



**Nursing Department
1200 Amburn Rd.
Texas City, TX 77591**

RNSG 2230-101HY

Professional Nursing Review & Licensure

Preparation

Spring 2024, 16 weeks

Hybrid

(Online & Some Face to Face – See Course Calendar)

Course Facilitator:

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Office Hours

- Monday 1500-1600
- Tuesday 1100 – 1500
- Wednesday 1000 – 1100

Required Textbook/Materials:

1. American Nurses Association. (2015). *Code of Ethics for Nurses with Interpretive Statements* (3rd ed.). Silver Springs, MD: Nursesbooks.org.
2. American Psychological Association. (2020). Concise guide to APA Style (7th ed). <https://doi.org/10.1037/0000173-000>.
3. Texas Board of Nursing Jurisprudence Online Prep Course
4. All previously required nursing textbooks

Course Description:

Review of concepts required for licensure examination and entry into the practice of professional nursing. Includes review of application process for NCLEX RN test and test plan, nursing jurisprudence, obligations for professional growth and development.

Course requirements:

1. Online Open Resource: IHI Open School Modules – Assesses understanding of introductory concepts related to quality improvement, patient safety, leadership, and person- and family-centered care in the inpatient setting.
 - Online course quizzes will be awarded a certificate of completion. These certificates indicate the student's compliance and are to be uploaded by the due dates for full credit.
2. Discussion Posts - Assesses understanding of introductory concepts related to nurse stress and burnout, quality improvement, patient safety, leadership, and person- and family-centered care in the inpatient setting. Students will receive their score and instructor feedback through the **My Grades** tool in Brightspace. Click on the **View Rubric** link to view criteria for the grade received.
3. Written Assignments – Includes an 8-page APA style paper on the ANA Code of Ethics and a Resume with cover letter. Assesses ability to communicate in writing basic understanding of critical concepts required for entry into professional nursing
4. Nursing Jurisprudence Exam Prep Course & Exam - assesses knowledge of the TexasNPA and BON Rules/Regulations.
5. HESI Pharmacology Exam – Comprehensive NGN Pharmacology Assessment. Assesses NCLEX Next Generation Readiness
 - The exams will be administered during Week 12.
6. HESI RN Exit Exam. Assesses NCLEX Next Generation Readiness
 - a. The HESI RN Exit will be used as the final exam and will be administered twice. Conversion scores will be recorded in the grade book.
 - a. The first time the exam will be administered will be during Week 12.

- b. All students scoring less than 900 will be required to retake a different version of the HESI NGN RN Exit exam during Week 16.
- c. All students scoring 900 or greater will be exempt from taking the second HESI NGN RN Exit exam #2.
- d. For those students required to take the HESI NGN RN Exit #2, the grades from RN Exit #1 and RN Exit #2 will be averaged for the final grade on the Exit HESI.
7. CJ SIM Assignments. *A s s i g n m e n t s* . (begin week 3). Prepares student for NCLEX Next Generation success. Students will receive a completion grade of 100 on each module completed. Students will aim to score 85% on each module.
8. Written Assignments: This includes the ANA Code of Ethics paper, resume and cover letter. Students will receive their score and instructor feedback through the *My Grades* tool in Brightspace. Click on the *View Rubric* link to view criteria for the grade received.
9. All Grades are available through the *My Grades* tool in Brightspace.

Determination of Course Grade/Detailed Grading Formula:

Grading Scale

- A = 90 – 100.00
- B = 80 – 89.99
- C = 75 – 79.99*
- D = 60 – 74.99
- F = < 60

*A minimum final grade of “C” is required to pass this course.

All assignments, including pass/fail, must be submitted to pass the course. See Grade Determination & Calculation in the Nursing Student Handbook.

Assignment	%
IHI Open School Modules	15%
Discussion Posts	10%
Attendance/Participation Face to Face Nurse Think ReView	5%
Written Assignments (ANA Paper & Resume/Cover letter)	25%
Nursing Jurisprudence Exam Online Prep Course & Exam	5%
HESI Pharm Assessment	10%
HESI Exit Assessment	10%
CJ SIM Assignments	20%
	100%

**** 75% average is required to pass course. All assignments count toward 75% average**

Late Work, Make-Up, and Extra-Credit Policy:

All course assignments are expected to be completed and submitted on the specified due date. See Late Assignments policy in the Nursing Student Handbook. Any

assignment submitted after the due date will score a maximum of 50 on the first late day. On the second late day at 0000 (midnight) a zero will be given.

Extra Credit is not used in this course.

Attendance Policy:

Portions of this online courses may be presented Live in Microsoft Teams and recorded. There will be a face-to-face RN to BSN fair held on campus and other hiring events throughout the semester. These events are strongly encouraged. A **face-to-face two-day** Nurse Think ReView will be given, and this is required for this course.

Students will be expected to **log into the online class a minimum of 1 day per week while** the college is in session. Expect to spend an average of three (3) hours each week on the online portion of this course (review new information, participate in discussions, take quizzes, and complete writing assignments and other activities listed in the syllabus). Attendance is measured by completion of assignments at designated dates.

Communicating with your instructor:

ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via Brightspace or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Synthesize knowledge from the humanities and the psychosocial, biological and nursing sciences.	Participate in activities that promote the development and practice of professional nursing.	ANA Code of Ethics paper
Apply the nursing process as a provider of patient-centered care in primary, secondary and tertiary settings to promote health by assisting patients in achieving, improving, or maintaining an optimum level of wellness.	Demonstrate responsibility for continued competence in nursing practice through reflection, self-analysis, self-care, and commitment to lifelong learning.	IHI Modules, Exit Assessment
Practice beginning leadership skills to include effective delegation; collaboration with the patient, family and members of the health care	Participate in activities that promote the development and practice of professional nursing.	IHI Module Leadership, Leadership discussion board

<p>team; coordination of safe, effective, caring, evidence-based, and therapeutic patient-centered care; and integration of knowledge from the humanities, nutrition, pharmacology, and the psychosocial, biological, and nursing sciences.</p>		
<p>Integrate principles of teaching and learning to organize and plan the teaching of patients, family members, and other health care providers with socioeconomic, cultural and spiritual diversity.</p>	<p>Demonstrate responsibility for continued competence in nursing practice through reflection, self-analysis, self-care, and commitment to lifelong learning.</p>	<p>Exit Assessment, Nurse Burnout discussion board</p>
<p>Practice the delivery of safe and cost-effective nursing health care according to established evidence-based standards of practice and within legal/ethical standards.</p>	<p>Demonstrate knowledge of the Texas Board of Nursing Practice Act (NPA) and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.</p>	<p>Exit Assessment, Nursing Jurisprudence Exam</p>
<p>Serve as a patient safety advocate by applying the principles of change theory, quality improvement and outcome measures in the healthcare setting.</p>	<p>Apply knowledge, skills, and understanding of critical concepts required for entry into professional nursing, and exhibit readiness for licensure examination.</p>	<p>Exit Assessment, Pharmacology Assessment</p>

Academic Dishonesty:

Any incidence of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty, such as cheating on exams, is an extremely serious offense. See Behavior/Conduct policy in the Nursing Student Handbook.

Plagiarism

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website, and pasting it into your paper, using someone else's words without quotation marks. An assignment containing any plagiarized material will be referred to the Office of Student Conduct for the appropriate discipline action. Also see the Behavior/Conduct policy in the Nursing Student Handbook. Plagiarism will result in disciplinary action up to and including dismissal from the nursing program.

Student Concerns:

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Dr. Debra Bauer at (409) 933-8908 or dbauer@com.edu Please see the Student Concerns Policy in the Nursing Student Handbook for further information.

Syllabus Revisions

Faculty reserves the right to make changes to the syllabus as deemed necessary.

Course outline:

Detailed instructions / due dates for completing each module/week are available in Brightspace Course and the course calendar.

- Discussion Posts – Weeks 1 and Week 12
- Institute for Healthcare Improvement (IHI) Modules - Weeks 1-5 and 14
- CJ Sim Assignments – Weeks 3-15
- ANA Code of Ethics paper – Weeks 6-9
- Resume and cover letter – Week 6
- Nursing Jurisprudence Prep Course and exam registration – Week 10
- Nursing Jurisprudence Exam – Week 11-15
- Review of Texas BON Licensure/Examination Process Checklist – Weeks 11-15
- HESI NGN RN Exit Exam #1 – Week 12
- HESI NGN Pharmacology Exam – Week 12
- HESI NGN RN Exit Exam #2 (if needed) – Week 16

Discussion Posts –

Upon successful completion, the student will:

Answer the questions related to the topic posted. Support your posts with citations from peer reviewed journal articles. At least one reference must be used with each posting (initial and replies) and cited in APA formatting.

The following Systematic Review is an example of an acceptable citation.

Haskins, S. & Pierson, K. (2016). The impact of the Bachelor of Science in Nursing (BSN) Degree on patient outcomes: A systematic review. *J Nursing Practice Application & Reviews of Research*, 6(1), 40-49. doi: 10.13178/jnparr.2016.06010705

Week 1: Stress and Burnout in Nursing

Part One: Make an initial post synthesizing the data below.

Nursing is a job that is physically and mentally taxing. It requires focus and attention. (It is also extremely rewarding!) As with all things there are extremes that need balance.

The NCSBN conducted research to identify the personal and professional characteristics of nurses experiencing heightened workplace burnout and stress.

Step one: Read this article:

Step two: Formulate a professional, well thought out post answering the following questions:

1. Describe something that came from the research.
2. As a profession, what can we do going forward to make positive changes in nursing? (This must be supported by a research article)
3. What effective health practices do you plan to do for yourself, as you begin your nursing career to reduce stress and hopefully prevent burnout?
4. How might this affect patient care and ultimately outcomes? (There is a large amount of data on this.)

This can be written in paragraph or bullet point format as long as each item is addressed in complete sentences and proper grammar.

References must be dated within the last five years. They must be cited properly in the body of the work and listed at the end in APA formatting. Your APA manual discusses each.

Examples can be found at:

<https://apastyle.apa.org/>

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

Part Two: Respond to at least TWO of your peers by the date listed in the course calendar in one or more of the following ways:

1. Ask a probing question, substantiated with additional background information, evidence or research.
2. Share an insight from having read your peer's postings, synthesizing the information to provide new perspectives.
3. Offer and support an alternative perspective using readings from the module or the COM Library.
4. Validate an idea with your own experience and additional research.
5. Make a suggestion based on additional evidence drawn from readings or after synthesizing multiple postings. Must use citations and references.

6. Expand on your peer's postings by providing additional insights or contrasting perspectives based on readings and evidence.

Week 12: Leadership

Complete the IHI Module: **IHI L 101: Introduction to Health Care Leadership.**

We live in a world of constant change. You are about to embark on a career that is driven by innovation and technology. Not only is it necessary to adapt to change but the ability to lead change. Think about when you are educating your patient on the new diet they must follow. You need buy in. Even as a new nurse, you are a leader. A leader on your team, for your patients, your family, your community. You are setting an example whether you realize it or not.

Part One: Make an initial post by the date listed in your course calendar addressing the following:

1. Describe two characteristics of leaders, who may or may not have formal positions of authority.
2. The culture of leadership is changing. Describe and contrast the new versus old skill set of leaders today.
3. We must be willing to give up old practices because they no longer have value. List some practices that need to be left behind and what would be useful to bring a team together to let go of the old and embrace the new?

Support your post with research from at least one reputable source. Can be a peer reviewed journal or a book.

This can be written in paragraph or bullet point format as long as each item is addressed in complete sentences and proper grammar.

References must be dated within the last five years. They must be cited properly in the body of the work and listed at the end in APA formatting. Your APA manual discusses each.

Examples can be found at:

<https://apastyle.apa.org/>

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

Part Two: By the date listed in your course calendar, respond to at least TWO of your peers in one or more of the following ways:

1. Ask a probing question, substantiated with additional background information, evidence or research.
2. Share an insight from having read your peer's postings, synthesizing the information to provide new perspectives.
3. Offer and support an alternative perspective using readings from the module or the COM Library.
4. Validate an idea with your own experience and additional research. Include in text citations and references in APA formatting.

5. Make a suggestion based on additional evidence drawn from readings or after synthesizing multiple postings.
6. Expand on your peer's postings by providing additional insights or contrasting perspectives based on readings and evidence.

Institute for Healthcare Improvement (IHI) Open School Modules

Upon successful completion, the student will:

1. Participated in activities that promote the development and practice of professional nursing.
2. Demonstrated responsibility for continued competence in nursing practice, and have developed insight through reflection, self-analysis,
3. Applied knowledge, skills, and understanding of critical concepts required for entry into professional nursing, demonstrating individual competency level application to nursing content area, and exhibiting readiness for licensure examination.
4. Demonstrated knowledge of the Texas BON rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.

Each week will have an online assignment in IHI Open School. Each assigned course in IHI Open School will take approximately 1 hour to complete. Estimated times are posted for each lesson, but you will find they go much more quickly. The following link will take you to the IHI Open School Courses: <https://www.ihl.org/education/ihl-open-school/Pages/default.aspx>

- At the end of each assigned IHI Open School course, you will take the unit quiz. A passing score of 80% is required for a certificate to be issued. You may repeat the quiz as many times as needed to obtain a passing score.
- To complete the weekly assignment, you will upload the designated certificate in Brightspace. ***Convert the certificates to a PDF format prior to uploading.***
- These assignments are worth 100% (each certificate).

CJ SIM Next Gen Quizzing

Upon successful completion, the student will:

1. Acquire additional strategies to understand and apply the knowledge and testing skills necessary to pass the NCLEX®-RN on their first attempt.
2. Develop and refine clinical judgment skills and clinical reasoning.
3. Improve understanding of the 8 Client Needs Categories and the 4 Integrated Processes utilized in the NCLEX®-RN Test Plan.
4. Employ an expanded understanding related to the provision of safe, client-centered care in the health care arena.

5. Understand the role of the entry level RN's transition into practice.
6. Employ the use of technology for individual learning and content mastery.

Each week CJ SIM Next Gen cases will be assigned. At the end of each case, you will take a short quiz. The student should strive for 85% score. To complete the weekly assignment, you will screenshot the page showing your name, the case name, and score. This will be saved and uploaded to the proper Brightspace assignment. The student will receive a 100% score for completion. If the student repeatedly scores below 85%, the student is to schedule to meet with one of the course faculty to discuss and improvement plan.

ANA Code of Ethics Paper

Upon successful completion, the student will:

1. Participated in activities that promote the development and practice of professional nursing.
2. Demonstrated responsibility for continued competence in nursing practice, and have developed insight through reflection, self-analysis, self-care, and lifelong learning.
3. Applied knowledge, skills, and understanding of critical concepts required for entry into professional nursing, demonstrating individual competency level application to nursing content area, and exhibiting readiness for licensure examination.

The Code of Ethics for Nurses with Interpretative Statements was developed to guide nurses in ethical decision making and analysis. Nurses are expected to adhere to and embrace the standards of these provisions which include our values, morals, and ideals of the nursing profession (ANA, 2015).

- You will be introduced to the nine provisions outlined in the Code of Ethics for Nurses.
- You will have one written assignment for this module. It is advised that you will use the Tutoring Center to assist writing your paper in APA 7th Edition format. Each assignment is worth 100%.
 - Paper will be graded by the Rubric attached to the assignment in Brightspace.
 - ***Third party resources must be acknowledged such as editing software, etc.***

Resume and Cover Letter

Upon successful completion, the student will:

- Develop your professional cover letter, reference list, and resume. This can be completed earlier in the semester if needed for a graduate nurse residency program application. It will also be available for the BSN fair and can be modified for any employment or academic progression process.
 - This is considered a written assignment. This grade is rolled up into your **written assignment** calculations. It is

expected that the student will utilize the Tutoring Center.

Register for Nursing Jurisprudence Prep Course

Upon successful completion, the student will:

1. Participated in activities that promote the development and practice of professional nursing.
 2. Demonstrated responsibility for continued competence in nursing practice, and have developed insight through reflection, self-analysis, self-care, and lifelong learning.
 3. Applied knowledge, skills, and understanding of critical concepts required for entry into professional nursing, demonstrating individual competency level application to nursing content area, and exhibiting readiness for licensure examination.
- Register for and begin the online Nursing Jurisprudence Exam Online **PREP COURSE**. *The cost of this course is \$25.00.* The following link will take you to the prep course <https://www.bon.texas.gov/catalog/product/#bon-nje-prep>
 - **A certificate will be issued upon completion of this Online PREP COURSE.**

Nursing Jurisprudence & Professional Licensure Requirements

Upon successful completion, the student will:

1. Demonstrated knowledge of the Texas Board of Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
 2. Demonstrated knowledge of compliance with mandatory reporting requirements of the Texas Nurse Practice Act.
- Review of the Licensure – Examination Process Checklist located on the TBON Website. The Brightspace Discussion board forum will be used to document completion. Each Discussion board submission will be graded as passed as long as an entry is made for each assignment.
 - Registration with Texas Board of Nursing to take licensure examination. *There is a \$75.00 fee to complete this process: it is a required step in order for you to register with Pearson Vue (which is an additional \$200.00 fee)* to take your NCLEX-RN exam. Upon receipt of your TBON registration /

payment, they will grant access in about **10-14 days after** registration, to take the Nursing Jurisprudence Exam.

- You are required to have taken and passed the Nursing Jurisprudence Exam by the **end of Week 15.**
- **LVN Transition students** may not be required by the TBON to retake the Nursing Jurisprudence Exam. When you register for licensure with the TBON, you will get an application checklist. If your checklist indicates your NJPE is not required, screenshot that page and upload in place of the NJPE certificate.

HESI NGN RN Pharmacology

Comprehensive Next Generation style pharmacology exam. Conversion scores will be recorded in the grade book.

HESI NGN RN Exit

Comprehensive Next Generation style exam. **Students must score 900 or greater on this exam. If a student scores less than 900 then they must complete remediation AND take HESI RN Exit #2 scheduled on week 16.**

- ***All required HESI essential packet remediation must be completed as a “ticket to test” for the HESI RN Exit #2. Due date will precede exam #2 date by several days. Student are REQUIRED to meet with an academic coach to sign remediation contract. Students are also REQUIRED to communicate progress on remediation with said coaches.***

IHI Open School: PFC 202 - Having the Conversation: Basic Skills About End-of-Live-Care

Upon successful completion, the student will:

1. Conduct conversations with patients and families to learn their wishes regarding end-of-life care.
2. Explain available treatment options to patients and families in terms they can understand.
3. Demonstrate how to answer difficult questions patients and families ask related to end-of-life care.
4. Facilitate conversations with patients and families to help them make decisions about end-of-life care, based on an understanding of what matters most to them.

In conjunction with the Boston University School of Medicine and The Conversation Project, the IHI Open School offers this course to introduce students and health professionals to basic skills for having conversations with patients and their families about end-of-life care wishes.

This course will also help you develop skills to have conversations with patients and their families about their preferences for care at the end of life. As part of developing these skills, the course invites you to “have the conversation” yourself, with a family member or other loved one.

- There are three lessons to complete this assignment. Plan on spending approximately 1 hour 30 minutes on this assignment.
- To complete the assignment, you will upload the designated certificate in Brightspace. The assignment is worth 100% and this grade is rolled up into Module I, IHI Open School Modules.

Week	Schedule	Assignment
Week 1 – January 16 – January 21	Monday 1/15 MLK Jr. Day Holiday Wednesday 1/17 – Orientation Room 120 1530	Organize/set up a calendar 1. DB#1 Stress/Burnout Post – Due 1/21 2. IHI #1 (PS 101) – Due 1/21
Week 2 – January 22 – January 28	Tuesday, 9/5 – 1000 – 1030 AM TEAMS – CJ SIM orientation online – <i>Mandatory</i>	1. DB#1 Two responses – Due 1/24 2. IHI #2&3 (PS 103, PS 104) Due – 1/28
Week 3 – January 29 – February 4	Begin to work on your resume and cover letter due week 6.	1. CJ SIM Due – 2/4 a. Indira Grady b. Ashley Johnson c. Ezra Dorsey
Week 4 – February 5 – February 11	Friday, 2/16 - RN-BSN Event Room 120 immediately following RNSG 2332. Pizza will be provided!	1. IHI #4 (PS 105) Due – 2/11 2. CJ SIM Due – 2/11 a. Olivia Mains b. Emily Vonlander c. Ada Montgomery
Week 5 – February 12 – February 18		1. IHI #5&6 (PFC 101, TA 104) Due – 2/18 2. CJ SIM Due – 2/18 a. Josephine Argent b. Jonah Byler c. Kelli Shepherd
Week 6 – February 19 – February 25	Begin to work on your ANA APA Paper due week 9.	1. CJ SIM Due – 2/25 a. Jamison Trent b. Gloria Cox 2. Resume & Cover letter Due – 2/25
Week 7 – February 26 – March 3		1. CJ SIM Due – 3/3 a. Hattie Ammons b. Gary Miller c. Sarah Partridge
Week 8 – March 4 – March 10		1. IHI #7&8 (L 101, L102) Due – 3/10 2. CJ SIM Due – 3/10 a. Maxine Strawser b. Chantel Butler c. Kirby Baxter
March 11-March 15	SPRING BREAK!	
Week 9 – March 18 – March 24		1. ANA Code of Ethics Paper Due – 3/24 2. CJ SIM Due – 3/24 a. Jacky Joseph b. Newton Anders
Week 10 –	Friday, March 29th school is closed for Spring Holiday	

March 25 – March 31	Register for and begin Online Nursing Jurisprudence Exam (NJE) Online PREP COURSE (\$25.00) Upon receipt of your TBON registration / payment, they will grant access in about 10-14 days after registration, to take the Nursing Jurisprudence Exam. https://www.bon.texas.gov/catalog/product/#bon-nje-prep	1. IHI #9 (PFC 202) – Due 3/31
Week 11 – April 1 – April 7	Nurse Think ReView (Face to face) Location TBA Licensure – Examination Process Checklist: Steps 1-3 Go to Discussion Board and Journal about steps 1-3 progress https://www.bon.texas.gov/licensure_examination.asp.html	Date TBA both days 0900 – 1630 Attendance is mandatory. 2. CJ SIM Due – 4/7 a. Allison Andrés b. Simon Andrews c. Jake Abbott 3. DB – Licensure steps 1-3
Week 12 – April 8 – April 14	4/8 0900 – RNSG 2332 ICU HESI 4/9 1100 – Pharmacology HESI (RNSG 2230) 4/12 0900 – RN Exit HESI (RNSG 2230) (content from Day 1 of nursing school to now – all subjects) Licensure – Examination Process Checklist: Steps 4 & 5 Register with Texas Board of Nursing to take licensure examination. There is a \$75.00 fee to complete this process: it is a required step in order for you to register with Pearson Vue (which is an additional \$200.00 fee) to take your NCLEX-RN exam.	1. DB#2 Leadership Due – 4/14 2. DB - Licensure steps 4-5 ** Important – must register and take the NJP prep course at this time.
Week 13 – April 15 – April 21		1. DB #2 Leadership Two responses due – 4/21
Week 14 – April 22 – April 28	W-Day for 16 week courses 11/28	1. CJ SIM Due – 4/28 a. Millicent Hatfield b. Jacob Edmonds 2. Nursing JPE Prep Course Certificate Due – 4/28
Week 15 – April 29 – May 5	Remediation is required to be completed before a student may sit for RN Exit #2.	1. HESI Remediation Due 5/5 for those required to take HESI RN Exit #2 2. Nursing Jurisprudence exam Due – 5/5
Week 16 May 6 – May 10	HESI RN Exit #2 – TBA Grades due by noon May 10 th !	
	May 11th – Graduation!!	

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2nd 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.