, the student **must repeat theory and clinical**.
- If the student fails clinical, the student only repeats clinical to comply with the TBON rule 215.9, f.2. https://www.bon.texas.gov/rr_current/215-9.asp

Note: If a student withdraws from a course, the student must also withdraw from the corequisite course(s).

Clinical Safety

The student must adhere to the criteria for safe/satisfactory performance and demonstrate professional conduct while in the clinical setting. To protect patient safety in the clinical setting, TCC Nursing division faculty members will remove a student from a clinical setting if the student poses a risk of harm to patients, families, faculty, or staff. Examples of situations that pose a risk of harm include (but are not limited to) any student who:

1. Does not meet the Performance Requirements in the Student Guidelines

2. Does not conform to the Criteria for Safe / Professional Performance in the Student Guidelines
3. Appears impaired by the use of chemicals (over the counter, prescription, or illegal)
4. Appears excessively fatigued or emotionally distressed
5. Appears to pose a risk of transmitting a communicable disease
6. Appears to pose a risk for violence

Student Grievance Procedure (District Student Handbook)

A grievance is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to the student's education. Students who have a complaint or grievance about their Tarrant County College experience should complete this form and submit it to the campus department where the complaint originated. Students should allow ten (10) business days to receive a written response to their complaint or grievance. [Student Complaint/Grievance Form](#)

Policy for Grade Appeal

Students may petition for appeal of a grade within thirty (30) calendar days after the first class day of the next long semester (Fall or Spring). First, students should initiate a meeting with the instructor.

District Policy

If not resolved, the student should follow the District Policy for Grade Appeal:

1. The instructor should then examine the records and submit his/her recommendations through administrative channels to the campus Vice President for Academic Affairs (VPAA). The VPAA will make the final decision regarding the grade and notify the student. If the instructor recommends not changing the grade, the decision will be explained in a memo.
2. If the decision is to change the grade, the instructor should submit a completed "Change of Grade Request" form. In all cases, copies of the student's written appeal, attendance records, and grade report (with legend) must be attached. The grade review process concludes within thirty (30) calendar days from receipt.
3. If the instructor is no longer employed, the Assistant Dean will then examine the instructor's record, make a recommendation, and send the recommendation through the proper channels to campus VPAA. They will notify the student of the final decision.

Student Reentry Policy

A student may be eligible to re-enter the Program one time. Exceptions to this rule may include a student who withdrew due to a serious personal illness, injury, and/or pregnancy documented by a physician. The TCC Health Clearance form is required to be completed before reentry. A student's reentry to theory and/or clinical will be coordinated by the Assistant Dean of Nursing. The student must concurrently enroll in both the theory and clinical courses after re-entering the Program.

Reentry Procedure

1. A student who drops/withdraws from or is unsuccessful in a nursing course must meet with an Assistant Dean of Nursing before re-entry. Eligibility is based on available space, completing the recommendations stated in the exit summary and/or providing a health clearance.
2. A student who drops/withdraws from or is unsuccessful in a nursing course in the spring semester is not eligible to retake the course in the summer.
3. A student who has been out of the nursing program for the greater than 50% of one long semester must repeat the drug screen and background check.

Criteria for Reentry

1. Absence of one semester or less:
 - a. Fulfill recommendations as outlined in Exit Summary
 - b. Students who entered before the academic year 2020-2021, who failed theory, will be required to perform a clinical skills assessment.
 - c. CastleBranch background check and urine drug screen if the student has missed greater than 50% of the semester. Both background check and urine drug screen must be negative.
2. Absence longer than two or more semesters:
 - a. Re-apply to the Program as a Readmission Student or may restart the program in its entirety.
 - b. Program admission requirements must be met.
3. Students should complete the Program in 1.5 times the length of the program, generic students complete in 3 years, and Fast-Track in 23 months.

Readmission Policy to the Associate Degree Nursing Program

Nursing students interested in readmission to the nursing program after an academic dismissal must:

1. Be separated from the nursing program for two (2) semesters from the date of dismissal (the extended summer is equal to one semester).
2. Submit a *Letter of Intent for Readmission* to the Level 2 Assistant Dean by January 31 for the Fall semester and July 31 for the Spring semester.
3. Submit a letter stating the reason for previous academic dismissal and changes that were made to ensure a successful second attempt.
4. Once readmitted in the program, the student will continue as a generic student or take a series of HESI Specialty Exams (beginning with the *Fundamentals*) to determine placement in the nursing program. The student will progress through placement tests in course sequence until the point of previous academic dismissal or until the student does not achieve the required score of at least 850 on a course placement test. The student must achieve at least 850 on each course placement test attempted to be successful. The student will get **only one attempt** at each course placement test.
5. The student will be admitted into the program and placed in the course based on the last successful HESI exam score of at least 850.
6. Once readmitted, the student must complete and pass the CastleBranch background check and drug screen.

Transfer Student Admission

Transfer student applicants are required to complete the following:

1. Admission to Tarrant County College (TCC). [How to Apply for Admission](#)
2. Letter of "Good Standing" from Director/Dean of the previously attended nursing program and a GPA of 2.0 or higher.
3. Completion of all General Education courses with a letter grade of "C" or better
4. Completion of the HESI Admission Assessment (HESI A-2) exam that meets minimum entry requirements (75% on all sections)
5. Required testing for clinical preparation (DFWHC Orientation, HIPAA, TCC Nursing Student Guidelines Examination, Dosage Calculation Examination)
6. Complete *Skills* reassessment
7. CastleBranch requirements

Guidelines for Testing

Testing Procedures

1. If a student is unable to take a test at the regularly scheduled time, it is the student's responsibility to contact the theory instructor before the scheduled test.

Contacting a Divisional Administrative Assistant does not constitute adequate notification.

2. If the student fails to inform the instructor, the TCC attendance/absence policy will be enforced.
3. Students who are tardy for a test will need to complete the test in the remaining time allotted for the test.
4. Students will not discuss the exam. Tarrant County College District policy for academic dishonesty is enforced.
5. When testing on campus, the exam is administered as a computer-based test. In the event of computer failure, a traditional paper and pencil exam will be administered.
6. The instructor will not answer questions or discuss exam items during the testing period.
7. Students requesting reasonable accommodations must follow the Tarrant County College District's policy to receive certification through the campus Student Accessibility Resources (SAR) Office. It is the student's responsibility to notify the SAR Office at least three weeks before the first day of class.
<https://www.tccd.edu/services/support-services/student-accessibility-resources/>
Failure to follow proper protocol for accommodations will result in the student taking the exam according to the traditional testing guidelines.

During the Exam

1. All textbooks, purses, notebooks, papers, drinks, and other personal belongings (including jackets and hats), will be placed in the designated area outside of the exam area.
2. Electronic devices must not be taken into the testing area. If students bring their phone to a testing site, they will be asked to return the cell phone to their car if time allows. If time does not allow, the student will turn the cell phone off and give it to the instructor. A Counseling Summary will be initiated.
3. The student will check in with the instructor to confirm attendance, receive scratch paper, calculator (only the provided calculator or the online calculator may be used), and instructions.
4. The student will enter the testing area and login as instructed.
5. There will be no talking during the exam.
6. The instructor will indicate when the exam begins.
7. The instructor will proctor the exam.
8. The student will be given 15 minutes to review the rationale for all missed exam items immediately following the completion of the exam.

9. If a student arrives late for an exam, the student forfeits the time to review the rationale.
10. Once the student submits the exam, the exam will be scored and the grade recorded. No retakes based on computer, internet, or personal issues will be permitted.

Following the Exam

1. The student will turn in the scratch paper and calculator, and leave the testing area once the exam is completed.
2. The student should schedule an appointment with the instructor for content or concept clarification. Students who score less than 75% are required to meet with the instructor for academic counseling.

Make-Up Testing Policy

The faculty recognizes that extenuating circumstances occur that may require a student to take a test either before or after a regularly scheduled test. It is the student's responsibility to make arrangements with the instructor as soon as possible regarding the date, time, and location that the makeup exam is to be taken. The makeup test should be taken within one week of the regularly scheduled exam.

If the exam is taken before the regularly scheduled exam, the student will not be allowed to review the test rationale that day. A different exam with an alternative format may be given in place of the original. Failure to adhere to this policy may result in a grade of zero for the test.

Rounding Rule for Course Grades

1. All courses use 1,000 points for Course Grade Total.
2. Rounding of grades ONLY occurs on the Course Final Grade (not the final exam).
3. Final Course Grade will be rounded using standard rounding rules.
 - a. Round tenths position' to the nearest whole number
 - b. 0 through 0.4 is rounded down
 - c. 0.5 through 0.9 is rounded up
 - d. "Hundredths position" is not factored into the rounding
 - e. Rounding only occurs once; a rounded grade cannot be rounded again

Remote/Online Testing Rules

Student Responsibilities

1. All other programs and/or windows on the testing computer MUST be closed before logging into the proctored test environment and must remain closed until the exam is completed.
2. Students MUST establish identity using the CastleBranch Identification badge or an official Driver License.
3. Your face and your screen will also be recorded throughout the duration of the exam.
4. The startup process will take between 10-15 minutes and does not deduct against your actual exam time.

Test Environment Requirements

1. Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. is necessary unless specifically permitted in posted guidelines for that particular examination.
2. You will have use of an in-browser four-function calculator throughout the exam.
3. No watches (any type) are allowed to be worn during the testing period or in the testing
4. No writing should be visible on the desk or walls
5. No test items should be copied, saved, or shared during or following the exam.
6. Screenshots of test information are prohibited.
7. The following should not be on the desktop and/or used during the exam unless explicitly stated by the faculty:
Excel, Word, PowerPoint, Textbooks, Websites, Calculators, Cell Phones, iPads/Tablets
8. If the instructor permits writing during the exam, writing must be completed on a blank piece of paper provided by your instructor.
9. Do not talk to anyone else--No communicating with others by any means.
10. Do not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that particular examination. Do not take the computer into another room to finish testing (exam must be completed in the same room the "Exam Environment View" is completed in).
11. Use of noise cancelling headphones provided by TCC are permitted. Use of personal headphones will not be permitted.

Exam Policy Violation Consequences

1. Students are required to adhere to the protocol as listed above. Each exam and quiz is reviewed for policy violations. Any minor and major violation may result in several consequences which could result in dismissal from the program.
2. If a student deviates from this policy during the exam, the student will meet with the instructor to review the nature of the policy violation.

- a. If the student's explanation for the deviation and the instructor's review reveals a reasonably innocent explanation, the instructor will resolve the deviation with the student. The intent is to allow the student a chance to modify behavior to comply with this policy in order to prevent future flags and to avoid possible punitive action.
- b. If the explanation for the deviation is unsatisfactory, the instructor at his/her discretion may either 1) issue a warning that a second occurrence of policy violation will be reported as a suspected violation or 2) report the matter directly to the Course Coordinator for investigation.
- c. Whether or not the exam was flagged by Remote Proctor, if the student is suspected of a violation, the student will be contacted directly by course faculty.
- d. In either of these deviations, a counseling form will be completed detailing the incident and be added to the student's file.

Dosage Calculation Policy

The purpose of this policy is to assure patient safety when students administer medication in the clinical setting.

Process for the Dosage Calculation Exams (DCE)

1. Students must take their **first attempt DCE in week 4/5 of Foundations** and **week 1 of all other courses**.
2. Students who are unsuccessful on the 1st DCE will be given a set of remediation practice questions that day and must schedule a meeting with their instructor/Coordinator for a counseling summary. When the Counseling summary is completed, the instructor/Coordinator will email the Student Success Coordinator (SSC) with the student's name, ID#, CS#, and **needed retest date**. The student will take a copy of the counseling summary and meet with the SSC within 1 week to review practice exam, remediate as needed, and set up a 2nd DCE date and time. Students will be required to complete their **second attempt DCE within 2 weeks of the date of their first attempt** at the Student Success Center. The Student Success Coordinator will notify the clinical instructor and Course Coordinator of the results of the 2nd DCE via email.
3. Students who are not successful on the 2nd DCE will stay after the exam and remediate the test. The SSC will determine the required remediation time (1-3 hours) schedule the **3rd and final DCE within 2 weeks after the 2nd exam**. This information will be documented in a CS by the SSC and communicated to by email to the instructor/Course Coordinator. A copy of the CS will be provided to the student.

Failure to successfully complete the 3rd DCE attempt can result in dismissal from the nursing course or Program.

4. **Special note** for OB/PEDI courses. Students in OB and Pedi will take the DCE on the first clinical day. The 1st DCE score will be the assigned grade. Due to the shorter length of the course, students are encouraged to retest before the 3rd clinical day of the course. A student who is **unsuccessful on the 2nd DCE may attend clinical the 3rd week, but may not pass medication.** The 3rd DCE must be completed before the 4th clinical day (midway point in the course). Students who are not successful after the 3rd DCE will not be permitted to continue in the course as they will not be able to meet the course objectives.
5. **Proactive Preparation:** Students who are unsuccessful in any attempt of the Dosage Calculation Exam are recommended to attend the Nursing Math Task Force sessions scheduled before the beginning of the next semester. This is an attempt to assist students to prepare for and ensure the first time pass on the Dosage and Calculation Exam given every semester.



Students will not be allowed to administer medications in the clinical setting until a score of 90% or higher is achieved on the dosage calculation exam. If the student fails to score 90% or higher on the third attempt, the student will be given the option to withdraw or receive a failing grade in clinical because the student will not be allowed to administer medications, and will be unable to meet critical course/safety objectives. A critical objective is an identified behavior that is essential to the competency development of a nurse and must be achieved to pass each course in the nursing program.

HESI Testing Policy

HESI standardized exams are administered in every course. In the Complex course, the HESI exit exam is required. The course information document describes the exam point distribution and grading criteria for each course exam. The HESI Pharmacology exam is required and is administered during Adult Nursing. A student receives an 'incomplete' in

Adult Nursing if this exam is not completed. This score does not contribute to the Adult course grade; however, the score provides a baseline that gives the student information to identify areas for improvement.

HESI Practice exams are required before taking HESI course exams and are considered the "admission ticket" to the exam. Each course information document describes the practice exam requirements. If a student repeats a course, the alternate HESI version of that course exam may be administered.

Students are encouraged to remediate. If the exam score is below the 850 benchmark, the following study guidelines are recommended:

Score:

- **850 & greater**..... no prescribed time, although areas of deficit should be reviewed
- **800-849** 2 hours minimum
- **750-799** 4 hours minimum
- **749 and less** 6 hours minimum

The course coordinator monitors student remediation progress. Remediation requires the student to create a study packet based on their content deficit areas and remediate using any of the following:

1. HESI Student study packet
2. Adaptive Quizzing (EAQ)
3. Self-directed review (textbooks, study questions, worksheets)

3-Day Live Review

To support student success post-graduation, the Tarrant County College District pays for each student to have access to a NCLEX-RN® Live Review. Therefore, students are required to attend the Elsevier 3-day LIVE Review in preparation for the NCLEX-RN® exam. In the event, the student cannot attend the paid review; the student must provide documentation of completion of an NCLEX-RN® review course at their cost.

Delaying NCLEX-RN® Exam post-graduation

The National Council of State Boards of Nursing advises NCLEX candidates to take the exam as soon as possible post-graduation to obtain the best possible score on the NCLEX. Statistics indicate that the strongest scores are those students who take the exam promptly post-graduation.

Academic Dishonesty

Academic dishonesty is a breach of the expected behavior of a health care professional and will not be tolerated in the Tarrant County College Nursing Program. Divulging any examination question(s) or answer(s) to any individual, falsifying, or plagiarizing any assignment or examination can be construed as misconduct. A student in violation of any rule, policy, or procedure of the TCC Nursing Program will be subject to the college disciplinary procedure. Students are responsible for adhering to the TCCD policy on scholastic dishonesty, as stated in the online student handbook at <https://catalog.tccd.edu/content.php?catoid=10&navoid=875>

Cheating is the improper collaboration or unauthorized assistance in connection with any academic work. Prohibited behaviors includes, but are not limited to:

- Copying another individual's or group's academic work.
- Receiving and utilizing academic work for purposes of fulfilling an academic requirement.
- Receiving or attempting to receive payment for services or academic credit under false pretense.
- Completing any academic work for someone else or permitting someone else to complete academic work on your behalf.
- Using any bribe or unauthorized aid (e.g., outside source, cell phone, calculator, notes, previous testing materials) [FLB\(LOCAL\)](#).
- Photographing any test items
- Disseminating test items through any medium including social media, personal text, or other means.
- Discussing specific test items outside of unsupervised class time.

Grade Scale

A	100% - 91.5%
B	91.4% - 82.5%
C	82.4% - 74.5%
D	74.4% - 67.5%
F	67.4% & below

Failure to complete all required assignments in each nursing course will result in an incomplete or failing grade for that specific nursing course.

Progression and Graduation Requirements

The student must earn a "C" or greater in all nursing courses to progress to the next level courses. PSYC-2314: Life Span Growth and Development is a prerequisite for RNSG-2208: Maternal and Newborn Nursing and Women's Health. RNSG-2201: Care of Children and Families and must be completed with a "C" or greater before the Pedi/O.B. semester.

In order to meet graduation requirements, the student must earn a "C" or greater in all nursing and general education courses.

Trinity River Campus East (TRCE) Resource Center

When the Resource Center is open, it is available to all nursing students, staff, and faculty. The staff in the Resource Center assist students in accessing information. A valid TCC ID is required to enter the Resource Center. A WEPA printing station is available on the 1st floor of TRHA.

Resource Center Rules

1. Show a Student ID and sign in
2. Food and drinks are not allowed; this includes gum and candy
3. Loud or disruptive conversations are not permitted
4. Sexually explicit materials are not allowed
5. Playing music without the use of headphones is not allowed.
6. Computers are for class-related use.
7. Do not personalize the computers.
8. Do not turn off or attempt to "fix" any computer.
9. Bring your USB drive.
10. Do not download or install software.
11. Do not play online games.
12. Chat rooms are not allowed.
13. Use cell phones outside of Resource Center - Please set to Silent Notification mode.
14. Resource Center closed during testing.
15. Violators will be asked to leave the Resource Center.

Nursing related applications are available only to nursing students and can be accessed via the shortcut located on the Desktop:

1. HESI

2. Exemplify
3. Medcom
4. Evolve

TRCE Training/Testing Center

The Testing Center is open for testing and training. The student should not enter the Testing Center without faculty being present. Instructors may set more stringent requirements.

Rules

1. Food, gum, candy, and drinks are not allowed.
2. Conversations are not permitted.
3. Sexually explicit materials are not allowed.
4. Computers are for class-related use.
5. Do not personalize computers.
6. Do not turn off or attempt to "fix" any computer.
7. Do not download or install software.
8. Do not play online games.
9. Chat rooms are not allowed.
10. Cell phones and other electronic devices may not be brought into the testing center.
11. All textbooks, purses, laptops, tablets, and other personal belongings (including jackets and hats) will be placed in the designated area.

The following Nursing related applications are available only to nursing students and can be accessed via the shortcut located on the Desktop or Favorite bar from Internet Explorer:

1. HESI
2. Exemplify
3. Medcom
4. Evolve

Official Method of Communication

The Nursing division will use **my.tccd.edu** email as the official method of communication for students enrolled in the Program. The US Postal Service is used for certified mail.

TBON Requirements

The student must have a clear background check in order to be admitted into the Nursing program.

Declaratory Order

A Petition for Declaratory Order (DO) is a formal disclosure to the Board of an eligibility issue that may prevent an applicant from taking the NCLEX® and receiving initial licensure (TBON, 2013). After admission into the nursing program, the student must notify the Assistant Dean within 48 hours of an infraction. The student must complete a declaratory order with TBON. Pending the outcome of the declaratory order, the student will be allowed to continue or be dismissed from the Program. *See: [Discipline & Complaints - Policies & Guidelines](#).

Chemical Dependency/Abuse Policy

According to the Texas Occupational Code §301.404, "A nursing educational program that has reasonable cause to suspect that the ability of a nursing student to perform the services of the nursing profession would be, or would reasonably be expected to be, impaired by chemical dependency shall file with the Board a written, signed report that includes the identity of the student and any additional information the Board requires." The TCC Department of Nursing complies with this rule.

Gift Policy

Students cannot offer gifts in exchange for grades or favors.

Communication Devices

Cellular telephones must be placed in a silent mode or turned off during classroom, clinical, and laboratory. Failure to follow this policy may result in immediate removal of the student from the specified setting.

Social Networking Sites

"Nurses need to be aware of the potential consequences of disclosing patient-related information via social media, and mindful of employer guidelines, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality

and its application to social and electronic media" (National Council of State Board of Nursing, 2018).

TCCD Technology Guidelines

Students are required to follow the TCC Technology Guidelines at all times:

<https://www.tccd.edu/services/support-services/tech-support/acceptable-use-guidelines-computing-technology/>

1. Maintain professional boundaries.
https://ncsbn.org/ProfessionalBoundaries_Complete.pdf
2. Promptly report any identified breach of confidentiality or privacy.
3. Comply with college/clinical facility guidelines regarding the use of college/facility-owned computers, cameras, and other electronic devices and use of personal devices in the facility.
4. Must not share, post, or transmit patient-related information or images.
5. Must not identify patients by name, room number, or hospital.
6. Must not take photos or videos of patients on personal devices.
7. Must not make disparaging remarks about patients, fellow students, or faculty.

Section IV: Clinical Guidelines

The nursing student must comply with the guidelines and procedures of the clinical facility.

Cardiopulmonary Resuscitation (CPR)

The student is required to maintain CPR-AED certification from the American Heart Association to participate in the clinical experience. The CPR must be up to date to remain in the program and must be uploaded into CastleBranch. The Blended Learning Heartcode® BLS certification will be accepted with the completion of the hands-on skills session. [Basic Life Support \(BLS\) Course Options](#)

Liability Insurance

Professional liability insurance coverage is required and maintained through a policy held by Tarrant County College. The cost of student liability insurance is covered in student tuition fees.

Health Care Coverage

Students are responsible for their individual health care coverage. In the event that a student requires medical services during the clinical experience, any expenses incurred are the responsibility of the student. Each semester, all students enrolled in Tarrant County College Nursing Program are required to have proof of medical insurance. It must be current for the entire semester.

TB Screening and Immunizations

Hospitals require students to be free of communicable disease when delivering patient care. The Dallas/Ft. Worth Hospital Council also requires certain immunizations for students in health-related programs. A completed up-to-date immunization record must be on file in CastleBranch. Students are responsible for entering their own information into CastleBranch and maintaining current immunizations and records.

Appendix A. Technology Requirements

TCC ADN Tech Requirements

For Windows:

- Operating System: 32-bit and 64-bit versions of Windows 10.
- Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time.
- If you are using a Microsoft Surface device, please read [this](#) article for important instructions on Windows 10 "S mode" versus the standard Windows 10. S mode is not compatible with Exemplify.
- Only genuine versions of Windows Operating Systems are supported.
- The versions of Windows 10 certified for use are 1909, 2004, and 20H2.
- The English (United States) Language Pack must be installed.
- ExamSoft does not support tablet devices other than Surface Pro as detailed above.
- CPU Processor: 2.0 GHz Intel i3 processor or equivalent (Qualcomm Snapdragon chipsets are not supported)
- RAM: 4GB or higher
- Hard drive: highest recommended for the operating system or 4GB of available space.
- For on-site support, and to back up the answer files to a USB drive, a working USB port is required. (Newer devices may require an adaptor.)
- For technical troubleshooting, account passwords including BitLocker keys may be required.
- Internet connection for download, registration, exam download, upload, and some exam features.
- Exemplify cannot be run within virtualized environments or environments that require a persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc.
- Screen resolution should be at least 1024 x 768.
- Administrator-level account permissions ([Instructions](#)).
- For instructions on how to check your computer's specifications, click [here](#).
- The following requirements apply for exams with ExamID or ExamMonitor enabled:
- Exemplify version 2.5 or greater
- Hard drive: 4GB or higher available space
- RAM: 8GB or higher recommended; 4GB required
- Webcam: Integrated camera or external USB camera supported by your operating system. Virtual cameras are not supported.
- Microphone (no headphones, no virtual mics)
- Internet: 2.5 Mbps upload speed

Please note: You may not use any virtual camera or audio software with ExamID or ExamMonitor.

Some Windows devices utilize a technology called "Intel Smart Sound Technology Microphone Array", which is not supported by ExamID and ExamMonitor. This technology is most commonly found in Lenovo devices. Users with these devices will be unable to select their internal microphone and begin their exam.

Impacted exam-takers must utilize an external microphone. This can be a standalone microphone or built into an external camera, however, headphones with built-in microphones are not supported. Additional instructions on using an external microphone can be found [here](#).

For Mac:

- MacOS Catalina (version 10.15.7) is only compatible with Exemplify version 2.0.6 or higher (Released on 10/14/19 or later)
- MacOS Big Sur (version 11.0) is only compatible with Exemplify version 2.5 or higher (Released on 11/13/20 or later)
- Supported operating systems: OS X 10.14.6 (Mojave), macOS Catalina (10.15.7), macOS Big Sur (11.0). Only genuine versions of Mac operating systems are supported.
- CPU: Intel processor. Devices using Apple's M1 processor and Apple Rosetta 2 are supported on Exemplify version 2.6 and higher. To learn more, [click here](#).
- RAM: 4GB or higher.
- Hard Drive: 4GB or higher available space.
- For on-site support, and to back up the answer files to a USB drive, a working USB port is required (Newer devices may require an adaptor).
- For technical troubleshooting, account passwords including device passwords may be required.
- The server version of Mac OS X is not supported.
- This software cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion, or any other virtual environment.
- Internet connection for download, registration, exam download, and upload. Administrator-level account permissions ([Instructions](#)).

Exemplify cannot operate within virtualized environments or environments that require a persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc.

For instructions on how to check your computer's specifications, click [here](#).

The following requirements apply for exams with ExamID or ExamMonitor enabled

- Exemplify version 2.5 or greater
- Hard drive: 4GB or higher available space
- RAM: 8GB or higher recommended; 4GB required

- Webcam: Integrated camera or external USB camera supported by your operating system. Virtual cameras and Microsoft Lifecam Series cameras are not supported.
- Microphone (no headphones, no virtual mics)
- Internet: 2.5 Mbps upload speed

Please note: You may not use any virtual camera or audio software with ExamID or ExamMonitor.

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