



STUDENT HANDBOOK

BSN 2025-2026

Table of Contents

ORGANIZATIONAL STRUCTURE.....	4
MISSION STATEMENT	5
PHILOSOPHY	5
VALUES.....	5
PROGRAM LEARNING OUTCOMES	6
ADMISSION PROCESSES AND PROCEDURES.....	6
GRADING AND PROGRESSION	7
PROGRESSION TO GRADUATION.....	9
COMMITMENT TO PROFESSIONALISM.....	9
ACADEMIC DISHONESTY.....	10
COMMUNICATIONS.....	11
TIME EXPECTATIONS.....	11
PROFESSIONAL LIABILITY INSURANCE	11
INCIDENT REPORT.....	12
STUDENT RESPONSIBILITIES	12
<u>CRITICAL OFFENSE POLICY</u>	13
STUDENT REPRESENTATION ON STANDING FACULTY COMMITTEES.....	14
STUDENT CONTACT INFORMATION SHEET	16

WELCOME

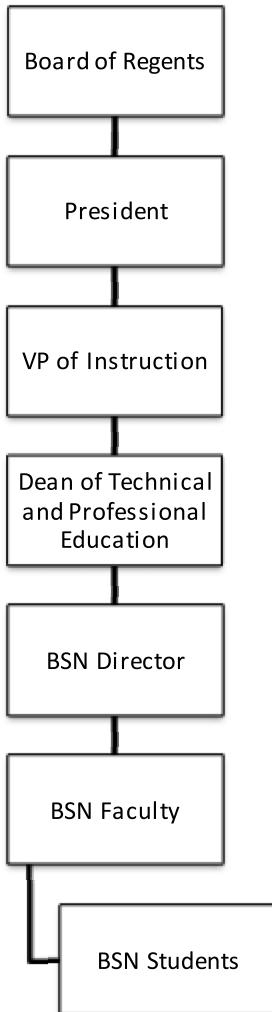
Welcome to Galveston College's Bachelor of Science in Nursing (BSN) Program. We are delighted you have chosen to further your education by embarking on the journey to earning your BSN. This handbook is designed to help guide you through the nursing program. You will be held accountable for following the policies and procedures contained in this handbook. Nurses are unique individuals who are a vital part of the healthcare team. Year over year, nurses have been voted one of the most trusted groups of professionals.

Therefore, it is exciting that you chose to continue your education and strive to be the most educated, caring, and safe practitioner and leader possible. It is the hope and an expectation of the Galveston College administration, the BSN director, and the faculty that you will become a lifelong learner and continue your education both formally and informally.

WELCOME ABOARD!

ORGANIZATIONAL STRUCTURE

The BSN Program is a division within a larger Galveston College Administrative structure. Please see the organizational chart below for a visual representation of the hierarchy.



As a Registered Nurse, it is important to know and follow the organization's chain of command for requests and/or dispute resolution. The pathway for students who have concerns or celebrations is to first approach the BSN Faculty, then follow the ladder upwards: Program Director, Dean of Technical and Professional Education, Vice President of Instruction, and President of Galveston College.

MISSION STATEMENT

In keeping with the mission of Galveston College, the BSN program strives to provide Associate Degree prepared registered nurses (ADN) access to a high quality, online program facilitating their higher education. This program is dedicated to providing a collaborative environment focused on teaching relevant content, investing in student success, demonstrating the value of lifelong learning, and creating the next generation of nurse leaders.

PHILOSOPHY

The Galveston College BSN Program promotes nursing through a holistic lens. Students examine mind, body, spirit, cultural beliefs, and health practices of their patients, resulting in positive impacts on health status and beliefs. Nurses are in the unique position of meeting others at times of vulnerability. Many times, patients share information with nurses that they do not share with their loved ones. The BSN Program prepares graduates to perform advanced nursing functions supported by evidence with integrity and utilizing therapeutic communication.

The BSN Program delivers educational content designed to build upon the student's Associate Degree and Applied Science foundations. Graduates from Galveston College's BSN program are prepared to meet the Texas Board of Nursing's Differentiated Essential Competencies (DEC's) at the Bachelor Degree level in four major roles: provider of patient-centered care, member of the profession, patient safety advocate, and member of the healthcare team. The BSN students will gain a deeper understanding of the role of evidence and how it informs patient care, skills to perform a holistic health assessment, and of the influence of culture, community, and health beliefs on patient, family and community health statuses. The BSN Program strives for excellence and encourages its graduates to continue their education in pursuit of knowledge for self-growth and for application in patient-care settings.

VALUES

Galveston College's BSN program expects faculty and students to utilize these characteristics into decision-making when responding to client/patient/family/community/and group needs. The merging of all these concepts provide the foundation for a deeper understanding of the registered nurse role and how it influences patient care while gaining proficiency in performing a holistic health assessment, incorporating culture, community, and health beliefs.

- **Caring behaviors:** Showing concern, compassion, empathy, and advocating for all patient populations. Developing authentic connections by taking the time to be genuine and sensitive to patients' needs.
- **Therapeutic Communication:** Using a patient-centered approach fosters trust, enhances therapeutic relationships, and promotes optimal healthcare outcomes. Engaging in therapeutic conversations aligns patient needs with optimal healthcare outcomes.
- **Clinical Competence:** Demonstrating knowledge, skills, judgment, and professional behaviors derived from merging content from formal education and legal and ethical guidelines.
- **Clinical Judgment:** Using the tools of critical thinking, the nursing process, and clinical experiences to aid in meeting the needs of the client/patient/family.
- **Evidence-Based Practice:** Applying theory and current research into nursing decisions, treatments, and practices to ensure delivery of the highest quality of healthcare, patient-centered care, and improved patient outcomes.

PROGRAM LEARNING OUTCOMES

The following end of program learning outcomes are based off the Texas Board of Nursing graduate competencies.

1. Member of the Profession:

- 1.1 Demonstrate responsibility and accountability in the quality of care for patients, families, populations and communities.
- 1.2 Pursue life-long learning as means to enhance nursing practice, including analyzing research findings as they relate to the nursing profession and health promotion.
- 1.3 Demonstrate effective leadership and management skills to promote and manage healthcare using best practices.

2. Provider of Patient-Centered Care

- 2.1 Synthesize knowledge from behavioral, biological sciences, and previous nursing courses to provide sensitive care to individuals, families, and communities.
- 2.2 Coordinate and Implement education plans for patients, families, populations, and communities to address health maintenance, health promotion, and risk reduction.
- 2.3 Utilize clinical reasoning, knowledge, evidence-based practice, theoretical foundations, and research findings as the basis for decision-making and comprehensive patient care.

3. Patient Safety Advocate

- 3.1 Develop goals and outcomes utilizing theoretical knowledge and analysis, research, and evidence-based data to reduce patient and community risks.
- 3.2 Develop and implement measures to promote a quality and safe environment for patients, self, families, communities, and populations.
- 3.3 Demonstrate knowledge related to scope of practice, including ethical, legal, and safety standards.

4. Member of the Healthcare Team

- 4.1 Demonstrate effective interpersonal communication skills in the professional environment.
- 4.2 Examine healthcare policy and regulatory environments that impact the delivery of healthcare.
- 4.3 Collaborate with patients, families, and healthcare team to maintain optimal health status and coordinated care.

ADMISSION PROCESSES AND PROCEDURES

Nursing Admissions Guidelines

The admission criteria are reviewed for all applicants and decision to accept into the program is based solely on those criteria. Galveston College does not discriminate on the basis of race, color, sex, age, creed, national origin, religion, sexual orientation, disability or any other constitutionally or statutorily impermissible reason.

Admission Requirements:

1. Acceptance into Galveston College.
2. Grade point average (GPA) 2.8 or higher. Only courses required for BSN will be counted towards GPA, including any completed nursing courses, pre-requisite courses, and any core curriculum courses.
3. Students are ineligible for acceptance into the program if a transcript review reflects more than one (1) D or F in a core nursing or required core general education course.
4. Proof of successful completion of an accredited Associate Degree in Nursing (ADN).
5. Active unencumbered Registered Nursing license in the state of Texas. If the applicant has earned an ADN, but has not attempted the NCLEX examination, the applicant must successfully take the

NCLEX prior to the completion of the first 8-week semester. If the student fails to do this by the end of the first 8-week semester, they will be dropped from the program and will need to reapply.

6. Must be actively employed (or employable) as a Registered Nurse or Graduate Nurse.
7. Completion of all prerequisite courses prior to the first day of class. Applicant can be enrolled in final semester of prerequisite courses at the time of application submission.
8. Two professional letters of reference. One should be from a current supervisor. The other one can be from anyone speaking to your professional manner.
9. Valid Texas driver's license or state ID.
10. Current Basic Life Support Healthcare Provider Level CPR card as expected by the student's place of employment.

Application Review

Applicants are encouraged to apply at any time prior to the beginning of the start of the semester. Completed applications for program admission will be reviewed at a minimum three times each year. You will receive a letter of acceptance, conditional acceptance, or denial to the program prior to the registration dates as noted in the Galveston College academic calendar (see the GC catalog). All conditionally accepted students must resolve any outstanding items by the date stated in their acceptance letter in order to enroll in the program. All denied students are welcome to address any issues stated in denial letter and reapply at a future date. Exceptions may be made at the discretion of the program director.

Application Instructions

1. Unless you are already a Galveston College student, the first step is to apply for admission to Galveston College. The General Catalog outlines this procedure. **Please be sure to order official transcripts from all universities or colleges attended and have them sent to the Office of Admissions, 4015 Avenue Q Galveston, Texas 77550.**
2. If you are already a Galveston College student or once you have received your college acceptance letter, please submit the application to the BSN program located on the Galveston College website embedded in the BSN page. All items requested in application that are not submitted or required by the terms of the conditional acceptance letter will need to be emailed to the program director before the student is accepted into the program.

Student Records Release Process

All records submitted for a student's file become the property of Galveston College and a part of the student's permanent record. High school transcripts, transcripts from this and other colleges, test scores, immunization records and other similar documents are not duplicated for any reason to any person or institution.

Immunizations

BSN program students are required to be compliant with their chosen clinical site's required immunizations and any other facility-related compliance needs. Failure to remain compliant during the clinical course may result in failure of the clinical and companion didactic course.

GRADING AND PROGRESSION

Students in the BSN Program must earn a grade of C (70) or better in each nursing course. Failure to satisfactorily complete a clinical course will result in failure of both the didactic and clinical components of that course. Similarly, if a student fails the lecture component of a course with a companion clinical course, the student will fail both course components and be required to successfully complete both the lecture and clinical components prior to graduating from the program. Arrangements must be made with the Program Director prior to the start of the next session following the failure.

Course requirements will be outlined in the syllabus and course outline. Please ask for clarification with your faculty member if you do not understand what is required. Required assignments and specific due dates are listed in the course schedule and assignment outline documents posted in the Canvas shell. Faculty have the right to reduce the grade downward (to 0) when work is not submitted by the stated deadline. Grammar, sentence structure, spelling, legibility, neatness, and following instructions as to the organization and content of the work are related to acceptable quality both in written and oral assignments. Points can be deducted for the things above not being met. Written work is expected to follow the most current American Psychological Association (APA) format unless otherwise stated. Rubrics will be offered for most assignments.

The syllabus explains the assigned weight of course requirements for both theory and clinical courses. If there is a question regarding assignment expectations or the grade received, students should request to meet with the course instructor prior to setting up a meeting with the program director.

GRADES

The semester grading criteria is outlined in the course syllabus and is designed to measure the student's comprehension of the materials presented in each course. A grade of "C" or better is required for a student to progress to the next level. The BSN Program grading scale is as follows:

- o **A = 90-100**
- o **B = 80-89.99**
- o **C = 70-79.99**
- o **F = 69.99 and below**

Students with a grade of "W", "F", or "AWN" (administrative withdraw), in any upper division nursing course must discuss progression requirements with the program director prior to beginning the next session's courses. It is possible a student may have to wait one (1) year for the course to be offered again to continue progressing through the program. It is suggested that a student not withdraw from a course prior to meeting with the faculty and/or the program director to explore other options.

"INCOMPLETE" IN A NURSING COURSE

An incomplete ("I") grade is considered a mutual agreement between the student and the faculty, both agreeing that all of the requirements necessary for the completion of the course will be done at a later date and not by the end of the session in which the student has enrolled for a class. An "I" that is not replaced with a letter grade by the end of the next eight-week session will automatically change to a grade of "F." Any student wishing to have an "I" grade should schedule a meeting with the director to explore/plan their options for program completion.

GRADE INFORMATION POLICY

In compliance with the **Family Educational Rights and Privacy Act of 1974**, the following procedure will be implemented by all BSN program faculty members.

1. No grades will be given over the telephone/email to a student or any other person under any circumstances.
2. No indication of grade status such as **Pass/Fail** will be given over the telephone/email to a student or any other person under any circumstances.
3. Students will receive grades via "Canvas" or other secure electronic means.

PROGRESSION TO GRADUATION

Candidates for the Bachelor of Science degree must complete all curriculum requirements. Certification of graduation will occur after the students have:

1. Applied for graduation and presented proof of their application;
2. Completed all courses on the Degree Plan (total of 120 credit hours);
3. Have an overall GPA of 2.0 or better.

GRADUATION WITH HONORS

See the general GC Student Handbook for honors recognition requirements.

COMMITMENT TO PROFESSIONALISM

The Galveston College BSN program faculty and director are dedicated to preparing its graduates to lead by example as they continue their mission within the nursing community. The faculty and director strive to model respect, integrity, honesty, and compassion when interacting with each other, students, college employees, and the community.

Commitment to professional responsibilities: Respecting one another, working collaboratively, and performing duties with integrity to deliver the highest level of quality. Each registered nurse inherits the responsibility, trust, and obligation to adhere to the standards of professional and ethical practice.

Commitment to service: Putting integrity, compassion, and respect of those being served before self-interest. All students of Galveston College's RN-BSN program are representatives of the GC community and are expected to engage in appropriate interpersonal conduct, act ethically, demonstrate accountability, respect authority, practice civility, and be self-aware of the impact their behavior has on others.

Commitment to diversity: Respecting differences, honoring choices, and working to eliminate discrimination. It is vital that the nurse treats all clients/patients/family/ significant others, groups, communities, and colleagues with respect and dignity in order to foster confidence.

Commitment to professional competence: Committing to lifelong learning and maintaining the knowledge, skills and attitudes learned here for continued professional high-quality performance. As registered nurses we are held accountable for our actions and expected to act in accordance with the Nurse Practice Act.

Commitment to confidentiality: Safeguarding the privacy of personal and sensitive information about patients, families, co-workers, students, and the institution.

Commitment to honesty: Valuing honesty, trustworthiness, and accountability. Promptly admit mistakes and take corrective actions. It is expected that while a person is an active member of the Galveston College BSN community they will act according to the Board of Nursing code of conduct.

Commitment to the responsible use of resources: Maintaining good stewardship of the resources entrusted to the college, including money, equipment, time, space, and personnel.

Commitment to quality: Committing to excellence by continuously striving to achieve higher levels of performance.

Commitment to managing conflicts of interest: Recognizing, disclosing, and addressing issues—whether real or perceived—that compromise institutional loyalty and personal integrity. All members of the BSN community must abstain from inappropriate personal relationships with any client, patient, or subordinate.

Commitment to knowledge: Promoting ethical conduct in gathering and using new knowledge and skills that will become the bedrock of professionalism.

**This document has been adapted from Medical Professionalism in the New Millennium: A Physician Charter, Annals of Internal Medicine, 2002; 136 (3): 243-246, created by the ABIM Foundation, ACP-ASIM Foundation and European Federation of Internal Medicine under the auspices of the Medical Professionalism Project. **

ACADEMIC DISHONESTY

Cheating refers to any academic dishonesty on examinations, written papers, and assigned projects and is defined by deliberate, deceitful intention to obtain or give information. The person(s) deliberately giving information and the person(s) deliberately receiving information are both “CHEATING”. Faculty will assign a grade of “0” for work found to be associated with cheating and the student will not be permitted to redo the assignment.

Academic Cheating and Plagiarism

1. Academic cheating includes but is not limited to, the accomplishment or attempted accomplishment of the following:
 - a. Copying or obtaining information from someone else’s work,
 - b. Stealing, buying, or otherwise obtaining ALL or PART of another’s work,
 - c. Submitting as one’s own, in fulfillment of academic requirements, any theme, report, term paper, essay, reflective journal, or other required work prepared totally or in part by another person or computer,
 - d. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements,
 - e. Submitting artificially produced data or information in place of descriptive, experimental or survey results.
2. Plagiarism is the use of any other person’s work (such work need not be copyrighted) and the unacknowledged incorporation of that work into one’s own work offered for credit.
3. Self-Plagiarism is turning in a previously graded or submitted personal work without disclosing the re-submission. In addition, simply changing a few words of a previously graded assignment would be considered Self-Plagiarism, if undisclosed. Unless specifically provided permission to reuse a previous submission, students are not allowed to re-submit their own work. If this is discovered, the student will receive a “0” for the assignment and no redo or makeup will be allowed.

Each student is charged with the responsibility of maintaining scholastic integrity. When written assignments require excerpts from material published by others, the student must give full credit to the author; failure to do so is plagiarism.

Any student violation of scholastic integrity from plagiarism or cheating falls properly within the realm of student/faculty relations and is subject to faculty recommendation to the college administration for loss of credit for a particular assignment, examination, or unit of work, failure in a course, or dismissal from the college. Students must sign an “Academic Integrity Policy” during orientation (see Appendix A). **Penalties for Cheating and Plagiarism are severe and may include suspension or dismissal from the BSN program.**

COMMUNICATIONS

Open communication is encouraged between students and faculty. Faculty may be contacted during office house, by email, and text message if offered. Office hours are posted in each syllabus. These times are designated as most advantageous times students should schedule faculty-student conferences. If the times posted are not advantageous, students are encouraged to request an appointment with the faculty member at a mutually convenient time.

Students are required to notify the instructor at least two (2) days in advance if they will knowingly miss an assignment due date or clinical (if an emergency occurs please contact the faculty as soon as possible).

Student Email Communication

All formal communication from The Galveston College RN-BSN Program including important announcements, deadlines, and academic updates, will be sent exclusively to the student's assigned Whitecaps email address. It is the student's responsibility to regularly check their email to stay informed.

A student's failure to check their Whitecaps email in a timely manner will not be considered a valid excuse for missed information, deadlines, or responsibilities. The program or institution is not responsible for any consequences resulting from a student's failure to monitor their email.

If a student communicates with an instructor via text, the instructor may, at any time, request that the student resend their question or the topic being discussed through their Whitecaps email. The conversation will then proceed formally through email to ensure proper documentation and professionalism.

TIME EXPECTATIONS

A rule of thumb is that for every class hour, the student will need to spend 2 hours studying/researching to complete assignments. Many students will find that they need to study more than the allotted time in certain classes and for specific types of information given the asynchronicity of the courses. The time commitment to the program should be adequate to maintain your GPA.

STUDENT EMPLOYMENT

The program is designed for working RN's and to allow students to conduct their clinical requirements in their workplace; however, assignment preparation including assessment of the problem, researching evidence, completing clinical assignments, or any other clinical related activity must be completed outside of the student's paid hours. An identified preceptor and a clinical hours log will be required to demonstrate time spent outside of the student's work schedule.

PROFESSIONAL LIABILITY INSURANCE

Each student is legally responsible for his/her own actions. Students are required to carry liability insurance for the duration of the program. At present, a blanket policy is provided for students. Payment is included in tuition and fees when necessary. This policy expires upon graduation.

INCIDENT REPORT

Incident reports are utilized in the clinical setting when an error or accident has occurred (i.e., medication error, injury involving student, client, staff, visitor, etc.) while in the student role. In the event that an accident or error occurs, the student will first notify the instructor. The nurse manager/charge nurse, physician and the patient will then be notified according to facility protocol.

The student is responsible for writing the incident report on the institution's forms and forwarding it in accordance with facility policy. The student will also schedule a conference with the Instructor of the clinical course within one week after the error. The purpose of the conference is to critically think the error and problem solve to prevent further occurrences.

GRIEVANCE PROCEDURES

A grievance is any complaint, injustice, or unresolved conflict a person has encountered. As a student, these problems can be related to the clinical experience, theory classes, exams, school policy, or faculty -student relationships. The procedure to resolve grievances provides a formal avenue for the student. The grievance procedure begins at the departmental level and is outlined in the Galveston College Catalog.

STUDENT RESPONSIBILITIES

Dress Code

Appropriate attire is required when participating in any clinical course. This can be either business casual or scrubs pending your facility's requirements. Students should ask their preceptor what the dress code is prior to the first meeting.

Submitting Required Assignments

Students are expected to submit written course work and projects on the dates specified in the syllabus or by the instructor/teaching team. Each day the student is late with an assignment will be a ten (10) -point deduction. After four (4) days the student will receive a grade of "0" for the project or course work. The student will still be required to submit the required work to complete the course requirements. Failure to submit the project or course work will result in a course failure. Exceptions may be made at the discretion of the faculty and director.

Clinical attendance policy

Students are required to provide the clinical course faculty with an eight-week schedule which depicts times they plan to use as "clinical hours". If a student fails to respond to the faculty or director during these times, without prior approval, the student will be considered absent which would constitute a breach of duty, resulting in failure of the clinical and companion lecture course.

Safety in the Clinical Area

Standard precautions are advocated throughout the program for the safety of the student, and the client. BSN nursing students should use caution in caring for suspected or diagnosed clients being treated for a communicable disease, especially if the following personal health care situations(s) exist:

- Pregnancy
- Immunocompromise
- Infections

Social Networking

Following are general guidelines for use of Facebook, Snapchat, Tik Tok, Instagram and other social networking sites. Failure to adhere to these rules will result in disciplinary action.

- Keep your site appropriate and your profiles clean.
- Do not post threats or derogatory remarks about anyone associated with the BSN program or Galveston College. This includes fellow students, faculty, staff, college administrators, clinical affiliates and, above all, patients. Violations will result in disciplinary action and possible dismissal from the program.
- Photos of yourself must be appropriate and must not depict illegal activity.
- Posting photos of other students, faculty, staff, etc. without their permission is prohibited.

CRITICAL OFFENSE POLICY (Unsafe/Unprofessional Practice)

Nursing students are legally responsible for their own acts, whether by commission or omission, in the clinical area. It is the responsibility of the nursing faculty and preceptor to evaluate unsafe student behavior and initiate dismissal from the clinical practicum when appropriate. Unsafe clinical behavior is defined as: any act, practice, or omission that fails to conform to accepted standards of nursing care and indicates that the student lacks knowledge, skill, judgment, or conscientiousness to such an extent that the student's continued practice of nursing could reasonably be expected to pose a risk of harm to a patient or another person, regardless of whether the conduct consists of a single incident or a pattern of behavior.

Conduct or behavior which may be considered a critical offense secondary to unsafe or unprofessional conduct may include, but is not limited to:

1. Dishonesty;
2. Criminal behavior whether violent or non-violent, directed against persons, property, or public order and decency;
3. Failure to notify the program of any investigations, arrests, charges, or convictions for any criminal behavior, or intemperate use, abuse of drugs or alcohol, or the diagnosis or treatment for chemical dependency, mental illness, or diminished mental capacity;
4. Theft from client, clinical site or school;
5. Evidence of substance abuse (possession, use, sale or delivery) or attendance in the clinical setting while impaired by alcohol or other chemical substances;
6. Physical/verbal abuse or other serious endangerment of clients, peers, faculty, or clinical staff;
7. Violation of HIPAA Privacy and Security regulations/patient confidentiality;
8. Violation of safety in patient care;
9. Falsification of patient records;
10. Commission or omission of patient care that endangers a patient's life;
11. Life threatening medication error;
12. Failure to act within accepted professional boundaries;
13. Any other actions which would result in refusal of licensure renewal by the Texas Board of Nursing.

Any student who commits one critical offense, as defined above, may be immediately dismissed from the nursing program without the option to reapply.

STUDENT REPRESENTATION ON STANDING FACULTY COMMITTEES

Students enrolled in the Galveston College BSN program are invited and encouraged to participate in designated standing committees. Committees included are Curriculum, Evaluation, Graduation and Pinning, and Nursing Advisory Committee. Each student's term is the length of a long semester. Interested students will be asked to volunteer for committee membership. The representative should plan to attend each called meeting. Representatives report back to their classmates on the work of the committee. Students wishing to present ideas about any phase of the program are encouraged to do so through the class representative or may ask to speak directly with the committee members. Student representatives may be excused after making a report to the committee or if faculty need to be in executive session.

ACTIVE SHOOTER ON CAMPUS

RUN(Evacuate)

If there is an accessible escape path, attempt to evacuate the premises. Be certain to:

1. Have an escape route and plan in mind and proceed to a predetermined safe location;
2. Evacuate even if others do not agree to follow;
3. Leave your belongings behind;
4. Help others to evacuate, if possible; Prevent individuals from entering an area where the active shooter may be
5. Keep your hands visible;
6. Follow instructions of law enforcement officers;
7. Call 911 when you are safe. Provide law enforcement or police dispatchers with
 - a. Location and number of the active shooter(s) and direction of movement
 - b. Physical description of shooter, if you have seen the shooter
 - c. Number and type of weapons displayed by the shooter, and
 - d. Number of victims at the specific location

HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. That hiding place should:

1. Be out of the active shooter's view;
2. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door);
3. To prevent the active shooter from entering your hiding place:
 - a. Lock the door, if possible; Barricade the door with heavy furniture, cabinets, or equipment
 - b. Silence your cell phone; Turn off any source of noise;
 - c. Hide behind large items (i.e., cabinets, desks, large equipment);
 - d. Remain quiet

FIGHT

If evacuation and hiding are not possible:

1. Remain calm;
2. Dial 911, if possible, to alert the police of an active shooter, or contact campus security;
3. If you cannot speak, leave the line open and allow the police dispatcher to listen;
4. Take aggressive action against the active shooter. As a last resort, and if your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by
 - a. Acting as aggressively as possible;
 - b. Yelling and throwing items (such as, a fire extinguisher or heavy blunt object);
 - c. Acting in a coordinated manner if others are present;
 - d. Taking deliberate actions and committing to them;



Galveston College BSN Program
FERPA Release

Galveston College is required to follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This act requires that the College maintain the privacy and confidentiality of all student records.

Your signature below, authorizes the BSN Program to send your student information to your assigned clinical facility (if required), which is required for your participation in the clinical rotation.

The clinical facilities may require:

- Social security number
- Driver's license information/State ID/Liability for car
- Immunization Information
- Negative Drug Screen
- Findings on Background Check
- CPR certification

Students who want to cancel this release must do so in writing with the BSN Program Director.

Printed Name

Signature

Date

GC Student ID #

STUDENT CONTACT INFORMATION SHEET

(Please print clearly)

Semester: _____

Name: _____

Last 4 of Social Security#: _____

Birth Date: _____

Emergency Contact: _____

Emergency Contact Phone #: _____

Place of Employment/Unit: _____

Job Position: _____

APPENDIX A

Academic Integrity Pledge

As a student enrolled at Galveston College, BSN Program, I affirm the principle of academic integrity and commit to upholding integrity by completing academic assignments in the manner expected, informing the instructor of suspected instances of academic misconduct by my peers, and fully engaging in the class and its related assignments for the purpose of learning.

Confidentiality Statement

One of the student's major responsibilities is to preserve the confidentiality of all medical and personal information concerning patients, as well as all confidential information concerning activities at clinical affiliates and their staff. I will successfully complete the HIPAA Training at Galveston College. I understand that a breach of this confidentiality at any time during my enrollment may result in dismissal from the BSN Program.

Printed Name

Signature

Date

APPENDIX B

Student Pledge

As a Galveston College BSN Student, I Commit to:

1. Maintain professionalism throughout the program in accordance with the Texas Nursing Practice Act and Texas Board of Nursing.
2. Listen and respond respectfully to my classmates through discussion boards or any other interactive assignments.
3. Refrain from electronic harassment in e-mails, Facebook, or any other electronic/wi-fi media or devices, including profanity or other personal insults.
4. Recognize and demonstrate cultural competence towards my patients, community, fellow students, faculty, and community.
5. Abide by the assignment dates as stated in each course syllabus. Ask questions to clarify assignments, grades, or content when necessary
6. Maintain professional boundaries when in the clinical setting.

By signing this contract, I acknowledge receipt and understanding of this contract. I understand that any behavior or action determined to be a breach of this contract may result in my being subject to immediate dismissal from the program. I acknowledge receipt and understanding of the Galveston College RN-BSN Student Handbook and will abide by its contents.

Printed Name

Signature

Date

GC Student ID #

APPENDIX C

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The HIPAA Privacy Act was implemented to set a standard for the privacy of identifiable patient information. These safeguards ensure confidentiality and integrity of all protected health information (PHI). It is essential that all nurses (including nursing students) abide by this to protect the identities of their patients.

By signing this statement, the BSN student agrees to the standards set forth by the Health and Human Services Department. This signed copy will become part of the student's file. **ANY VIOLATION** of confidentiality or breach of HIPAA Regulations may result in immediate dismissal from the BSN Program at Galveston College pending an investigation by the AP Committee.

Printed Name

Signature

Date