compassionate

Dallas College Logo


**Bachelor of Science in Nursing**

**RN-BSN Program Student Handbook**

**2025-2026**



All information contained herein is subject to change, deletion, or modification. Approved modifications, deletions or major changes will be published as they occur.

This Handbook Includes the 2025-2026 DALLAS COLLEGE CATALOG

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Table of Contents

[**Equal Educational Opportunity** 3](#_Toc198221610)

[Introduction 4](#_Toc198221611)

[Program Overview 5](#_Toc198221612)

[Mission 5](#_Toc198221613)

[Philosophy 5](#_Toc198221614)

[Conceptual Framework 5](#_Toc198221615)

[PERSON 6](#_Toc198221616)

[ENVIRONMENT 6](#_Toc198221617)

[HEALTH 6](#_Toc198221618)

[Information for Prospectus Students 7](#_Toc198221619)

[Locations 7](#_Toc198221620)

[Course Delivery Method 7](#_Toc198221621)

[Clinical Experience 8](#_Toc198221622)

[Accreditation 8](#_Toc198221623)

[Application Process 9](#_Toc198221624)

[Admission Requirements 9](#_Toc198221625)

[Admission Cycles 9](#_Toc198221626)

[Program Components/Degree Plan Options 10](#_Toc198221627)

[Overview of Curriculum 10](#_Toc198221628)

[Program Admission 11](#_Toc198221629)

[Full Admission 12](#_Toc198221630)

[Conditional Admission 12](#_Toc198221631)

[Deferred Admission 12](#_Toc198221632)

[Revoked Admission 12](#_Toc198221633)

[Transfer Student Admission 12](#_Toc198221634)

[Academic Support & Career Success Services 13](#_Toc198221635)

[Degree Requirements 14](#_Toc198221636)

[Senior Success Coaches 14](#_Toc198221637)

[Degree Plan 14](#_Toc198221638)

[Textbooks 14](#_Toc198221639)

[Degree Plan Interruptions 14](#_Toc198221640)

[All Requirements Must Be Completed to Progress through the Program 15](#_Toc198221641)

[-Texas RN License 15](#_Toc198221642)

[-CPR Requirement (Only the Following Is Accepted) 15](#_Toc198221643)

[-Required Drug Screening & Background Check 16](#_Toc198221644)

[-Immunizations & Physical Exam 16](#_Toc198221645)

[Computer and Mobile Device Requirements 16](#_Toc198221646)

[Student Organizations 17](#_Toc198221647)

[External Professional Organizations 17](#_Toc198221648)

[Academic Performance 18](#_Toc198221649)

[Departmental Policies: 19](#_Toc198221650)

[Policies 19](#_Toc198221651)

[Immunization Requirements 19](#_Toc198221652)

[Drug Screening 21](#_Toc198221653)

[Use of Mind-Altering Substances 22](#_Toc198221654)

[Illness, Accidents, or Injury Reporting 23](#_Toc198221655)

[Cardiopulmonary Resuscitation (CPR) Certification 26](#_Toc198221656)

[Stop Out Policy 27](#_Toc198221657)

[Readmission Policy 28](#_Toc198221658)

[Grade Dispute and Grievance Process Policies 30](#_Toc198221659)

[Grade Dispute 30](#_Toc198221660)

[Grievance 31](#_Toc198221661)

[Forms (*Open in Microsoft edge or copy and paste the link)* 32](#_Toc198221662)

[Incident/Occurrence Report 32](#_Toc198221663)

[External Learning Experience Requirements for Vaccination 32](#_Toc198221664)

[Immunization Requirements 32](#_Toc198221665)

[Concern/Grade Dispute 32](#_Toc198221666)

[Formal Stop Out Document 32](#_Toc198221667)

### **Equal Educational Opportunity**

Educational opportunities are offered by Dallas College without regard to race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, or gender expression.

# Introduction

The RN-BSN Program Handbook informs students about course and program requirements, provides information about completion options, and is a reference for policies and procedures. Students will receive the handbook at orientation, which is available electronically through Brightspace.

The RN-BSN virtual orientation provides students with resources and services and information related to student expectations for academic work.

Students matriculated into the Dallas College RN-BSN Program follow the Dallas College policies and procedures. These policies are outlined in the Dallas College Catalog and Board Policy Manual.   
  
The excerpts from the Dallas College Course Catalog are not intended to be a replacement for this Handbook. Students, faculty, and staff wishing to review a specific Dallas College policy should refer to the [Dallas College Catalog](https://www1.dcccd.edu/catalog/cattoc.cfm?loc=0) and [Dallas Student Handbook website.](https://www.dallascollege.edu/resources/student-handbook/pages/default.aspx)

The RN-BSN Handbook is updated each academic year, is posted online, and is available in print through the School of Nursing. RN-BSN policies and procedures that are developed and/or updated between publications are posted on the [Bachelor of Science in Nursing website](https://www.dallascollege.edu/cd/credit/nursing/pages/bachelor-science.aspx).



# Program Overview

The Bachelor of Science in Nursing (BSN) program was approved by the Texas Board of Nursing, Texas Higher Education Coordinating Board, Southern Association of Colleges, and Schools Commission on Colleges, and deemed conditionally eligible to pursue the candidacy process for Accreditation Commission for Education in Nursing. The RN-BSN program is offered through the Dallas College School of Nursing.

## Mission

To prepare educated, competent, ethical, and professional nurses who provide scientifically based, compassionate nursing care for the physical, emotional, and spiritual needs of diverse individuals, populations, and communities. The RN-BSN program supports the general vision, values, and mission of Dallas College by providing learning opportunities that escalate the capacity of registered nurses to serve the health promotional needs of their communities and beyond.

## Philosophy

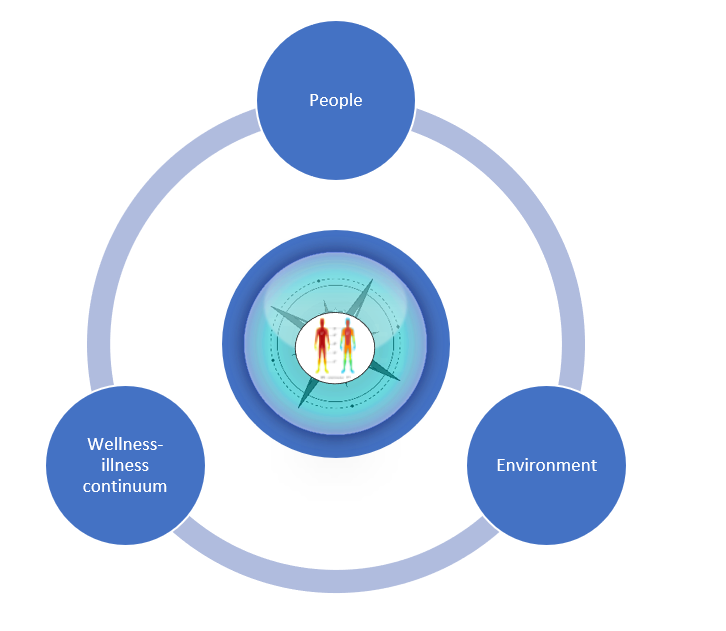
Nursing is both an art and a science, focused on helping the individual, family and/or community achieve and sustain maximum functional abilities throughout life. Nursing is a vibrant, dynamic, interactive, and proactive profession. The patient, family and community are viewed as an integrated, holistic body that is unique, has dignity and deserves thoughtful communication, concern, and respect. The community that nursing serves is diverse in age, culture, religion, and ethnicity. Furthermore, nursing incorporates scientific knowledge, critical thinking, ethical-legal decision making and high-level technical skills to promote health, disease prevention and disease management.

Nursing encompasses the education of health promotion practices, ongoing care for the acutely or chronically ill, restoration during recovery and rehabilitation, support for maintaining the best possible health for individuals, families, groups, and communities, instruction and assessment of those performing these duties, research support to advance knowledge and practice, and the management of healthcare delivery.

## Conceptual Framework

The School of Nursing’s conceptual framework, Associate Degree in Nursing and RN-BSN program, is to provide direction to both faculty and students with a meaningful representation of the nursing program design. The framework can be symbolically depicted as a compass. It provides direction to both students and faculty as partners in the teaching-learning process as they navigate through the curriculum. Three factors are primary in health: people, environment, and the wellness-illness continuum.

Professional nurses use major nursing concepts and skills to influence or ameliorate untoward factors to promote the health of a diverse population throughout their life. These nursing concepts include caring and compassion, the nursing process, ethical/legal practice, accountability/responsibility of the individual practitioner, critical thinking, communication, teaching, the use of scientific principles and research, therapeutic nursing interventions, principles of safety, resource management, patient advocacy, and technology.



## PERSON

A person embodies the notions of learning, selfhood, individuals, families, groups, and communities. Humans are distinct individuals possessing inherent worth, rights, and dignity. Individuals possess biological, psychological, social, spiritual, and cultural characteristics that shape their growth. Throughout their lives, people exist within cultural and social contexts, encountering factors that impact their optimal health and development.

## ENVIRONMENT

The environment encompasses all internal and external elements and processes influencing individuals. It includes physical, psychological, social, spiritual, and cultural aspects, along with historical, political, and economic conditions. Nursing serves as a resource within this environment, capable of impacting an individual's health.

## HEALTH

Health signifies a dynamic state resulting from the interaction between a person and their environment. It is achieved through competent self-care, purposeful behaviors, and fulfilling relationships. Adaptations are made as necessary to sustain stability and structural soundness. A person's health status ranges from optimal wellness to illness, disease, and dysfunction, fluctuating throughout their lifespan, including during the final stages of life.

**The Five Defining Quality Indicators for this program include:**

1. A red house with white text

   Description automatically generatedTheories, Models, and Foundational Areas
2. Evidence-Based Practice
3. Populations and Communities
4. Interdisciplinary Practice
5. Leadership and Management

# Information for Prospectus Students

For the 20th straight year, a [Gallup survey](https://news.gallup.com/poll/388649/military-brass-judges-among-professions-new-image-lows.aspx) indicates that nurses are the most trusted profession. In 2024, Dallas College began offering the RN-BSN Nursing Program. Students admitted to the Dallas College RN-BSN Program will be a part of a well-respected career.

RN-BSN students will:

* Engage in academic coursework online.
* Complete clinical learning experience hours in NURS 3301, NURS 3340, and NURS 4465
* Advocate for health promotion with people, environment, and the wellness-illness continuum.
* Engage in research and evidence-based practice.
* Encouraged to actively engage in professional development.
* Collaborate in group projects and presentations.

The following is information about locations, course delivery method, practicum learning, and program accreditation:

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## Locations

The RN-BSN program is online with clinical experiences in Population Focused Community Health and Leadership/Management courses.

## Course Delivery Method

Nursing courses are delivered online through the Brightspace learning management system (LMS).

## Clinical Experience

NURS 3301 Health Assessment for the Registered Nurse: Students will complete clinical experience hours virtually.

NURS 3340 Population Focused Community Health: Students will collaborate with faculty to complete clinical experience hours virtually.

NURS 4465 Leadership and Management: The student will work with their manager and/or nurse administrators to secure a student mentor. The mentor will work one-to-one with the student in attaining the student objectives and goals for the course assignments.

The student will decide on a leadership or management topic to explore and then secure its approval from the course faculty and site mentor. It is the **student's responsibility** to find a mentor.

With the support of clinical partners, the RN-BSN curriculum encourages students to seek mentors, at their place of employment for their RN-BSN leadership/ management course. If the student prefers to secure a mentor outside of the workplace an affiliation agreement will be needed (student must work in a facility suitable to achieve course objectives). However, if an RN-BSN student is not currently working, Dallas College has identified community leaders that have indicated they will support these students to work with a mentor in their facility.

If at any point during the clinical experience the student is out of compliance with the CPR, immunization, or health insurance requirements, the student will be required to stop the clinical experience until the document(s) are submitted demonstrating compliance.

The student is to consult with their mentor about appropriate attire during the clinical experience. The student must always be professional in their attire and behavior.

More specific information will be provided in each course syllabus.

## Accreditation

The RN-BSN Program is:

Approved by:  
Texas Board of Nursing  
1801 Congress Avenue, Suite 10-200, Austin, Texas 78701  
Telephone: 512-305-7400; Fax: 512-305-7401; Email: [webmaster@bon.texas.gov](mailto:webmaster@bon.texas.gov); Website: <https://www.bon.texas.gov/>

Deemed eligible to participate in the Candidacy process of the Accreditation Commission for Education in Nursing (ACEN). This affirms that the Bachelor of Nursing program has met ACEN’s strict initial requirements, which is the prerequisite step for formal review towards ACEN accreditation by:

Accreditation Commission for Education in Nursing, Inc.

3390 Peachtree Road NE, Suite 1400 | Atlanta, Georgia 30326

Telephone: 404-975-5000; Fax: 404-975-5020; Email: [info@acenursing.org](mailto:info@acenursing.org);   
Website: [www.acenursing.org](http://www.acenursing.org)

# Application Process

## Admission Requirements

1. View the [RN-BSN Program online information session](https://www.dallascollege.edu/cd/credit/pages/ecc-health-packets-sessions.aspx).
2. Submit official transcripts from all colleges and universities attended to demonstrate completion of at least 90 credit hours, including a minimum GPA of 2.0.
3. Evidence of a conferred Associate of Science degree in Nursing from an accredited program of nursing.
4. Hold a current unencumbered license as a registered nurse in the United State. Documentation must be submitted before coursework starts.
   1. An applicant waiting to take the NCLEX-RN may be conditionally admitted. Conditionally admitted applicants must pass the NCLEX before starting RN-BSN curriculum course work.
5. Evidence of coursework completion for the 42-hour lower level and Texas Core courses.
6. Met the Dallas College admission standards for the RN-BSN degree program.
7. Submit all completed application materials to Allied Health Admissions during the designated filing period.
8. Students new to Dallas College will need to complete the General Dallas College [New Student Orientation video](https://www.go2orientation.com/learn/course/dallas-college-new-student-orientation/about-dallas-college/welcome-video?client=dallascollege) and submit certificate of completion via CastleBranch.
9. Submit a professional reference from Nursing Supervisor/Manager. Email to [RNtoBSNProgram@DallasCollege.edu](mailto:RNtoBSNProgram@DallasCollege.edu).
10. *Once Accepted into the program*: Submission of complete documentation of a current acceptable background check, urine drug test, physical exam, tuberculosis screening, required immunizations, proof of health insurance, and CPR certification are required to be uploaded to CastleBranch.
11. Submit a professional reference from Nursing Supervisor/Manager. Email to [RNtoBSNProgram@DallasCollege.edu](mailto:RNtoBSNProgram@DallasCollege.edu).

**Please note:** Because the program will be delivered through online distance education, prospective international students will need to meet with the International Services Department to determine if they have the appropriate visa to meet SEVIS enrollment regulations.

## Admission Cycles

Applications are accepted year-round spring, summer, and fall.



# Program Components/Degree Plan Options

## Overview of Curriculum

The Dallas College RN-BSN Program is delivered fully online and is designed to prepare registered nurses, who hold an Associate Degree in Nursing (ADN) and an unencumbered RN license, for advanced roles in healthcare. The program builds upon the clinical foundation of ADN and enhances the student’s knowledge in theory, research, population health, leadership, and management. Through a comprehensive curriculum that includes general education, electives, and upper-division nursing courses, students are exposed to a wide range of topics that support both professional growth and lifelong learning. The RN-BSN Program ensures a broad and intellectually stimulating experience that equips graduates to meet the evolving demands of the nursing profession and healthcare system.

|  |  |
| --- | --- |
| Prerequisite Courses | SCH |
| ENGL 1301 and 1302 Composition I & II | 6 |
| MATH 1314 College Algebra or MATH 1342 Elementary Statistical Methods | 3 |
| BIOL 2401 and BIOL 2402 Anatomy and Physiology I & II (lab required) | 8 |
| BIOL 2420 Microbiology for Non-Sciences Majors (lab required) | 4 |
| Elective from Language, Philosophy, & Culture | 3 |
| Elective from Creative Arts | 3 |
| HIST 1301 and 1302 United States History I & II | 6 |
| GOVT 2305 and 2306 Federal Government/ Texas Government | 6 |
| PSYC 2301 General Psychology or PSYC 2314 Lifespan Growth & Development | 3 |
| Component Area Option A or B | 4 |
| RNSG 1301 Pharmacology | 3 |
| RNSG 1311 Nursing Pathophysiology | 3 |
| Elective from any two-credit hour course | 2 |
| Elective from any three-credit hour course (Recommend SPAN 1300) | 3 |
| ADN Courses |  |

**Upper Division Nursing Courses**

|  |  |
| --- | --- |
| NURS 3301 Health Assessment for the RN | 3 SCH |
| NURS 3315 Transition to BSN | 3 SCH |
| NURS 3324 Nursing Research | 3 SCH |
| NURS 3340 Population-focused Community Health I/Clinical | 3 SCH |
| NURS 3354 Legal and Ethical Issues in Health Care I | 3 SCH |
| NURS 4314 Theoretical Principles of Nursing | 3 SCH |
| NURS 4323 Healthcare Organization and Informatics | 3 SCH |
| NURS 4358 Public and Global Health Policy | 3 SCH |
| NURS 4235 Health Care Quality | 2 SCH |
| NURS 4465 Leadership and Management/Clinical\* | 4 SCH |

The RN-BSN curriculum is set to build upon the knowledge and skills obtained during the ADN nursing education and clinical experience. In addition, the curriculum is designed to increase the RN’s comprehension of nursing theory, research methods, advanced critical thinking, and strengthen their professional practice.

It is important to understand that if a student receives a failing grade in this program, the student can retake the failed course the next time the course is offered. Upon successful completion of the failed course, the passing grade will be added. Students can receive [academic support](https://www.dallascollege.edu/resources/pages/support.aspx) through [tutoring services](https://www.dallascollege.edu/resources/tutoring/pages/default.aspx), [academic counseling](https://www.dallascollege.edu/resources/counseling/pages/default.aspx), or [recommended group studies](https://www.dallascollege.edu/slife/clubs-organizations/pages/default.aspx). The student also has senior success coaches (advisors) as support. The Dallas College Catalog outlines the [Scholastic Performance and academic Performance Standings](https://www1.dcccd.edu/catalog/generalinfo/gradestranscripts/sp.cfm), which the RN-BSN Program follows.

The Dallas College Catalog contains the official course descriptions for the college and RN-BSN program. The Course Catalog is available at: <https://www1.dcccd.edu/catalog/coursedescriptions/index.cfm>

# Program Admission

The RN-BSN program follows a regular decision admissions process, which requires applicants to submit all application materials by the posted deadline. Specific deadlines and detailed instructions can be found in the official application packet. Upon admission, all students are required to complete a criminal background check and urine drug screen prior to beginning any clinical experiences. These requirements help ensure compliance with clinical site policies and promote a safe learning environment. For more information, applicants are encouraged to review the full application packet.

The RN-BSN Program recognizes three categories of admission: Full Admission, Conditional Admission, and Deferred Admission.

# Full Admission

Full Admission status indicates that the candidate has fulfilled all program entry requirements.

# Conditional Admission

Conditional Admission to a student that meets all admissions requirements but for the RN license. They must be scheduled to take the NCLEX exam. Passing the exam and providing evidence of the unencumbered RN license is required before Full Admission can be granted and prior to any BSN coursework started. A student may also have conditional status if they are awaiting a Prior Learning Assessment “PLA” to post to their transcript or for a grade from a required course.

# Deferred Admission

Deferred Admission may be granted in cases where all available spots for the program have been filled. In such instances, a qualified applicant may be placed on deferred enrollment and considered for the next available start date. Students may also request to voluntarily defer their admission, provided all admissions documents remain current.

# Revoked Admission

An offer of admission may be revoked for reasons that include, but are not limited to:

1) failure to respond to an admission offer.

2) failure to satisfy the criminal background check and/or urine drug screening requirements.

3) failure to maintain minimum requirements for the program. This includes GPA/grade requirements and the ability to meet the standards for admission and Graduation.

4) falsification or misrepresentation of admissions-related requirements.

5) ineligibility for admittance to Dallas College.

Questions regarding the admissions process and admission decisions should be directed to the Allied Health Admissions Office. This office can provide information to the applicants regarding the admission decision and, when possible, areas to strengthen if the student desires to reapply to the program. Please note qualified applications may not be offered admission due to space limitations within the program. Due to limited spots, admission to the program is on a first come, first serve basis.

# Transfer Student Admission

Students must follow Dallas College transfer requirements. <https://www.dallascollege.edu/admissions/transfer-to/pages/default.aspx>

Unfortunately, students will not be able to transfer any “NURS”/upper-level coursework to satisfy upper-level course requirements of the degree program. As per Dallas College standards “To earn any degree or certificate, a student must complete at least 25% of the credit hours required for graduation through instruction by Dallas College which does not include credit-by-exam courses.”

# Academic Support & Career Success Services

[**Academic Support**](https://www.dallascollege.edu/resources/pages/default.aspx?categoryid=STDQ76t2A6)Students can take advantage of Learning Commons, Laptop/Hotspot Loans, personalized tutoring, and access to Microsoft Office. Learning support is available to you in person or online.

[**Career Services**](https://www.dallascollege.edu/resources/career-services/pages/default.aspx)offers guidance resources and support to Dallas College students and alumni through the career development processes.

[**Counseling and Psychological Services**](https://www.dallascollege.edu/resources/counseling/pages/default.aspx)If a student is feeling overwhelmed or anxious, a campus counselor can help you find solutions to personal or academic problems.

[**D2L Brightspace**](https://www.dallascollege.edu/resources/online-services/tutorial-videos/pages/brightspace-institutional.aspx) is the course management system used at Dallas College. The syllabi, course content, assignments, and gradebooks can be found here.

[**eCampus**](http://ecampus.dcccd.edu/)is used to manage Dallas College student related processes such as admissions, registration, financial aid notifications, reporting official grades, and transcripts.

[**Library Resources Videos**](https://libguides.dcccd.edu/c.php?g=1322708&p=9732029) Here, you will find guidance on citation format, effective research practices, and getting the most out of the library’s research databases.

[**Navigate**](https://www.dallascollege.edu/resources/navigate/pages/default.aspx)will help you quickly make appointments, view your academic requirements, access college resources, and help you stay on top of important dates and deadlines.

[**New Student Orientation**](https://www.dallascollege.edu/admissions/pages/orientation.aspx)should be completed by students new to Dallas College. Students can complete the online orientation in less than one hour.

**[Specialized Services](https://www.dallascollege.edu/resources/pages/support.aspx)** is a resource that serves veterans, minority students, students with disabilities, or anyone in need of special requirements.

[**Student Wellness and Support**](https://www.dallascollege.edu/about/works/pages/wellness-support.aspx)Dallas College helps students to succeed both inside and outside the classroom by providing access to food pantries, free public transit passes, clothing closets, device loans, childcare, and fitness centers.

[**Technology Support**](https://www.dallascollege.edu/contact/pages/tech-support.aspx)Get answers to a general question or for assistance with your eCampus account. The Dallas College technical support staff are glad to assist.

**[Writing Center](https://www.dallascollege.edu/resources/tutoring/pages/default.aspx)** Supports students with tutoring, assistance with written assignments, and provides additional academic resources.

# Degree Requirements

## Senior Success Coaches

The RN-BSN Senior Success Coaches serve as dedicated advisors for both prospective and enrolled students, offering personalized support from initial interest through graduation. Potential students are encouraged to connect with a Senior Success Coach early in the process, ideally as a first step toward applying to the program. After submitting an Interest Form, a coach will follow up within three business days to guide you through the next steps of the admissions process.

Once enrolled, students are assigned a Senior Success Coach who remains with them throughout the program. Students are expected to meet with their coach each semester to plan and register for classes. In addition to academic advising, coaches provide encouragement, connect students with college resources, and support student success across every stage of their RN-BSN journey.

## Degree Plan

#### Students may choose to complete the program on a full-time or part-time basis, depending on their personal and professional goals. The curriculum is designed to build upon the knowledge and clinical experience gained through previous nursing education, preparing students for advanced roles in the nursing profession.

## Textbooks

Tuition now includes all textbook costs. These and other fees are subject to change. The syllabus for each class will list the textbook(s) required.

# Degree Plan Interruptions

Students may on occasion have planned or unplanned interruption in their academic plan (i.e., leave of absence or academic probation). Students may need to submit supporting documentation before resuming coursework at Dallas College.

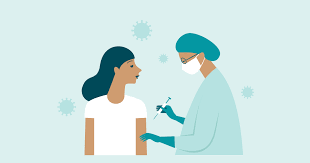
If a student does not take a course during a semester, they are identified as “stopped out.” Student records will be maintained for two years for a “stopped out” student. After the two-year mark, the student will need to reapply to the RN-BSN Program. Refer to the “Stop out Policy.”

It is the student’s responsibility to be familiar with Dallas College policies, including [Scholastic Performance, Academic Standings](https://www1.dcccd.edu/catalog/generalinfo/gradestranscripts/sp.cfm) and [the process for enrolling in a course after a third attempt](https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/third_attempt.cfm?loc=econ).

# All Requirements Must Be Completed to Progress through the Program

**Timeline of Requirements (Specific requirements for each category listed below)**

Beginning of program



1. Establish clinical compliance account in [CastleBranch](https://portal.castlebranch.com/DZ40/spif/DZ52/DZ52bgdt)
2. Complete Background and Drug Screening
3. Upload\*
   1. MMR
   2. Varicella
   3. TDap
   4. Influenza
   5. Hep B
   6. TB Skin Test
   7. CPR
   8. Personal Health Insurance
   9. RN License
   10. Physical Examination
   11. Covid Vaccine Self-Certification and Attestation

\*Please note the COVID-19 vaccine may be required at a clinical experience organization. [External Learning Experience Requirements for Vaccination](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:cc4f8555-1dec-3f64-adf2-957b346cdf57)

Ongoing

* Any expired documents are required to be updated.  
  Please note: Items out of compliance may inhibit program progression.

**REQUIREMENTS INCLUDE:**

## -Unencumbered RN License

## -CPR Requirement (Only the Following Is Accepted)

***American Heart Association – Annual Basic Life Support for Health Care Providers CPR certification. CPR certification from the American Heart Association (AHA), Advanced Cardiac Life Support (ACLS), Red Cross or Military approved mechanism is the only approved CPR course and must be face to face or hybrid training. Completely online courses are not accepted. Some clinical experience sites may only accept AHA CPR cards.***

All students must hold a valid Basic Life Support (BLS) CPR certification or Advanced Cardiac Life Support (ACLS) certification. Only certifications from the American Heart Association (AHA), Red Cross, or a military-approved provider are accepted. Training must be completed in person or through a hybrid format; fully online courses are not permitted.

A photocopy of both the front and back of the certification card must be uploaded to CastleBranch. The certification must be valid on the start date and remain current throughout any semester in which the student is enrolled.

CPR classes are available at all Dallas College campuses, through the AHA, local hospitals, or certified independent instructors.

## -Required Drug Screening & Background Check

All students enrolled in a health sciences program are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a Criminal Background Check and Drug Screen before starting their clinical experience. Students are responsible for all charges incurred (approximately $86.00) for these screenings.

## -Immunizations & Physical Exam

Students are required to have mandatory [immunizations and a physical exam](https://www.dallascollege.edu/cd/credit/pages/ecc-immunization-requirements.aspx) completed. The School of Health Sciences utilizes CastleBranch, a medical record management company, to verify these requirements. Students must submit this documentation directly to CastleBranch who will verify immunization requirements and physical exam documentation. Failure to submit this documentation and complete these requirements by the first clinical learning experience will result in a revoked admission. For assistance with immunizations, learn more at [Dallas College offers immunizations.](https://www.dallascollege.edu/resources/health-centers/pages/immunizations.aspx)

# Computer and Mobile Device Requirements

For online courses, you will need a device with internet access. A web browser will be used to access learning materials and activities.

Suitable devices are:

* A Windows desktop computer or laptop running Windows 10 or later operating system.
* A Macintosh desktop computer or laptop running OS X 10.8 or later operating system.

A Chromebook, tablet, smartphone, or Linux computer may not be suitable for some activities.

If you intend to use one of these devices, please ensure you have access to a suitable desktop or laptop device that uses the Windows or OS X operating system in case you are unable to carry out all activities on your device.

To talk and listen in on an online discussion we recommend both a microphone and speakers/headphones. Please note that devices with small screens may make it difficult to view the material in your classes and carry out some activities.

# Student Organizations

Dallas College represents a diverse student population with varied interests across all campuses. RN-BSN students may also be eligible to participate in these activities. Check out the [list of Student Organizations at Dallas College](https://www.dallascollege.edu/slife/clubs-organizations/pages/ecc.aspx).

Nursing Related Student Organizations

Dallas College has a Nurses Student Association. Visit <https://www.nsna.org/> for more information.

# External Professional Organizations

You have an opportunity to make a difference by joining a National, State, and/or International Nurse Organizations. Here are a few examples of professional Nursing Organizations.

[Academy of Medical Surgical Nurses](https://www.amsn.org/)

[American Association of Critical Care Nurses](http://www.aacn.org/)

[American Nurses Association](https://www.nursingworld.org/)

[Association of Women’s Health, Obstetric, and Neonatal Nurses](http://www.awhonn.org/)

[Emergency Nurses Association](http://www.ena.org/)  
[International Council of Nurses](https://www.icn.ch/)

[National Association of Hispanic Nurses](http://www.thehispanicnurses.org/)

[National Association of Indian Nurses](https://nainausa.org/)

[National Black Nurses Association](http://www.nbna.org/)

[National League for Nursing](http://www.nln.org/)  
[National Association of School Nurses](http://www.nasn.org/)

[Philippian Nurses Association of America](https://mypnaa.org/)

[Rural Nurse Organization](http://www.rno.org/)

[Texas Nurses Association](http://www.texasnurses.org/)

To see the full list of Nurse Organization available, visit the [Nurse.org](https://nurse.org/orgs.shtml) website.

# Academic Performance

**Evaluation**

The following grading scale is used in the RN-BSN program:

Percentages Letter Grade

92-100% A

84-91% B

78-83% C

65-77% D

0-64% F

There are no options for extra credit in any course.

**Academic Performance**

Students are responsible for their own academic performance, including successful completion of nursing course requirements (including no lower than a C for course credit) and nursing clinical requirements. The faculty believes that students “earn” their academic grade rather than faculty “giving” grades to students. All policies as stated in the Student Handbook are binding, and students are encouraged to review these regulations regularly.

**Failing Grade or Withdrawn**

If a student fails or withdraws from a course, they may retake it during the next available offering, depending on seat availability. It’s important to re-enroll as soon as possible to stay on track with your degree plan. Who fail or withdraw a course can repeat the course at its next available offering, pending availability.

**Incomplete as Course Grade**

Students who receive an incomplete (“I”) grade in a NURS course cannot move forward to the next course until the incomplete is resolved.

For clinical courses, you must complete all clinical components in order to qualify for an incomplete grade.

**Applying for Graduation**

Students can apply for graduation once registered for the final courses in the RN-BSN program. Graduation applications are accepted up until the last day of the term. If the application is submitted after the term ends, the students graduation will be processed for the next available term.

Students may also be eligible for multiple awards (such as certificates or additional recognitions), so be sure to speak with a Senior Success advisor about the best completion option for the last semester.

# Departmental Policies:

Policies

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| Immunization Requirements |
| Creation Date: 06/07/22 Revision Date: 4/11/2023 |

**Policy Description:** The immunization requirements on this form are REQUIRED of all individuals applying to the School of Health Sciences program.

All Vaccine/Immunization records must include full dates (i.e., month/day/year) and health care providers’ signatures. Health care provider initials may be considered sufficient if the document is on a health care provider’s letterhead including the name & address of the practice.

Immunization records should include: date administered, vaccine administered, injection site, specific dose, route, vaccine manufacturer, lot number, and expiration along with provider and student information. Lab reports are required on all titers. Based on clinical placement requirements, a titer may be required after an initial equivocal or negative result and repeat series of vaccinations.

**Policy:**

1. **MMR**
   1. Documentation of 2 vaccines **or** positive Immunoglobulin G (IgG) antibody titers to Measles (Rubeola), Mumps and Rubella.
   2. If titer is negative or equivocal, series must be repeated.
2. **Varicella**
   1. Documentation of 2 vaccines **or** positive Immunoglobulin G (IgG) antibody titers to Varicella.
   2. If titer is negative or equivocal, series must be repeated.
3. **TDap**
   1. Documentation of vaccine within the past 10 years.
4. **Influenza Vaccine (Seasonal Flu)**
   1. Documentation of current seasonal flu vaccine by October 1st
5. **Hep B (Students involved in Direct Patient Care)**
   1. Hepatitis B series (2 or 3 dose) (Hepatitis A/B combo series accepted) **AND**
   2. Positive Hepatitis B Surface Antibody titer. If Hep B vaccine documentation cannot be found, a positive titer will be sufficient.
   3. If titer is negative or equivocal, series must be repeated, and a 2nd titer drawn; upload results of both titers and vaccination proof.
   4. The Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunizations Practices (APIC) recommend that a titer is drawn 1-2 months after the series is complete. However, you must follow the guidelines from your healthcare provider.
6. **TB Testing**
   1. TB skin test, QuantiFeron Gold (blood test) or T-Spot is accepted.
   2. If screen results are positive (+), those results and documentation of a chest x-ray is required and must be negative for active disease.
   3. TB screening must be within 12 months of program application and must be updated every year.
7. **COVID-19** 
   1. While the College does not require its students, staff, or faculty to be vaccinated for COVID-19, students within the School of Health Sciences (“SOHS”) will be required to participate in external learning experiences (“ELE”) in the form of clinicals, practicums, or internships at health care facilities that may have different vaccination requirements.
   2. While at the clinical site, students are subject to and must abide by the policies and procedures of the clinical site.
   3. As such, student requests for an exemption as an accommodation (medical or religion), from a COVID-19 vaccine requirement imposed by a healthcare facility must be made with the individual health care facilities where the ELE takes place and not with Dallas College.

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| Drug Screening |
| Creation Date: 06/07/22 Revision Date: 4/11/2023 |

**Policy Description:** All students will be tested for illegal drugs prior to admission to the RN-BSN Program. The student with a positive drug screen is required to withdraw from the clinical course and all concurrent health and nursing courses. Positive results may also affect re-admission to the program. Discharge from the program requires reapplication (including re-testing), and acceptance is not guaranteed. Proof of the current negative drug screen with satisfactory documentation must be provided to the college along with successful drug counseling and treatment documentation, all at the student’s expense. If accepted back into the program, the student will be subjected to unannounced random drug screening at the student’s expense.

* Positive Drug Screen: A positive drug screen means a medically acceptable drug test approved by Dallas College, the results of which indicate the use of illegal drugs.
* Illegal Drugs: Illegal drugs include drugs illegal to possess, consume, or sell by the State of Texas and federal statutes. An illegal drug also includes those drugs taken by an individual which exceed the prescribed limits of a lawful prescription or the taking of a prescription drug without a valid prescription.

**Policy:**

1. Drug screening is conducted on all nursing student applicants accepted into the program. A confirmed POSITIVE result will be reported to the RN-BSN Academic Chair/Dean. The student will not be eligible for re-admission to the program for at least twelve months.
   1. The results of the admission drug screen are accepted for the duration of the student’s uninterrupted enrollment in the program unless allegations are made to support reasonable cause that the student is not free of illegal drug use; with reasonable cause the student may be required to submit to further screening at his/her own expense.
   2. Dallas College’s RN-BSN Program is responsible for designating and approving the drug screen procedures and laboratory. The student must complete drug screening within the scheduled time. All drug screens will result in an additional expense to the student. Any student who refuses drug screening will not be allowed to begin or continue in the nursing program.
2. The student must complete a release directing the company/agency conducting the drug screen test to send the results directly to the program director.
3. The results provided by the drug screening company or agency are considered final. If a student receives a positive result, the student has 10 days from the time they aree notified to request a review directly from the company or agency that performed the test. After the review, the final determination made by the company or agency cannot be appealed and will stand as the official result.

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| Use of Mind-Altering Substances |
| Creation Date: 06/07/22 Revision Date: 4/11/2023 |

**Policy Description:** The RN-BSN program prepares individuals as professional nurses to rigorous standards of personal and professional conduct by the Nursing Practice Act and the Board of Nursing. Therefore, the nursing program maintains a heightened level of concern regarding the use of mind-altering substances due to the critical nature of clinical judgment and patient safety. Clinical agencies affiliated with the program have strict policies concerning substance use and abuse, and students are required to fully comply with each agency’s standards when participating in clinical learning experiences.

Mind-altering substances include any illegal drugs, medications, beverages, or substances that impair an individual’s ability to think clearly, exercise sound judgment, solve problems, or perform safely. The possession, use, or distribution of illicit drugs or alcohol during class, clinicals, or while on campus is strictly prohibited.

**Policy:**

**The student must:**

1. Notify the faculty of a medical condition that may mimic signs of confusion, disorientation, or other impaired mental functioning. For example, hypoglycemia that occurs with diabetes will cause these signs.
2. Report to the faculty if taking a mind-altering prescription or non-prescription. Medications that may impair thinking and reasoning include antihistamines or narcotic analgesics, among others.
3. DC (Dallas College) may require a urine or blood test at the student’s expense if substance abuse is suspected.
4. If a student is suspected of being under the influence, they will be immediately dismissed from class or clinical and will not be allowed to return until official test results are received. If the test confirms the presence of illegal drugs or alcohol, the student will be subject to immediate disciplinary action, which may include dismissal from the nursing program in accordance with college and program policies.
5. Disciplinary actions may include mandatory counseling, course failure, probation, or dismissal from the program. If positive for illegal drugs or alcohol, the nursing faculty is bound by professional ethics and licensure laws to report the student to the Board of Nursing and DC Disability Services Office.

**Consequences:**

If a student is suspected of using a mind-altering drug (legal or illegal) or alcohol while on campus, the student is also subject to Dallas College policies. If the faculty, agency staff nurses, clients, or other students suspect that a student is under the influence of a mind-altering drug (legal or illegal) or alcohol while in a clinical agency, the student is subject to the policies of that agency as well as the college. (Refer to the DC Catalog and/or DCCCD (Dallas County Community College District) catalog for the Rules on Campus Conduct.)

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| Illness, Accidents, or Injury Reporting |
| Creation Date: 06/07/22 Revision Date: 4/11/2023 |

**Policy Description:** Students must use good judgment when illness occurs. To protect patients, staff, and peers, students with fever and/or symptoms of infectious disease must not report to the clinical learning experience setting. If in doubt, the student should consult with their faculty/mentor before the clinical learning experience day begins.

When a student experiences a serious illness, injury, or a pregnancy which may hinder his/her ability to perform in the clinical learning experience setting, the nursing program reserves the right to require a physician's statement authorizing that the student can safely continue to give patient care to required competency levels. Each case will be considered individually. Specific release guidelines may be required in the physician's statement for situations involving back injury, surgery, communicable diseases, etc. Students must notify their faculty immediately.

**Policy:**

All clinical facilities by contractual agreement must provide access to acute emergency care in the event of accident or injury to a student.

1. A student who is injured and requires medical attention in the clinical setting should immediately notify his/her faculty and mentor.
2. Provide verbal notification to the organization. Next steps will depend on the incident.
3. A written summary of the injury/accident and care rendered will be submitted by the faculty/student using the RN-BSN Program Incident/Occurrence Report.

A student is responsible for all expenses charged by the clinical facility in rendering medical care. The college and the clinical learning experience facility are not responsible for any expense claims resulting from a student’s action in the clinical learning experience setting. Students are required to have proof of personal health insurance available.

**See also Infectious Disease Exposure Policy**

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| Infectious Disease Exposure, Evaluation and Follow-up |
| Creation Date: 06/07/22 Revision Date: 4/11/2023 |

**Policy Description:** Due to the invasive nature of nursing, students may need to be evaluated and/or have blood and body fluids checked after certain illness or injury, especially if an incident has occurred in which the student may have been exposed to an infectious disease. The release of the test results may also be necessary in incident reporting.

All students and faculty will appropriately report incidents and injuries, be treated and obtain follow-up care as necessary according to Dallas College Infectious Disease Exposure Control Plan.

**Policy:**

**The student must:**

* 1. Notify the faculty/mentor of the incident immediately. If faculty is not available on site, contact the faculty via phone or email in a timely manner.
  2. The faculty will report the incident to the facility & RN-BSN Academic Chair/Dean and follow the organization policy and procedures on exposure to infectious diseases.
  3. Receive emergency treatment and follow-up screening at the student’s expense and by his/her personal physician or health care provider. If the student does not have insurance, he/she will be referred to an appropriate facility for care.
  4. The student may be required to submit to mandatory testing to determine his/her communicable disease status; any such testing will protect the student’s confidentiality to the extent possible; the test results and identifying information will be destroyed after the person exposed has been notified of the test results.
  5. With the faculty and/or the RN-BSN Academic Chair/Dean, the student must complete both the agency and Dallas College Incident/Occurrence Report.
  6. Contact his/her personal health care provider for any additional evaluation, testing, counseling, treatment, and follow-up related to the exposure incident.
  7. Submit copies of occurrence forms and outcome of treatment to the RN-BSN Academic Chair/Dean at Dallas College in a timely manner.

**The faculty will:**

1. Direct student to emergency care in accordance with agency policies and procedures.
2. Notify agency and RN-BSN Academic Chair/Dean of occurrence.
3. Assist in completing both agency and Dallas College occurrence forms.
4. Review with student the college’s procedures for post-exposure evaluation and testing (i.e., the student will follow up with a private healthcare provider at the student’s own expense).
5. Obtain and maintain any and all documentation relating to health care services offered and/or received.

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| Cardiopulmonary Resuscitation (CPR) Certification |
| Creation Date: 06/07/22 Revision Date: 4/11/2023 |

**Policy Description:** CPR certification from the American Heart Association (AHA), Red Cross or Military approved mechanism is the only approved CPR course and must be face to face or hybrid training. Completely online courses are not accepted.

A current Basic Life Support or Advanced Cardiac Life Support (BLS or ACLS for Healthcare Providers, CPR & AED) is required prior to beginning the RN-BSN program and must be renewed bi-yearly prior to any clinical learning experience.

When documentation of CPR certification is not current, the student is NOT permitted in clinical learning experience areas, resulting in failure to meet course objectives. This will necessitate an immediate withdrawal from the course and constitute a clinical learning experience failure.

**Policy:**

Bi-annual recertification is required.

1. CPR certification and recertification are completed at the student’s expense and at a time scheduled by the student.
2. Documentation must be current and filed in the online tracking database.

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| Stop Out Policy |
| Creation Date: 05/31/23 Revision Date: 8/23/2024 |

**Policy Description:** If a student needs to defer school for personal or professional reasons and is not taking a course during a semester, they are identified as “stopped out.” Student records will be maintained as per the Texas State Library and Archives Commission. The student will need to complete the following steps.

**Policy:**

**The student must:**

1. Contact their Senior Success coach (advisor) to inform them of the “stop out."
2. Review the RN-BSN “Stop Out” Policy.
3. Submit the formal “Stop Out” form to the Senior Success Coach (advisor).
4. Speak with financial aid.
5. Coordinate with the Senior Success coach (advisor) for a return plan, to receive advisement, and for success resources.
6. Receive approval from the Academic Chair/Dean to return.
7. Reapply to the RN- BSN program after approval.

Please note if a curriculum change has been done while a student is on “Stop Out” the degree plan may change.

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| Readmission Policy |
| Creation Date: 09/16/2024 Revised Date: 10/3/2024 |

**Policy Description:** This policy outlines the procedures and requirements for students seeking readmission to the RN to BSN program at Dallas College. Students who were previously enrolled in the program and withdrew, dropped a course, or received an unsatisfactory grade must formally apply for readmission in order to continue.

The purpose of this policy is to ensure that students are fully informed of the necessary steps, eligibility criteria, and timelines for returning to the RN to BSN program after an interruption in enrollment.

**Policy:** A student may be approved for up to three readmissions to the RN to BSN program at Dallas College. Students whose studies have been interrupted for less than one year may reapply to the program without restarting the full admissions process.

If readmitted, a student is eligible to re-enroll as early as the following semester, pending approval and course availability.

All readmission requests are reviewed by the Readmission Committee, which includes RN to BSN faculty, Senior Success Coaches, the Academic Chair, and the Dean.

The Readmission Committee consists of the RN to BSN Faculty, RN to BSN Senior Success Coaches, the Academic Chair, and Dean. Readmission is not guaranteed and is contingent upon a review of the following:

* **Adherence to Student Success Plan,** if applicable.
* **Reason(s) for Interruption:** Case by Case situation.
* **Time Limit:** Students must apply for readmission within one year of their last date of enrollment. After this period, students may need to fulfill new program requirements.
* **Letter of Intent:** A comprehensive plan that will explain what changes the student will make to be successful.

The Readmissions Committee will meet at the end of every flex term or summer term to review student’s readmissions. The Readmission Committee will use the following priority order after the completion of each semester:

* **1st:** Drop/ Withdraw from course(s) for personal or health reasons and are in good academic standing (passing didactic (lecture), skills, and clinical experiential learning). This includes, but is not limited to, family crisis, pregnancy, illness, or financial difficulties.
* **2nd:** Students who drop/ withdraw prior to the drop date due to potential academic reasons.
* **3rd:** Students who drop/ withdraw from course without notifying Senior Success Coach (advisor), Faculty, Academic Chair/ Dean, failed the course with a “D” or “F”, are non-compliant with Immunizations, or failed the drug screen.

**To apply for readmissions the student must follow the following steps:**

1. Contact their Senior Success coach (advisor) of intent to reapply to the RN to BSN program.
2. Complete Readmission Form and send to RN to BSN Dean.
3. Submit signed Student Success Plan RN to BSN form to their Senior Success Coach (advisor).
4. Receive decision from the Readmission Committee to return.
5. Reapply to RN to BSN after approval by submitting the RN to BSN application-form to Securelink.

A student may appeal the readmission decision by following these steps:

1. Send a statement in an email to the Dean.
2. Statement must include reason for wanting to be readmitted, how issue will not interfere with their future studies, supporting documentation, and a plan to succeed.

Please note that a student may be asked to meet with the committee virtually, if further supporting information is needed.

Grade Dispute and Grievance Process Policies

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| Grade Dispute |
| Creation Date: 06/07/22 Revision Date: 4/11/2023 |

**Policy Description:** This policy outlines the process for a student to follow when there is a grade dispute.

**Policy:**

1. **Speak with Your Course Faculty**  
   Schedule an appointment **as soon as possible** to discuss your grade and performance in the course. Most concerns can be resolved at this level through open communication.

* **Submit a Written Dispute to the RN-BSN Academic Chair**  
  If you are not satisfied with the outcome of your discussion with the faculty, you must complete the official Concern/Grade Dispute Form and submit it to the RN-BSN Academic Chair.  
  Your written statement should include:
* The nature of your concern
* Specific details or evidence
* The outcome you are requesting

1. **Request a Meeting with the Dean**  
   If your concern is not resolved after speaking with the Academic Chair, you may **request an appointment with the Dean of the RN-BSN Program** to further discuss the matter.
2. **Contact the Vice Provost**  
   If you are still dissatisfied, you may reach out to the Vice Provost for Health Sciences to request a final review. The Vice Provost’s decision is considered final within the program.
3. **Utilize the Dallas College Grievance Process**  
   If you have broader concerns beyond a grade dispute, you may also use the Dallas College Academic Complaints and Grievances process. This provides additional pathways for addressing formal complaints.

Grade Dispute Process (In Order):  
1. Course Faculty  
2. RN-BSN Academic Chair  
3. Dean, RN-BSN Program  
4. Vice Provost  
  
<https://www.dallascollege.edu/contact/pages/complaint.aspx>

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| Grievance |
| Creation Date: 06/07/22 Revision Date: 4/11/2023 |

**Policy Description:** Student success is very important in the RN-BSN program. Faculty try very hard to be fair and impartial in dealing with each student. However, sometimes a student may feel that they have not been heard. The Grievance Process addresses this situation.

If a student feels they have been treated unfairly in academic matters, the dispute process is available. This process expires one semester (8 weeks) from the date of the problem.

**Policy:** If a student has a complaint or feels unfairly treated, the chain of command is to be followed:

1. **Step 1: Contact the Faculty Member**  
   You must speak directly with the faculty member involved **within 5 business days** of the issue occurring. The faculty members will review your concern and provide a response **within 7 business days** of your contact.
2. **Step 2: Contact the RN-BSN Academic Chair**  
   If the issue is not resolved with the faculty member, contact the **RN-BSN Academic Chair** to request an appointment **within 5 business days** of completing Step 1. After your meeting, the Chair will communicate a decision **within 7 business days**.
3. **Step 3: Submit a Written Dispute to the Dean**  
   If your concern is still not resolved, submit a written dispute to the **Dean of the RN-BSN Program** **within 5 business days** of Step 2. You must use the official **Concern/Grade Dispute Form**. The Dean will respond **within 7 business days** of receiving your written submission.
4. **Step 4: Appeal to the Vice Provost of Health Sciences**  
   If the issue remains unresolved, you may submit a final written appeal to the **Vice Provost of Health Sciences** **within 5 business days** of the Dean’s decision. The Vice Provost’s decision is **final**.
5. **Step 5: General Concerns or Complaints**  
   For general concerns or complaints about Dallas College programs and services, you may use the official grievance process. Forms and contact information are available on the [Dallas College Grievance Process](https://www.dallascollege.edu/resources/advocacy/pages/complaints.aspx) page as required by federal law.

Forms (*Open in Microsoft edge or copy and paste the link)*

[Incident/Occurrence Report](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:df66ec12-29ed-37b8-8cdc-1b4eb7acebf5)

[External Learning Experience Requirements for Vaccination](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:51c0a84c-8548-3b9d-b5e6-4509e790325a)

[Immunization Requirements](https://www.dallascollege.edu/cd/credit/pages/ecc-immunization-requirements.aspx)

[Concern/Grade Dispute](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:8fffd528-ea12-3918-8614-ddb74c68cd83)

[Formal Stop Out Document](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:bfc1165d-f385-383d-8437-63ca3b6990cb)

*DISCLAIMER*

*This RN-BSN Program handbook is for general information only. It is not intended to, nor does it contain all mandates that relate to RN-BSN students. The information contained in this handbook does not comprise a contract, expressed or implied, between any applicant, student or faculty member and Dallas College. If applicable, any changes will become effective whenever the proper administration determines such changes, and the changes will apply to both forthcoming students and those students already enrolled.*

Student Handbook

Acknowledgement Form

Please complete this form and upload to CastleBranch.

Name (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby acknowledge that I understand that it is my responsibility to read the RN-BSN Handbook and familiarize myself with the policies contained therein. I agree to comply with all of the policies and procedures applicable to me as a student.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_