Texas County Technical College
Student Catalog 2022 – 2023

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Effective August 1, 2022
Revised May 11, 2023

2022-2023 Academic Catalog Addendum

Revised 12.27.2022
- Reformatted Catalog

Revised 12.09.2022
- P. iv: Academic Calendar-2 added
- P. 60: Updated Accelerated LPN to RN Tuition and Fees, Effective 02/27/23 start dates and beyond
- P. 62: Updated Practical Nursing Tuition and Fees, Effective 02/27/23 start dates and beyond

Revised 04.06.2023
- P. 10: Corrected Lecture and Practicum Hours for RN280 and Total Hours listed

Revised 05.11.2023
- P. 59-61: Updated Administration and Faculty

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Texas County Technical College

Letter to Students

Welcome to Texas County Technical College! We are glad you have chosen to attend or are considering attending our school. Our goal is to provide our students with the opportunity to better their lives. We believe in a focused and structured educational environment. You will find this to be a positive learning atmosphere. We are here to serve you and help you reach your aspirations. At the same time, we require a meaningful effort from our students. The rewards are success, earning a diploma or degree, and achieving your goals. Texas County Technical College focuses on careers that are in demand. The number of health care workers is growing and the US Bureau of Labor Statistics projects it will continue to grow. Our programs are designed to give you the technical knowledge, hands-on learning, and skills to prepare you to work in health care. We partner with health care and related organizations for internships and clinical experiences. This catalog is meant to give you detailed information and answers to your questions about our programs and Texas County Technical College. It is available to all students and prospective students. Turn the page and learn about the opportunities at Texas County Technical College! If you have made the commitment to attend Texas County Technical College, congratulations! If you are deciding whether to enroll, I invite you to visit our school and meet with our staff. If you have any questions, do not hesitate to contact me personally. We are here to help!

Sincerely,

Nick Mansour
Chairman of the Board

General Information

About Texas County Technical College

Texas County Technical College (TCTC) provides quality instruction and an ideal learning environment both in the classroom and through hands-on experiences. The programs are designed to meet community and business needs. The college offers an Associate of Science Degree in Nursing, and a Certificate for Practical Nursing.

Mission Statement

Texas County Technical College will provide the highest quality educational experience for individuals seeking affordable, personalized, technical programs and general education in response to the ever-changing employment needs of the community.

Educational Goals

- Provide occupational and supplemental educational programs to serve the needs of our community.
- Provide retraining and career counseling for the labor force to meet today's changing technology.
- Provide laboratories, classroom instruction, and work experience that reflects current practices.
- Provide adult advanced programs creating opportunity for personal and career growth.
- Provide the student with potential employment opportunities, aid in securing employment, and continued employment opportunities after graduation.

Accreditation

The Accrediting Bureau of Health Education Schools (ABHES) institutionally accredits Texas County Technical College and is listed by the United States Department of Education as a nationally recognized accrediting agency.

> Accrediting Bureau of Health Education Schools
> 6116 Executive Blvd., Suite 730
> North Bethesda, MD 20852
> (301) 291-7550
> https://www.abhes.org

Approvals, Licenses, & Membership

Texas County Technical College is associated with the following agencies:

- Licensed by Missouri State Department of Higher Education and Workforce Development
- Full Approval for the Accelerated LPN to RN and Practical Nursing programs with the Missouri State Board of Nursing
- Approved by the U.S. Department of Education to participate in Federal Student Aid programs
- U.S. Department of Veterans Affairs
- Vocational Rehabilitation
- Missouri Career Center (WIOA)
- Missouri Health Care Association
- Missouri Department of Health and Senior Services Missouri Department of Aging

Texas County Technical College is a member of the following agencies:

- American Association of Collegiate Registrars and Admission Officers
- Missouri Association of Collegiate Registrars and Admission Officers
- National Association of Student Financial Aid Administrators
- Missouri Association of Student Financial Aid Professionals
- Missouri League of Nursing

College History

Texas County Technical College (TCTC) began classes on October 21, 1996, in a small, rented office with a couple of classrooms. Understanding the value of higher education, Texas County embraced our vision and enrollment increased. Many TCTC students had jobs before enrolling but were looking to advance their skills or even change careers. In 2000, TCTC was awarded a state grant and now occupies its own facility located on South US 63 in Houston, Missouri. Due to the increased demand in the medical field, TCTC added the Practical Nursing program in 2000, and an Accelerated LPN to RN program in 2009. In the spring of 2009, the name, Texas County Technical Institute was officially changed to Texas County Technical College. SPC Subsidiary I, LLC went under contract in 2019 with final accreditor approval for acquisition in 2020. The college continues to have a substantial impact on Houston and the surrounding areas.

Physical Location, Contact Information, Hours of Operation

Texas County Technical College is the main campus and is located at 6915 S Hwy 63, Houston, MO, 65483. The telephone number is (417) 967-5466 or toll free at (800) 835-1130. The fax number is (417) 967-4604. The website is www.texascountytech.edu.

TCTC physical facility consists of classrooms, skills labs, computer labs, and a library. Students engage in hands-on learning scenarios with science labs, clinical skills instruction, and simulation experiences.

The Hours of Operation are:

> Monday thru Thursday: 8AM – 5PM
> Friday: 8AM – 4PM
> Saturday & Sunday: Closed

These are our general hours of operations. Please contact the campus for specific times.

Academic Calendar

Semester Dates

	Semester Dates	Start Dates	Practical Nursing Approx. Completion Date	Accelerated LPN to RN Approx. Completion Date
Fall 2022	08/29/2022 – 12/16/2022	08/29/2022		
Spring 2023	01/09/2023 – 04/28/2023	01/09/2023	08/18/2023	
Spring-2 2023	02/27/2023 – 06/16/2023	02/27/2023		
Summer 2023	05/08/2023 – 08/18/2023	05/08/2023	01/26/2024	
Summer-2 2023	06/26/2023 – 10/06/203	06/26/2023		04/27/2024
Fall 2023	08/28/2023 – 12/15/2023	08/28/2023		
Fall-2 2023	10/16/2023 – 01/26/2024	10/16/2023	08/17/2024	

Texas County Technical College

Calendar with Breaks

Month/Year	Day	Semester	
August 2022			
	29	Fall 2022	First Day of the Semester
September 2022			
	05		Labor Day – No Class
	09	Fall 2022	End of Drop/Add Period
October 2022			
	07	Fall 2022	Last Day to Drop a Course without receiving a Grade
November 2022			
	11		Veterans Day – No Classes
	24 – 25		Thanksgiving Break – No Classes
	28		Classes Resume
December 2022			
	02	Fall 2022	Last Day to Drop a Course
	16	Fall 2022	Last Day of the Semester
January 2023			
	09	Spring 2023	First Day of the Semester
	16		Martin Luther King, Jr. Day – No Classes
	27	Spring 2023	End of Drop/Add Period
February 2023			
	17	Spring 2023	Last Day to Drop a Course without receiving a Grade
	20		Presidents Day – No Classes
	27	Spring-2 2023	First Day of the Semester
March 2023			
	17	Spring-2 2023	End of Drop/Add Period
April 2023			
	07	Spring-2 2023	Last Day to Drop a Course without receiving a Grade
	14	Spring 2023	Last Day to Drop a Course
	28	Spring 2023	Last Day of the Semester
May 2023			
	08	Summer 2023	First Day of the Semester
	26	Summer 2023	End of Drop/Add Period
	29		Memorial Day – No Classes
June			
	02	Spring-2 2023	Last Day to Drop a Course
	16	Spring-2 2023	Last Day of the Semester
	16	Summer 2023	Last Day to Drop a Course without receiving a Grade
	19		Juneteenth – No Classes
	26	Summer-2 2023	First Day of the Semester
July 2023			
	04		Independence Day – No Classes
	14	Summer-2 2023	End of Drop/Add Period
August 2023			
	04	Summer 2023	Last Day to Drop a Course
	04	Summer-2 2023	Last Day to Drop a Course without receiving a Grade
	18	Summer 2023	Last Day of the Semester
September 2023			
	04		Labor Day – No Classes
	22	Summer-2 2023	Last Day to Drop a Course
October 2023			
	06	Summer-2 2023	Last Day of the Semester

	16	Fall-2 2023	First Day of the Semester
November 2023			
	03	Fall-2 2023	End of Drop/Add Period
	10		Veterans Day (Observed) – No Classes
	22	Fall-2 2023	Last Day to Drop a Course without receiving a Grade
	23 – 24		Thanksgiving Break – No Classes
	27		Classes Resume
December 2023			
	25 – 29		Christmas Break – No Classes
January 2024			
	01		New Year's Day – No Classes
	02		Classes Resume
	12	Fall-2 2023	Last Day to Drop a Course
	15		Martin Luther King, Jr. Day – No Classes
	26	Fall-2 2023	Last Day of the Semester

Programs of Study

Accelerated LPN to RN, Associate of Science Degree in Nursing

The Accelerated LPN to RN program is designed for Missouri Licensed Practical Nurses (LPN) who want to pursue a career as a Registered Nurse. Graduates are eligible to apply to take the NCLEX-RN licensure examination, and upon successful completion of the NCLEX-RN and with approval from the Missouri State Board of Nursing, become a Registered Nurse. Successful completion of the Accelerated LPN to RN program does not guarantee licensure (see section 335.066 RSMO).

Objectives

The objectives of Texas County Technical College's Accelerated LPN to RN program is to present students with content to provide basic knowledge in historical and present views of professional practice; physical assessment and client interviewing; health promotion and current health trends; critical thanking as part of the nursing process; evidence-based practice and the role of the professional nurse; nursing research and care issues; and integration of theoretical content of general education courses with nursing theory and practice.

Prerequisites

Anatomy and Physiology with lab 8 credit hours minimum, English Composition 3 credit hours, Human Nutrition 3 credit hours, Introduction to Psychology 3 credit hours. Total prerequisites required: 17 credit hours / 285 contact hours.

Program Delivery

Residential

Schedule of Courses

The Accelerated LPN to RN program consists of three (3) semesters of fifteen (15) weeks each. The entire program is approximately 47 weeks.

Texas County Technical College

Course	Title	Lecture	Lab	Practicum, Externship, Internship	Credits
Transfer of Credit					
	Transfer of Credit	225	60	-	17
First Semester					
BIO 208	Microbiology**	45	30	-	4
RN 125	Nursing Informatics◊	30	-	-	2
RN 200	Transition from Practical to Professional Nursing◊	60	-	90	6
RN 215	Professional Nursing: Maternal/Neonate◊	45	-	45	4
	First Semester Subtotal	180	30	135	16
Second Semester					
RN 230	Professional Nursing: Adult Medical Surgical I◊	60	-	90	6
RN 245	Professional Nursing: Mental Health◊	45	-	45	4
RN 260	Professional Nursing: Pediatric◊	45	-	45	4
	Second Semester Subtotal	150	0	180	14
Third Semester					
CHE 103	Fundamentals of Chemistry**	45	30	-	4
RN 280	Professional Nursing: Adult Medical Surgical II◊	75	-	90	7
RN 290	Professional Nursing: Management & Leadership◊	30	-	45	3
	Third Semester Subtotal	105	30	180	14
Totals		**705**	**120**	**450**	**61**

◊ Indicates Core Courses
** Indicates General Education Courses

Registered Nursing Employment Opportunities (with licensure)

Hospital	Nursing Home
Clinic RN	School Nurse
Home Health	Most Medical Facilities

Practical Nursing Certificate Program

The Practical Nursing program is designed to develop attitudes skills and theoretical basis for competent entry-level practice as a Practical Nurse. The curriculum is developed and implemented with the goal of successful graduate attainment of the program terminal objectives. Graduates are eligible to apply to take the NCLEX-PN licensure examination, and upon successful completion of the NCLEX-PN and with approval from the Missouri State Board of Nursing, become a Licensed Practical Nurse (LPN). Successful completion of the Practical Nursing program does not guarantee licensure (see section 335.066 RSMO).

Objectives

The objectives of Texas County Technical College's Practical Nursing program is to provide theory in biologic and behavioral sciences, development, and cognitive theories throughout the lifespan as well as nursing concepts and clinical nursing practice provides the basis for graduates to utilize critical thinking skills; assume responsibilities appropriately in stable situations; demonstrate attitudes and behaviors respectful to the client and their significant others; apply appropriate communication skills; implement skillful competency; apply scientific principles while implementing safe, effective, therapeutic, and holistic nursing care; and function cooperatively as a member of the health care team while reflecting caring, conscientious, ethical and legally accountable actions reflective of the Practical Nursing scope of practice.

Prerequisites

There are no prerequisites for this program.

Program Delivery

Residential

Schedule of Courses

The Practical Nursing program consists of three (3) semesters of fifteen (15) weeks each. The entire program is approximately 47 weeks.

Course	Title	Lecture	Lab	Practicum, Externship, Internship	Credits
First Semester					
BIO 111	Anatomy & Physiology I**	45	30	-	4
COMM 103	Personal & Vocational Concepts◊	45	-	-	3
NURS 103	Introduction to Pharmacology◊	30	-	-	2
NURS 112	Fundamentals of Nursing◊	105	-	90	9
PSY 230	Life Span Development**	45	-	-	3
	First Semester Subtotal	270	30	90	21
Second Semester					
BIO 211	Anatomy & Physiology II**	45	30	-	4
BIO 302	Principles of Human Nutrition**	45	-	-	3
NURS 202	Pharmacology II◊	30	-	-	2
NURS 204	Maternal Child Nursing I◊	37.5	-	24	3
NURS 213	Medical Surgical Nursing I◊	105	-	157.5	10.5
	Second Semester Subtotal	262.5	30	181.5	22.5
Third Semester					
NURS 302	Pharmacology III◊	30	-	-	2
NURS 304	Maternal Child Nursing II◊	37.5	-	24	3
NURS 313	Medical Surgical Nursing II◊	75	-	67.5	6.5
NURS 323	Mental & Community Health◊	37.5	-	24	3
NURS 344	Leadership◊	45	-	45	4
	Third Semester Subtotal	225	-	160.5	18.5
Totals		757.5	60	432	62

◊ Indicates Core Courses
** Indicates General Education Courses

Practical Nursing Employment Opportunities (with licensure)

Nursing Home   Clinic LPN   Most Medical Facilities

Course Descriptions

BIO 111
Anatomy & Physiology I
4 credit hours (75 contact hours)
Prerequisites: None

This course will introduce the survey of structures and functions of the human body. This course will cover the following topics: cells, fluid and electrolytes, musculoskeletal system, integumentary system, cardiovascular system, and respiratory system. This course includes a one-hour laboratory that will give students the ability to see and synthesize material presented in lecture.

BIO 208
Microbiology
4 credit hours (75 contact hours)
Prerequisites: None

The practical relations of microorganisms to human welfare. An introduction to standard laboratory methods of study of bacteria and bacteriological examinations of materials; effect of environment on bacteria. Lecture and laboratory.

BIO 211
Anatomy & Physiology II
4 credit hours (75 contact hours)
Prerequisites: None

This course will provide further study of the structures and function of the human body. This course will cover the following systems: reproductive, immune, nervous, endocrine, digestive, urinary, and hematopoietic and lymphatic. This course includes a one-hour laboratory that will give students the ability to see and synthesize material presented in lecture.

BIO 302
Principles of Human Nutrition
3 credit hours (45 contact hours)
Prerequisites: None

A study of food as it functions to meet body need with emphasis on utilization, food sources, selection of adequate diets, community, and world health problems.

CHE 103
Fundamentals of Chemistry
4 credit hours (75 contact hours)
Prerequisites: None

A terminal course dealing with fundamentals and basic concepts of chemistry primarily designed for general college students, as well as those is specialized program such as nursing. Includes lab.

COMM 103
Personal & Vocational Concepts
3 credit hours (45 contact hours)
Prerequisites: None

This course will introduce the practical nursing student to their role as a member of the health care team. Course content identifies specific factors necessary for personal and vocational adjustments. Students are introduced to the Missouri Nurse Practice Art and cultural/spiritual issues in nursing. It emphasizes the legal and ethical responsibility of nursing. Theoretical principles and concepts are correlated with basic nursing subjects and clinical practice.

NURS103
Introduction to Pharmacology
2 credit hours (30 contact hours)
Prerequisites: None

This course introduces that student to systems of metric, household, and apothecary measurement, abbreviations, and symbols. The nursing responsibilities in the administration of medications are stressed.

NURS 112
Fundamentals of Nursing
9 credit hours (195 contact hours)
Prerequisites: None

The Fundamentals of Nursing course is a comprehensive course designed to provide the student with the knowledge and skills essential to meeting the basic needs of any patient. Materials from related subjects will be integrated into the content. Principles and rationales that are a foundation of nursing care will be emphasized, thus, enabling that student to develop skills to make appropriate nursing judgments. The nursing process format will be utilized to enable the student to develop a systematic and organized method of implementing basic nursing care. A theoretical base, individualized demonstration of technique, practice, and demonstration return in a supervised laboratory setting. The clinical experience is gained by caring for patients in a cooperative health care facility under the guidance and supervision of the clinical instructor.

NURS 202
Pharmacology II
2 credit hours (30 contact hours)
Prerequisites: NURS 103, NURS 112

Pharmacology II is designed to provide the student with the theory and skills necessary to safely administer medications and assess client response. Specific medications, actions, interactions, side and toxic effects, desired responses and indications are presented. Developing a basic knowledge to utilize the nursing process to assess, plan, implement, and evaluate medication administration appropriate to Semester II students will be the course focus. The specific classification of medication covered in this course will correspond with the Medical Surgical Nursing I course syllabus.

NURS 204
Maternal Child Nursing I
3 credit hours (61.5 contact hours)
Pre-requisites: NURS 112

Maternal Child Nursing I will provide a basic theoretical background on which the student can utilize the nursing process to assist, to plan, implement and evaluate nursing care during pregnancy, labor and delivery, postpartum, including newborn and family care. Family dynamics related to obstetrical experience and aftercare will be explored. Content is organized moving from normal to deviations from normal. Principles of pharmacology and growth and development are integrated in this course.

NURS 213
Medical Surgical Nursing I
10.5 credit hours (262.5 contact hours)
Pre-requisites: NURS 112

Medical Surgical Nursing I presents concepts, principles, techniques, and skills applicable to meeting the client's needs for health promotion and health maintenance in adulthood with an emphasis on the elderly population. Care is provided in a variety of settings. The course encompasses implementing a basic understanding and implementation of the nursing process and its application to providing safe and therapeutic care to clients. Selected Medical Surgical conditions will be presented. Skills laboratory content and practice for IV Therapy meets the Missouri State Board of Nursing requirements

for Practical Nursing graduates to be certified. Medical Surgical clinical will include IV therapy application in patient care settings. Mental Health and Pharmacology/Medication Administration are integrated into clinical practice.

NURS 302
Pharmacology III
2 credit hours (30 contact hours)
Pre-requisites: NURS 103, NURS 112, NURS 202

Pharmacology III presents the theoretical base upon which to competently apply principles of medication administration in the clinical practice setting. Specific medications, their actions, interactions, side and toxic effects, desired outcomes and indications will be presented. Specific medication classifications included in this course will correspond to the Medical Surgical II course syllabus. Students are expected to utilize the nursing process including critical thinking skills appropriate to Semester III in all areas applicable to the administration of medications.

NURS 304
Maternal Child Nursing II
3 credit hours (61.5 contact hours)
Pre-requisites: NURS 112, NURS 204

This comprehensive course will provide the student with a theoretical background and skills essential to meet the needs of the child. The goal is promotion of optimum health and development of children at any stage of health or illness. Building upon the knowledge and skills acquired in foundation subjects and in Maternal Child Nursing I, the student will learn to specialize in basic care needs of children in growth and development, health, and safety. Principles of nutrition, growth and development, and pharmacology are integrated into the course.

NURS 313
Medical Surgical Nursing II
6.5 credit hours (142.5 contact hours)
Prerequisites: NURS 112, NURS 213

Presents theoretical data, concepts, techniques, and skills related to the safe and therapeutic care of medical surgical nursing clients. Course theory builds upon Medical Surgical Nursing I. Students will gain increased knowledge along with advanced technical and critical thinking skills to utilize the nursing process in assessing, planning, implementing, and evaluating nursing care. Individualized care planning, client teaching, assessment skills and advanced comprehension and application of data, including appropriate research is emphasized.

NURS 323
Mental & Community Health
3 credit hours (61.5 contact hours)
Prerequisites: NURS 112, PSY230

This course will focus on the practical nurses' responsibility in assessing, planning, implementing, and evaluating measures to encourage mental awareness and to utilize therapeutic nursing intervention when care for patients/clients exhibiting maladaptive behavior or the mentally ill patient/client. The introductory phase of the course includes basic information on the theories of psychological development and behavioral patterns in a healthy person as well as in the ill person. The relationship of growth and development to behavior as well as social and cultural influences will be explored. Behavioral characteristics, diagnostic measures, treatment modalities, and nursing interventions for individuals displaying metal illness behaviors will be considered during the second phase.

NURS 344
Leadership
4 credit hours (90 contact hours)
Pre-requisites: NURS 112

Advanced Leadership and Management nursing knowledge and skills will provide students with a foundation to participate in these roles within a practical nursing scope of practice.

PSY 230
Life Span Development
3 credit hours (45 contact hours)
Prerequisites: None

Study of the entire human life span, beginning with conception and prenatal period. Psychological, sociological, and biological determinants of development and change processes are considered.

RN 125
Nursing Informatics
2 credit hours (30 contact hours)
Prerequisites: None

This course is designed to give the student insight and experience in the application of information science to nursing practice. The electric environment is explored as a resource for the enhancement of communication, clinical decision making, professional role development, and knowledge discovery with relevance to patient care and healthcare management. Students will demonstrate the use of software applications to include email, internet browser applications, literature databases, and electronic documentation systems. Focus will include the ethical and legal issues concerning health records, confidentiality, and release of information.

RN 200
Transition from Practical to Professional Nursing
6 credit hours (150 contact hours)
Prerequisites: None

This course covers the transitioning role of the licensed practical nurse to the professional nurse. The content of this course builds upon the knowledge gained during previous licensed practical nursing experience and begins to build advanced level skills. Pharmacology, IV therapy, and adult medical surgical concepts will be addressed. Critical thinking, research, evidence-based practice, and culturally competent care is introduced. The impact of spiritual and religious dimension of care is reviewed. The course combines classroom study with theory, skills validation, and clinical experiences. Instructors will evaluate the clinical skill competency and nursing knowledge of students.

RN 215
Professional Nursing: Maternal/Neonate
4 credit hours (90 contact hours)
Prerequisites: None

The course will identify the role of the nurse in the assessment, diagnosis, planning, delivery, and evaluation of care to the childbearing family from preconception through the postpartum and neonatal period. The differing family components and structures will be investigated. Physiological and psychological aspects of pregnancy including the stages of fetal development, labor, delivery, and postpartum care will be reviewed. The nursing process will be utilized to critically evaluate realistic outcomes based on client priorities. Composite nursing theory is used as the students continue to build skill in utilizing the nursing process.

RN 230
Professional Nursing: Adult Medical-Surgical I
6 credit hours (150 contact hours)
Prerequisites: None

Students will gain increased knowledge along with advanced technical and critical thinking skills to utilize the nursing process in assessing, diagnosing, planning, implementing, and evaluating nursing care. Individualized care planning, client teaching, assessment skills, and advanced comprehension and application of data, including appropriate research

is emphasized. Emphasis will be placed on review of current knowledge with the additional information needed to function as a registered professional nurse. Pharmacology is incorporated in each system studied.

RN 245
Professional Nursing: Mental Health
4 credit hours (90 contact hours)
Prerequisites: None

This course presents concepts of mental health nursing including current and historical modes of therapy, in-patient and community care settings, and substance abuse. It emphasizes techniques of interpersonal communication and integrates legal and ethical nursing behavior, knowledge of thought and behavioral disorders.

RN 260
Professional Nursing: Pediatric
4 credit hours (90 contact hours)
Prerequisites: None

This course will identify the role of the nurse in the assessment, diagnosis, planning, delivery, and evaluation of care to the child and family. Physiological and psychological principles of growth and development are discussed in relation to issues along the wellness/illness continuum. Methods of providing holistic care to the child and family with an emphasis on health promotion, maintenance, restoration, or support of death with dignity are discussed.

RN 280
Professional Nursing: Adult Medical-Surgical II
7 credit hours (165 contact hours)
Prerequisites: None

Students will continue to build knowledge and skills in caring for complex adult clients. The nursing process is used to critically evaluate realistic outcomes based on client priorities. Students will gain increased knowledge along with advanced technical and critical thinking skills to utilize the nursing process in assessing, diagnosing, planning, implementing, and evaluating nursing care. Individualized care planning, client teaching, assessment skills, and advanced comprehension and application of data, including appropriate research is emphasized.

RN 290
Professional Nursing: Management & Leadership
3 credit hours (75 contact hours)
Prerequisites: None

This course presents content about leadership and management. Students will review issues related to leadership and management and utilize critical thinking to make leadership decisions. Advanced leadership and management in nursing will provide students with sufficient working knowledge that will allow them to participate in leadership and management roles related to the professional nursing role.

Admission, Tuition and Assistance

Admissions Policies

Admission requirements are based on current admissions policies and are aligned with the college's practices on equal opportunity. All students seeking admission to Texas County Technical College must complete the requirements listed below and must be admitted into a degree or certificate program.

If a period of one-year elapses during which an admitted student is not enrolled, the student must reapply for admission. Students receiving financial aid or using veterans' assistance must be admitted to the college prior to receiving aid.

Admission Requirements:

1. Completed application submitted with a non-refundable $50 application fee.

2. Provide a copy of a government issued photo ID

3. Proof of high school graduation or its equivalent.

    a. **High School Diploma:** provide official transcripts forwarded to TCTC directly from the institution granting the diploma

    b. **General Education Diploma (GED):** provide official transcripts from the state which administered the test.

    c. **Homeschooled:** provide a homeschool transcript showing all courses, credits, and grades earned from ninth grade through graduation. Transcripts must show the date of completion and be signed by a parent or legal guardian administering the program.

    d. **Foreign High School Diploma:** provide a copy of transcripts to be evaluated by the Arizona International Credential Evaluators, Josef Silny and Associates, Inc., the Foreign Educational Document Service, or other agencies listed on the National Association of Credential Evaluation Services (NACES) website.

    NOTE: All documentation must be presented during the application process. The registrar reviews and makes the determination of acceptance.

4. A satisfactory clearance on the Missouri Family Care Safety Registry Background Screening and Criminal Background Check <u>AND</u> the background screening through Validity Screening Solutions.

    a. Students must have background screening results that meet satisfactory requirements of the college. Due to the variety and complexity of background results, "satisfactory," will be determined on a case-by-case basis and in accordance with state and federal licensing agencies, and clinical sites. All documentation will be required to evaluate. Applicants will not be considered for acceptance into the college until all documentation has been evaluated and a determination has been made.

5. A satisfactory entrance exam score.

    a. **Accelerated LPN to RN program:** 68% or higher on the ATI PN Comprehensive Predictor Exam

    b. **Practical Nursing program:** 50% or higher on the ATI TEAS exam

6. Provide proof of current American Heart Association Basic Life Support CPR certification. *

7. A satisfactory drug screening. *

    a. If positive results on the drug screening occur, a Medical Review Officer (MRO) will review the results; additional fees may apply.

8. Provide a copy of a satisfactory health physical. *

9. Provide proof of current immunization record for the following: *

    a. Tuberculosis Testing (two step test required)
    b. Diphtheria / Tetanus Booster
    c. Measles / Mumps / Rubella (MMR)
    d. Hepatitis B
    e. Flu Shot
    f. Other Immunizations if requested by a clinical site

* Documentation is requested at the time of admission but can be provided after enrollment. Deadlines for providing documentation vary by program and start date. All documentation must be received prior to starting clinicals.

All students accepted into the college are subject to the most current catalog policies and must adhere to the rules, regulations, and policies, as well as maintain a satisfactory background screening, current immunizations, and CPR certification for the duration of the cohort.

Applicants who meet all requirements and are accepted into Texas County Technical College will be enrolled in their program of choice. Students will be notified by email and mail of their acceptance status.

Texas County Technical College reserves the right to add or terminate classes/programs, update classes/programs, amend rules and regulations, change texts or faculty, and modify tuition and fees with adequate notice to the students.

Accelerated LPN to RN program Only

Students must have an undisciplined Licensed Practical Nursing license from the state of Missouri or hold a current undisciplined Nursing Licensure Compact State license and be IV certified. Students will also need to provide official post-secondary transcript(s) showing completion of required prerequisite courses.

Nursing Licensure Disclosure

Nursing is a licensed profession with nurses practicing according to state-specific provisions outlined in the Nursing Practice Act, Missouri Statutes Chapter 335, RSMO and Missouri Code of State Regulations 20CSR 2200-1.0010 to 20 CSR 2200-8.180.

Graduates of Texas County Technical College nursing programs are eligible to apply to take the National Council Licensure Examination (NCLEX®). This is a computer-adapted examination and may be taken at testing centers locally and across the United States. Successful completion of this examination will allow the graduate to begin practicing as a nurse (LPN or RN depending on course of study). Students may obtain information about licensure in other states by contacting the board of nursing in the individual state.

All applicants to Texas County Technical College nursing programs are hereby notified that the Missouri State Board of Nursing may refuse to issue a license for specific reasons related to moral turpitude, intemperate use of alcohol or drugs, or conviction of a crime.

See State of Missouri Nursing Practice Act: Section 335.066 denial, revocation, or suspension of license, grounds for, civil immunity for providing information-complaint procedures. Completion of the program does not guarantee eligibility to take the licensure exam.

Transfer of Credit and Transcript Evaluation Process

To transfer credits from another post-secondary institution to Texas County Technical College, the student must provide an official transcript and catalog course description(s), if requested, from the school attended. Transfer credits must have been earned from a post-secondary institution recognized by the U.S. Department of Education. Transfer grades must be a "C" or higher, and courses must be equivalent to those offered at Texas County Technical College. Transfer equivalencies are based on current policies and courses at the time the evaluation is conducted. TCTC courses and

course numbers are subject to change; thus, transfer equivalencies are subject to change as well. All transcripts for transfer course evaluation must be submitted to the registrar prior to beginning a cohort.

Transfer credit is not awarded for remedial courses. Texas County Technical College does not award credit for experiential learning. Texas County Technical College does not accept credit by exams.

To be granted a certificate or associate degree, a student must complete a minimum of 50% of a program's total credit hours with TCTC. Transferred grades are not computed in the student's grade point average, and thus, do not affect satisfactory academic progress.

Consideration for transfer of credit hours earned over five years prior to admission to TCTC will require a review and evaluation by the registrar. Science courses over ten (10) years old are not eligible for transfer of credit.

Advanced placement credit for the Accelerated LPN to RN program will be awarded on a case-by-case basis. Qualified LPNs may receive up to a total of eighteen (18) credit hours for LPN education. Advanced placement credit will be awarded on the transcript as a transfer grade.

Any transferability of credits from TCTC to another post-secondary school is up to the receiving school. Students are encouraged to discuss transferring credit with that institution. TCTC has an articulation agreement with the University of Phoenix, Purdue Global University (formerly Kaplan University), Southwest Baptist University, Chamberlain College of Nursing, and Cox College.

Admission and Applying as a Non-Credential Student

The institution is not precluded from admitting, under different requirements, students who are considered specially circumstanced due to unsuccessful attempts to pass NCLEX-RN testing. Following Missouri State Board of Nursing guidelines, such students may apply to take COMM 103, Personal and Vocational Concepts.

Requirements for Admission in COMM 103 not leading to an academic credential are:

1. Completed application submitted with a non-refundable $50 application fee.

2. Provide a copy of a government issued photo ID and copy of social security card.

3. Provide proof of high school completion by submitting either an official transcript forwarded to TCTC directly from the institution granting the diploma or an official GED transcript from the state administering the test.

4. Provide official transcript for the Associate Degree in Nursing.

5. Provide official proof of unsuccessful attempt at NCLEX-RN

6. Provide a copy of a satisfactory clearance on a Missouri Family Care Safety Registry Background Screening.

7. Submit a letter explaining the purpose of attending TCTC as a non-credential seeking student.

Neither Financial Aid nor Scholarships are available to non-credential seeking students.

Texas County Technical College

Tuition and Fees

Effective August 1, 2022 through February 26, 2023

Program Tuition	Per Credit Hour	Total Tuition
Accelerated LPN to RN		$17,620
Core Tuition	$440	
General Education Tuition	$260	
Practical Nursing		$14,200
Core Tuition	$220	
General Education Tuition	$260	

Not Included in Tuition	
Books	Varies by Course
Supplies Accelerated LPN to RN: Name Badge, School Patch (2), School T-Shirt, Lab Coat, Stethoscope, Uniforms (1), Pen Light, Straight Bandage Scissors	$350.00
Supplies for Practical Nursing: Name Badge, School Patch (2), School T-Shirt, Lab Coat, Stethoscope, Uniforms (2), Tote Bag including Hemostats, Penlight, Blood Pressure Cuff, Bandage Scissors, Gait Belt, Sterile Gloves (2), IV Start Pack, Suction Catheter Kit, Trach Care Kit, Central Line Dressing Change Kit, Foley Catheter Kit, Nasogastric Tube, Inj. Sol 10 mL NaCl, and Personal Protection Equipment	$450.00
Shoes (must be solid white)	$40 prices may vary
Watch with second hand	$15 prices may vary

Additional Semester Fees	
Skills Lab	$175
Technology Fee	$190
Science Lab Fee (per Gen. Ed.)	$100
Student Fee	$25
Achievement & Diagnostic Testing	$650
Clinical Fee	$685
Online Access Fee (First Semester Only)*	$170
Online Access Fee (First Semester Only)**	$85
Student Professional Liability Insurance (First Semester Only)	$25
Drug Screening (First Semester Only)	$40
Online Access Fee (Second Semester Only)*	$85
NCLEX/Fingerprinting Fee (Second Semester Only)	$250
Online Access Fee (Third Semester Only)**	$170
Graduation Fee (Third Semester Only)	$150

*LPN to RN Program Only
**Practical Nursing Program Only

Accelerated LPN to RN

Tuition	$28,440
Not Included in Tuition:	
Shoes (must be solid white)	$40 prices may vary
Watch with second hand	$15 prices may vary

Practical Nursing

Tuition	$22,375
Not Included in Tuition:	
Shoes (must be solid white)	$40 prices may vary
Watch with second hand	$15 prices may vary

Estimated Variable Costs

Application Fee	$50
Entrance Exam Fee	$70
Seat Fee *Holds the student's seat for class and is applied towards tuition once student begins class	$50
Missouri Family Care Safety Registry Background Screening and Criminal Background Check	$15.25
Validity Background Screening Solutions	$40.50
Physical Exam and Immunizations	$100
CPR Certification	$50

Missouri Refund Policy

Cancellation Policy

A full refund of all monies paid (including the registration fee) will be granted to any student who cancels their enrollment agreement within three (3) days of signing the agreement (excluding Saturday, Sundays, or legal holidays). All monies are refundable during this timeframe.

Tuition Refund Policy

A student may choose to withdraw from Texas County Technical College at any time after starting a program. This can be done by notifying the program director or instructor of their intent to officially withdraw. A student who does not officially withdraw and is absent for 14 consecutive calendar days will be considered an unofficial withdrawal from Texas County Technical College effective on the last day of attendance. The institution will calculate the student's tuition obligation for the period of enrollment completed prior to withdrawal.

The period of a student's attendance will be measured from the first day of instruction as set forth in this enrollment agreement through the student's last day of actual attendance, regardless of absences. The time period for a training program is the period set forth in this Enrollment Agreement and does not include items that are listed separately from the tuition and fees.

Institutional Refund Policy

A. A student who drops or withdraws may be entitled to a refund for tuition and semester fees (preadmission fees are not included in the refund) according to the following schedule: Within the first week of the semester 100%, within the second week of the semester 75%, within the third week of the semester 50%, and the fourth week or later no refund.

B. The refund calculation is for tuition only and does not include registration or uniform fees incurred. Books, educational supplies, or equipment for individual use are generally not returnable and are not included in this policy for a refund. A separate refund must be paid by Texas County Technical College to the student if those items were not provided to the student. Refund disputes must be resolved by an administrator on a case-by-case basis.

C. If a refund is owed, Texas County Technical College shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the: (a) Date of cancellation by a student of their enrollment; (b) Date of termination by Texas County Technical College of the enrollment of a student; (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absences; or (d) Last day of attendance of a student, whichever is applicable.

Student Financial Assistance

Texas County Technical College students may apply for scholarships, grants, or loans to assist them with school expenses. Scholarships and grants are sums of money given to an eligible student to be applied toward the student's education costs. Students do not repay scholarships or grants but must meet specific requirements to receive them. Various loans are also available to assist students with educational costs. These loans must be repaid according to their terms.

Texas County Technical College's administrative staff will provide information and the various forms needed to determine financial aid eligibility. Financial aid forms must be accurate and complete. Though applicants are encouraged to seek financial aid, students should not rely solely on these monies to support themselves throughout the academic year. Though Texas County Technical College's financial aid officer is responsible for accurate distribution, explanation, documentation with validation of federal financial aid requirements, it is the student's responsibility to comply with all requests in a timely fashion if the student wishes to continue receiving benefits.

TCTC has been approved by the U.S. Department of Education for participation in the Title IV programs listed in this section. When completing a Free Application for Federal Student Aid (FAFSA) online (www.fafsa.ed.gov), Texas County Technical College's school code is 035793. Once eligibility is determined, an electronic report will be sent or mailed to both the student and the college. Please note that FAFSAs submitted may require additional documentation from the student. Student Finance Plans will be sent to the student upon receipt and acceptance of those documents.

General Student Aid Eligibility

Eligibility for most federal student aid is based on financial need and several other factors. The most basic eligibility requirements to receive federal student aid are the following:

- Be a U.S. citizen or eligible noncitizen
- Have a valid Social Security Number
- Maintain satisfactory academic progress
- Have a high school diploma or recognized equivalent such as a General Educational Development (GED®)
- Not be in default or owe an overpayment of Federal Student Aid
- Have not obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program

Students must complete the Free Application for Federal Student Aid (FAFSA) and indicate Texas County Technical College as one of the student's schools of choice. Once the Student Aid Report (SAR)/Institutional Student Information Report (ISIR) is received, it is reviewed to ensure that the student meets the eligibility criteria.

Federal Aid Application & Forms

You can complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Follow these simple steps to simplify the process of applying for federal student aid.

Gather the documents needed to apply. For example, you will need:

- Income tax returns (yours and sometimes your parents), W-2 forms and other records of income.
- Identification documents (Social Security cards, driver's licenses, etc.)

The FAFSA is used to apply for federal financial aid (grants, work-study, and loans). You (and your parents for dependent students) will need an FSA ID to complete your FAFSA, make corrections to the application and more. To apply for your FSA ID, go to https://studentaid.gov/sa/fafsa/filling-out/fsaid.

To receive a Federal Direct Loan, students will also need to complete a Master Promissory Note and Entrance Counseling. The Master Promissory Note (MPN) includes the Borrower's Rights and Responsibilities for the Direct Loan program. Students can obtain additional loans without having to sign a new MPN each academic year. First time Direct Loan borrowers must receive entrance counseling before the first disbursement of a loan can be made. Entrance Counseling along with the Master Promissory Note can be completed online at https://studentaid.gov.

Financial Aid History

Prior to disbursing FSA program funds, TCTC will check the financial aid history for a student who has received aid at other institutions. This will be done by reviewing the financial aid history from the National Student Loan Data System (NSLDS) that appears on the student's ISIR or directly from NSLDS. Students may track their entire federal financial aid history by going to https://studentaid.gov.

Types of Aid Available

Federal Pell Grant

Type of Aid:	Grant: does not have to be repaid
Description:	The Pell Grant is awarded to students who have a financial need as determined by the U.S. Department of Education. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor's or a professional degree. You may receive less than the maximum award depending not only on your financial need, but also on your costs to attend school, your status as a full-time or part-time student and your plans to attend school for a full academic year or less.
Eligibility:	$700 - $6,895

Federal Supplemental Educational Opportunity Grant (FSEOG)

Type of Aid:	Grant: does not have to be repaid
Description:	For undergraduates with exceptional financial need, Federal Pell Grant recipients take priority; funds depend on availability at school.
Eligibility:	$100 - $4,000

Federal Work Study

Type of Aid:	Campus Based Aid: does not have to be repaid
Description:	The Federal Work Study Program provides jobs for eligible students who must earn funds to pay a portion of their educational expenses. Students must be Pell eligible and enrolled for at least half time to qualify. The number of hours a student may work is based on the financial need demonstrated by the student, the number of hours it is possible for the student to work, and availability of FWS funds at the institution. Students must apply for a position according to college guidelines to be considered for Work Study.
Eligibility:	Varies

Direct Subsidized/Unsubsidized/Parent PLUS

Type of Aid:	Loan: must be repaid with interest
Description:	Subsidized Loans are available to undergraduate students with financial need. Your school determines the amount you can borrow, and the amount may not exceed your financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you are in school at least half-time, for the first six months after you leave school (referred to as a grace period) and during a period of deferment (a postponement of loan payments).
	Direct Unsubsidized Loans are available to undergraduate students; there is no requirement to demonstrate financial need. Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive. You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).
	Direct PLUS Loans are eligible to parents through schools participating in the Direct Loan program. The U.S. Department of Education is your lender. A credit check will be conducted, and the parent must not have an adverse credit history. The maximum PLUS Loan amount you can receive is the cost of attendance (determined by the school) minus any other financial aid received.
Eligibility:	Subsidized: $3,500 - $5,500, depending on grade level Unsubsidized: $2,000 - $7,000 (less any subsidized amounts received for same period), depending on grade level and dependency status) Parent PLUS: Up to cost of attendance minus any other financial aid received.

Loan Type	Borrower Type	Loans First Disbursed On or After	
		7/1/2021 and Before 7/1/2022	7/1/2022 and Before 7/1/2023
Direct Subsidized/ Unsubsidized Loans	Undergraduate	3.73%	4.99%
Direct Parent PLUS	Undergraduate	6.28%	7.54%

Private Loan

Type of Aid:	Loan: must be repaid with interest
Description:	A number of private outside entities offer students alternative sources for financing their education. Unlike federal loans, the terms of private loans are set by the individual lenders. The interest rate and fees are determined by your credit history, your debt-to-income ratio and that of your co-signer, if necessary. The interest rates for private educational loans are variable and are most often based on a range using Prime or the LIBOR as a base and add an additional percentage based on the borrower's credit.
Eligibility:	Based on unmet need and borrower's credit

More information about interest rates can be found at: https://studentaid.gov/sa/types/loans/subsidized-unsubsidized.

Method & Frequency of Aid Disbursements

Financial aid is awarded based on an academic year as defined on a program-by-program basis. Disbursements vary by the type of aid.

Federal Student Aid, including Pell Grant, SEOG, Direct Subsidized/Unsubsidized Loans, and Parent PLUS Loans, generally will cover a full academic year and your school is pay out your money in at least two payments called disbursements. Students and parents (if applicable) are notified of the amount of Title IV loan funds they can expect to receive. The notification outlines the type of loan (i.e., Subsidized, Unsubsidized), the disbursement date, and the amount. Students and parents are notified in writing of the date and the amount of the disbursement no earlier than 30 days before

and no later than 7 days after crediting the student's account. The notice explains the borrower's right to cancel all or a portion of the disbursement and the procedures for doing so.

In most cases, your school must pay you at least once per term (semester, trimester, or quarter). Once tuition and fee obligations charged by the institution have been met, the student may receive the excess amount of federal student aid that creates a credit on the account. If a credit is created on the account, the borrower will receive the credit within 14 days of when the credit occurred.

Terms & Conditions of Direct Loans

The Direct Loan Program provides funds to undergraduate students to assist them in meeting their educational expenses. To qualify for a Federal Direct Loan the student must meet the eligibility requirements for Federal Student Aid. Students must be enrolled at least half-time during the period of enrollment to retain their eligibility for Direct Loan program funds. Students whose enrollment status is below half-time are not eligible for Direct Loan program funds. If eligibility is lost due to being enrolled less than half-time, a student can regain eligibility if enrolled at least half-time during a subsequent period of enrollment.

Repayment Terms of Direct Loans

Your loan servicer, the company that manages the billing and other services for your loan, will provide you with information about repayment and your repayment start date. You can visit the servicer's website or call them to find out how to make payments. After you graduate, leave school, or drop below half-time enrollment, you have a period called a grace period before you begin repayment. The grace period is six months for a Federal Direct Loan. You have a choice of several repayment plans that are designed to meet the unique needs of individual borrowers. The amount you pay and the length of time to repay your loans will vary depending on the repayment plan you choose. In some cases, you might be able to reduce your interest rate if you sign up for electronic debiting. It is especially important that you make your full loan payment on time either monthly or according to your repayment schedule. If you do not, you could end up in default, which has serious consequences.

If you are having trouble making payments on your loans, contact your loan servicer as soon as possible. Your loan servicer will work with you to determine the best option for you. Options include:

- Changing repayment plans.

- Requesting a deferment – if you meet certain requirements, a deferment allows you to temporarily stop making payments on your loan.

- Requesting a forbearance – if you do not meet the eligibility requirements for a deferment but are temporarily unable to make your loan payments, then (in limited circumstances) a forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments or extend the time for making payments.

If you stop making payments and do not get a deferment or forbearance, your loan could go into default. If you default, it means you failed to make payments on your student loans according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan. In other words, you failed to make your loan payments as scheduled. Your school, the financial institution that made or owns your loan, your loan guarantor, and the federal government can all take action to recover the money you owe. Here are some consequences of default:

- The entire unpaid balance of your loan and any interest you owe becomes immediately due (this is called "acceleration")

- You will lose eligibility for additional federal student aid.

- The default will be reported to credit bureaus, damaging your credit rating, and affecting your ability to buy a car or house or to get a credit card.

- Your tax refunds and federal benefit payments may be withheld and applied toward repayment of your defaulted loan (this is called "treasury offset").

- Your wages will be garnished. This means your employer may be required to withhold a portion of your pay and send it to your loan holder to repay your defaulted loan.

- Your loan holder can take you to court.

Sample Standard Repayment Schedule		Repayment Summary	
Loan Amount	$9,500.00	Months in Repayment	120
Interest Rate	6.8%	Monthly Payment	$109.33
		Total Interest Payment	$3,619.60
		Total Loan Payment	$13,119.60

Terms for FSEOG

FSEOG funds are awarded based on the availability of funds and the student's level of need. There is no guarantee every eligible student will be able to receive FSEOG funds. The purpose of the FSEOG Program is to provide grants to undergraduate students, who have not received a bachelor's or first professional degree, to help pay for their post-secondary education. All such students are eligible to apply for the grant, regardless of enrollment status or dependency status. The institution ensures that FSEOG funds are reasonable available to eligible students, to the extent of available funds, who demonstrate financial need. Funds are reserved throughout the year to ensure that no advantage exists for students enrolling early in the award year opposed to those enrolling later in the award year. To this end, the institution has established and published deadlines throughout the award year that students must meet to be considered for the grant.

To be considered for FSEOG funds, students must submit a FAFSA by the deadlines below:

Fall 2022	September 29, 2022
Spring 2023	February 9, 2023
Spring-2 2023	March 27, 2023
Summer 2023	June 8, 2023
Summer-2 2023	July 26, 2023
Fall 2023	September 28, 2023
Fall-2 2023	November 16, 2023

Students who meet the deadline are evaluated as to which of the following selection groups they belong:

First Selection Group — Those who have the lowest Expected Family Contribution (EFC) who are also eligible to receive a Federal Pell Grant

Second Selection Group — Those who have the lowest Expected Family Contribution (EFC) who will not receive a Federal Pell Grant.

Awards are made first to the First Selection Group and then to the Second Selection Group, as funds allocated for the semester allow.

Terms for Work Study

The Federal Work Study Program is a federal student aid program that provides part-time employment while the student is enrolled in school to help pay their education expenses. The student must seek out and apply for work-study jobs at their school. The student will be paid directly for the hours worked and the amount earned cannot exceed the total amount awarded by the school for the award year. The availability of work-study jobs varies by school. Texas County Technical College work-study is awarded on a first come, first serve basis to students.

As a work-study employee, students may have access to documents, files and records that are protected under the Privacy Act of 1974. Students are prohibited from sharing information obtained while at work. Failure to adhere to this act will be cause for termination and loss of eligibility to receive future work-study awards.

Employees must report to work on time and work the agreed upon hours. Employees must inform their supervisor if they cannot report to work or will be late. Work-study employees must be in good academic standing to continue in the position.

Institutional Scholarships

High school seniors are eligible for the TCTC Institutional Scholarship awarded in the spring of the current academic year.

Criteria includes:

1. Must be seniors and graduate by the end of the current academic year.

2. Must be accepted into the TCTC Practical Nursing program starting the fall following graduation from high school.

3. Must complete and return applications no later than deadline given on application.

4. Must demonstrate financial need.

5. Must demonstrate participation and leadership in school and community activities.

6. Two applicants will be selected from each high school represented and will be notified by mail.

Texas County Technical College will award scholarships of $500.00 each.

Texas County Technical College reserves the right to not award either scholarship if there are no applicants who meet the minimum criteria.

Veterans' Benefits

Students who are or may be eligible for educational benefits through the U.S. Department of Veteran Affairs are required to notify the financial aid office to complete the enrollment process. Each benefit is unique and requires program specific paperwork to be completed in a timely manner to facilitate processing a claim. Additionally, Veterans' programs vary extensively in terms of compensation, and are dependent upon such factors as time in service and rate of progression through a program.

To begin the process of applying for GI Bill® benefits, visit www.gibill,va.gov and click on "Apply for GI Bill Benefits." Prospective students are urged to contact their local Military Education Officer to discuss benefit options. TCTC is committed to assisting veterans in every way possible to take full advantage of the benefits earned while in service to our country.

TCTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Any student called to active military service is encouraged to contact the administrative office to help coordinate their time away from the college. Students may need to refer to the Readmission policy to determine their options upon return.

Whenever possible, normal procedures for withdrawing from all courses should be followed. However, if a student is unable to follow these procedures due to unusual circumstances, the college will accept appropriate documentation, such as orders, from a family member of the student.

Students who must withdraw from all courses during a semester due to required military service will receive a 100% credit on their account for their tuition and fees at the time of the withdrawal regardless of regular refund schedule. The 100% refund applies only to courses that are officially processed as a withdrawal. Students who must withdraw from all courses due to required military service may receive a full refund for unused books, access cards, and study guides purchased through Texas County Technical College.

Should students be mobilized at such a point in the semester that the course instructor believes they have completed most of the material in their course, the instructor may assign a passing grade. If students are not assigned a passing grade, students will receive a W grade even if the withdrawal takes place after the last day to drop/withdrawal deadline.

Payment Plans

Tuition and fees are payable in full on the first day of the scheduled semester, or students may elect to pay their tuition and fees over the course of the semester by using the college's payment plan. TCTC offers a payment plan to students who do not have enough financial aid to pay tuition and fees or balances after financial aid has been applied, if applicable.

A student may select one of the following options:

Full payment	Pay in cash, check, credit/debit card, or money order the first day of the semester.
Payment plan	Students agree to pay total semester charge for tuition and fees in no more than four payments beginning on or before the first day of the semester and the remaining balance paid in full by the end of the semester.

A student selecting a payment plan must sign a TCTC promissory note during the first week of the semester. Any balance not paid in full by the second week of the semester will automatically be placed on the payment plan. Failure to meet the payment plan may result in dismissal from the college.

Payment due dates are:

Fall 2022
- August 29, 2022 (1st day of Semester)
- September 29, 2022
- October 28, 2022
- November 29, 2022

Spring 2023
- January 9, 2023 (1st day of Semester)
- February 9, 2023
- March 9, 2023
- April 10, 2023

Spring-2 2023
- February 27, 2023 (1st day of Semester)
- March 27, 2023
- April 27, 2023
- May 26, 2023

Summer 2023
- May 8, 2023 (1st day of Semester)
- June 8, 2023
- July 7, 2023
- August 8, 2023

Summer-2 2023
- June 26, 2023 (1st day of Semester)
- July 26, 2023
- August 25, 2023
- September 26, 2023

Fall 2023
- August 28, 2023 (1st day of Semester)
- September 28, 2023
- October 27, 2023
- November 28, 2023

Students who fail to comply with payment plan in any semester may be denied the opportunity to register for a future semester and may be denied the opportunity to participate in future payment plans.

Any collection costs or legal fees incurred during collection of an account will be the responsibility of the student.
All delinquent accounts will be charged accumulated interest, late fees, any attorney/legal fees, and collection fees.

Other Financial Aid Resources

- Vocational Rehabilitation

- Workforce Innovation and Opportunity Act (WIOA; formerly WIA)

- TRA (Division of Workforce Development)

Clock to Credit Hour Definition for the Purpose of Awarding Federal Financial Aid

Non-degree programs that are not fully transferable to degree programs of at least two years in length at the same institution are required to convert clock hours to credit hours for purposes of awarding federal financial aid. The evaluation of the clock-to-credit hour program is based upon the following federal conversion formulas:

1. A semester hour must include at least 30 clock hours of instruction,

2. A trimester hour must include at least 30 clock hours of instruction, and

3. A quarter hour must include at least 20 clock hours of instruction.

Satisfactory Academic Progress

Students are required to maintain Satisfactory Academic Progress while enrolled at Texas County Technical College. Failure to maintain Satisfactory Academic Progress could result in ineligibility for federal student aid. The Satisfactory Academic Progress information is contained in the Academic Standards section of this catalog.

Students who have been academically dismissed are no longer active students and are ineligible for federal financial assistance. Reinstatement of financial assistance eligibility will occur only after a student is readmitted following dismissal or in the event the student's appeal results in re-admittance.

Exit Counseling

A direct loan borrower who is graduating, leaving school, or dropping below half-time enrollment is required to complete exit counseling. At the time of exit counseling the Exit Counseling Guide for Federal Student Loan Borrowers will be provided. Students are required to complete the Borrower's Rights and Responsibilities form included in this publication.

Return of Title IV Funds

Texas County Technical College will comply with the federal regulation in the determination of the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that TCTC participates in and that are covered by federal law are:

- Pell Grants
- Direct Subsidized/Unsubsidized Loans
- Parent PLUS Loans
- Supplemental Educational Opportunity Grants (FSEOG)

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

The amount of assistance that you have earned is determined on a pro-rata basis with 100% of the funds being earned after 60% completion of the payment period or period of enrollment. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. If you do not begin attendance in all courses in a payment period, the amount of your Pell Grant and/or SEOG may have to be recalculated.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must obtain your permission before it can disburse them. Texas County Technical College can disburse eligible grant funds without the student's permission for current charges, including

tuition and fees, up to the amount of outstanding charges. TCTC will request your permission to use the post-withdrawal grant disbursement for any other charges.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any direct loan funds that you would have received had you remained enrolled past the 30th day.

If you or Texas County Technical College receives (on your behalf) excess Title IV program funds that must be returned, TCTC must return a portion of the excess equal to the lesser of your institutional charges multiplied by the unearned percentage of your funds or the entire amount of excess funds.

If Texas County Technical College is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

Texas County Technical College must return Title IV funds to the program as applicable, in the following order within 45 days of withdrawal, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Parent PLUS Loans
- Pell Grants
- Supplemental Educational Opportunity Grants

The requirements for Title IV program funds when you withdraw are separate from the refund policy of Texas County Technical College. Therefore, you may still owe funds to the school to cover unpaid institutional charges. See the "Missouri Refund Policy" section for the TCTC refund policy.

Students Rights and Responsibilities

As a student, you have the right to:

- Know what financial assistance is available to you, including all federal, state, and institutional programs.

- Know the deadlines for submitting applications for applicable financial aid programs and the process required.

- Know how your financial aid is determined.

- Know what resources are considered in the calculation of your financial need, and how much of your need as determined by TCTC has been met.

- An explanation of the types of aid contained in your financial aid package.

- Request a review of your current financial situation if you meet certain criteria based on changes since filing the current aid year FAFSA application.

- Know what portion of your aid package is grant or gift aid, and what portion must be repaid. You have the right to know interest rates, the total amount to be repaid, procedures of repayment, when repayment begins, and how long you have to repay the loan.

- Know the criteria for continued financial aid eligibility, including guidelines for Satisfactory Academic Progress as defined by the Department of Education.

- Know the method and frequency of financial aid disbursements.

As a student, you have the responsibility to:

- Be aware of your ability to pay any institutional charges based on your available financial aid and personal resources.

- Review and understand the terms of your financial aid offer.

- Complete all requirements accurately, in a timely manner, and by the appropriate deadlines.

- Inform the staff of TCTC if you intend to enroll less than full time for any semester so your aid can be properly adjusted and disbursed.

- Inform the staff of TCTC of any outside scholarships or additional resources you receive.

- Fill out the FAFSA application completely and as accurately as possible. Provide all requested documentation and submit in a timely manner.

- Read and understand all forms you are asked to submit and sign, realizing you are legally responsible for all agreements you sign.

- Know and comply with all policies and procedures of Texas County Technical College.

- Manage your financial aid experience.

Academic Standards

Attendance Policies

General Attendance Policy

Good attendance is a sign of dedication. Students are expected to attend all classes to get the maximum benefit from the program and to develop habits of punctuality, self-discipline, and responsibility. It is a component of professionalism that future employers consider as the first step in becoming a successful and productive employee. Education at Texas County Technical College is designed to prepare students for the proper skills and attitudes necessary for success in the nursing field.

Definitions

Absences occur when a student misses an entire class or clinical.

Tardiness occurs when a student reports to class after the scheduled start time or returns late from a break.

Early departures occur when a student leaves class before the scheduled end time.

*Tardiness and early departures are rounded to the nearest 15-minute interval.

All absences, tardiness, and early departures are recorded, regardless of the reason to become part of a student's record at the college.

Texas County Technical College has the following attendance guidelines:

1. Students are to maintain a minimum of 90% attendance, or higher, for each semester. Clinical hours are included. If a student misses the number of hours where they are unable to obtain 90% attendance, or higher, by the end of the semester the student will be dismissed from the cohort.

2. The student must notify the college or clinical instructor at least one hour prior to the report time if the student is going to be late or unable to attend class or clinical. In the event the class is scheduled to begin at 8AM, a call must be received no later than 7:30AM. The clinical instructor must be contacted by 5:30AM for clinicals. Non-compliance with calling is considered a "no call, no show" and may be grounds for dismissal. Sending a message by another student is not acceptable.

   a. Texas County Technical College phone number is (417) 967 – 5466 and the college has staff to answer calls beginning at 7:30AM.

3. Any absence of three (3) consecutive days or longer due to illness will require a doctor's written statement. Illness verification by a doctor may also be required at any time as deemed necessary by the Director.

   a. Any hospitalizations require a release from the doctor to return to class and/or clinical.

   b. Students returning to campus following an illness or injury must submit a letter from their doctor indicating any restrictions. Situations with a student placed on restrictions from a doctor will be considered on a case-by-case basis. Determination will then be made after evaluation of the restriction and timeframe indicated by the doctor regarding the student's ability to meet all clinical objectives and remain in the cohort.

4. All missed clinical hours must be made up. Time made up for clinical rotations does not decrease the total number of hours missed.

5. Extenuating circumstances will be considered on a case-by-case basis. Documentation for extenuating circumstances must be submitted within seven calendar days of returning to class.

6. Instructors are under no obligation to offer special assistance to students who are chronically absent.

7. Doctor visits and other appointments should be beyond scheduled class times.

Clinical Attendance Policy

There are no allowable absences from laboratory, simulation, or clinical experiences. If a student is to be absent from a clinical setting, it is their responsibility to inform the clinical instructor at least one hour prior to the clinical start time.

Fundamentals Skills Lab and Simulation days are considered "clinical sessions" and start times will be determined by semester.

One incident of "no call, no show" may result in the dismissal from the program. All clinical hours missed must be made up regardless of the reason missed.

Tardiness of one (1) minute through nineteen (19) minutes after the clinical start time, students are allowed to remain at clinical but <u>must</u> make up the missed time and will receive a "failed area" for professionalism.

Tardiness of twenty (20) minutes or more after the clinical start time, students will be sent home, <u>must</u> make-up the time and will receive a "failed day" for professionalism.

Make-up days are scheduled at the instructor's convenience and as days allow.

Extenuating circumstances, such as an illness or emergency, an absence may be granted at the discretion of the Instructor, Program Director, or Executive Director of Academic Operations. This policy is not a guarantee that the student will be granted an absence.

Students absent for more than two days of clinical or skills lab time per semester may be removed from the program regardless of hours made up.

Grading System

Credits are expressed in semester hours and are based on a four-point system.

Grade	Grade Points	Definition
A	4.00	Superior
B	3.00	Above Average
C	2.00	Average
D	1.00	Below Average
F	0.00	Failure
P	0.00	Pass. Used only in the pass/fail grading system and is not calculated in the GPA.
W	0.00	Withdraw. Authorized withdrawal before the sixth week of a semester.
WF	0.00	Withdraw failing after the sixth week of a semester.
WP		Withdraw passing after the sixth week of a semester.
I		Incomplete. Students have a specified time to complete course work, or the grade is changed to a failing grade.
IP		Course in Progress
T		Transfer. Indicates credit transferred from another institution
R		Repeated Course.

"F" Course Failure — A course failure is a grade of "F." A grade of "F" will be figured into the cumulative grade point average. Should a student receive a failing grade, it becomes part of the student's' record until the course has been retaken and successfully completed. When a student repeats a course, the higher of the two grades will be used in computing the cumulative grade point average. To qualify for graduation, the student must retake and pay additional tuition for any required course that was previously failed. If the course is a prerequisite for other courses, no subsequent course may be taken until the failed course has been retaken and successfully completed.

"W" Withdraw — A student may officially withdraw from TCTC up until the end of the sixth week of the semester or grading period and receive a grade of "W." A "W" grade will not affect the cumulative grade point average.

"WP" Withdraw Passing	A student may receive a grade of "WP" if they officially withdraws from TCTC after the end of the sixth week of a semester or grading period and is passing a course. "WP" does not affect the cumulative grade point average.
"WF" Withdraw Failing	A student may receive a grade of "WF" if they officially withdraw from TCTC after the end of the sixth week of a semester or grading period and is failing a course. "WF" will be figured into the cumulative grade point average.
"I" Incomplete	If a student is unable to complete assigned work during regular course due mitigating circumstances such as extended illness, personal tragedy, accident, death in the immediate family or other unusual circumstances, a grade of "I" may be assigned by the course instructor with administration approval. Any incomplete work must be completed withing fifteen (15) business days from the end of the semester or grading period. Required coursework will be determined by the instructor. An "I" grade is not figured into the cumulative grade point average. If the incomplete is not removed at the end of fifteen (15) business days, the grade will be converted to an "F" and will be calculated into the cumulative grade point average. An "I" grade is not an option in the Accelerated LPN to RN or Practical Nursing programs.
"R" Repeated Course	Courses that a student chooses to repeat to improve a grade are shown on the transcript with the designation of "R" beside the repeated course. The original course then has hours attempted, hours earned, grade and grade points removed, and the course is no longer figured into the grade point average unless the repeated course has a lower grade. Only the higher of a repeated course grade is recorded on the transcript with hours attempted, hours earned, grade and grade points will be used to refigure the cumulative grade point average.

Definition of Credit Hour

A credit hour course consists of a minimum of 15 classroom lecture periods of no less than 50 minutes each; 30 laboratory contact hours where classroom theory is applied and explored, or manipulative skills are enhanced; 45 hours of external discipline related work experience with an approved preceptor or a direct clinical supervisor.

Students can expect to devote a minimum of 30 hours of classroom, lab, practicum, and out-of-class work (or combination of) for 1 credit hour class in the Practical Nursing certificate program.

Students can expect to devote a minimum of 45 hours of classroom, lab, practicum, and out-of-class work (or combination of) for 1 credit hour class in the associate degree programs and general education classes.

Texas County Technical College reserves the right to change a course, add or delete courses, or substitute courses to improve or upgrade the curriculum at any time.

Grade Point Average (GPA)

Grade Point Average (GPA) is calculated by multiplying the credit hours by the earned grade points. The sum of this number is divided by the total possible number of credit hours.

Example:

	Course Grade	Course Credits	Course Points	Total Points
	A	3 credits	4 points	12 total points
	C	3 credits	2 points	6 total points
	B	12 credits	3 points	36 total points
Totals:		18 credits		54 points

Divide 54 total points by 18 total credits = 3.0 GPA

Each course syllabus will articulate required course work including the requirements for student assignments outside of class. Outside of class work will be consistent with program objectives and will be documented, graded and an integral part of the sequenced educational program.

Grade Point Average (GPA) for all General Education Courses

Letter Grade	Percentage Grade	Grade Points
A	90% - 100%	4.00
B	80% - 89%	3.00
C	70% - 79%	2.00
D	60% - 69%	1.00
F	Below 60%	0.00

Grades are not rounded for any course. 59.99 is less than 60.00 and is an "F" in a general education course.

Grade Point Average (GPA) for all Core Nursing Courses

Letter Grade	Percentile Grade	Grade Points
A	94% - 100%	4.00
B	86% - 93%	3.00
C	80% - 85%	2.00
F	Below 80%	0.00

Grades are not rounded for any course. 79.99 is less than 80.00 and is an "F" in a core nursing course.

Satisfactory Academic Progress (SAP)

Texas County Technical College, its accrediting agency and the U.S. Department of Education require students to make Satisfactory Academic Progress (SAP) towards graduation. TCTC's Satisfactory Academic Progress policy is the same for all students regardless of if they are receiving financial aid and applies to all enrollment statuses for the time in which they are being evaluated (full-time or part-time).

The policy consists of two standards – a qualitative standard in which students must maintain a satisfactory cumulative grade point average (CGPA) and a quantitative standard that requires students to meet a minimum pace of completion towards graduation (maximum timeframe).

Satisfactory Academic Progress (SAP) is evaluated at the end of each semester. For students transferring to a different program, only courses that apply to the new program will be calculated in Satisfactory Academic Progress.

Students must reach and maintain grades of "C" or higher in all courses. Grades will be monitored, and a written warning issued if a student's average falls below 82% in any core nursing course. The program director, program coordinator, or faculty member will counsel the student, and a written plan for improvement will be formulated and placed in the student's file. Students who fail to achieve at least 80% in a core nursing course or a "C" grade in a general education course by the end of the semester will be terminated. Clinical components of theoretical courses are an integrated requirement for the specific course, and clinical components must be mastered to pass the corresponding course. Clinical evaluations will be completed regularly and be available for review. A student will be terminated if they fail clinicals.

Cumulative Grade Point Average (CGPA) Requirement

Texas County Technical College calculates the cumulative grade point average (CGPA) by dividing total cumulative "quality grade points" earned by "total quality hours" attempted.

The number of credits for a course is multiplied by the grade point value of the grade to give the total grade points for each course. The total number of quality grade points is then divided by the total number of quality hours attempted.

Student's grades will be reviewed at the end of each semester to determine if a student is in compliance with the CGPA requirement.

Cumulative Credits Attempted	Minimum Cumulative GPA (CGPA)
1 – 25	1.50
26 – 48	1.75
49 +	2.00

Pace of Completion for Maximum Timeframe Requirement

The maximum timeframe for a program measured in credit hours is a period no longer than 150% of the published length of the program. Texas County Technical College calculates the pace at which a student is progressing by dividing the total

number of hours the student has successfully completed by the total number of attempted credits. A student is ineligible to receive Federal Financial Aid when it becomes mathematically impossible to complete the program within 150% of its published program length.

For Satisfactory Academic Progress, students must meet the expected rate of progression. A student must successfully complete 67% or higher of the credits attempted to be considered making Satisfactory Academic Progress. All repeat, incomplete, withdrawal and transfer credits that apply towards a student's program are counted toward the hours attempted for maximum timeframe measurement. This includes periods in which the student did not receive Federal Financial Aid funds. Only transfer credits that count toward the student's current program are counted as both attempted and completed hours.

In calculating the rate of pace, grades of "F" (Failure) and "WF" (Withdraw Failing) are counted as hours attempted but are not counted as hours completed. Pass/Fail grades are counted as hours earned but not hours attempted. Pass/Fail courses are not awarded grade points.

When a student repeats a course, the higher of the two grades is used in the calculation of CPGA and is indicated with the grade earned and "R." The original course credits remain included in the total number of hours attempted and hours earned to determine the required level of CGPA and rate of pace.

An "I" grade is not figured to the cumulative grade point average. If the incomplete is not removed at the end of fifteen (15) business days, the grade will be converted to an "F" and will be calculated into the cumulative grade point average and calculated in the satisfactory academic progress (SAP) measurement.

Pace of completion measurements are to assure students are progressing at a rate that will enable them to complete their programs within the maximum timeframe. The maximum timeframe is the following:

Accelerated LPN to RN	61.00 credit hours	91.50 Maximum credit hours
Practical Nursing	62.00 credit hours	93.00 Maximum credit hours

Academic Probation, Financial Aid Warning, and Financial Aid Probation

A student will be placed on academic probation when their pace of completion or cumulative grade point average (CGPA) is less than the minimum at the end of the semester. During the period of academic probation, students are on financial aid warning.

Students on academic probation are expected to show commitment to removing themselves from probationary status. Students will be asked to participate in academic advising or extra tutoring sessions. Upon completion of the probationary period of one semester, the student's progress will be reevaluated to determine if the student is making satisfactory academic progress. A student on academic probation who does not achieve the minimum rate of progress or CGPA at the close of the probationary semester will be dismissed and will no longer be eligible for financial aid.

A student may appeal (see appeal/complaint procedure) academic dismissal beginning at the Executive Director of Academic Operations level if they feel the academic dismissal was caused by mitigating circumstances such as extended illness, personal tragedy, accident, a death in the immediate family or other unusual circumstances. Students who choose to appeal must submit a completed appeal form to the Registrar's office within ten (10) days of notification they are not making SAP. If the appeal is granted, the student will be entered on academic probation and financial aid probation. Students on financial aid probation are eligible to receive financial aid during this period. If, at the next review point, the student meets both requirements, they will be removed from academic and financial aid probation. If the student fails to meet the requirements of the probation, the student will be withdrawn and will be ineligible for financial aid.

Reestablishing Satisfactory Academic Progress

Students returning to Texas County Technical College following academic dismissal must apply for readmission. The Executive Director of Operations, Program Director, and Registrar must approve the readmission. If it is highly improbable or mathematically impossible for the student to improve above the minimum standards within their first semester of readmission, the student will not be readmitted.

Students readmitted after academic dismissal will be reentered on academic and financial aid probation. Students must bring their CGPA or pace of completion up to the minimum standards by the end of the first semester. Students may be eligible for financial aid.

If the student does not meet minimum standards at the end of the probationary semester, they will be academically dismissed the second time. However, a student may submit an appeal if they feels extenuating circumstances resulted in lack of progress during the probationary semester.

Appeal and Grievance Policy

The successful accomplishment of the college's mission requires prompt consideration and equitable adjustment of any appeal or grievance. It is the desire of the administration and staff to address appeals or grievances informally, and the supervisors, instructors, employees, and students are expected to make every effort to resolve problems as they arise.

Students have the right to appeal any action or decision that directly affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program, etc. due to not making satisfactory academic progress. Grievances or appeals submitted signed by a group will not be addressed. The student should first request consideration of a decision from the person who initiated the action.

An appeal regarding a final grade should be made within fifteen (15) business days of the last day of a course and should initially be addressed to the instructor of the course. If a student is not satisfied with the result, the student may file an appeal following the steps listed below.

Appeals may be granted based on error or unanticipated mitigating circumstances, which may include but are not limited to loss of transportation, civic duties, conflicting personal responsibilities, illness, death of a close relative, etc. that may affect a student's attendance or classroom performance. The grievance and appeal policy outlined below does not apply to actions taken in response to a positive drug screen. Please refer to the substance abuse policy.

When an appeal is requested, suspension of financial aid or dismissal from a program is delayed until the appeal has been decided. Students who have appealed are expected to continue in their program until the appeal is decided. When an appeal is not granted, the date of suspension of financial aid or dismissal from a program will be the date of the original

action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from a program.

Step One

Students with a complaint relating to a course or instructor should discuss it first with the instructor. If the complaint is not resolved satisfactorily, within three (3) business days following the documented meeting with the instructor, the student should present their complaint as outlined in Step Two.

Step Two

A student may present their grievance to the program director. All grievances <u>must</u> be submitted in writing on the Grievance Form. If a satisfactory solution is not achieved, within another three (3) business days from the receipt of the program director's decision, the student may proceed with Step Three.

Step Three

A student may then present the grievance to the Executive Director of Academic Operations. All grievances <u>must</u> be submitted in writing on the Grievance Form. If a satisfactory solution is not achieved, within three (3) business days from the receipt of the Executive Director of Academic Operation's decision, the student may proceed with Step Four.

Step Four

A student may then present the grievance to the Appeals Committee. The student has three (3) business days to present the grievance in writing on the Grievance Form to the Appeals Committee after the Executive Director of Academic Operations has made a decision. The decision of the Appeals Committee is final.

Complaints against the college may be registered with the following regulatory bodies:

Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
(301) 291 – 7550

Missouri Department of Higher Education
205 Jefferson Street
PO BOX 1469
Jefferson City, MO 65102-1469
(800) 473 – 6757

Withdrawal and Termination

Withdrawal

A student may choose to withdraw from Texas County Technical College at any time after starting a program. This can only be done by notifying the program director or instructor of their intent to officially withdraw. A student who does not officially withdraw and is absent for 14 consecutive calendar days will be considered an unofficial withdrawal from Texas County Technical College effective the last day of attendance.

A withdrawal from the program after the end of the sixth week of a semester will be assigned a withdrawal passing (WP) or withdraw failing (WF). If the student has received federal student financial aid funds, Texas County Technical College

will refund federal student financial aid programs paid but not earned back to the federal programs. The institution will also calculate the student's tuition obligation for the period of enrollment completed prior to withdrawal.

Administrative withdrawal occurs if a student does not attend a seated course and fails to contact the college within 14 calendar days. An administrative withdrawal may occur due to documented extenuating circumstances and are handled on a case-by-case basis.

Students should be aware that an administrative withdrawal may reduce the amount of financial aid they receive and could necessitate repayment of aid already received. It does not relieve their obligation to pay all tuition and fees due to the college. Please direct all questions regarding the policy to the administrative office.

Termination

A student may be terminated from a course or program due to excessive absenteeism, grade failure, conduct, violation of rules and regulations, unpaid tuition, falsifying application information, inability to attend or participate in clinical, or academic dishonesty. The student will receive a refund according to the refund policy.

Readmission

Students who wish to reenter Texas County Technical College after withdrawing due to mitigating circumstances or academic dismissal must apply for readmission. Students who left the college with a balance owed must pay the balance in full before reapplying.

Students who attend at least one day of the program are allowed one readmission to that program. Students must meet the current admissions requirements which includes but is not limited to:

- Retake the nursing exam and meet minimum criteria or higher if NOT attempting to test out of first semester PN core nursing courses passed. (Not applicable to Accelerated LPN to RN cohort)

- Submit a satisfactory health physical examination.

- Submit a record of current immunizations.

- Submit an updated satisfactory Missouri Family Care Safety Registry background screening.

- Submit an updated satisfactory Validity criminal background screening. The student is responsible for the fee.

- Submit a satisfactory drug screen.

Students who successfully complete the Practical Nursing readmission requirements may seek to have previously passed first semester nursing core courses only, waived following the procedure below pending the same curriculum and courses are available.

- Pass the Assessment Technologies Institute (ATI) comprehensive exams, where applicable, with a Level 2 competency, or higher, for nursing core courses successfully completed during first semester. The student is responsible for testing fees and is limited to one (1) attempt on the ATI comprehensive exams.

- Pass first semester nursing courses' final exam for which there is not an ATI comprehensive exam. Applies to first semester nursing core courses only. The student is responsible for testing fees and is limited to one (1) attempt on the final exam.

- Demonstrate proficient nursing skills in a lab setting. The student is responsible for a $32.00 per hour lab usage fee.

First semester Practical Nursing core courses only may be waived due to the clinical components with subsequent semesters. Students reapplying for the Accelerated LPN to RN program must reenter the first semester. No test out option is available due to the clinical components in the first semester of the program.

NOTE: Curriculum may change. If accepted for readmission, students will enter under the current catalog.

Students reapplying for any program after being dismissed for disciplinary reasons will be readmitted only at the discretion of the Program Director, Executive Director of Operations, or the President.

Applying for readmission does not guarantee acceptance into a program.

Graduation Requirements

To graduate, students must have earned a minimum cumulative grade point average (CGPA) of 2.00 and successfully completed the required number of credits in their program within the maximum number of credits that may be attempted.

Students must have a grade of C or higher on all courses within the nursing program. Upon satisfactory completion of their program, students will receive a Certificate or Associate Degree.

NCLEX Review Requirement

The college schedules an NCLEX live review for all nursing students the final week of their program, and students are required to attend the entire NCLEX review. Once verification of attendance at the review has been turned in to the administrative staff, and all other graduation and financial obligations are met, those students who attend ALL sessions of the NCLEX review offered through the college will have official transcripts sent to the Board of Nursing.

Students who cannot or choose not to attend all the scheduled NCLEX review at the college may select from a list of pre-approved NCLEX reviews (available in the administrative office). Upon successful completion of an alternate review

course, students must provide documentation to the registrar showing proof of completion. Students taking an alternate NCLEX review are responsible for the cost incurred.

Graduation Honors

Degree Program students who graduate with outstanding academic achievement are entitled to the following honors based upon cumulative grade point average.

Cum Laude	3.50 – 3.75
Manga Cum Laude	3.76 – 3.89
Summa Cum Laude	3.90 – 4.00

Certificate Program students who graduate with outstanding academic achievement are entitled to the following honors based upon cumulative grade point average.

Honors	3.85 – 4.00

Student Support Information

Academic Counseling

Individual instructors and administrative staff are available to students during regular office hours for discussion of course or program academic concerns. Students experiencing academic difficulties are required to meet with course instructors to determine a plan for improving the student's academic standing. Instructors may assist students in study habits and provide limited tutoring concerning specific content. The staff may make referrals to outside resources. Students are encouraged to make an appointment with instructors.

Family Educational Rights and Privacy Act of 1974

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to examine certain files, records or documents maintained by the school that pertain to them. Texas County Technical College must permit students to examine such records within forty-five (45) days after submission of a written request and to obtain copies of such records upon payment of the reproduction cost. Students may request the school amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their rights of privacy. If the school refuses to amend the records, students may utilize the college's grievance procedure to request a hearing.

Texas County Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. Annually, Texas County Technical College informs students of their rights relating to FERPA. The act was designed to protect the

privacy of education records and to provide for the correction of inaccurate or misleading data through formal and informal hearings.

Students have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202 concerning this institution's alleged failure to comply with FERPA.

The college has designated certain information contained in the educational records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information:

1. Name

2. Address, including Email Addresses

3. Telephone Number

4. Date and Place of Birth

5. Major Field of Study

6. Enrollment Status (*full-time, part-time*)

7. Dates of Attendance (*including matriculation and withdrawal dates*)

8. Academic Classification by year

9. Degrees and Awards Received

10. Most recent Previous Educational Agency or Institution Attended by the Student

11. Student's Photograph.

Directory information may be disclosed by this institution for any purpose at its discretion without the consent of the student. Students have a right, however, to refuse to permit the designation of any or all the above information as directory information. In that case, this information will not be disclosed except with the consent of a student or as otherwise allowed by FERPA.

Any student refusing to have any or all the designated directory information disclosed must file a written notification to this effect with the administrative office during regular business hours within the first week of a program or course. The written notification does not apply retroactively to previously released directory information.

In the event a refusal is not filed, this institution assumes a student does not object to the release of the designated director information. questions or inquiries should be addressed to the administrative office.

Notice of Non-Discriminatory Policies

The college affirms a policy of equal employment opportunity, and nondiscrimination in the provision of educational services to the public. The college makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, genetic marker, disability, or any other characteristic which lawfully cannot be the basis for an employment decision by state, local, or federal law.

The college is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965, as amended

- Title 38, United State Code, Veteran's Benefits

- Title IX, Education Amendments of 1972

- Section 504, Rehabilitation Act of 1973

- Family Education Rights and Privacy Act of 1974, as amended

- Drug-Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the college president.

Texas County Technical College complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure that disabled persons admitted as students or employed by the college are afforded all the rights and privileges provided to them by state and federal laws. Texas County Technical College is committed to providing a sound learning environment to academically qualified students with disabilities. Students must provide complete current documentation to the administrative office prior to beginning a program, and accommodations will be determined based on documentation, then communicated to the instructor with consent of the student.

The U.S. Department of Agriculture (USDA) Non-Discrimination Statement

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form found at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632 – 9998 to request the form. You may also write a letter containing all the information requested on the form.

Send your completed complaint form or letter to us by mail at:

> U.S. Department of Agriculture
> Director
> Office of Adjudication
> 14000 Independence Ave, SW.
> Washington, DC 20250-9410
>
> By Fax: (202) 690 – 7442
>
> Or by Email: program.intake@usda.gov

Harassment Policy

Texas County Technical College is committed to providing a workplace and learning environment that is free from harassment to any group protected by basic laws. Harassment is conduct that is unprofessional, unproductive, and illegal. Consequently, all conduct of this nature is expressly prohibited.

Sexual Harassment

Sexual harassment is the use of personal authority or power to coerce or influence another person into unwanted sexual relations or to create a sexually intimidating, hostile or offensive academic or work environment.

Sexual harassment is defined as unwelcome sexual advances or comments, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Other Forms of Harassment

Other forms of harassment include but are not limited to verbal abuse, insulting comments, gestures, and bullying when directed at any individual. It is the responsibility of each employee and each student to always conduct himself or herself in a professional manner and to refrain from such adverse behavior.

Sanctions

Violators of this policy will be subject to sanction ranging from letters of reprimand to dismissal, according to the severity of the offense.

Complaints should be made as soon as possible after the alleged incident of discrimination has occurred to an immediate supervisor or administrator with no worry of retaliation. Complaints should be presented in writing and signed by the complainant. Each complaint will be investigated in a timely manner with confidentiality and recourse.

In most cases, the person accused of discrimination will be notified of the complaint by the president of the college. Texas County Technical College will take prompt corrective action, if an investigation confirms the allegations, which may include discipline, up to and including immediate dismissal.

Implementation

In support of this policy, the college shall conduct periodic orientation and educational programs for faculty, students, and staff on the nature of harassment to ensure an academic and work environment free of harassment.

Sexual Assault Prevention

The college educates the student community about dating violence, domestic violence, sexual assault, and stalking in the mandatory orientation held before the start of each program. Programs include guest speakers from local and area support organizations, power point presentations, and contact information. The staff of TCTC may also choose to use Sexual Violence Training Modules made available through the Saint Louis University's Heartland Center for Public Health and Preparedness.

If you are a victim of sexual assault at this institution, your priority should be to get to a place of safety. You should then obtain the necessary medical treatment as it is extremely important for the survivor's well-being. For the physical evidence to be present and useful, the medical/legal exam must be obtained within 48 hours of the assault. If the survivor pursues this course of action, they must be informed that the appropriate agency must be contacted. Filing a report with a college official will not obligate the survivor to prosecute, nor will it subject the survivor to scrutiny or judgmental opinions.

The college is committed to maintaining an environment that is free from all forms of discrimination, including discrimination based on sex. Moreover, the college is committed to maintaining an environment that is free from domestic violence, dating violence, sexual assault, and stalking as contemplated by the Jeanne Clery Act, as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA).

Since Texas County Technical College does not have an on-campus law enforcement official, all sexual offenses should be reported to local law enforcement and directly to a college official. Filing a police report will:

- Ensure that a survivor of sexual assault receives the necessary medical treatment and tests.

- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.

- Assure the survivor has the access to free confidential counseling from counselors specifically trained in sexual assault crisis interventions.

Houston Police Department	Texas County Sheriff's Office
(417) 967-3348	(417) 967-4165

When a sexual assault survivor contacts the local police department, a representative of the college should be notified as well. The survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the college or only the latter. A representative from the police department or the college will guide the survivor, upon

request, through the available options and support the survivor in his/her decisions. Through there are no on campus counseling and support services, outside counseling may be obtained through the following:

Emergency Room of the Texas County Memorial Hospital Houston, MO (417) 967-3311 (Main) (417) 967-1269 (Emergency Room)	Shelter and Advocacy Services of Agape House, Inc. Mountain View, MO (800) 667-1811 (417) 934-1811
Ozarks Medical Center Behavioral Health Care West Plains, MO (800) 356-5395	Shelter and Advocacy Services of Christos House, Inc. West Plains, MO (800) 611-5853

Since TCTC does not provide campus-based housing or facilities other than those for educational purposes, we cannot assist survivors of a sexual offense with changes in their living situation but will assist in changes to academic situation if changes are requested by the student and are reasonably available.

A student must contact a college official to begin disciplinary proceedings. Should a disciplinary proceeding against the alleged perpetrator be pursued, both the accuser and the accused are entitled to the same opportunities to have other present during the disciplinary proceeding. After TCTC has reached a final determination following the disciplinary proceedings with respect to the alleged offense, both the accuser and the alleged accused will be informed of any sanctions that are imposed against the accused. Sanctions may include suspension, expulsion and/or referral to law enforcement authorities for possible criminal prosecution.

Tobacco-Free Facilities

Effective July 1, 2013, Texas County Technical College (TCTC) is a tobacco free college.

The tobacco-free policy prohibits the use of tobacco products on our campus and all adjacent areas. Tobacco products cannot be used by students and/or employees anywhere on the grounds or inside the facilities.

Furthermore, students and employees may not smoke, use tobacco, or vape in any form while wearing their TCTC ID badge, at any clinical facility, or college activity representing TCTC.

Students and employees may not smoke in their vehicles while on campus. Students and employees with an offensive odor in their clothing may be asked to change or be sent home on their own time to change clothes.

The administration recognizes that smoking is a personal choice, and students and employees may smoke or use other forms of tobacco while off duty and off college grounds if they are not representing TCTC in an official capacity.

Drug and Alcohol Abuse Prevention

Texas County Technical College (TCTC) is committed to providing a healthy, safe learning environment for their students, instructors, staff, and guests. Part 86, the Drug and Alcohol Abuse Prevention Regulations (EDGAR) requires, that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on campus and as part of any of its activities.

TCTC has created a program that complies with the Drug-Free Schools and Community Act (DFSCA) to do the following:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and college policy; a description of health risks associated with alcohol and drug use; information on available treatment programs.

2. Develop a sound method for distributing annual notification information to every student and staff member each year.

3. Conduct a biennial review on the effectiveness of its alcohol and drug use program and the consistency of sanction enforcement.

4. Maintain its biennial review material on file so that, if requested to do so by the U.S. Department of Education, the college can submit it.

DFSCA Biennial Review Information

Regulations do not specify a date by which the biennial review must be completed; it is only required that the college completes a review every two years. Since the regulations went into effect in an even number year (1990), TCTC will conduct its biennial review by the end of each even numbered calendar year, and the review will be conducted by the President, Executive Director of Academic Operations, and Registrar.

Documentation

Reports filed through the disciplinary process are made available for review to determine whether incidents or types of reports are increasing. Any changes in prevention or intervention initiative can then be made to address trends. Within the last two years, no student has been terminated from any program due to alcohol abuse or illicit drug usage.

Policy Program

TCTC has a zero tolerance for drug or alcohol usage on campus or at any facility used by the college for additional training.

Through an assessment of the previous two years of activity, the following components have been identified as actively in place:

1. Mandatory drug screening for acceptance into any nursing program.

2. Random drug screening for any student or employee, if deemed necessary.

3. Information sessions regarding drug and alcohol abuse and prevention is given during student orientation at the beginning of each new program and in the student catalog.

4. Drug and alcohol abuse prevention is embedded throughout the curriculum utilizing a variety of methods to include but not limited to guest speaker expertise, field trips, clinical rotations, classroom assignments and projects.

5. Employees are provided with information on policies related to alcohol and illicit drug use through distribution of the Employee Handbook.

The consumption of alcoholic beverages and illegal drugs on the property of TCTC is absolutely prohibited, and violators will be prosecuted by local law enforcement agencies. Prohibited unlawful use includes violation of the Missouri law prohibiting possession or use of alcohol by persons under 21 years of age and all other state and federal laws regulating use, possession or distribution of alcohol or drugs. Also, prohibited are the unlawful or unauthorized use and/or possession of narcotics, drugs, drug paraphernalia and/or other chemicals; the distribution and/or sale of alcoholic beverages and the unlawful or unauthorized distribution and/or sale of narcotics, drugs and/or chemicals. Students and employees are notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on campus or as part of the college's activities are prohibited and will be grounds for immediate dismissal from a program or employment. Any student or employee whose behavior is illegal, endangering the safety of students or employees, or considered to be disruptive to normal college activities will be dismissed immediately.

Those employees or students dismissed for illegal behavior will be reported to the appropriate authorities and subject to the penalties of federal, state, and city laws.

Legal Sanctions

Local, state, and federal laws prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to $20,000 to imprisonment for terms up to and including life.

Specific and serious health risks are associated with use of illegal drugs and alcohol. Some of the major risks are:

- Alcohol and other depressants (barbiturates, sedatives, and tranquilizers)

    - Addiction
    - Accidents resulting from impaired ability in judgment

    - Overdose which can result in death
    - Damage to a developing fetus
    - Heart and liver damage

- Marijuana

    - Addiction
    - Panic reaction
    - Impaired short-term memory
    - Increased risk of lung cancer and emphysema
    - Impairment of driving ability

- Cocaine

    - Addiction
    - Heart attack
    - Seizures
    - Lung damage
    - Severe depression
    - Paranoia and psychosis
    - Similar risks are associated with other stimulants such as speed and uppers.

- Hallucinogens (acid, LSD, PCP, MDMA, etc.)

    - Addiction
    - Unpredictable and/or violent behavior
    - Emotional instability
    - Organic brain damage in heavy users
    - Convulsions
    - Coma

- Narcotics (heroin, Demerol, Morphine, Codeine, etc.)

    - Addiction
    - Accidental overdose
    - Risk of Hepatitis and AIDS from contaminated needles

- Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.)

    - Loss of consciousness
    - Suffocation
    - Damage to the brain and central nervous system
    - Sudden death
    - Nausea and vomiting
    - Nosebleeds
    - Impaired judgment

A drug screen may be requested of a student and/or employee who demonstrates drug or alcohol use. All expenses related to screening, counseling, treatment, and rehabilitation are the responsibility of the student and/or employee.

If a student or employee is terminated for positive results on a drug screen, and they wish to appeal the decision, the following steps must be completed:

1. Notify the Program Director or Executive Director of Academic Operations in writing within 24 hours (excluding weekends) following termination of the decision to appeal. This time limitation is due to the time constraints concerning specimens maintained by the laboratory.

2. Request that Sample B of the split sample specimen be sent to a second independent laboratory for testing. All fees for this additional testing are the responsibility of the student or employee and must be paid at the time the appeal is submitted.

The findings from the second independent laboratory are final, and decisions made regarding the student or employee retention resulting from those findings are final.

TCTC strongly encourages a student or employee who might be dealing with a drug or alcohol abuse to seek counseling, treatment, or rehabilitation. TCTC will assist with referrals or other methods to connect the student or employee with counseling, treatment, or rehabilitation. The drug and alcohol resources are available in the near-campus community, on-line, or by telephone.

The following contact numbers and hotlines are available for counseling, treatment, and rehabilitation:

Substance Abuse Treatment Locator www.findtreatment.samhsa.gov 1-800-662-HELP (4357)	Nar-Anon http://nar-anon.org 1-800-477-6291	Cocaine Anonymous www.ca.org 1-800-347-8998
National Council of Alcoholism and Drug Dependence Hopeline www.ncadd.org 1-800-NCA-CALL (622-2255)	SE Missouri Community Treatment Center, Rolla 573-364-8511	Turning Leaf Adult Treatment Center, West Plains 417-256-5395
Alcoholics Anonymous www.aa.org	Alcoholic Anonymous, West Plains 417-256-8988	Family Counseling Center, West Plains 417-257-9152
Gibson Recovery Center, Rolla 573-368-7302	24 Hour Drug & Alcohol Helpline, Rolla 888-413-6364	Family Counseling Center, Mtn Grove 417-926-1500
Texas County Sheriff's Office 417-967-4165	Texas County Houston Police 417-967-3348	Dent County Sheriff's Office 573-729-3241
Phelps County Sheriff's Office 573-426-3860	Phelps County Rolla Police 573-308-1213	Wright County Sheriff's Office 417-741-7576
Wright County Mt Grove Police 417-926-5181		

Campus Crime Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), a current copy of the Texas County Technical College Annual Security Report which contains information about campus security and campus security regulations, is available at the TCTC website https://www.texascountytech.edu/consumer-information or upon request from the administrative office. This report is updated annually and includes a summary of all

crimes which have occurred on campus. This report is also available in hard copy to any prospective student, parent, or other interested person, upon request, from the administrative office.

Insurance

Each student is responsible for his/her own medical costs. The college does not provide accident or health insurance.

Technology Use Rules

Use of the college's computers to access pornographic sites or other inappropriate sites or material is strictly prohibited. Any student who uses the college's computers for this purpose will be suspended, lose access to the computers, or be terminated from the program.

Modern technology has made many creative works widely available through the Internet. For example, the technology known as Peer-to-Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials – most of which is subject to copyright protection. Use of P2P technology to transmit copyrighted material is illegal and a violation of Texas County Technical College policies.

The college remains committed to maintaining a safe and family-friendly forum for sharing information. In maintaining a positive environment for site visitors, the college maintains the right to remove any comments or wall postings from official college-sponsored pages that are inappropriate, inflammatory, or damaging to TCTC or any individual.

The college is responsible for posting materials to the college's main social networking sites. Instructors, program departments, and student organizations may also maintain other social networking pages for their specific needs and areas. If so, these sites should be approved by the Executive Director of Academic Operations and approved prior to posting any materials. The procedures for establishing social media sites, general computer and social networking guidelines, and disclaimers are available on the college's main webpage and are provided to each student.

Students pay a technology fee per semester which covers the cost of printing for school related papers/information, and students per page printing amount will be monitored and recorded by semester.

Use of Technology and Social Media

Policy: Nursing students may not collect, share, or post any material that could potentially violate patient/family confidentiality or professional behavior guidelines on social media sites. Although Moodle, HER Tutor and other online tools used in a nursing course are not considered social media sites, students are expected to observe professional standards for communication in all interactions.

Nursing students must follow the related policies of the clinical sites and the college.

Students may be subject to disciplinary action by the college and the clinical site for comments that are either unprofessional or violate patient privacy. HIPAA regulations apply to comments and images made and shared on social networking sites. Violations involving Moodle or other online tools are subject to the same prosecution as with other HIPAA violations.

Students are expected to conduct themselves as professionals, and, therefore, should refrain from negative posts regarding the college, courses, classmates, or instructors.

Guidelines

1. Social media includes but is not limited to blogs, podcasts, discussion forums, online collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, video sharing, and social networks like Instagram, Twitter, and Facebook.

2. Collecting, sharing, and posting on social networking sites are subject to the same professional standards as any other personal interactions. The permanence, worldwide access, and written nature of these postings make them even more subject to scrutiny than most other forms of communication.

3. Restricted postings include but are not limited to protected health information: individually identifiable information (oral, written, or electronic) about a patient's physical or mental health, the receipt of health care, or payment for the care.

4. Online postings or discussions of specific patients are prohibited, even if all identifying information is excluded. It is possible that someone could recognize the patient to which you are referring based on the context. Remember, if you would not want your own health information being posted to the internet, do not post that of anyone else.

5. Under no circumstances should photos or videos of patients or photos depicting the body parts of patients be taken or displayed online.

6. Statements made by you within online networks will be treated as if you verbally made the statement in a public place.

Electronic communication and information devices are a part of everyday life for most people today. However, learning to be a professional nurse includes discriminating when, where and how technologies are to be appropriately utilized. Students should use hospital or agency computers for patient care-related tasks only. Students are not allowed to use hospital computers for Facebook, personal email, or any other use.

Staff use always take priority over student use of the computers. It is essential that clinical instructors clarify with managers and staff, before students begin clinical, what access students will have to the computers at the clinical site where students are placed.

Students are not allowed to use electronic devices for personal reasons while in a clinical setting. Use of HER Tutor for clinical assignments may be done at the approval of your clinical instructor. Students may only use their phones during lunch or dinner break, or by special arrangement with the clinical instructor.

Instructors are to bring any violations to the attention of the course coordinator immediately.

Source: Modified from Wegmans School of Nursing – St. John Fisher College, Rochester, NY, Clinical Instructor Guidelines, and Information (2013).

Parking

Parking must be in the designated area. This applies to the college and any facilities that the college may use for classrooms, clinicals, or other school activities.

Dress Code

General Dress Code

Texas County Technical College has the following guidelines for students attending class:

1. The student must be clean and well groomed.

2. The student may wear street clothes that are modest and well kept. No drug, alcohol, or offensive logos. No midriffs may be exposed.

3. Jewelry may be worn in the classroom only. See clinical and skills lab dress code for simulation and skills lab requirements.

Clinical and Skills Lab Dress Code

Texas County Technical College has the following guidelines for students attending clinical or skills lab:

1. The student must wear the required clinical attire according to the course description and/or clinical protocol.

2. The student must wear professional street clothes (no shorts, jeans, open-toed shoes, tank tops, etc.) and a lab coat with name tag for any pre-clinical preparation (if applicable). No exposed midriffs.

3. The college uniform is to be clean and neatly worn. The college uniform includes a white scrub top, grey scrub pants, white tennis shoes, TCTC nursing t-shirt, and white or black undershirt. Name tag and identification patch must be worn during all clinical rotations. Uniform shoes must be white and kept clean. No additional accessories or pins may be worn with the college uniform.

4. Undergarments worn with the nursing uniform and at clinical rotations must be white or skin-colored and non-revealing. Female students must wear brassieres. Male students should wear white undershirts.

5. Hair must be clean, simply styled, and off the collar while in uniform. Only natural hair colors are allowed in clinical, simulation and skills labs. Long hair must be pulled away from the face so that is does not contaminate clean areas. Bangs must not obstruct the student's line of sight. Men's faces are to be either clean shaven or beards short, trimmed and groomed.

6. Natural colored contacts only.

7. No false nails may be worn. Nails must be cut short, not to extend more than an eighth of an inch from the fingertips. Nail polish is not allowed during clinical rotations including shellac and dip polish.

8. The student may wear a plain ring band only. Stones tend to scratch clients or cause skin tears.

9. One pair of stud earrings may be worn on the ear lobe; earrings not permitted in any other part of the ear. No hoops, dangling earnings or gauges. These tend to get caught and ripped out of the ear.

10. No body piercing, to include nose, eyebrow, tongue, umbilical rings, etc.

11. Tattoos should be covered if possible, however, infection control standards dictate nothing worn below the elbow for patient care. Tattoos that cannot be covered must be conservative and must not convey a message that is contrary to Texas County Technical College professional standards. Visible tattoos that are lewd, obscene, and crude or that portray nudity, vice, crime, or contain profanity are forbidden. No visible facial tattoos are allowed.

12. No Smart Watches, Fitbits, or other electronic devices. Watches must be analog or digital, waterproof with a flexible band.

13. Instructors may send students who do not meet the dress code requirements home from the clinical rotation. Clinical time must then be made-up.

Professional Standards and Code of Conduct

Classroom and Clinical Expectations

Health care professionals are representatives of the nursing profession. The first impression a nurse makes on the client results from what is seen and heard. How a nurse looks, and acts establishes the basis for acceptance from their client.

Professional Code of Conduct

Texas County Technical College students are expected to maintain mature, professional conduct. Students are also expected to abide by the policies of the college. Student conduct is expected to reflect integrity and trust. All forms of unprofessional behavior are prohibited and will result in disciplinary action including possible dismissal. It is expected that those who observe incidents of misconduct to provide a written and signed report of such incidents to the instructor or the program director as soon as possible.

Problems with behavior will require counseling or conference with the instructor of the course. Serious or repetitive problems of behavior will require counseling or conference with the program director. Written documentation will be required, and the student will be provided with a copy of the documentation and expectations for correction. Students consistently exhibiting unprofessional disruptive behavior in the classroom may be subject to disciplinary action. Conduct is a critical element considered in the evaluation of student(s).

Academic Dishonesty

Academic dishonesty is defined as students providing or obtaining unauthorized help in academic coursework or accepting recognition for work which is not theirs.

Cheating is behaving in a dishonest way to achieve a goal. Examples of cheating include but are not limited to:

1. Copying from another student's work, examination paper or other exam instrument (i.e., computer).

2. Allowing another student to copy from any work, an examination, paper, or other exam instrument.

3. Unauthorized use of books, notes, or other materials to complete an examination, quiz, project, or other academic assignment.

4. Unauthorized collaboration with others on a test, quiz, assignment, or other academic project.

5. Using or processing unauthorized or concealed materials, such as notes, formula lists, cheat sheets, and websites during an examination.

6. Receiving communications such as, but not limited to notes, text messages, phone messages, computer-based messages, or nonverbal signs during examinations.

7. Disclosing examination questions or topics to other students; receiving information about examination questions or topics from other students.

8. Submission or use of falsified data.

9. Theft of or unauthorized access to an examination.

10. Submission of the same work for credit in more than one course, without obtaining permission of all instructors beforehand.

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another and the representation of them as one's own original work. Examples of plagiarism include but are not limited to:

1. Quoting another person's actual words, sentences, phrases, paragraphs, or entire piece of written work without acknowledgement of the source.

2. Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words, without acknowledgement of the source

3. Borrowing facts, statistics, illustrations, or other materials that are not clearly common knowledge without acknowledgement of the source.

4. Copying another student's written work, computer file, or other academic assignment.

5. Allowing a student to copy written work, computer file, or other academic assignment.

6. Collaboration on or sharing of an assignment in any form (written or computer file) which is then submitted as individual work of each student.

7. Submission of the same work for credit in more than one course, without obtaining permission of all instructors beforehand.

Unintentional acts of plagiarism are defined as those involving acknowledgment of sources but incorrect use of citations or citation format. Incidents of academic dishonesty result in a zero for the assignment and may result in dismissal from the program.

Uncivil Behaviors

Examples of uncivil behavior include but are not limited to:

1. Behavior disruptive to the educational process, which includes but is not limited to:

   a. Consistently missing deadlines
   b. Repeatedly arriving to class late, leaving early, or otherwise coming and going during class
   c. Sleeping in class
   d. Using electronic devices during class for purposes unrelated to the course
   e. Failure to turn cell phones off during class
   f. Conducting side conversations during class
   g. Dominating the discussion during class

2. Discourteous, disrespectful, and impolite behavior directed toward instructors or other students or persons in the classroom or at clinical facilities, which includes but is not limited to:

   a. Use of profanity
   b. Rudeness, belittling, or use of judgmental tone
   c. Taunting, harassing, or bullying
   d. Yelling, threatening behavior or words, personal attacks, or unfound accusations
   e. Use of racial, ethnic, sexual, or other discriminatory slurs

3. Imposing physical harm on instructors or other students or persons

4. Intentionally destroying property

5. Possession of firearms or weapons

6. Violation of the college's Drug and Alcohol Use Policy

The instructor reserves the right to not admit students to class who are late until the next class break. Students who engage in disruptive behavior, are unruly, or who interfere with the instructor's teaching and learning environment will be dismissed from class.

Disrespectful communication, incivility, and behaviors that are distracting to the learning environment will not be tolerated. Behaviors that are distracting to the learning environment may include but are not limited to:

1. Intimidation behavior

2. Refusal to comply with instructor requests

3. Persistent arguing

4. Yelling, eye rolling, foul and or inappropriate language

Any threats or disrespectful conduct made against instructors will be reported to the director and will result in penalties to the student.

Clinical and Skills Lab Code of Conduct

Texas County Technical College students are expected to maintain mature, professional conduct. Students are also expected to abide by the policies of the clinical facility. Student conduct is expected to reflect integrity and trust. All forms of unprofessional behavior are prohibited and will result in disciplinary action including possible dismissal. It is expected that those who observe incidents of misconduct to provide a written and signed report of such incidents to the instructor or the program director as soon as possible.

Problems with behavior will require counseling or conference with the instructor of the clinical rotation. Serious or repetitive problems of behavior will require counseling or conference with the program director. Written documentation will be required, and the student will be provided with a copy of the documentation and expectations for correction. Students consistently exhibiting unprofessional disruptive behavior in the classroom may be subject to disciplinary action. Conduct is a critical element considered in the evaluation of student(s).

Unethical/Unsafe Professional Behaviors violations include but are not limited to:

1. Inadequate preparation for clinical rotation

2. Failure to properly notify the supervising or assigned instructor for a clinical absence

3. Falsifying information or reporting falsified information

4. Breach of client confidentiality/Health Insurance Portability and Accountability Act (HIPAA)

5. Unsafe nursing practice

    a. Unsafe nursing practice is behavior conflicting with that expected of a reasonably prudent licensed nurse and has the potential to cause physical or emotional harm to the client. Nursing students will perform within their level of competency, be aware of limitations of their knowledge, have sound rationale for nursing care, and ask for assistance when performing any tasks outside of their level of knowledge or competency. Failure to follow infection control procedures or other safety protocols also constitutes unsafe nursing practice.

6. Violation of the American Nurses Association's Code of Ethics for Nurses

7. Violation of signed Academic Integrity Statement.

Unethical/Unsafe professional behavior may result in the dismissal from clinical rotation. Additional penalties may apply depending on the severity of the incident or repeat occurrences.

Texas County Technical College has the following guidelines for students attending clinical or skills lab:

1. The student is required to always maintain patient confidentiality. Any breach in confidentiality could result in termination from the college.

2. The student is required to always maintain confidentiality in any clinical/skills activity. This includes but is not limited to simulation labs and class skills labs. Sharing simulation lab scenarios with other students is considered disclosing of information or unauthorized collaboration between students and is considered academic dishonesty. Academic dishonesty is grounds for termination.

3. Students may not work an overnight shift prior to their clinical rotation. If it is determined that a student has worked an overnight shift prior to their clinical rotation, the student will be sent home, not be allowed to attend the clinical day, and will be required to make-up the missed clinical hours. According to state regulations, nurses are not allowed to work more than sixteen (16) continuous hours.

4. The student must be covered by student nursing liability insurance throughout the course of study which is provided by the college.

5. Gum chewing is prohibited during clinical rotations.

6. Students are not to leave the clinical unit without express permission from the instructor or supervising nurse.

7. No cell phones or other electronic devices are allowed during the clinical rotation while in patient care areas. This policy may be superseded by facility policy if the facility's policy is more restrictive. Simulation days are considered part of the clinical experience.

8. Families may contact the college in case of emergencies. A college employee will notify the student and/or clinical instructor or supervising nurse responsible and they will notify the student. No Personal Calls.

9. Smoking is not allowed during the clinical rotation or pre-conference hours. Tobacco odor stays on uniforms and is offensive to many clients.

10. The use of alcoholic beverages and/or drugs (illegal or prescription abuse) during regular hours on campus, during clinical hours or pre-clinical preparation hours is strictly prohibited and is grounds for dismissal.

11. The use of prescription medication that alters cognitive or physical functioning is not permitted during pre-clinical preparation and clinical rotations.

12. Children are not allowed to attend pre-clinical preparation.

13. Students must adhere to the clinical facility's policies and procedures.

Code of Academic Integrity

Texas County Technical College is an academic community whose fundamental purpose is the pursuit of knowledge. It is believed that academic integrity is vital to the success of an educational endeavor and without it, the opportunity to develop a full understanding of the material is missed. The value of education awarded by an institution is based on the

belief that graduates earn their education honestly, and that graduates have the knowledge and skills inherent to that education. The faculty at Texas County Technical College believe that quality education leads to quality care. The college accepts this responsibility to the community and to the profession of nursing by expecting academic integrity of students and faculty.

The highest standards of ethical and professional conduct are integral to success in nursing programs. As members of the nursing profession, the student shares a commitment to adhere to the American Nurses Association Code of Ethics for Nurses. The faculty's duty is to maintain an environment supportive of personal growth, as well as to ensure the provision of safe and effective health care to the public.

The nursing faculty at Texas County Technical College believe students who develop the values of nursing during their course of study will portray these values as a nurse. The values of nursing include lifelong learning, diversity, individuality, respect, responsibility, and integrity. These values are essential to continued success in the profession of nursing.

The American Nurses Association Code of Ethics for Nurses is as follows:

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions, and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Computer Requirements

Computers are an essential part of all programs at Texas County Technical College (TCTC). Students are required to have one of the following:

1. A personal computer with some type of word processing software, web camera (with microphone) and reliable internet access; or,

2. Access to a personal computer with some type of word processing software, web camera (with microphone) and reliable internet access.

TCTC does not recommend the use of Chromebooks. TCTC students may use the college's computer labs and library anytime they are available during regular business hours.

Housing

Texas County Technical College neither has nor provides residential housing. The administrative office can provide a list of local realtors that can provide such information.

Illness and Injury

In the case of emergency illness or an injury, Texas County Technical College will activate EMS and notify the responsible person listed as the student's emergency contact. Texas County Technical College is not responsible for injuries, or any expenses incurred.

Inclement Weather Policy

Extreme weather may require Texas County Technical College to cancel classes. Information regarding class cancellation will be available on local television, Moodle, and designated social media. If no announcement is made, it may be assumed classes will be in session.

If students believe road conditions are unsafe near their home, and school is in session, they are responsible for contacting the college.

Days missed due to inclement weather will be made up, and regulatory schedules days or holidays may be required as make-up days. Every effort will be made to post make-up days as soon as possible.

Library Services

TCTC students have available the Library & Information Resources Network (LIRN) 24/7, which can be accessed at the college or at home. The LIRN system consists of the following online services: LIRN Search, eLibrary, Gale Virtual Reference library, and ProQuest (including Nursing and Allied Health database, Health & Medical Collection, Public Health database, Health Management database & more). These are online databases for research featuring complete articles, full-text, and graphics.

New Student Orientation

An orientation for students is provided at the beginning of each program. Each program director will determine a specific time and content. Attendance is mandatory.

Personal Calls

No personal calls will be accepted. Emergency calls will be managed on an individual basis.

Personal Property

Texas County Technical College, including any of its agents or facilities used, is not responsible for personal belongings. Students must take responsibility for their own personal belongings.

Placement

The administrative office will assist students and graduates of Texas County Technical College in seeking employment. The assistance may be in completing employment applications, reviewing, and enhancing a resume, interviewing techniques, and determining appropriate positions for which the student can apply. Texas County Technical College does not guarantee placement. The college will maintain and seek information concerning current employment opportunities to assist students. Placement assistance is not provided for individuals who terminate their program prior to course completion.

Transcript Requests

Requests for transcripts must be in writing. Forms are available on TCTC's website and through Parchment. One official transcript is provided with the degree or certificate upon program completion; additional copies (official or faxed) are $14.00 each.

Transportation

It is necessary for students to have their own reliable transportation. Students will need to travel between classrooms, college sponsored events and activities, and clinical sites.

Administration and Faculty

Ownership

SPC Subsidiary 1, LLC d.b.a.: Texas County Technical College (TCTC)

National Leadership

Nick Mansour
Chairman of the Board
Master of Business Administration,
Stanford University Graduate School
of Business

Kristen Torres
President of Allied Health
Master of Business Administration,
University of Phoenix

Jason Anderson
Chief Executive Officer
Master of Business Administration,
Stanford University Graduate School
of Business

Maddie Caballo
*Senior Vice President of Student
Affairs*
Master of Science in Management
and Leadership, Western Governors
University

Matthew Calhoun
*Senior Vice President of Campus
Development*
Master of Education, Northern
Arizona University

Michelle Eisenstat
Chief People Officer
Bachelor of Arts, Communication,
Arizona State University

John Ferrara
Chief Information Officer
Bachelor of Science in Computer
Engineering, Saint Louis University

Damien Mach
Senior Vice President of Admissions
Master of Business Administration,
Keller Graduate School of Business

Steven Neptune
Chief Strategy Officer
Master of Business Administration,
Stanford University Graduate School
of Business

Elizabeth Simmons
Chief Financial Officer
Master of Business Administration,
Stanford University Graduate School
of Business

Eric Sisak
*Vice President of Digital Marketing &
Analytics*
Master of Business Administration,
Carnegie Mellon University

Dr. Mable Smith
*Provost & Senior Vice President of
Academics*
Juris Doctor, Florida State University
Doctor of Philosophy in Higher
Education, Florida State University
Master of Science in Nursing, Emory
University
Bachelor of Science in Nursing,
Florida State University

Ryan Svendsen
*Senior Vice President of Finance &
Controller*
Bachelor of Business Administration,
University of Arizona

Thomas Williams
Chief Marketing Officer
Master of Business Administration,
Indiana State University

Corporate

Jan Atencio
Director of Agency

Linda Coleman
Compliance Quality Assurance Manager

Tony Comstock
Vice President of Financial Aid

Lauren Coughlin
Director of Registrar Services

Chris Crismon
Compliance Manager

Jeffrey Dennis
Assistant Controller

Matthew Egan
Vice President of Regulatory Affairs

Edgard Espinoza
IT Manager

Dama Foerstner
Manager of Transfer Credit Evaluation

Jamie Frantom
IT Manager

Genna Freeborn
Corporate Director of Financial Aid

Nanette Gincastro
Corporate Financial Aid Supervisor

Ashley McMurray
Marketing Manager

Ashley Meyer
Director of Search Marketing

Betty Navarette
Compliance Manager

Trinya Peoples
Collections Manager

Jennifer Pobiak
Manager of Accounting

Steven Poore
Director of Facilities & Construction

Katrina Quinn
Director of Revenue & Student Accounts

Mary Ragsdale Roedl
Director of Brand Marketing

Charlotte Rockett
Director of Human Resources

John Rodhouse
Corporate Director of Financial Aid

Mark Schrader
Senior Director of Facilities & Construction

Wendy Soliz
Manager of Internal Audit

Melany Stroupe
Director of Communications & Public Relations

Berenice Villa Johnson
Regional Director of Financial Aid

Kim Weis
Director of Talent Acquisition

![Texas County Technical College logo] **Texas County Technical College**

TCTC Campus

Administration

Chelsye Scantlin
Executive Director of Academic Operations (Full-time)
Bachelor of Science in Human Services, Drury University

Liz ReVelle
Office Administrator

Faculty

Connie Brooks, BSN, RN
Accelerated LPN to RN Program Coordinator (Full-time)
Bachelor of Science in Nursing, Central Methodist University
Associate of Science in Nursing, Texas County Technical College
Practical Nursing Certificate, Texas County Technical College

Christy Henry, MSN, RN
Practical Nursing Program Coordinator (Full-time)
Master of Science in Nursing, University of Central Missouri
Bachelor of Science in Nursing, University of Missouri
Associate of Science in Nursing, Park College

Jenny Sawyer, BSN, RN
Program Director for Practical Nursing and Accelerated LPN to RN (Full-time)
Master of Science in Nursing Education, Chamberlain University
Bachelor of Science in Nursing, Central Methodist University
Associate of Science in LPN to RN, Texas County Technical College
Practical Nursing Certificate, Texas County Technical College

April Hale, BSN, RN
Nursing Faculty (Full-time)
Bachelor of Science in Nursing, Western Governors University
Associate of Science in Nursing, Texas County Technical College
Practical Nursing Certificate, Texas County Technical College

Bryan Lester, BSN, RN
Nursing Faculty (Part-time)
Bachelor of Science in Nursing, Franklin University
Associate Degree in Nursing, Northeast Mississippi Community College

John Sawyer, BSN, RN
Nursing Faculty (Full-time)
Bachelor of Science in Nursing, Chamberlain University
Associate of Science in Nursing, Texas County Technical College
Licensed Practical Nurse, South Central Career Center

Kary Harrah
General Education Faculty (Adjunct, Part-time)
Bachelor of Science in Elementary Education, Southwest Baptist University

Bailey Sanders
Nursing Faculty (Adjunct, Part-time)
Master of Science in Nursing Leadership & Management, Walden University
Bachelor of Science in Nursing, University of Central Missouri
Associate of Science in Nursing, Arkansas State University
LPN Certificate, Arkansas State University

Samantha Williams
Nursing Faculty (Part-time)
Associate of Science in Nursing, Texas County Technical College
Practical Nursing Certificate, Texas County Technical College