

Nursing Associate of Applied Science (RN)

Admission Requirements

1. Completed Nursing application form for admission into the Associate Degree Nursing Program.
2. Copy of CNA (Certified Nurse's Aide) certificate. ~~proof of enrollment in class, or course transcript.~~
3. An official transcript from each college/university attended sent to nursing. One transcript is for the Nursing Department, the other will be forwarded to the Admissions Office.
4. Results of Test of Essential Academic Skills (TEAS) examination (administered by STEPS learning center). The maximum number of times the TEAS may be taken is three (3). TEAS scores greater than five (5) years of age will not be accepted. TEAS scores will be accepted from other schools only if mailed or emailed directly to the Howard College ADN offices from the administering school.
5. Transfer of Prerequisite credits is contingent upon approval by the Coordinator of Nursing and the Dean of Guidance and Counseling. Nursing courses taken in another institution will be reviewed and evaluated by the Nursing office.
6. Successful clearance of a criminal background investigation.
7. Proof of at least 2 doses of the Hepatitis B series.
8. Proof of Varicella (chickenpox). Proof can be either medical records or preferably series *(2 doses).

Following completion of the above by the deadline of JUNE 1, the applicant will be considered for the selection pool. An applicant's file is not complete until all of the above documents have been submitted. Applicants are responsible for keeping their file updated with current addresses and phone numbers.

If accepted to the nursing program:

1. Prior to the first class day students are required to have:
 - a. A physical examination within previous three (3) months.
 - b. The results of a TB tine-PPD (within the last 3 months)
 - c. Proof of MMR immunization (a signed statement by medical practitioner showing 2 doses of vaccine-MMR titer level.
 - d. Tetanus vaccination (proof of within the past ten years).
2. Students are required to have the third hepatitis injection before attending clinical (mid October). The student who has a completion date on the hepatitis B vaccine of ten years or longer will be required to update this record with an antibody titer to check their immunity.
3. Current CPR certification or American Heart Association for Health Care Providers, BLS course (current within 1 year).
4. ~~Current CNA (Certified Nurse's Aide) certification or course transcript. New CNA graduates must pass CNA exam by September 15.~~
5. Completed Nursing ~~Success-Boot~~ Camp.

Health Insurance

Students enrolled in the Nursing Program are required to purchase health insurance prior to the beginning of clinical experiences and to maintain such insurance for the duration of their enrollment.

Fall and Spring Terms

Progression to the fall term as an Associate Degree Nursing major is contingent upon successful completion of the summer courses. A "C" or above is required in all nursing and support courses to progress to the next term. The minimum grade required for a "C" is a 76 in the nursing program.

***Corequisite courses** - Courses marked with * are considered co-requisite courses. Please see Howard College Nursing Student Policies regarding co-requisite courses and Progression of Students/Continuation of Students within the nursing program.

Level I – Fall Semester

Course	Title	Credit Hours
*RNSG 1309	Introduction to Nursing	3
*RNSG 1261	Clinical	2
RNSG 1115	Health Assessment	1
PSYC 2314	Life Span/Growth and Development	3
BIOL 1322	Nutrition	3
	TOTAL CREDIT HOURS	12

Level II – Spring Semester

Course	Title	Credit Hours
*RNSG 1343	Concepts of Adult Health Complex Concepts of Adult Health	3
*RNSG 1362	Clinical	3
BCIS 1305	Intro to Computer and Information Sciences	3
Elective PSYC 2301	Humanities/Fine Arts General Psychology	3
	TOTAL CREDIT HOURS	12

Level III – Summer Terms

Course	Title	Credit Hours
*RNSG 2213	Mental Health Nursing	2
*RNSG 2261	Clinical Nursing (R.N. Training)	2
Math 1314 MATH 1342 OR 1442	College Algebra Elementary Statistical Methods	3-4
	TOTAL CREDIT HOURS	7-8

Level III – Fall Semester

Course	Title	Credit Hours
*RNSG 2308	Maternal/Newborn Nursing and Women's Health	3
*RNSG 2260	Clinical	2
*RNSG 2201	Care of Children and Families	2
*RNSG 2361	Clinical	3
	TOTAL CREDIT HOURS	10

Level IV – Spring Semester

Course	Title	Credit Hours
*RNSG 2402	Care of the Client with Common Health Care Needs	4
*RNSG 2432	Enhanced Concepts of Adult Health	
*RNSG 2460	Clinical-Nursing (RN Training)	4
SPCH 1311 OR SPCH 1315	Introduction to Speech Communication OR Public Speaking	3
SOCI 1301 Elective	Introduction to Sociology Humanities/Fine Arts Elective	3
	TOTAL CREDIT HOURS	14
	TOTAL HOURS IN AAS (including Prerequisites)	70-71

The following changes are being made to the Accelerated Program for Vocational Nurses

Accelerated Program for Vocational Nurses

Courses

Courses marked with * are considered co-requisite courses. Please see Howard College Nursing Student Policies regarding co-requisite courses and Progression of Students/Continuation of Students within the nursing program.

Summer Session I

Course	Title	Credit Hours
*RNSG 2307	Adaption to Role of Professional Nurse	3
*RNSG 2160	Clinical-Nursing (RN Training)	1
ENGL 1301	Composition I	3
TOTAL CREDIT HOURS		7

Summer Session II

Course	Title	Credit Hours
*RNSG 2213	Mental Health Nursing	2
*RNSG 2261	Clinical	2
Elective PSYC 2301	Fine Arts/Humanities Elective General Psychology	3
TOTAL CREDIT HOURS		7

Fall Semester

Course	Title	Credit Hours
*RNSG 2308	Maternal/Newborn Nursing and Women's Health	3
*RNSG 2260	Clinical	2
*RNSG 2201	Care of Children and Families	2
*RNSG 2361	Clinical	3
Math 1314 MATH 1342 OR 1442	College Algebra Elementary Statistical Methods	3-4
TOTAL CREDIT HOURS		13

Spring Semester

Course	Title	Credit Hours
*RNSG 2402	Care of the Client with Common Health Care Needs	4
*RNSG 2432	Enhanced Concepts of Adult Health	
*RNSG 2460	Clinical	4
SOCI 1301 Elective	Introduction to Sociology Humanities/Fine Arts Elective	3
SPCH 1315 OR SPCH 1311	Public Speaking I Or Introduction to Speech Communication	3
TOTAL CREDIT HOURS		14
TOTAL CREDIT HOURS IN PROGRAM		41-42

College Level Examination Program (CLEP) Fee Increase

CLEP increased the college cost for each examination from \$77 to \$80 (effective July 1, 2012). It is being recommended to increase the cost charged to HC/SWCID students to \$80.

Satisfactory Academic Progress Standards

Students who receive federal, state, and institutional financial assistance must meet certain requirements to maintain eligibility for aid. **Each financial aid recipient shall be evaluated at the end of each semester.** There are three standard elements in complying with satisfactory academic progress (SAP) set by federal regulations. If any or all are not met, the student will be on financial aid warning. **Financial aid warning will allow the student one semester to achieve the satisfactory academic progress requirements, while receiving financial aid.** These requirements are described below.

1. **Successful Completion Requirements:** Students must receive credit for a minimum total number of credits enrolled based on student's course load as follows: full-time students enrolled in 12 credit hours or more must earn a minimum of 10 credit hours; three quarter time students enrolled in 9-11 credit hours must earn a minimum of 9 credit hours; half-time students enrolled in 6-8 credit hours must earn a minimum of 6 credit hours; and less than half time students enrolled in 5 credit hours or less will be required to earn all hours attempted. Grades of "I", "W", and "F" will not satisfy the course completion requirements.
2. **Grade Point Average Requirement:** All students will be expected to acquire a 2.0 grade point average on all work completed each semester to remain in good academic standing.
3. **Time Frame Requirement:** All students attending Howard College/SWCID and receiving federal or state financial aid funds will have a time frame in which to complete their degree requirements. This time frame is the equivalent of 150 percent of the published length of the individual program

Please see chart below for limitations on each degree:

Degree/Certificate	Hours to complete requirements	Maximum covered by financial aid
Associate of Arts	60	90
Associate of Science	60	90
Associate of Applied Science	60-72	90-108
Certificate Level I	15-42	29-80
Certificate Level II	42-59	80-112

Clock Hour Programs: Students will be expected to complete a minimum of 50% of the clock hours required to complete the program by the end of the mid-point of the 150% time frame.

Students reaching the maximum number of hours attempted for their degree will not be eligible for federal or state financial aid. These students will be placed on immediate suspension for the time frame limitation. This time frame will include any semester that the student was enrolled **even if the student did not receive financial aid** and/or transfer work that is applied to the student's program of study and posted to their transcript. Periods of enrollment may be converted to semesters for non-consecutive enrollment. **NOTE: Students that have earned 30 credits or more will be REQUIRED to submit an updated degree audit (plan) to the Financial Aid Office. Additionally, this degree plan should be reviewed with the academic advisor and the student each semester to ensure that the student is remaining on track to completing the approved degree plan.** Students taking courses outside of their degree plan may exhaust financial aid eligibility prior to completion of degree.

A course previously completed with a grade of "D" or above cannot be used when determining financial aid eligibility, enrollment status, or satisfactory progress. **EXCEPTION:** An

exception can only be made if the repeat is required by the program of study as documented by the faculty advisor/counselor. Only one repeat is allowed under these circumstances.

Students enrolled in the same course three or more times will not receive financial aid funding for that specific course.

NOTE: Students who are required to take developmental/preparatory course work will be limited to 30 semester hours of financial aid eligibility for these classes.

4. CHANGING MAJORS

Students receiving financial aid will be limited to only one major change per academic year. A maximum of 3 changes will be accepted for the duration of your degree/certificate seeking at Howard College. Request for a major change will need to be submitted with all required signatures before the first class day of the semester. Progression of program will not be considered as a major change and therefore will not count against the student's limitation of degree changes. For example, LVN to RN degree or certificate program to degree program in the same major area. Students with multiple major changes prior to implementation of policy will be reviewed on an individual basis. Exceptions to this policy may be made by an appeals process at the discretion of Director of Financial Aid, Executive Vice President, Vice President of Academic and Student Affairs, and your assigned Academic Advisor.

Financial Aid Warning and Suspension

Students not meeting conditions above may be placed on financial aid warning. Financial aid warning will allow the student one semester to achieve the satisfactory academic progress requirements, while receiving financial aid.

Students who do not meet the above requirements during the next semester of attendance following their financial aid warning will be placed on financial aid suspension. This suspension will last during the next semester of enrollment and no federal or state awards will be made. After the student has achieved satisfactory academic progress, the student will be placed on financial aid warning for the semester immediately following suspension.

2. ~~There may be occasions in which an exception to the definition of Satisfactory Academic Progress should be made. The Director of Financial Aid will review all pertinent information regarding the situation and may grant an exception to the standards. If a student feels that an exception should be made, he/she should submit a written explanation of the circumstances surrounding the semester in question to the Director of Financial Aid for consideration. If the student is dissatisfied with the decision of the Director of Financial Aid, the case may be referred to the Financial Aid Committee for a decision. Final decision will then be left to the Financial Aid Committee.~~

Suspension Appeal

When a student loses financial aid eligibility because they failed to make satisfactory progress, they may appeal that result on the basis of: an injury or illness, the death of a relative, or other special circumstances. The appeal must explain why they failed to make satisfactory progress and what has changed in their situation that will allow them to make satisfactory progress at the next evaluation. If a student feels that an exception should be made, he/she should submit a suspension appeal form explaining the circumstances surrounding the semester in question to the financial aid office. The Director/Associate Director of Financial Aid will

review all pertinent information regarding the situation and may grant a suspension appeal. If the student is dissatisfied with the decision of the Director/Associate Director of Financial Aid, the case may be referred to the Financial Aid Committee for a decision. Final decision will then be left to the Financial Aid Committee.

If an appeal is granted, the student will be placed on financial aid probation. Financial aid probation will allow the student one semester to achieve the satisfactory academic progress requirements, while receiving financial aid. If a student fails to achieve satisfactory academic progress during that semester, they will be placed back on financial aid suspension. Students who wish to submit a subsequent appeal must complete a suspension appeal form, as well as an academic plan. Students must also appeal to change their plan. They must explain what has happened to make the change necessary and how they will be able to make academic progress. The subsequent appeal will be referred to a financial aid committee for consideration.

Return of Title IV Funds

Under federal law students attending Howard College/SWCID who receive Title IV aid (Pell, SEOG, Federal Student Loans) and completely withdraw before the sixty percent (in time) in the period of enrollment will be required to return any unearned funds. Unearned Title IV funds are the percentage of term not attended times the Title IV aid.

If a student begins the official withdrawal process or provides official notification to the school of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date the student began the official withdrawal process, or the date of the student's notification, whichever is later. If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date that the school becomes aware that the student ceased attendance.

Students who cease attendance, do not withdraw, and receive all failing grades (F's) for a semester will be considered "unofficially withdrawn"; these students will be subject to a review of their attendance records. If it is determined that a student ceased attendance before the 60% point in the semester, the student will be required to return those unearned funds. In some instances, the student may owe both the federal government and the college. Students owing either the government or the college will be ineligible for any further aid until funds are repaid.

A school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. Up through the 60% point in each payment period or period of enrollment, a prorata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. However, a school must still determine whether the student is eligible for a Post-withdrawal disbursement. A Post-withdrawal disbursement must be made within 180 days of the date the institution determines that the student withdrew. The amount of a Post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV Aid, and has no relationship to incurred educational costs.

Order of Return of Title IV funds

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Federal Perkins loans
- Federal PLUS loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- Federal TEACH Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required.

Timeframe for the Return of Title IV funds

A school must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal. A school will be considered to have returned funds timely if the school does one of the following as soon as possible, but no later than 45 days after the date it determines that the student withdrew:

- deposits or transfers the funds into the school's federal funds bank account, and then awards and disburses the funds to another eligible student;
- returns the funds to ED electronically using the "Refund" function in G5; or
- issues a check to the Department.

A school is considered to have issued a check timely if the school's records show that the check was issued within 45 days of the date the school determined that the student withdrew and the date on the cancelled check shows that the bank endorsed that check no more than 60 days after the date the school determined that the student withdrew.

The courses deleted below have been archived in the Workforce Education Course Manual.

Certificate Level I Gerontology

First Semester

Course	Title	Credit Hours
FMLD 1341	Development in Cross Cultural Perspective	3
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
FMLD 1301 ³	Introduction to Intergenerational Professions	3
GERS 1301 ³	Introduction to Gerontology	3
FMLD 1349	Individual and Family Development Studies	3
TOTAL		12

Second Semester

Course	Title	Credit Hours
PSYC 2314	Lifespan Growth and Development	3
GERS 2360 ¹	Clinical	3
Speech Elective	Approved by advisor	3
WECM Elective ²	Approved by advisor	3
GERS 2331	Contemporary Issues in Aging	3
TOTAL		12
TOTAL HOURS IN LEVEL I CERTIFICATE		24

Additional Fees in Certain Courses or Services

Health Information Technology Liability Insurance (per course) HITT 1161 , 2260, 2261	10.00
Health Information Technology Clinical Fee (per course) HITT 1161 , 2260, 2261;	15.00

HITT 1253 Legal and Ethical Aspects of Health Information**Two semester hours.....(1-2)**

Concepts of confidentiality, ethics, health care legislation and regulations relating to the maintenance and use of health information. **Prerequisite: HITT 1301 for HITT students; Prerequisite not required for Surg Tech students.**

HITT 1255 Health Care Statistics**Two semester hours.....(1-2)**

General principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data with overview of guidelines for Texas Department of Health Vital Statistics and studies. **Prerequisite: HITT 1301. NOTE: Instructor approval required.**

HITT 1301 Health Data Content and Structure**Three semester hours(2-2)**

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health-related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. **NOTE: Instructor approval required.**

HITT 2260 Clinical - Health Information Technology/Technician**One semester hour(1-8)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Prerequisites: **HITT 1161**, HITT 1249, HITT 1255, HPRS 2301 and successfully complete a criminal background clearance **and drug screen. NOTE: Instructor approval required.**

HITT 2261 Clinical - Health Information Technology/Technician**One semester hour(1-8)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Prerequisites/co-requisites: HITT 2160, HITT 2435, **HITT 2239**, HITT 2343, HITT 2231, **MRMT 1311** and successfully complete a criminal background clearance **and drug screen. NOTE: Instructor approval required.**

Music or Private Instruction Fee:	
all individual instruction one-hour courses	80.00
all individual instruction two-hour courses	130.00

New Student Orientation (SWCID)	Early Registration (If paid by August 15)	250.00
	Late Registration (after August 15)	300.00