TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Anita Thigpen Perry School *of* Nursing™

Student Handbook

Policies for Currently Enrolled Students

2009-2010

ANITA THIGPEN PERRY SCHOOL OF NURSING

STUDENT HANDBOOK
Policies for Currently Enrolled Students

The information contained herein is not to be considered a contract and the TTUHSC ANITA THIGPEN PERRY SCHOOL OF NURSING reserves the right to make changes to the information and policies contained herein at such times as it deems appropriate. This Handbook supersedes all previous editions. The provisions of this Handbook do not constitute a contract, express or implied, between any student or faculty member Texas Tech University System, TTUHSC, or the TTUHSC Anita Thigpen Perry School of Nursing.

The TTUHSC ATP SCHOOL OF NURSING shall notify the student of any changes to the TTUHSC *ATP School of Nursing Student Handbook* which occur during the academic year. At any given time, the most current edition of the TTUHSC *ATP School of Nursing Student Handbook and TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* will be available on the TTUHSC website, www.ttuhsc.edu/son and www.ttuhsc.edu/studentservices.

TABLE OF CONTENTS

SCHOOL OF NURSING ADMINISTRATION

Dean, Regional and Associate Deans 7
Administration 8
Department Chairs 9
Student Affairs Office 10

ACADEMIC EXPECTATIONS OF STUDENTS

Maintaining Good Standards 11
Academic Integrity 11
Classroom Behavior 11
Disruptive Behavior 11
Consequences of Disruptive Conduct 12
Computer Requirements 12
Email 12
Equipment (Stethoscopes, etc.) 12
Identification Badge/Card 12
Student Identification Badge (TTUHSC Picture ID) 12
ATP School of Nursing Name Badge 12
Participation in Evaluations 12
Phones and Pagers 13
Professional Writing (APA) 13
Vision Statement on Professional Writing in Nursing 13
Tuition and Fees 13

PROGRAM REQUIREMENTS

Academic Requirements 14
Undergraduate Program
Traditional BSN Studies 14
Second Degree Web Based BSN Studies 15
RN-BSN Studies 15
Graduate Program
Leadership Studies 16
Nurse Practitioner Studies 16
Attendance Requirements
Attendance/Inability to Attend Class & Clinical Experiences 16
Clinical Attendance, Participation and Responsibilities 17
Certification Requirements 17
Undergraduate Program
Traditional BSN Studies 17
Second Degree Web Based BSN Studies 17
RN-BSN Studies 17
Graduate Program
Leadership Studies 17
Nurse Practitioner Studies 18
Collaborative Program Requirements 18
Comprehensive Exams (Traditional Undergraduate Studies) 18
Degree Requirements 18

Graduation/Commencement/Diploma 18
Graduation Under a Particular Catalog 18
TTUHSC Commencement Ceremony 18
Diploma 18
Undergraduate Program
Traditional Undergraduate Studies 19
Traditional BSN Track 19
Non Traditional Undergraduate Studies 19
Second Degree Web Based BSN Track 19
RN-BSN Track 19
Graduate Program
Leadership Studies and Nurse Practitioner Studies (MSN and DNP) 19
Post Master's Nurse Practitioner Certificate of Completion 19
Immunization Requirements 20
Liability Insurance 20
Licensure – RN's 20
Licensure Application 20
Personal Appearance/Uniform 21
Pre-requisites and Co-requisites 22
Scholarships…. 22
School Schedules 22
. **Thesis Information** 22

ACADEMIC POLICIES
Academic Advisement 23
Undergraduate Program
Traditional Undergraduate Studies 23
Traditional BSN Track 23
Non Traditional Undergraduate Studies 23
Second Degree Web Based BSN Track 23
RN-BSN Track 23
RN-BSN Transfer Between Course Sections 23
Graduate Program
Leadership Studies (MSN and DNP) 24
Nurse Practitioner Studies 24
Academic Misconduct 24
Filing Complaint 24
Timeline 24
Academic Grade Challenges/Appeals 25
Grading Errors 25
Final Grade Appeal 25
Appeal Procedure 25
Compliant or Grievance Resolution (Non grade Related) 26
Appeal Procedure for Non grade Grievance 27
Timeline 27
Code of Ethics 27
Course Loads 27
Undergraduate Program
Traditional Undergraduate Studies 27
Traditional BSN Track 27
Non Tradition Undergraduate Studies 27
Second Degree Web Based BSN Track 27
RN-BSN Track 28
Graduate Program
Leadership Studies (MSN and DNP) 28

Nurse Practitioner Studies 28
Adding a Course 28
Dropping a Course 28
Course Syllabi 28
Textbooks 29
Independent Study Course Contract 29
Placement in Clinical Facility 29
Placement in Course 29
Dean's List/President's List (Undergraduate Program) 29
Dismissal 29
Early Alert Student Undergraduate Assistance Program 29
Undergraduate Program
Traditional Undergraduate Studies 29
Traditional BSN Track 29
Non Traditional Undergraduate Studies 29
Second Degree Web Based BSN Studies 29
RN-BSN Track 29
Early Alert Graduate Assistance Program 29
Graduate Program
Leadership Studies (MSN and DNP) 29
Nurse Practitioner Studies 30
Enrollment Out of Sequence 30
Grading Policies 30
Grade Point Average 30
Grade Point Chart 31
Grading Scale 31
Course Grade Policy 32
Grade Reports 32
Leave of Absence & Return from Leave of Absence 32
NCLEX – RN Exam Eligibility 32
Pass Fail Option 33
Readmission 33
Undergraduate Program 33
Graduate Program 34
Registration 34
Suspension and Retention 34
Unsafe Student Practices 34

GENERAL INFORMATION
Access to Student Records (FERPA) 35
Americans with Disabilities Act (ADA) 35
Announcements & Related Information 35
Change of Contact Information 35
Clinical Simulation Center 35
Confidentiality (HIPAA) 35
Counseling Services 36
Program of Assistance for Students (PAS) 36
Lubbock students (PAS) 36
Permian Basin students (PAS) 36
Amarillo student (PAS) 36
El Paso students (PAS) 36
Off-campus long distance education students 36
24-Hour Crisis/Help Line 36
Financial Counseling for Lubbock students 36
Tobacco Intervention Program for Lubbock students 36

Criminal Background Checks 36
Department Chair Advisory Councils (Undergraduate and Graduate) 37
Drug Free Schools and Communities Act 37
Employment 37
Faculty Office Hours 37
Financial Information 38
Health Services 38
Legal Services for Students 38
Library Services 38
Locker Information – Lubbock Campus 38
Media Authorization and Release 39
Mentoring Advanced Practice Students (MAPS) 39
Parking 39
Professional and Academic Conduct 39
Recognition as an Advanced Nurse Practitioner 39
Reference Letters 39
Registration of Convicted Sex Offenders 39
Research 39
Safety 40
Semester Hours 40
Sexual Harassment 40
Filing a Sexual Harassment Complaint 40
Standard Precautions 41
Environmental Control 41
Gloves 41
Gown 41
Hand washing 41
Linen 41
Mask, Eye Protection & Face Shield 41
Occupational Health & Blood-borne Pathogens 41
Patient Care Equipment 41
Patient Placement 42
State Privacy Policy 42
Student Travel Policy 42
Tobacco Free Environment 42
Transcripts 42
Transfer Between Campuses 42
Tutoring (Traditional Undergraduate Studies) 42
WebCT (Blackboard) 42
Withdrawal from the School of Nursing 43
Undergraduate Nursing students 43
Graduate Nursing students 43
World Wide Web 43
Writing Styles Manuals 43

ANITA THIGPEN PERRY SCHOOL OF NURSING
DEAN, REGIONAL AND ASSOCIATE DEANS

Alexia Green, PhD, RN, FAAN
Professor & Dean
3601 4th Street, Room 2B164
Lubbock, TX 79430
(806) 743-2738
alexia.green@ttuhsc.edu

Myrna Armstrong, EdD, RN, FAAN
Professor & Regional Dean
TTU at Highland Lakes
806 Steve Hawkins Parkway
Marble Falls, Texas 78654
(830) 798-9548
myrna.armstrong@ttuhsc.edu

Sharon Cannon, EdD, RN, ANEF
Professor & Medical Center Hospital Regional Dean Endowed Chair,
Co-Director, Center of Excellence in Evidence-Based Practice
800 West 4th Street
Odessa, TX 79763
(432) 335-5150
sharon.cannon@ttuhsc.edu

Josephina Lujan, PhD, RN
Professor & Regional Dean
TTUHSC at El Paso
4800 Alberta Avenue
El Paso, TX 79905
(915) 545-6500
Josephina.lujan@ttuhsc.edu

Christina R. Esperat, PhD, RN, FAAN
Professor & Associate Dean for Practice and Research
3601 4th Street, Room 2B164
Lubbock, TX 79430
(806) 743-2736
christina.esperat@ttuhsc.edu

Yondell Masten, PhD, RN, C, WHNP, CNS
Professor & Associate Dean of Outcomes Management and Evaluation
3601 4th Street, Room 2B164
Lubbock, TX 79430
806-743-2747
yondell.masten@ttuhsc.edu

ANITA THIGPEN PERRY SCHOOL OF NURSING ADMINISTRATION

Karla J. Chapman
Sr. Director, Office of the Dean
Administration and Student Affairs
3601 4th Street, Room 2B164
Lubbock, TX 79430
(806) 743-2738
karla.chapman@ttuhsc.edu

Linda Lane
Managing Director
Business and Finance
3601 4th Street, Room 2B164
Lubbock, TX 79430
(806) 743-2728
linda.lane@ttuhsc.edu

Christy Meriwether
Sr. Director
Communications and Marketing
3601 4th Street, Room 2C110
Lubbock, TX 79430
(806) 743-4288
christy.meriwether@ttuhsc.edu

DEPARTMENT CHAIRS

UNDERGRADUATE PROGRAM

Traditional Undergraduate Studies
Cynthia O'Neal, PhD, RN
Assistant Professor & Department Chair
for Traditional Undergraduate Studies
3601 4th Street, 2C159, Stop 6264
Lubbock, TX 79430
(806) 743-2729 \ (800) 493-3954
cynthia.oneal@ttuhsc.edu

Non-Traditional Undergraduate Studies
Cathleen A. Collins, PhD, RN
Assistant Professor & Department Chair
for Non-Traditional Undergraduate Studies
3601 4th Street, 2C150, Stop 6264
Lubbock, TX 79430
(806) 743-2730 \ (800) 493-3954
cathie.collins@ttuhsc.edu

GRADUATE PROGRAM

Doctoral and Leadership Studies
Barbara Cherry, DNSc, MBA, RN, NEA-BC
Associate Professor & Department Chair
for Leadership Studies
3601 4th Street, 2B177, Stop 6264
Lubbock, TX 79430
(806) 743-2730 \ (800) 851-8240
barbara.cherry@ttuhsc.edu

Nurse Practitioner Studies
Emily Merrill, PhD., RN, FNP, BC
Associate Professor & Department Chair
for Nurse Practitioner Studies
3601 4th Street, 2B172, Stop 6264
Lubbock, TX 79430
(806) 743-2730 Ext 279 \ (800) 851-8240
emily.merrill@ttuhsc.edu

SCHOOL OF NURSING
STUDENT AFFAIRS OFFICE

Karla J. Chapman
Sr. Director, Office of the Dean
Administration and Student Affairs
3601 4th Street, MS6264
Room 2B164
Lubbock, TX 79430
Office: (806) 743-2738
Fax: (806) 743-1622
karla.chapman@ttuhsc.edu

Tonia Borrego, BS
Sr. Administration Assistant, Office of the Dean
Administration and Student Affairs
800 West Fourth Street
Room 2C30
Odessa, Texas 79763
Office: (432)335-1900
Cell: (806) 317-4650
Fax: (432)-335-5169
t**onia.borrego@ttuhsc.edu**

Ester Benitez
Sr. Business Assistant, Office of the Dean
Administration and Student Affairs
3601 4th Street, MS 6264
Room 2B108
Lubbock, Texas 79430
Office (806) 743-1732
Fax (806) 743-1622
ester.benitez@ttuhsc.edu

ACADEMIC EXPECTATIONS OF STUDENTS

Maintaining Good Standards

Each student is expected to meet the objectives of each program and is required to:

- Keep apprised of and adhere to the rules and regulations of *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* at http://www.ttuhsc.edu/StudentServices/doc/Handbook.pdf, the (ATP) SCHOOL OF NURSING *Catalog* at http://www.ttuhsc.edu/son/catalog.aspx, and policies contained in this handbook.
- Demonstrate a systematic, safe, accurate, timely, and efficient approach to accomplish each objective and use all materials efficiently.
- Devote adequate time and preparation to class and clinical activities to meet the stated objectives.
- Demonstrate academic integrity in each element of the student's performance.
- Apply ethical behavior appropriate to the standards of a developing professional at all times and particularly in relation to maintaining the confidentiality of information regarding patients and clients.
- Maintain personal health to accomplish the essential functions as defined in the ATP SCHOOL OF NURSING *Catalog*.
- Be aware of professional issues and have the ability to define a personal position in relation to various issues.
- Participate in evaluating the programs and the ANITA THIPEN PERRY SCHOOL OF NURSING.
- Maintain all practice standards if licensed, as written by the Board of Nursing for the State of Texas Nurse Practice Act.

Academic Integrity

All students entering into the TTUHSC ATP SCHOOL OF NURSING are required to subscribe to the standards and codes of the profession. TTUHSC ATP SCHOOL OF NURSING students, as nursing professionals, are expected by patients and society as a whole to adhere to the:

- American Nurses Association (ANA) Code of Ethics for Nurses
- Texas Board of Nursing Unprofessional Conduct Rules

Students who fail to uphold and/or comply with the above codes and standards for safe and professional nursing practice will be considered in violation of the law and/or professional nursing standards.

For more information about student expectations and policies related to academic integrity, refer to the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* at www.ttuhsc.edu/studentservices/ Part II, E, Other Professional and Ethical School Standards, (2) SCHOOL OF NURSING.

Classroom Behavior

ATP SCHOOL OF NURSING students, as well as faculty, have a responsibility for creating and maintaining an appropriate learning environment in the classroom. As stated in the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct*, "An environment in which the privileges of citizenship are protected and the obligations of citizenship are understood fosters freedom of discussion, inquiry and expression. Accordingly, the University community has developed standards of behavior pertaining to students and to student organizations."

Disruptive Conduct

The *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* prohibits actions against members of the University community, including, but not limited to, behavior that disrupts the normal operation of the University, including its students, faculty and staff.

"Disruptive conduct," as defined by the ATP SCHOOL OF NURSING, means conduct that substantially or repeatedly interferes with the instructor's ability to teach, or student learning. Such conduct includes, but is not limited to:

- Excessive or disruptive tardiness
- Continuous distractive behavior during class presentations
- Utilization of electronic technology, such as laptop computers and telephones, for activities unrelated to class
- Distractive or inappropriate behavior in online discussion boards, emails, chat rooms or other online educational technology.

Consequences of Disruptive Conduct

If the student continues disruptive conduct after the course instructor notifies the student of the unacceptable conduct, the course instructor may request the student to leave class immediately. If the student believes this action is not merited, the student may follow the process for non-grade grievance as outlined in this publication (see grievances-non grade related and grievances-grade related). If the student leaves the class, the student shall not receive credit for in-class activities that day. If such action results in a grade that a student believes is incorrect, the grade may be subject to the process outlined in the policy for grade challenges/appeals as set forth in the *ATP School of Nursing Student Handbook*.

The use of electronic technology, such as laptop computers, by students during class is a privilege, not a right. In his/her sole discretion, the course instructor may withdraw such privileges on a case-by-case basis.

In addition, alleged disruptive behavior may be referred to the Department Chair by faculty or other students in accordance with the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct*. Sanctions for disruptive behavior include but are not limited to dismissal from the ATP SCHOOL OF NURSING.

Computer Requirements

A considerable amount of time will be spent utilizing the resources available via the internet in all ATP SCHOOL OF NURSING programs, including email. Owning a personal computer is required to succeed in the program; and daily computer access is expected for all students. A laptop is required for students in the Traditional BSN track in order to participate in classroom learning activities. Students enrolled in the Doctorate of Nursing Practice (DNP) program are also required to have a laptop computer to participate in classroom learning activities. The following website has specific computer system requirements: http://www.ttuhsc.edu/son/undergrad/sysReq.aspx .

Email

The TTUHSC Information Technology Department assigns all students an official e-mail address, which is provided with initial password code prior to new student orientation. All official electronic TTUHSC correspondence is sent via this e-mail address; as a result students are required to use this e-mail address while enrolled at TTUHSC ATP SCHOOL OF NURSING. Students are responsible for monitoring and responding to any required information sent to this email address. In addition, faculty may correspond with students regarding course-related issues via WebCT email

Equipment

It is the student's responsibility to purchase and maintain certain pieces of equipment (stethoscopes, etc). Equipment requirements will be specified by faculty and listed in the course syllabi. Equipment owned by TTUHSC ATP SCHOOL OF NURSING, which is checked out to students, must be returned to TTUHSC in the same condition as it was received. When equipment is damaged or misplaced while in a student's possession, it is the student's responsibility to replace or pay TTUHSC for the replacement

Identification Badge (OP 76.02)

- **Student Identification Badge (TTUHSC Picture ID) -** TTUHSC students are required to visibly wear an official TTUHSC identification badge at all times while on any TTUHSC campus or while participating in clinical. If lost, a replacement must be obtained immediately through the TTUHSC Police Department (806-743-2000). Refer to TTUHSC OP 76.02 at http://www.ttuhsc.edu/hsc/op/op76/op7602.pdf.

- **ATP SCHOOL OF NURSING Name Badge -** The ATP SCHOOL OF NURSING name badge provides identification of the student and any applicable credentials. If lost, a replacement must be purchased through the appropriate program office.

Participation in Evaluations

In an effort to promote ongoing improvement in the ATP SCHOOL OF NURSING, students are expected to participate in the evaluation process at a variety of points throughout the curriculum. Forms for the various types of evaluation, such as orientation, program and course satisfaction evaluation tools, are available online. In addition, as members of the community of interest, students and employers are encouraged to complete a satisfaction evaluation approximately six months after graduation.

Phones and Pagers

Phones and pagers should be placed in the silent mode or turned off when students are in attendance at any learning activity at the ATP SCHOOL OF NURSING. Phone conversations on cell phones must occur outside of the clinical and classroom areas.

Professional Writing/APA

Vision Statement on Professional Writing in Nursing

- Writing is an essential component of the communication skills that help define professional nursing practice. The clear, precise, logical, appropriate expression of ideas, opinions, and values in nursing is required for the provision of quality care to clients, families, and communities. To become proficient in written communication, students need to continually develop their technical, analytical, and persuasive skills.

- Course activities should integrate the continual development of communication skills throughout the curricula of all programs in the ATP SCHOOL OF NURSING. High standards for communication (including written communication) lie at the heart of professional nursing practice and should be reflected in all curricular activities.

- The discipline of nursing continues to use the standards established by the American Psychological Association (APA) to guide clear and precise professional communication. APA format refers to the popular APA editorial style (grammar, quotations, etc) as well as standards for content and organization of a paper and ways to express ideas clearly while reducing bias in language. Knowledge and use of the range of APA recommendations permit the attainment of desired written communication skills that in turn enhance the profession of nursing and the health of populations served by nurses.

- ATP SCHOOL OF NURSING students are required to purchase and use the most current Publication of the American Psychological Association (APA). Helpful APA guidelines are located at http://www.ttuhsc.edu/son under Current Student Resources.

Tuition and Fees

Student registration is not complete and enrollment is not official until tuition and fees are paid. Failure to make payment when due will result in cancellation of the student's registration. It is the student's responsibility to ensure that payment is received in the Bursar's office by the established due dates announced each semester. Questions regarding tuition and fees (payments, returned checks, late fees, refunds, etc.) should be directed to the TTUHSC Bursar's Office at (806) 743-1880. Refer to the TTUHSC Bursar information at http://www.fiscal.ttuhsc.edu/busserv/bursar/.

PROGRAM REQUIREMENTS

ACADEMIC REQUIREMENTS

Students matriculated in the TTUHSC ANITA THIGPEN PERRY (ATP) SCHOOL OF NURSING are expected to maintain good academic standing while enrolled in the ATP PERRY SCHOOL OF NURSING in accordance with the program requirements in which the student is matriculated. Minimum academic requirements are detailed in the following sections for each of the School's programs of study: Traditional Undergraduate Studies, Non-Traditional Undergraduate Studies, and the Graduate Program Leadership Studies and Nurse Practitioner Studies.

All progressions, probation, dismissal, suspension and censure determinations are made based on receipt of information from the TTUHSC Registrar's Office or the ATP SCHOOL OF NURSING Dean's Office.

In accordance with the *ATP School of Nursing Catalog, ATP School of Nursing Student Handbook,* and *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct*, the Undergraduate Program Committee, Graduate Program Committee or Dean may recommend one or more of the following potential actions, as appropriate:

- No progression in the program of enrollment until the specified course(s) is/are repeated and a passing grade is achieved.
- Academic probation due to overall and/or semester grade point average below minimum required for program of enrollment.
- Academic probation due to earned grade in required nursing course less than minimum grade required for program of enrollment.
- Administrative probation due to violation of professional conduct.
- Removal from probation.
- Censure by written letter. Censure is defined as the finding that a student has committed an offense warranting discipline. It is a matter of record only.
- Suspension from the ATP SCHOOL OF NURSING.
- Dismissal from the ATP SCHOOL OF NURSING.

The terms placed on the student's transcript for the appropriate semester might include "academic dismissal", "academic suspension", "administrative probation", "placed on probation", "continued probation", or "good standing". Specific program academic requirements are outlined below:

Traditional Undergraduate Studies

Traditional BSN Track

Maintaining Minimum Academic Requirements

- Maintain a 2.0 GPA for each semester and overall cumulative.
- A minimum grade of "C" in all nursing and non-nursing (degree required) courses is required.
- Students earning a "D", "F" or "WF" in a nursing course are eligible to repeat that course one time only pursuant to recommendation of course faculty.
- Students earning an overall cumulative GPA or a semester GPA less than a 2.0 in the semester of graduation are ineligible for graduation.

Academic Dismissal

- Students earning a "D", "F" or "WF" in two or more nursing courses in one semester is cause for academic dismissal.
- Students earning a "D, "F" or "WF" in a third nursing course, even when the first two "D"s, "F"s or "WF"s have been replaced by a passing grade upon retaking those courses.
- Students earning less than a 2.0 or cumulative GPA for two consecutive semesters.
- Students earning a "D", "F", or "WF" in the same nursing course twice.

Failing to meet expected standards may result in academic dismissal at any time. This includes but is not limited to unsafe clinical practice or student misconduct.

Non-Traditional Undergraduate Studies

Second Degree Web-Based BSN Track

Maintaining Minimum Academic Requirements

- Maintain a 2.0 GPA for each semester and overall cumulative.
- A minimum grade of "C" in all nursing and non-nursing (degree required) courses is required.
- Students earning an overall cumulative GPA or a semester GPA less than a 2.0 in the semester of graduation are ineligible for graduation.

Academic Dismissal

- Any student who is unsuccessful (achieves a grade of "D" or "F" or "WF") in any course in the 2nd Degree Program will be dismissed from the 2nd Degree Program and allowed to enter the Undergraduate Traditional BSN Program if space is available and on recommendation by the Undergraduate Program Committee. The student will be advised by the Department Chair, Undergraduate Traditional BSN Track to determine entry into that program.

Failing to meet expected standards may result in academic dismissal at any time. This includes but is not limited to unsafe clinical practice or student misconduct.

RN-BSN Track

A student must earn a 2.0 in each course in the required curriculum and maintain an overall semester and cumulative GPA of 2.0 or greater. The Pass/Fail option may be used only in courses that exceed the minimum degree requirements. The *ATP School of Nursing Student Handbook* provides further details regarding academic and graduation expectations.

Maintaining Minimum Academic Requirements

- Maintain a 2.0 GPA for each semester and overall cumulative.
- A minimum grade of "C" in all nursing and non-nursing (degree required) courses is required.
- Students earning a "D", "F" or "WF" in a nursing course are eligible to repeat that course one time only pursuant to recommendation of the Undergraduate Program Committee.
- Students earning an overall cumulative GPA or a semester GPA less than a 2.0 in the semester of graduation are ineligible for graduation.

Academic Dismissal

- Students earning a "D", "F" or "WF" in two or more nursing courses in one semester is cause for academic dismissal.
- Students earning a "D, "F" or "WF" in a third nursing course, even when the first two "D"s, "F"s or "WF"s have been replaced by a passing grade upon retaking those courses.
- Students earning less than a 2.0 semester or cumulative GPA for two consecutive semesters.
- Students earning a "D", "F" or "WF" in the same nursing course twice.

Failing to meet expected standards may result in academic dismissal at any time. This includes but is not limited to unsafe clinical practice or student misconduct.

Graduate Program

Leadership Studies (MSN and DNP)

Maintaining Minimum Academic Requirements

- Grades are reviewed each semester and progression in the Graduate Program is determined by the Department Chair and Graduate Program Committee.
- Graduate students are required to maintain a 3.0 GPA with grades at "B" or above in all graduate courses.
- Students earning a "C" or lower in a graduate course are eligible to repeat that course one time only pursuant to recommendation of course faculty.
- Students earning an overall cumulative GPA or a semester GPA less than a 3.0 in the semester of graduation/completion are ineligible for graduation/completion.

Academic Dismissal:

Dismissal from TTUHSC ATP School of Nursing Graduate Program will result from the following circumstances:

- Students earning a "C" or lower in two or more graduate courses in one semester.
- Students earning a "C" or lower in the same nursing course twice.
- Students earning a "C" or lower in a third graduate course even though two graduate courses have been retaken and a satisfactory grade of "B" or better has been obtained.

Failing to meet expected standards may result in academic dismissal at any time. This includes but is not limited to unsafe clinical practice or student misconduct.

Nurse Practitioner Studies

Maintaining Minimum Academic Requirements

- Grades are reviewed each semester and progression in the Graduate Program is determined by the Department Chair and Graduate Program Committee.
- Graduate students are required to maintain a 3.0 GPA with grades at "B" or above in all graduate courses.
- Students achieving "C" or lower in a graduate course are eligible to repeat that course one time only pursuant to recommendation of course faculty.
- Students earning an overall cumulative GPA or a semester GPA less than a 3.0 in the semester of graduation/completion are ineligible for graduation/completion.

Academic Dismissal:

Dismissal from TTUHSC ATP School of Nursing Graduate Program will result from the following circumstances:

- Students earning a "C" or lower in two or more graduate courses in one semester.
- Students earning a "C" or lower in the same nursing course twice.
- Students earning a "C" or lower in a third graduate course even though two graduate courses have been retaken and a satisfactory grade of "B" or better has been obtained.

Failing to meet expected standards may result in academic dismissal at any time. This includes but is not limited to unsafe clinical practice or student misconduct.

ATTENDANCE REQUIREMENTS

Attendance/Inability to Attend Class & Clinical Experiences

Responsibility for class participation and clinical attendance rests with the student.

- The effect of absences on grades is determined by the instructor who will specify those effects at the outset of a given course (see course syllabus).
- Faculty are responsible to report in writing to the student (see Early Alert Program and Mid-Term Warning sections of this handbook) absences that may jeopardize the student's standing in the ATP SCHOOL OF NURSING. Excessive absences can constitute cause for dropping a student from class; in such a case the grade of WF will be given. WF is calculated in the cumulative GPA.

Clinical Attendance, Participation and Responsibilities

- Specific procedures for notifying course faculty and agencies about absences are given during each course's orientation session.
- Students participating in officially approved trips are responsible for notifying faculty of their departure and return schedules. The faculty so notified should not penalize students for such absences, although the students are responsible for the material/experiences missed.

CERTIFICATION REQUIREMENTS

ATP SCHOOL OF NURSING students are required to be certified in one or more of the following upon entry to the ATP SCHOOL OF NURSING: First Aid, Basic Life Support, Advanced Cardiovascular Life Support, Pediatric Advanced Life Support. Specific requirements for each ATP SCHOOL OF NURSING program of study are listed below.

Failure to maintain proper certification could result in being withheld from clinical settings, which would delay progress through the nursing program, and/or result in a hold being placed on records and\or a delay in graduation.

The ATP SCHOOL OF NURSING Clinical Simulation Center offers certification and recertification for

- First Aid Certification
- Basic Life Support (BLS)
- Advanced Cardiovascular Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)

For information contact the ATP SCHOOL OF NURSING Clinical Simulation Center at 806-743-2745.

Traditional Undergraduate Studies

Traditional BSN Track

- First Aid Certification is required for enrollment in the first semester of undergraduate traditional BSN nursing courses, unless currently certified and/or licensed as a health care provider. Documentation must be provided to the academic advisor for the Traditional BSN track prior to registration for classes.
- BLS is required prior to the first clinical course. Undergraduate Traditional BSN students must provide verification of current BLS while enrolled in the ATP SCHOOL OF NURSING to the academic advisor for the Traditional BSN track.

Non-Traditional Undergraduate Studies

Second Degree Web-Based BSN Track

- First Aid Certification is required for enrollment in the first semester of undergraduate Second Degree nursing courses, unless currently certified and/or licensed as a health care provider. Documentation must be presented to the course facilitator(s) prior to the beginning of clinical activity in a course.
- BLS is required prior to the first clinical course. Undergraduate Second Degree students must provide verification of current BLS while enrolled in the ATP SCHOOL OF NURSING.

RN-BSN Track

State RN-BSN students are required to:

- Hold BLS certification when entering the graduate program and provide evidence of current certification while enrolled in the graduate program.

Graduate Program

Leadership Studies

Graduate students in the MSN Leadership tracks are required to:

- Hold BLS certification when entering the graduate program and provide evidence of current certification while enrolled in the graduate program.

Nurse Practitioner Studies

Graduate students in the MSN Nurse Practitioner tracks are required to:

- Hold BLS certification when entering the graduate program and provide evidence of current certification while enrolled in the graduate program.
- Provide certification in Advanced Cardiovascular Life Support (ACLS) for the MSN Family, Acute Care, and Geriatric MSN tracks and Pediatric Advanced Life Support (PALS) for MSN Pediatric track prior to entering the first Nurse Practitioner clinical course. Student must provide continued evidence of certification while enrolled in the MSN graduate program.

Graduate students in the Post Master's (PM) Nurse Practitioner Tracks are required to:
Provide certification in Advanced Cardiovascular Life Support (ACLS) for Family, Acute Care, and Geriatric PM nurse practitioner tracks and Pediatric Advanced Life Support (PALS) for MSN Pediatric track prior to entering the first Nurse Practitioner clinical course. Students must provide continued evidence of current certification while enrolled in the PM graduate program.

COLLABORATIVE PROGRAM REQUIREMENT

Students enrolled in collaborative programs with other institutions are expected to comply with the general expectations set by both institutions. It is the student's responsibility to obtain these expectations from the other institution. Failure to comply with both institutions requirements could be cause for dismissal from the program(s).

COMPREHENSIVE EXAMS

Undergraduate (prelicensure) students must have a passing score on the comprehensive examination administered in N4201 for traditional students and administered in NURS 4219 for Second Degree students. If a student is not successful on the examination, he/she will be required to complete a prescribed remediation program and to repeat the examination. If the student is not successful a second time, he/she will be required to meet with the Department Chair to determine next steps in progression.

DEGREE REQUIREMENTS

Requirements for meeting expectations of all degrees offered at TTUHSC ATP SCHOOL OF NURSING are specified in the ATP *SCHOOL OF NURSING Catalog* in effect at the time the program was entered.

GRADUATION/COMMENCEMENT/DIPLOMA

Graduation under a particular catalog

A student is expected to complete the degree requirements set forth in the ATP *SCHOOL OF NURSING Catalog* in effect at the time the student enters the program. Only with the specified approval of the Department Chair may a different *Catalog* be selected. In no case may a student complete the requirements set forth in a *Catalog* more than seven years old. The *Catalog* is published at least biennially and its provisions are applicable during the following school year, September through August. However, a student who registers for the first time at TTUHSC during a summer semester is subject to the degree requirements set forth in the *Catalog* effective for the fall semester immediately following that summer semester. Other conditions of graduation and the curriculum program are in the ATP *SCHOOL OF NURSING Catalog* posted on the nursing website at www.ttuhsc.edu/son.

TTUHSC Commencement Ceremony

Commencement Exercises are held at the end of the spring semester. Students who are awarded diplomas at the end of the previous fall semester and the current spring semester or anticipated completion in summer semester may take part in the Spring Commencement ceremony.

Diploma

Diplomas for undergraduate and graduate programs are issued per semester as follows:

- Spring graduation: Diploma will be issued in May
- Summer graduation: Diploma will be issued in August
- Fall graduation: Diploma will be issued in January

Traditional Undergraduate Studies

Traditional BSN Track

Traditional undergraduate students are required to achieve at least a 2.0 overall cumulative GPA to graduate and complete appropriate graduation paperwork electronically at http://www.ttuhsc.edu/studentservices/.

Graduation with Honors

Undergraduate students who complete their academic work with a cumulative grade point average of:

- 3.90 to 4.00 are graduated Summa Cum Laude
- 3.70 to 3.89 are graduated Magna Cum Laude
- 3.50 to 3.69 are graduated Cum Laude.

Appropriate designation of the honor is made on the diploma. Only students completing an undergraduate degree can receive an honor designation.

Non-Traditional Undergraduate Studies

Second Degree Web-Based BSN Track

Second Degree undergraduate students are required to achieve at least a 2.0 overall cumulative GPA to graduate and complete appropriate graduation paperwork electronically at http://www.ttuhsc.edu/studentservices/.

Graduation with Honors

Those members of the undergraduate graduating class who complete their academic work with a cumulative grade point average of:

- 3.90 to 4.00 are graduated Summa cum laude
- 3.70 to 3.89 are graduated Magna cum laude
- 3.50 to 3.69 are graduated Cum laude.

Appropriate designation of the honor is made on the diploma. Only students completing an undergraduate degree can receive an honor designation.

RN-BSN Track

For RN-BSN students are required to achieve at least a 2.0 overall cumulative GPA to graduate and complete appropriate graduation paperwork electronically at http://www.ttuhsc.edu/studentservices/.

Graduation with Honors

Those members of the undergraduate graduating class who complete their academic work with a cumulative grade point average of:

- 3.90 to 4.00 are graduated Summa cum laude
- 3.70 to 3.89 are graduated Magna cum laude
- 3.50 to 3.69 are graduated Cum laude.

Appropriate designation of the honor is made on the diploma. Only students completing an undergraduate degree can receive an honor designation.

Graduate Program

Leadership Studies and Nurse Practitioner Studies (MSN)

Graduate students are required to achieve at least a 3.0 overall accumulative GPA to graduate (See *Catalog*). Graduation guidelines, deadlines and forms are posted on the ATP SCHOOL OF NURSING website at www.ttuhsc.edu/son. Requirements and deadlines must be met to be eligible to graduate. **Failure to follow the deadlines listed in this website will delay graduation until the following semester.**

Post Master's Nurse Practitioner Certificates of Completion

Post Masters Graduate students are required to achieve at least a 3.0 overall accumulative GPA to complete the Post Master's Certificate Program (see *Catalog*). Certificates are awarded at the end of the fall, spring, and summer semesters upon meeting certificate requirements (see *Catalog*). Students who complete the certificate requirements at the end of the previous fall semester and the current spring semester or anticipated completion in summer semester may take part in the Spring ATP SCHOOL OF NURSING Convocation ceremony.

Post Master's Certificate guidelines, deadlines and forms are posted on the ATP SCHOOL OF NURSING website at www.ttuhsc.edu/son. Requirements and deadlines must be met to be eligible to complete the post

master's certificate program. **Failure to follow the deadlines listed in this website will delay in processing the post masters certificate and Board of Nursing forms.**

Immunization Requirements

Students are expected to maintain a general state of good health. Failure to maintain documentation of the following immunization requirements in the appropriate program office can result in exclusion from clinical practice and a hold being placed on school records. Immunization records provided during the application process will be audited. The following information must be on file for a complete immunization record while enrolled in the ATP SCHOOL OF NURSING.

Vaccine	When required
Hepatitis B series (Hep B)	Started by new student orientation, to be completed within 6 months.
Measles, Mumps, Rubella vaccine/titer (MMR)	By date of new student orientation (Note: Women who need MMR must make an appointment with a health professional to verify pregnancy status before receiving MMR.)
Tuberculin test (PPD)	By date of new student orientation and annually thereafter.
Tetanus/Diphtheria (Td)	By date of new student orientation (Booster required every 10 years.)
Varicella	By date of new student orientation - vaccine or statement of disease.

Other specialty-related immunizations or testing may be recommended to a student or may be required by a clinical agency. All students are expected to personally maintain immunization requirements; this maintenance should be documented in the appropriate program office for every semester the student is enrolled at TTUHSC – **NO notification will be sent**.

For information refer to the TTUHSC Student Services.

Immunizations may be obtained through the TTUHSC Family Practice Clinic as follows:

- Make an appointment with a Family Practice Clinic Nurse by calling 743-2757. Personal Immunization Records should be taken to the appointment so that injections can be documented
- Provide Immunization Form from SCHOOL OF NURSING indicating immunizations needed. Contact Program Coordinator for Immunization Form.
- Take student ID badge

Remember to keep personal immunization records in a safe place, as they are required for all healthcare workers. All copies of Personal Immunization Records provided to the ATP SCHOOL OF NURSING become the property of the ATP SCHOOL OF NURSING. Never supply the ATP SCHOOL OF NURSING with original documents. There may be a fee charged to receive a copy of the immunization records from ATP SCHOOL OF NURSING files.

LIABILITY INSURANCE

All students (licensed and non-licensed) enrolled in the TTUHSC ATP SCHOOL OF NURSING are required to carry student liability insurance. A fee will be automatically added to the student's tuition to pay for a blanket policy, which will cover all students in the School. The policy covers students in any student related clinical activity. The policy does not cover students in work related activities (students employed in clinical settings). Note, this is not a general health insurance policy; it is for liability purposes only.

LICENSURE - RNs

RN-BSN undergraduate students and MSN graduate students are required to have a Texas RN License. Post-master's DNP graduate students must have current licensure as a registered nurse in the United States. Students must maintain current licensure in good standing throughout enrollment in the ATP SCHOOL OF NURSING. The Department Chair must be notified immediately if the status of licensure changes for any reason. Students residing in neighboring states must also verify Texas RN licensure or Compact license if the state they reside in is a participating compact state. Students must provide current documentation of compact license.

LICENSURE APPLICATIONS

The Department Chair for Traditional Undergraduate Studies or Non-Traditional Undergraduate Studies will assist currently enrolled pre-licensure students with the Board of Nursing application process. The Department Chair will make arrangements with faculty to meet with graduating students to discuss the procedures to register for the NCLEX-RN examination and to complete the licensure application forms. Failure to meet the Texas BON deadlines or those deadlines from other states will delay the licensure process. For further information concerning eligibility for licensure, refer to Texas Statutes Regulating the Practice of Professional Nursing (see Eligibility to take NCLEX-RN Examination section of this handbook) or contact the Department Chair.

Students applying for licensure in other states are responsible for contacting those states' Board of Nursing for an application packet at the beginning of the semester of graduation. Once the packet is received, make an appointment with the Department Chair to review and process the required documents.

PERSONAL APPEARANCE/UNIFORM

Nursing students are expected to maintain a professional image at all times while in the clinical setting. It is the expectation that the professional uniform of the ATP SCHOOL OF NURSING shall be worn only for clinically related activities. BSN (traditional) and 2ºwBSN students must follow the standards listed below

Hospital Clinical Settings Uniform:	Uniform approved by (ATP) SCHOOL OF NURSING, clean, neat and pressed.
Shoes:	White leather (including white leather tennis shoes) with white shoelaces.
Socks/Hose:	White and clean (Women may wear socks with pants. White or natural color hose must be worn with skirts or dresses.)
Lab Jacket:	White, clean and pressed.
ATP SCHOOL OF NURSING Patch:	Permanently affixed to the front of the lab jacket and/or uniform. Grad students get a patch for lab coats. Lab coats should be worn during clinicals.
Name Tag & Picture ID Badge:	Worn with the uniform or lab jacket at all campuses and clinical settings.
Professional Nursing Pins:	May be worn on the lab coat or uniform.
Hair:	Clean and neat (long hair must not obstruct peripheral vision when bending forward or over a sterile field).
Makeup:	In moderation to promote a professional image.
Nails:	Clean and well groomed (fine motor skills should not be limited by nail length). Natural or pale (beige/pink) colored nail polish is acceptable. No artificial nails.
Jewelry:	In moderation. Multiple rings and dangling bracelets, necklaces and earrings are unacceptable. Piercings other than one in each ear should not have jewelry or other adornments visible.

Hospital Clinical Setting guidelines apply in non-hospital settings and hospital preparation time except as stated below.

Non-Hospital Clinical Settings and Non-Direct Care Hospital Settings Clothing:	Dress reflective of a professional image (Neat and clean street clothing. No denim material, blue jeans, shorts of any kind, miniskirts, bare chests or midriffs are allowed.)
Lab Coats:	Worn with name tag and ID badge (Street clothes extend below lab coats.)
Shoes:	Dress shoes or boots that are neat and polished.

Exceptions to the dress code may be made in individual courses if stated in the course syllabus or stated by the individual faculty member. For safety purposes, clinical facilities may require additional conformance to their policy regarding uniform.

PRE-REQUISITES AND CO-REQUISITES

Certain courses in the curriculum have pre and/or co-requisites, which must be met. These are designated in the ATP *SCHOOL OF NURSING Catalog*.

SCHOLARSHIPS

Applications for all scholarships are available on the TTUHSC ATP SCHOOL OF NURSING current student homepage to complete and return to the scholarship office by specified dates. Announcements of the availability of scholarships are posted on the current student homepage. Students interested in being considered for scholarships should follow posted procedures for consideration. Students are encouraged to complete a new application when their financial or other circumstances change.

The Free Application for Scholastic Aid (FAFSA) http://www.ttuhsc.edu/financialaid/fafsa/apx **must** be completed before students are considered for scholarships. The completed applications are submitted to the TTUHSC Financial Aid Office or the Regional Dean's Office at the Permian Basin to determine financial need.

All ATP SCHOOL OF NURSING scholarships are competitive scholarships requiring students to compete with other students, including Texas residents, and the scholarships are awarded by the ATP SCHOOL OF NURSING scholarship committee.

Eligible scholarship applications are distributed to the Department Chairs for review with recommendations being forwarded to the SON Scholarship Committee. Distance students may apply for scholarships listed for the Lubbock campus. Permian Basin students **can only** apply for Permian Basin scholarships.

A student who holds a competitive scholarship of at least $1,000 for the academic year or summer for which the student is enrolled and who is either a non-resident or a citizen of a country other than the United States of America is entitled to pay the fees and charges required of Texas residents without regard to the length of time the student has resided in Texas. For more information please contact the scholarship office at sonscholarships@ttuhsc.edu.

Permian Basin Scholarship Reception

A yearly Scholarship Reception by the ATP SCHOOL OF NURSING is held during the Spring Semester. Students in attendance at the Permian Basin Campus have the opportunity to receive a limited number of scholarships given during the Reception.

SCHOOL SCHEDULE

The ATP SCHOOL OF NURSING calendar is posted on the ATP SCHOOL OF NURSING website at http://nursing.ttuhsc.edu/calendars/school_calendars.htm and the ATP SCHOOL OF NURSING course schedules are posted at http://nursing.ttuhsc.edu/schedules/course_schedule.htm.

THESIS INFORMATION (Graduate Students)

Thesis Packet information is located on the ATP SCHOOL OF NURSING website: www.ttuhsc.edu/son under Student Resources. Failure to complete the required paperwork by the appropriate deadlines, posted in the Thesis Packet, could result in a delay in graduation and additional costs.

Once a student is enrolled in NURS 6000, continuous enrollment must be maintained (including one of the two summer sessions) until successful defense of the thesis. The ATP SCHOOL OF NURSING reserves the right to administratively enroll students in NURS 6000, as required by policy, unless appropriate Leave of Absence forms are completed. Students will receive a grade of "PR" (progress) until the thesis is successfully completed; at that time, the official grade of "CR" (credit) is awarded.

ACADEMIC POLICIES

The ANITA THIGPEN PERRY (ATP) SCHOOL OF NURSING expects students, faculty and administration to adhere to TTUHSC institutional and ATP SCHOOL OF NURSING policies and procedures in order to enhance learning and promote a professional environment conducive to meeting the institutional and school mission, vision and values. The following sections detail policies to support students' academic achievement in the ATP SCHOOL OF NURSING.

ACADEMIC ADVISEMENT

An advisor is assigned to each student upon admission to provide information about the academic program and to assist in making informed decisions. The advisor should also be consulted during pre-registration, for adding/dropping a course and withdrawing from the ATP SCHOOL OF NURSING. However, the student is ultimately responsible for seeking adequate academic advice, meeting degree requirements, and enrolling in appropriate courses to ensure orderly and timely progress toward the degree.

Undergraduate Program

Traditional Undergraduate Studies

- **Traditional BSN Track**

  The Coordinator for the Traditional BSN track serves as the academic advisor under the direction of the Department Chair. The student will be advised about registration dates two weeks prior to pre-registration. The student signs and receives a copy of their degree plan at orientation, and is expected to follow this degree plan when registering for courses. The academic advisor assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to their progression through the degree plan. The academic advisor consults with faculty as needed to best meet student needs. Any question the student has about registration, adding/dropping a course and withdrawing from the ATP SCHOOL OF NURSING should be directed to the advisor.

Non-Traditional Undergraduate Studies

- **Second Degree Web-Based BSN Track**

  The Coordinator for the Second Degree track serves as the academic advisor under the direction of the Department Chair. The student is advised about registration dates two weeks prior to pre-registration. The student signs and receives a copy of their degree plan at orientation, and is expected to follow this degree plan when registering for courses. The academic advisor assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to their progression through the degree plan. The academic advisor consults with faculty as needed to best meet student needs. Any question the student has about registration, adding/dropping a course and withdrawing from the ATP SCHOOL OF NURSING should be directed to the advisor.

- **RN-BSN Track**

  The Coordinator for the RN-BSN track serves as the academic advisor under the direction of the Department Chair. The student is advised about registration dates two weeks prior to pre-registration. The student signs and receives a copy of their degree plan at orientation, and is expected to follow this degree plan when registering for courses. The academic advisor assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to their progression through the degree plan. The academic advisor consults with faculty as needed to best meet student needs. Any question the student has about registration, adding/dropping a course and withdrawing from the ATP SCHOOL OF NURSING should be directed to the advisor.

  RN-BSN Transferring Between Course Sections

  Students are assigned to a section of a course based on availability of opening within each section. Should a student seek to transfer to another section of a given course they must make a request to the RN to BSN Coordinator prior to the end of the third class day of the semester. The RN to BSN Coordinator will determine if a transfer is feasible based on the availability of space in an alternate course section. Should a transfer be determined to be feasible the RN to BSN Coordinator will notify the Registrar, SON IT, and the effected faculty by email by the end of the working day the transfer is made.

Graduate Program

- **Leadership Studies**
  Academic advisement for Leadership Studies is directed by the Department Chair. The Graduate Program Coordinator will assist with academic advisement. The student signs and receives a copy of his/her degree plan at orientation and is expected to follow this degree plan when registering for courses. The Graduate Program Coordinator, in collaboration with the Department Chair, assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to their progression through the degree plan. Graduate faculty are consulted regarding academic advisement when necessary to best meet student needs. Any question the student has about registration, adding/dropping a course and withdrawing from the ATP SCHOOL OF NURSING should be directed to the Graduate Program Coordinator, who will work closely with the Department Chair to assist students.

- **Nurse Practitioner Studies**
  Academic advisement for Nurse Practitioner Studies is directed by the Department Chair. The Graduate Program Coordinator will assist with academic advisement. The student signs and receives a copy of his/her degree plan at orientation and is expected to follow this degree plan when registering for courses. The Graduate Program Coordinator, in collaboration with the Department Chair, assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to their progression through the degree plan. Graduate faculty are consulted regarding academic advisement when necessary to best meet student needs. Any question the student has about registration, adding/dropping a course and withdrawing from the ATP SCHOOL OF NURSING should be directed to the Graduate Program Coordinator, who will work closely with the Department Chair to assist students.

ACADEMIC MISCONDUCT

"Academic misconduct" involves any activity that tends to compromise the academic integrity of the University, or subvert the educational process, including, but not limited to, cheating, plagiarism, falsifying academic records, misrepresenting facts and any act designed to give unfair academic advantage to the student or the attempt to commit such an act. Refer to the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* Part II, D Misconduct, (19) Academic Misconduct.

Filing a Complaint

Any member of the University community may file a complaint(s) against a student(s) or a student organization(s) for violation(s) of the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct*.

- Prior to filing a formal complaint by complainant (Faculty, Student, Administrator), a preliminary investigation/discussion with the Department Chair should be conducted to determine if there is a basis for the complaint. Refer to the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* Part II, F Disciplinary Procedures, (3) Filing Complaint.
- If there is a basis for the complaint, refer to the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* at http://www.ttuhsc.edu/StudentServices/doc/Handbook.pdf.
- The ATP SCHOOL OF NURSING Conduct Administrator is the Sr. Director, Office of the Dean, Administration and Student Affairs. For questions contact the Office of the Dean at 806-743-3082.

Timeline

The timeline for filing a complaint related to academic misconduct is detailed in the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct*. Within the School of Nursing, timelines for managing the academic misconduct complaint may be altered by the Student Conduct Administrator at his/her discretion when extenuating circumstances exist and are clearly documented and communicated to individuals involved with the complaint.

ACADEMIC GRADE CHALLENGES/APPEALS

If a student believes that a grade on a particular assignment (not a final course grade) received is incorrect, the student shall:

- Discuss the grade with the faculty who assigned it.
- If the grade is deemed to be correct (no miscalculation of grade occurred) then the grade stands as issued. The faculty who assigned the grade shall notify the student of the decision in writing within five (5) business days.
- If the grade issued was in error (miscalculation of grade occurred) then the faculty corrects the grade and shall notify the student of the grade change within five (5) business days.

If a student receives a grade of less than 80 (B) for a written assignment, the student may request another faculty member to conduct a second, independent, blinded evaluation of the assignment. Students seeking a second evaluation of a failing written assignment must make the request to the course facilitator within five (5) days of the graded assignment being returned to the student. After the second faculty member grades the assignment, the course facilitator and the two evaluators will review and discuss the scores and reconcile the assignment grade. If the two faculty graders cannot reach a consensus grade, the average of the two scores will be used as the assignment grade.

Final Grade Appeal

Only final course grade(s) may be appealed to the appropriate Programmatic Department Chair if the student believes there is demonstrable evidence that prejudice, or arbitrary/capricious action on the part of the instructor has influenced the grade. **The burden of proof that such an influence has affected a grade rests with the student.**

Appeal Procedure

To appeal a grade, the student shall:

- File the Final Grade Appeal Form (Attachment A), available on-line (http://nursing.ttuhsc.edu/forms/), within five (5) business days of the beginning of the next semester with the Department Chair.

Upon receipt of the required form:

- The Department Chair shall meet with the faculty and student separately and review all materials pertinent to the grade appeal. If two or more students are involved, the Department Chair, in his or her sole discretion, may meet with the students either separately or jointly.
- After review of all materials the Department Chair shall, within five (5) business days from receipt of the grade appeal form, render a decision. The student shall be notified of the decision via certified mail. A copy of the decision is forwarded to the Sr. Director, Administration and Student Affairs.
- All records related to the appeal are retained by the Department Chair in the students advising file for three (3) years.

If the student is not satisfied with the Department Chair's decision, within five (5) business days from the receipt of the decision the student shall:

- File a Request Form (Attachment B) to convene an appeals committee (located under current student resources at (http://nursing.ttuhsc.edu/forms/) to the Sr. Director for Administration and Student Affairs.

Upon receipt of the required form:

- The Sr. Director for Administration and Student Affairs shall direct the request form to the assigned Appellant Department Chair. Department Chairs, on a rotating basis, will serve as the Appellant Department Chair to coordinate appeal requests for review before an Appeals Committee.
- Should the designated Appellant Department Chair be the Department Chair that just reviewed the appeal, the Sr. Director for Administration and Student Affairs shall move to the next Department Chair on the list to conduct the next level of appeal.
- The Appellant Department Chair shall convene an appeals committee to review the student's request.
- The student shall submit in writing six copies of all additional information to support the appeal to the Sr. Director for Administrative and Student Affairs.

An appeals committee is formed, use the following guidelines.

- A list of seven names, which is comprised of four faculty and three students, will be selected for the Appeals Committee by the Appellant Department Chair. The appealing student may strike one faculty member and one student from the list. The five remaining names will be the five voting members of the Committee. The Committee shall select one of the faculty members to serve as chair.

- The student may have advisory counsel present during the Appeals Committee hearing. Counsel will not be allowed to speak, argue or conduct any questioning during the proceeding. If the student desires the presence of counsel, the student shall give written notice at least five (5) business days prior to the hearing to the Appellant Department Chair
- The student and members of the committee will receive copies of all materials pertinent to the appeal.
- The ATP SCHOOL OF NURSING reserves the right to provide the student and members of the committee copies of all materials pertinent to the appeal prior to the date of the hearing. The ATP SCHOOL OF NURSING shall record the hearing, but not the committee deliberations.

The appeals committee will make recommendations to the Department Chair.

- The committee's written recommendation(s) shall be forwarded to the Appellant Department Chair within one (1) business day of the conclusion of the hearing. All members shall sign the recommendation indicating their vote in favor of or in dissent of the committee's recommendations. The Appellant Department Chair may accept or reject the recommendation(s) or make a different decision. The Appellant Department Chair's written decision is sent to the committee members and to the student via certified mail within ten (10) business days of the receipt of the committee's decision.
- All substantive decisions of the Appellant Department Chair are final.
- The student may only appeal issues of procedural due process to the Dean of Nursing by filing a written notice of appeal to the office of the Dean within five (5) business days of the decision of the Appellant Department Chair. The decision of the Dean will be sent to the student via certified mail within ten (10) business days from the receipt of notice of appeal. The decision of the Dean is final.
- All records will be retained in the office of the Sr. Director for Administration and Student Affairs for three years.

Complaint or Grievance Resolution (Non-Grade Related)

- Students have the opportunity to register complaints about non-grade related issues through a formal procedure. It is the policy of the Texas Tech University Health Sciences Center School of Nursing to affirm the right of its students to a prompt and fair resolution of a complaint or grievance. This applies to specific written grievances arising from matters affecting students' academic standing and performance, other than grades. Such non-grade related matters include a dispute or concern regarding some aspect of academic involvement arising from an administrative or faculty decision the student claims is unjust or from faculty, staff, or fellow student interaction(s).

- Complaint resolution procedures include both informal and formal processes. Prior to filing a formal written grievance, students are encouraged to first address their complaint informally with the faculty, staff, or student involved. Students should use the formal complaint procedure only as a last resort.

- The goal of the informal process is to establish communication between the student and the appropriate staff member for the purpose of providing a forum where the student's questions or concerns can be addressed and a satisfactory resolution developed.

- The student must meet with the appropriate faculty or staff member and discuss his/her concerns. If resolution cannot be reached by talking to the appropriate faculty or staff member or when contact with the faculty or staff member would be unduly distressful or embarrassing, the student may discuss alternatives with his/her department chair.

- The student must discuss the concern with the faculty, staff, or student directly involved (or, when necessary, the department chair) within twenty (20) working days of the alleged occurrence or the student will lose the opportunity to make a formal complaint. If students are unable to arrive at a satisfactory conclusion to their concerns via informal processes, they should complete and file a Student Complaint Form – Department (Attachment A). The form provides guidance for completing the form and how to file the form. All forms are available at www. http://nursing.ttuhsc.edu/forms/

- The student has ten (10) working days from the date of the last meeting with the appropriate faculty, staff, or fellow student to file a written formal complaint form with the Department Chair of their program. If the time period exceeds ten (10) working days, an explanation of the reason for the delay must be attached to the complaint form along with a request for an extension of the timeline. The Department Chair considering the written complaint and the student must agree, in writing, upon an extension of the time

period for extenuating circumstances. If the time period exceeds ten (10) working days and the student does not have a written extension agreement, the request for an investigation may be denied.

- The Department Chair will conduct an investigation of the student's complaint. A written response to the student's formal complaint will be mailed directly to the address the student listed on the complaint form no later than fourteen (14) working days from the date the complaint form was received in the Office of the Department Chair. Students who are not satisfied with the decision of the Department Chair and have additional information to be considered may appeal the decision to the Dean.

Appeal Procedure for Non-Grade Grievance

- The student has ten (10) working days from the date of receiving formal notification of the decision of the Department Chair to file a Student Complaint Form - Dean (Attachment B) http://nursing.ttuhsc.edu/forms/ with the Dean's Office. If the time period exceeds ten (10) working days, an explanation of the reason for the delay must be attached to the complaint form along with a request for an extension of the time. The Dean and the student must agree, in writing, upon an extension of the time period for extenuating circumstances. If the time period exceeds ten (10) working days and the student does not have a written extension agreement, the request for an investigation may be denied.

- An investigation will be conducted by a representative from the Office of the Dean for any additional information about the student's complaint. A written response to the student's formal complaint will be mailed directly to the address the student listed on the complaint form no later than fourteen (14) working days from the date the complaint form was received in the Office of the Dean. All decisions are final.

- All written formal complaint forms and related correspondence are maintained in the TTUHSC School of Nursing Written Complaint notebook housed in the Dean's Office. No party, committee member, other participant, or observer in the complaint/ grievance process shall reveal any facts, documents, or testimony gained through participating in or observing the complaint/grievance process to any other person, unless required by a court of law to do so or upon the advice of the TTUHSC legal counsel.

Timeline

Due to documented extenuating circumstances, timelines for course related grade appeals might be altered by the Department Chair.

***A business day is defined as a Monday-Friday from 8:00 a.m. to 5:00 p.m. when the ATP SCHOOL OF NURSING offices are open even though students may not be attending classes or clinical assignments.

CODE OF ETHICS

Students are expected to function within the framework of the American Nurses Association (ANA) Code for Nurses. Students may purchase the Code for Nurses by contacting the American Nurses Association Publishing Company or it can be downloaded at http://www.nursingworld.org/ethics/chcode.htm.

COURSE LOADS

UNDERGRADUATE PROGRAM

Traditional Undergraduate Studies

- **Traditional BSN Track**

  Undergraduate enrollment in 12 or more credit hours per semester (6 hours in each summer session or 12 hours in a full summer session) is considered a full time student. The number of semester credit hours a student may carry (course load) is regulated by the Department Chair. In determining this load, the Department Chair takes into account the quality of prior scholastic work performed and the types of courses involved. Permission is needed to enroll in more than 20 semester credit hours.

Non-Traditional Undergraduate Studies

- **Second Degree Web - Based BSN Track**

  Semester Credit Hours and Course Loads

  The Second Degree students are required to complete 39 hours of non-nursing courses and 61 hours of nursing courses. The degree plan for the Second Degree Track requires students to enroll in 19 to 22 hours per semester. Permission is needed to enroll in more or less semester credit hours.

- **RN-BSN Track**

  Semester Credit Hours and Course Loads

  The number of semester credit hours a student may carry (course load) is regulated by the Department Chair, taking into account the quality of prior scholastic work performed and the types of courses involved. Permission is needed to enroll in more than 15 semester credit hours. Refer to example course loads in the sample degree plans for the RN-BSN student.

GRADUATE PROGRAM

Leadership Studies (MSN)

Graduate enrollment in 9 or more credit hours in the Fall and Spring semesters and 6 credit hours in the full Summer session is considered full-time enrollment. Fewer than 9 credit hours in the Fall and Spring semesters and fewer than 6 credit hours in the summer session is considered part-time enrollment.

Nurse Practitioner Studies

Graduate enrollment in 9 or more credit hours in the Fall and Spring semesters and 6 credit hours in the full Summer session is considered full-time enrollment. Fewer than 9 credit hours in the Fall and Spring semesters and fewer than 6 credit hours in the summer session is considered part-time enrollment.

ADDING A COURSE

Students are able to add a course(s) prior to the first day of class and should review the ATP SCHOOL OF NURSING Calendar for important deadlines (www.ttuhsc.edu/son/current) related to adding a course(s).

To add a course to an existing schedule

- Contact the Academic Advisor for approval and changes to the program plan.
- Register for course(s) via the WebRaider Portal at http://WebRaider.ttuhsc.edu.
- After the semester begins, students are able to add course(s) up to the 12th class day for Fall and Spring semesters and 4th class day for Summer semester. Late registration fees may apply.
- When adding a course(s) after the semester's due date contact the Bursar's office at 743-1880 to make payment. Payment must be made within two business days.
- Additional payment and due date information can be found at the Bursar web site http://www.fiscal.ttuhsc.edu/busserv/bursar/financial_info.2008-2009.aspx

DROPPING A COURSE

- After the semester begins, students are able to drop course(s) up to the 12th class day for Fall and Spring semesters and 4th class day for Summer semesters and receive a full refund.

To drop a course

- Contact course facilitator and/or course faculty
- Contact Academic Advisor for approval and changes to program plan.
- Student cannot drop to zero hours. Contact program Department Chair for program options. See ATP SCHOOL OF NURSING School Calendar Important Dates at http://www.ttuhsc.edu/son/current/ for deadlines dates.
- Dropping a course may delay progression through the program. Students dropping a course to the point of "zero hours" of enrollment are considered to be withdrawing from the SCHOOL OF NURSING (see Withdrawal from the ATP SCHOOL OF NURSING section of this handbook). Graduate students may file a Leave of Absence (see Leave of Absence section of this handbook).
- Drop course(s) via the WebRaider Portal at http://WebRaider.ttuhsc.edu.
- When dropping to zero hours a student's date of withdraw must be prior to the first class day according to the semester's academic calendar in order to receive a full refund. Thereafter contact the Bursar's office at 806-743-1880 for the appropriate refund schedule or review the Student Financial Information on-line catalog at http://www.fiscal.ttuhsc.edu/busserv/bursar/.
- Review tuition and fees information at http://www.fiscal.ttuhsc.edu/busserv/bursar/ or contact the TTUHSC Bursar's office for more information at 806-743-1880.

COURSE SYLLABI

Syllabi are obtained on the ATP SCHOOL OF NURSING website for specific courses and are available one week before the course begins. Course requirements and student expectations are stated in each course syllabus. It is highly recommended that the course syllabi be obtained prior to the first day of class.

TEXTBOOKS

Courses utilize information from various mediums, including textbooks. Specific textbooks may be required to be purchased by the student. Each semester, the required and optional texts are listed for each course on the following website: http://nursing.ttuhsc.edu/textbooks2/rectextcursem.htm. Students may purchase the texts through a vendor of their choice.

INDEPENDENT STUDY COURSE CONTRACT

A student may choose to complete elective course requirements by enrolling in an independent study course. For such courses the student and faculty meet to define specific objectives and complete an Independent Study Contract. Independent Study Contracts are available in the appropriate program office and must be on file in the office prior to registering for the course. For more information on Independent Study Courses contact the appropriate academic advisor.

PLACEMENT IN CLINICAL FACILITY

Every effort will be made to place a student in a clinical facility which is convenient for the student in terms of location and range of clinical experiences. The decision for clinical placement rests with the faculty teaching in the clinical course. A student may be removed from a clinical setting at anytime if the faculty teaching the course believes it is in the best interest of the student.

PLACEMENT IN COURSE

Students progressing through the program in a regular, uninterrupted sequence are assured space in the nursing courses. Limited resources may restrict the ATP SCHOOL OF NURSING from assuring immediate placement in nursing courses to students whose progress through the program has been interrupted or who are taking courses out of sequence.

DEAN'S LIST/PRESIDENT'S LIST - Undergraduate Program

Full-time undergraduate students who earn a GPA of 4.0 during a semester are eligible for the President's List. Full-time students who earn a 3.5-3.99 GPA are eligible for the Dean's List, based on information supplied from the Registrars Office.

DISMISSAL

Faculty members reserve the right to recommend at any time the dismissal of a student whose personal conduct, health, or scholastic standing makes it inadvisable for him/her to remain in the program. Violations of regulations of TTUHSC, the ATP SCHOOL OF NURSING or legal expectations may constitute cause for dismissal. Such information may be listed on the academic transcript (Also see Academic Requirements section of this handbook).

EARLY ALERT UNDERGRADUATE ASSISTANCE PROGRAM

Traditional BSN Track

The Early Alert program provides resources and assistance to Traditional BSN students to ensure success in the undergraduate program. Students referred to the program by nursing faculty are required to contact their course facilitators to discuss available services which may include referral to the Retention Counselor for further assistance. Students may also voluntarily access the services of the Retention Counselor.

Second Degree Web-Based BSN Track

The Early Alert Program provides resources and assistance to the Second Degree students to ensure their success in the program. The Department Chair requests all course faculty to submit students who may be in jeopardy of course failure to the Academic Advisor Coordinator. The Academic Advisor Coordinator sends a letter to the student, which encourages the student to discuss available services with their course faculty.

RN-BSN Undergraduate Track

The Early Alert Program provides resources and assistance to the RN-BSN students to ensure their success in the program. The Department Chair requests all course faculty to submit students who may be in jeopardy of course failure to the Academic Advisor (Coordinator). The Academic Advisor (Coordinator) sends a letter to the student, which encourages the student to discuss available services with their course faculty.

EARLY ALERT GRADUATE ASSISTANCE PROGRAM

Leadership Studies (MSN and DNP)

The Early Alert Program provides resources and assistance to students enrolled in Leadership Studies to ensure their success in the program. The Department Chair requests all course faculty to submit the names of students who may be in jeopardy of course failure to the Graduate Program Office. The Graduate Program Office develops letters from the faculty to each identified student notifying the student of his/her current status and encouraging the student to discuss available services with his/her course faculty.

Nurse Practitioner Studies

The Early Alert Program provides resources and assistance to students enrolled in Nurse Practitioner Studies to ensure their success in the program. The Department Chair requests all course faculty to submit the names of students who may be in jeopardy of course failure to the Graduate Program Office. The Graduate Program Office develops letters from the faculty to each identified student notifying the student of his/her current status and encouraging the student to discuss available services with his/her course faculty.

ENROLLMENT OUT OF SEQUENCE

Students in the undergraduate (traditional, 2º w BSN, RN-BSN program) or graduate program may request to take a course out-of-sequence. Approval by the student's advisor, affected course facilitator(s) and the Department Chair must be obtained through the appropriate programmatic office prior to enrollment.

GRADING POLICIES

Grade Point Average

Type	Formula (use Grade Point Chart to calculate grade points)
Overall Semester GPA	Divide the total number of grade points acquired during the semester by total number of semester hours of all courses taken at TTUHSC, exclude courses with a W grade. (F & WF courses must be counted in the calculations.)
Cumulative GPA	Divide the total number of grade points earned in all courses taken in the degree program at TTUHSC by total number of semester hours of all courses taken in the degree program at TTUHSC including hours of F and WF. Repeated courses are counted in the total.

(Multiply the course credit hours by the assigned grade point, and then add all grade points to determine total semester grade points.)

Grade Point Chart

Grade	Assigned Points	Grade Interpretations
A	4	Excellent, meeting degree requirements
B	3	Good, meeting degree requirements
C	2	Average, meeting undergraduate degree requirements; failing to meet graduate degree requirements
D	1	Inferior, failing to meet degree requirements
F	0	Failure, failing to meet degree requirements
P	0	Passing
PR	0	In Progress: given only when the work in a course extends beyond the semester of term; it implies satisfactory performance and is used in thesis and dissertation; a CR will be entered upon approved completion.
I	0	Incomplete: given only when a student's work is satisfactory in quality but, due to reasons beyond his or her control, has not been completed. It is not given in lieu of an F. The instructor assigning the grade will stipulate, in writing, at the time the grade is given, the conditions under which the I was given and may be removed. It is the student's responsibility to obtain a grade change form from the appropriate program office and to obtain signatures from the appropriate faculty. The "I" will be replaced with an F after it has remained on record for a year without completion. Withdrawal from the institution will not change the conditions under which the I may be removed nor waive the replacement with an F after the "I" has remained on the record for a year without completion.
W	0	Withdrawal: given for a course officially dropped during the first five weeks of a term and for a course officially dropped after that time, provided the student's work is passing at the time the course is dropped.
WF	0	Withdraw Failing: given after the first five weeks of a semester when the student's work is not passing at the time the course is dropped or when the student is required by the Department Chair to drop the course for failure to attend the class. Is considered as failing in calculating GPA.
CR	0	Credit
R	0	Repeated course (TTUHSC SON) does not honor grade replacement for required nursing courses.)
X	0	No Grade Designated: given in those instances where one of the above grades is not reported by the faculty. The designation X is not used in determining grade point averages.
NP	0	Given if the student has not paid fees by the end of the semester. When delinquent fees are paid the Registrar's Office will be notified and appropriate grade designations will be recorded. (Progression and/or graduation will not occur until NP is replaced by an appropriate grade.)

NOTE: The SCHOOL OF NURSING does not honor grade replacement for required nursing courses.

Grading Scale

Traditional UG Track	2° w BSN UG Track	RN – BSN UG Track	Graduate Leadership Studies	Graduate Nurse Practitioner Studies
90 – 100 = A	90 – 100 = A	93 – 100 = A	90 – 100 = A	90 – 100 = A
80 – 89 = B	80 – 89 = B	85 – 92 = B	80 – 89 = B	80 – 89 = B
70 – 79 = C	70 – 79 = C	77 – 84 = C	70 – 79 = C	70 – 79 = C
60 – 69 = D	60 – 69 = D	69 – 76 = D	60 – 69 = D	60 – 69 = D
< 60 = F	< 60 = F	< 69 = F	< 60 = F	< 60 = F

Course Grade Policy

In order to pass a course, the average of all exams including the final must equal 70% (undergraduate) and 80% (graduate) or greater.

- In courses where additional requirements are a weighted portion of the grade, the additional course requirements will only be calculated as part of the final course grade if the average of all exams including the final is 70% (undergraduate) and 80% (graduate) or greater.
- For courses with a clinical component, the clinical portion is graded on a pass/fail basis. Regardless of scores earned on exams or additional assignments, the student must pass the clinical portion of the course in order to pass the course. An unsatisfactory or failing clinical performance will result in a final course grade of F, regardless of the didactic grade.
- The final course grade shall accurately reflect the grade earned according to course grading criteria. At the discretion of the faculty, grades may be rounded using classic rounding rules. For example, a grade of 89.5 equals A, whereas a grade of 89.4 equals B. Rounding of individual items should not be done. Rather, if rounding is done, it should be done for the final course grade only.
- For Second Degree students, clinical courses are graded and the student must earn a 70% or greater to pass the course.

Grade Reports

Final course grades can be obtained electronically thru the WebRaider Portal at http://WebRaider.ttuhsc.edu.

LEAVE OF ABSENCE

Students enrolled in the Traditional BSN track are not eligible for Leave of Absence. Students who are unable to maintain an acceptable course load must withdraw from the program. Students who withdraw are eligible to seek readmission according to the Readmission policy for the Traditional BSN track. Second Degree students considering a Leave of Absence must discuss this with the Department Chair. The decision to allow a Leave of Absence rests with the Department Chair, and will only be granted for a period of two semesters. Students who do not re-enroll within two semesters of the Leave of Absence must seek readmission. Failure to file a Leave of Absence Form and failure to re-enroll will result in an institutional withdrawal. Failure to file a Return From Leave Form will delay or prevent enrollment. Leave of Absence Request forms and Return From Leave forms are available on-line at http://nursing.ttuhsc.edu/forms/Forms.htm.

RN to BSN students may request a Leave of Absence for one semester (Fall, Spring or Summer). The Leave of Absence Form is available at http://nursing.ttuhsc.edu/forms/Forms.htm. Students who do not re-enroll in the semester following the declared expiration of the Leave of Absence must seek readmission. Failure to file a Leave of Absence Form and failure to re-enroll will result in an institutionally initiated withdrawal. Failure to file a Return from Leave form will delay or prevent enrollment.

Graduate students may request a Leave of Absence for up to one year. Students who do not re-enroll in the semester following the declared expiration of the Leave of Absence or for one year must seek readmission. Failure to file a Leave of Absence and failure to re-enroll will result in an institutionally initiated withdrawal. Failure to file a Return from Leave form will delay or prevent enrollment. Graduate students who do not enroll in the summer session do not need to file a Leave of Absence unless they take no courses in the Fall or Spring. Leave of Absence Request forms and Return From Leave forms are available on-line at http://nursing.ttuhsc.edu/forms/Forms.htm.

NCLEX RN EXAMINATION ELIGIBILITY

The Texas Board of Nursing (BON) has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. The Declaratory Order is a formal disclosure to the BON of an outstanding eligibility issue and permits the BON to make decisions regarding a petitioner's eligibility for licensure prior to entering or completing a nursing program. This Petition should be completed as soon as possible. The review process can take a minimum of 3 months but could be longer depending on the issue and volume of applications. Students who have obtained a Declaratory Order Petition must notify and inform the Department Chair of the outcome of his/her petition. If one of the following statements applies to you, you must complete a Petition for Declaratory Order.

- For any criminal offense, including those pending appeal, have you: 1) been convicted of a misdemeanor; 2) been convicted of a felony; 3) pled nolo contendere, no contest, or guilty; 4) received deferred

adjudication; 5) been placed on community supervision or court-ordered probation, whether or not adjudicated guilty; 6) been sentenced to serve jail or prison time; court-ordered confinement; 7) been granted pre-trial diversion; 8) been arrested or have any pending criminal charges; 9) been citied or charged with any violation of the law; 10) been subject of a court-martial, Article 15 violation or received any form of military judgment/punishment/action?.

- Are you currently the target or subject of a grand jury or governmental agency investigation?
- Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug? (You may indicate "NO" if you have completed and/or are in compliance with Texas Peer Assistance Program for Nurses for substance abuse or mental illness.)
- Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

(You may only exclude Class C misdemeanor traffic violations.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on the declaratory order form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

Statues and Rules governing the Petition for Declaratory Order may be found in the Texas Occupations Code §§ 301.257, 301.452-304.454 (Nursing Practice Act), and in the Board Rules and Regulations relating to Nurse Education, Licensure and Practice, 22 TAC §§ 213.27-30 and §§ 217.11-12. These statutes and rules can be located on the BON's website www.bon.state.tx.us.

The Nurse Practice Act was amended during the 2005 Texas legislative session, adding § 301.4535, to authorize the Board of Nursing to deny or revoke licensure to an individual for certain criminal offenses. Under the provision, the BON shall refuse or shall withdraw a license if the person has been convicted of an identified offense or has noted on his or her criminal record a plea of guilty or nolo contendere. The Board of Nursing may consider eligibility for licensure of an applicant, who otherwise would be ineligible for licensure, after the fifth anniversary of the successful completion of and dismissal from probation or parole. The criminal offenses barring licensure, as defined by Texas Penal Code, include the following: murder; capital murder; reckless manslaughter; kidnapping, unlawful restraint, or unlawful transport of a person for payment and punishable as a felony; sexual assault; aggravated sexual assault; indecency with a child, an elderly or disabled person, perpetrator of family violence, an agreement to abduct a child; the sale or purchase of a child; robbery; aggravated robbery; an offense that requires the individual to register as a sexual offender; and convections for similar crimes in a military tribunal.

PASS – FAIL OPTION

Students may not take any courses required for a degree in nursing as Pass-Fail. Courses previously taken as Pass-Fail will not be transferred for credit if the course is required for a ATP SCHOOL OF NURSING degree.

READMISSION

Undergraduate Program

All requests for readmission must be made no later than two months prior to the first day of the semester in which readmission is requested. The Undergraduate Program Committee is responsible for overseeing all readmissions to the SCHOOL OF NURSING. The minimum cumulative grade point average is 2.5 for the Undergraduate Program. A student seeking re-enrollment completes an application showing the expected entry point. The appropriate committee reviews all such requests and may take one of the following actions regarding readmission of a student who withdrew in good standing: 1) eligible and admit, 2) eligible pending space available in nursing courses and in sequence to date of action in relation to other readmission applicants, 3) not eligible. The UPC may assign requirements to be met as a condition of enrollment, i.e. successful completion of a comprehensive examination. Readmission of a student who has been dismissed or who withdrew for academic or disciplinary causes is based upon the decision of the UPC.

Graduate Program

All requests for readmission must be made no later than the application deadline listed in the ATP SCHOOL OF NURSING Catalog for the semester in which readmission is requested. The Department Chair and Graduate Program Committee are responsible for overseeing all readmissions to the ATP SCHOOL OF NURSING Graduate Program. Readmission of a student who has been dismissed or who withdrew for academic or disciplinary causes is also based upon the decision of the Department Chair and Graduate Program Committee.

A student seeking readmission must comply with the following:

- Submit a letter requesting readmission to the Graduate Program
- Meet all recommendations and requirements set forth by the Department Chair and Graduate Program Committee
- Complete online application and meet admission criteria for full admission

REGISTRATION

Students register for courses via the WebRaider Portal on the days identified by the TTUHSC Registrar's Office, generally based on student classification. Specific information on how to register is provided by the Academic Advisor, after student advisement.

SUSPENSION AND RETENTION

Students must meet school and program standards, refer to the TTUHSC operating policy 77.05. http://www.ttuhsc.edu/hsc/op/op77/op7705.pdf

UNSAFE STUDENT PRACTICES

A student who demonstrates any unsafe practices as outlined below may be subject to disciplinary actions dependant upon the severity of the unsafe practice, including but not limited to, the following: verbal warning, written warning, formal reprimand, failure and/or dismissal. Every effort will be made to use progressive discipline; however, at the discretion of the faculty member, a student can be failed at anytime during the semester for an unsafe practice as defined below.

- Violates or threatens the physical, psychological, microbiological, chemical, pharmacological or thermal safety of the patient.
- Violates previously mastered principles/learning objectives in carrying out nursing care skills or delegated medical functions.
- Accepts assignments beyond knowledge, education, experience or competence.
- Fails to recognize or accept legal/ethical responsibility for actions as defined in the Nursing Practice Act for the State of Texas or the Code for Nurses of the American Nurses Association.
- Fails to carry out CDC Standard Precautions.

GENERAL INFORMATION

ACCESS TO STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C.A. Section 1232g) affords certain rights to students concerning their educational records. FERPA grants students the right to inspect and review their educational records (with exceptions), to request that their records be amended, to have limited control over the disclosure of information contained in their records, and to file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of FERPA. The *TTUHSC Student Affairs Handbook* shall serve as the annual notification that must be provided to students under FERPA, 34 C.R.F. 99.7, unless individual TTUHSC schools annually notify their students of FERPA rights otherwise.

AMERICAN WITH DISABILITIES ACT (ADA)

Students seeking accommodation on the basis of disability must register with the office of TTUHSC Student Services at www.ttuhsc.edu/studentservices and the TTUHSC Director of Student Services, Lubbock Campus (806-743-2300). The Director of Student Services, Lubbock Campus will notify the appropriate ATP SCHOOL OF NURSING Department Chair of the student's need for accommodation. Review the TTUHSC ADA policy located on the TTUHSC Student Services website. For further information, see www.ttuhsc.edu/studentservices/ada.

ANNOUNCEMENTS & RELATED INFORMATION

The ATP SCHOOL OF NURSING maintains information of student interest both on the SCHOOL OF NURSING web page www.ttuhsc.edu/son, ATP SCHOOL OF NURSING WebCT student announcement, and hall-way bulletin boards. The information maintained may include:

- Job postings and career opportunities
- Brochures regarding counseling, computers, and testing
- School and student news items
- Tuition and fee information
- Institutional news and events

CHANGE OF CONTACT INFORMATION

Address(s) / Telephone Number(s) / Name

Students are required to:

- Maintain a current address(s) (i.e. permanent, local, billing, etc.) and telephone number(s) in the TTUHSC WebRaider Portal at http://WebRaider.ttuhsc.edu.
- Notify academic program coordinator via email of changes made to WebRaider Portal.
- Contact the TTUHSC Registrar's office at 806-743-2300 for name change form to be completed and submitted with required documentation.

CLINICAL SIMULATION CENTER

The Clinical Simulation Center (CSC), located on the Lubbock campus, provides a unique environment where student learning and evaluation are facilitated through simulation. The CSC provides a realistic learning environment where students learn and develop clinical competencies in a non-stressful environment. Faculty and students from the SCHOOL OF NURSING, Medicine and Allied Health use the facilities, simulators, mannequins, equipment and supplies available in the CSC.

CONFIDENTIALITY/HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT OF 1996 (HIPAA)

The SCHOOL OF NURSING is dedicated to ensuring each student is current in issues as they relate to nursing practice and research. One such regulation includes the Health Insurance Portability and Accountability Act (HIPAA). Annually, each student is required to provide proof of education in HIPAA training. The training requirements vary by program; the student will receive information regarding HIPAA training and will be asked to sign a Confidentiality Agreement during New Student Orientation. All proof of training will be placed in the student's advising file located in the appropriate Department Chair's Office. Those who cannot show proof will not be allowed to attend clinical. In addition, release of confidential information (including verbal communications, written communications or electronic communications with or about patients or involving

patient health information to anyone who does not need the information for treatment, payment or health care operation) is a cause for dismissal from the School.

COUNSELING SERVICES

As in all professional health fields, if stress is not dealt with effectively, it can interfere with optimal academic performance. If a student feels that he/she is experiencing excessive stress, the SON highly recommends self-referral for counseling. The following are the counseling options available for Lubbock, Permian Basin, and off-campus long distance education students.

- **Program of Assistance for Students (PAS)** - The PAS is a professional, confidential, no cost counseling service for students and family members living in their households. Five sessions (per household) per academic year are available from licensed counselors who can provide assistance for a variety of problems related to daily living, including: family and relationship problems, depression, alcohol and drug abuse, anxiety and stress. No information is released to anyone in the SON and use of the program does not become part of a student's record. PAS offices are located on the first floor of the West Wing of TTUHSC. To schedule an appointment for yourself or a member of your household, Lubbock students can call 806-743-1327 and identify yourself as a SON student. The number for students in other areas is 800-327-0328. Daytime and evening appointments are available.

- **Lubbock students** have two options for counseling services, the Student Counseling Center (SCC) or the Program of Assistance for Students (PAS). For information on the SCC go to the website http://www.depts.ttu.edu/scc/ and for the PAS program go to their website http://www.ttuhsc.edu/studentservices/documents/PAS_Document.pdf.

- **Permian Basin students** can receive counseling through the Program of Assistance for Students (PAS). The provider for PAS services in the Permian Basin is the Samaritan Counseling Center of West Texas, 432-563-4144.

- **Amarillo students** can receive counseling through the Program of Assistance for Students (PAS). The contact person for PAS services in Amarillo is Ron Owens, PhD, 806-354-5620.

- **El Paso students** can receive counseling through the Program of Assistance for Students (PAS). The contact person for PAS services in El Paso is James Wilcox, D.O. 915-545-6831.

- **Off-campus long distance education students** who want to receive counseling services should contact the Lubbock office of the Program of Assistance for Students (PAS) - 800-327-0328 - to inquire about the availability of counseling services in their area.

- A **24-hour crisis/help line** is available to all SON students and members of their household through the Program of Assistance for Students. The number for students in Lubbock is 743-1327. The number for students in other areas is 800-327-0328.

- **Financial Counseling for Lubbock students** – Services are provided by advanced graduate-level students (Master and Doctoral) in the Personal Financial Planning program at Texas Tech. Financial counselors have received extensive training and are well prepared to address your financial concerns.

- **Tobacco Intervention Program for Lubbock students** – Services are provided by Substance Abuse Professionals in the Southwest Institute for Addictive Disease (SWIAD).

CRIMINAL BACKGROUND CHECKS (OP 10.20)

A Criminal Background Check (CBC) must be completed prior to enrollment at TTUHSC ATP SCHOOL OF NURSING in compliance with TTUHSC OP 10.20, http://www.ttuhsc.edu/hsc/op/op10/op1020.pdf. Each student is responsible for the cost of his/her CBC and any additional fees. American DataBank must conduct the CBC. The base price for the CBC is $39.50. Additional charges could be incurred if you have resided in certain states, U. S. territories and/or foreign countries.

To initiate your background clearance, go to the website www.TexasTechHSCBackground.com and follow the step process. The profile information you input will be sent directly to TTUHSC upon completion.

The following searches are required for students pursuing clinical training through TTUHSC and will be conducted by American DataBank:

1. Criminal History Record Information Search (including all residences for the last seven years);
2. Social Security Number Trace (residential history, state and year SSN issued);
3. Sex Offender Registry;
4. Office of Inspector General Sanction Report;
5. General Services Administration Excluded List;
6. Office of Foreign Asset Control; and
7. Texas State Exclusion List.

Additional background checks are required after a break in enrollment in accordance with TTUHSC OP 10.20 http://www.ttuhsc.edu/hsc/op/op10/op1020.pdf.
If an applicant believes the record is in error and gives written notification to the School of his/her intent to challenge the report, matriculation will be put on hold pending the outcome of the challenge. Should the applicant fail to notify the School of his/her intent to challenge or it is determined that the record is accurate at the conclusion of a vendor challenge by an applicant; the admission offer will be withdrawn.

DEPARTMENT ADVISORY COUNCILS UNDERGRADUATE & GRADUATE PROGRAMS

For purposes of promoting the TTUHSC School of Nursing, four advisory councils exist to maintain open communication between students and administration/faculty/staff: The Undergraduate Department Chair's Advisory Council, The Non-Traditional Undergraduate Department Chair's Advisory Council, and the MSN Department Chairs' Advisory Council and the DNP Department Chair's Advisory Council. Through the Department Advisory Councils, student representatives advise the administration on ways to improve the educational process while enrolled in the ATP School of Nursing. Student representatives volunteer or are selected by the Department Chairs to serve on the Department Advisory Councils and are expected to represent their fellow students by bringing forth issues of importance to be addressed by the Council.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

The unlawful possession, use or distribution of alcohol and illicit drugs on any institutional property or at any of its activities is prohibited. Refer to the *TTUHSC Student Affairs Handbook and Code of Professional and Academic Conduct*. Information on assistance programs may also be obtained from the TTUHSC Student Services Office or the Texas Peer Assistance Program for Nurses (RNs & LVNs).

EMPLOYMENT

The decision to work while enrolled as a student in the ATP SCHOOL OF NURSING rests with the individual student; the school assumes no responsibility for student employment. A student employed in a healthcare agency has responsibility, personally and professionally, to accept and engage in only those activities that fall within the position description for which he/she is qualified. Students who are employed as nurse assistants or nurse technicians should not practice outside the scope of such position set forth under the Nursing Practice Act. Students currently licensed as registered nurses assume the responsibility for clinical practice under their own professional license issued by the Board of Nursing.

All students should be thoroughly familiar with the Board of Nursing for the State of Texas, Nursing Practice Act – Rules §§224 (Delegation of Nursing Tasks by Registered Professional Nurses to Unlicensed Personnel for Clients with Acute Conditions or in Acute Care Environments) and 225 (RN Delegation to Unlicensed Personnel and Tasks Not Requiring Delegation in Independent Living Environments for Clients with Stable and Predictable Conditions). You can access this information on the Board of Nursing website at http://www.bon.state.tx.us/.

Due to the intensity of the Second Degree Track, students enrolled in this track must make a commitment not to seek employment during the three semester program. Students who are unable to make this commitment may be ineligible for admission to this program.

FACULTY OFFICE HOURS

Faculty members maintain a schedule of office hours each semester. These hours are posted for students' convenience. Appointments should be made if posted office hours are inconvenient. Some faculty may choose to have virtual office hours via the Internet.

FINANCIAL INFORMATION

Contact TTUHSC Financial Aid Office at 806-743-3025 or www.ttuhsc.edu/financialaid.

HEALTH SERVICES FOR TTUHSC STUDENTS

Medical services for TTUHSC students are available in Lubbock, Odessa, Abilene, and El Paso campuses. Refer to the *TTUHSC Student Affairs Handbook and Code of Professional and Academic Conduct* online at www.ttuhsc.edu/studentservices/.

TTUHSC provides students the opportunity to purchase health insurance. Students may contact the TTUHSC Office of Student Services, Room 2C400 (743-2300) for more information.

Incident/Injury Reporting & Investigation (HSC OP 75.14)

- Students are required to adhere to TTUHSC OP 75.14 See http://www.ttuhsc.edu/hsc/op/op75/op7514.pdf
- Non-Employee Incident/Injury-Students are required to adhere to OP 75.14

LEGAL SERVICES FOR STUDENTS

The purpose of the Mediation Center on the Lubbock campus is to provide students with confidential legal advice about personal legal matters. The office aids students in acquiring the skills to cope with common legal matters. Service is limited to advice and the preparation of simple documents. If courtroom representation is necessary, a referral service to members of the Lubbock County Bar Association is available.

Any student currently enrolled at the TTUHSC Lubbock campus is eligible to receive these services at no additional charge. Appointments are recommended, but not required. Telephone consultations will be given in appropriate situations at (806) 742-3289. Contact the TTUHSC Student Services Office at (806) 743-2300 for additional information or an appointment. Legal services for distance education students are not covered by the usual distance education fees.

LIBRARY

Preston Smith Library

The TTUHSC Libraries of the Health Sciences in Lubbock, Amarillo, El Paso, and Odessa presently contain more than 309,925 bound volumes, of which over 209,000 are located in Lubbock and Odessa. Over 35,678 electronic books are also available. The system has 907 print journal subscriptions and approximately 18,727 electronic journals available at all TTUHSC sites. Over 16,674 audiovisuals are also available. The libraries feature study carrels, interlibrary loan and photocopy services, reference services, and Internet access/connectivity. The Preston Smith Library of the Health Sciences, a 50,000 square foot facility on the Lubbock campus, features 30 group study rooms and a 64 station Learning Resource Center (LRC).

Numerous online databases are available for use including: MEDLINE, PubMed, CINAHL Plus with Full Text, Anatomy.tv, Natural Medicines, Health and Psychosocial Instruments, International Pharmaceutical Abstracts, MICROMEDEX, PsycINFO, MedlinePlus, Web of Knowledge, Netter Presenter, ERIC, as well as general and academic TexShare databases.

Ovid full-text Nursing Collections, MDConsult with full-text, Science Direct full-text electronic journals, RefWorks and Endnote Web bibliographic tools, and a full array of electronic books are also accessible. Off-site access to licensed electronic resources is available via a proxy server to all TTUHSC faculty, staff, and students. The four libraries of the TTUHSC system have a common online catalog for access to holdings at all TTUHSC libraries. Nursing students also enjoy access to the TTU Library, with more than 1.5 million items, including U.S. Government documents and science holdings.

LOCKER INFORMATION – (LUBBOCK CAMPUS)

Lockers located on the third floor are for student use. Locker assignments are made by the appropriate program office on a first-come first-served basis. All lockers must be cleaned out at the end of each semester. TTUHSC is not responsible for items left in lockers.

MEDIA AUTHORIZATION AND RELEASE

During new student orientation for each academic program, students are asked to sign a media authorization and release form. The signing of this form allows the School to use the student's name and photographic image in School promotional materials in all forms of media including, but not limited to press, radio, television, internet websites and printed mediums. The signing of the release is voluntary. A student may indicate on the release that they do not wish the School to use their name and/or photographic image in the School's promotional materials. The media authorization and release form is kept in the student's permanent record for each program.

MENTORING ADVANCED PRACTICE STUDENTS (MAPS)

MAPS is a mentoring program for advanced practice students. The purpose is to provide new graduate students attending the graduate program at TTUHSC ATP SCHOOL OF NURSING an opportunity to network with a knowledgeable colleague already enrolled in the Program. Contact the Graduate Office at 806-743-2764 for information.

PARKING (OP 76.30)

All motor vehicles (including motorcycles, etc.) operated on or parked on the campus at any time must be registered at the Traffic and Parking Office, https://www.fiscal.ttuhsc.edu/parking/ Compliance with the regulations set forth in Campus Traffic and Parking Regulations is required. A pamphlet describing these regulations is available from the Traffic and Parking Office.

PROFESSIONAL and ACADEMIC CONDUCT

TTUHSC has a responsibility to maintain order within the University community and to discipline those who violate its standards, rules and/or policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules and/or policies set forth in the TTUHSC Student Handbook (http://www.ttuhsc.edu/students/current/documents/08-09_Handbook.pdf),, the TTUHSC Operating Policies and Procedures (http://www.ttuhsc.edu/admin/policies.aspx) and the ATP School of Nursing catalog and handbook, as well as any other official University publications.

REFERENCE LETTERS

Professional reference letters can be requested from individual faculty members. Such requests should be submitted in writing directly to the faculty member along with a resume/CV for faculty referral; at least two weeks notice should be given. Reference letters are not maintained by the ATP SCHOOL OF NURSING. Reference letters requested after graduation should be requested in the same manner.

REGISTRATION OF CONVICTED SEX OFFENDERS

Chapter 62, Code of Criminal Procedure, requires that all sex offenders register with local law enforcement authorities. As a result, all sex offenders who intend to be students or attend classes on or at any campus of the Texas Tech University System are required to register (or verify registration) with the campus police department in accordance with article 62.0624 of the Texas Code of Criminal Procedure within 7 days of beginning school. In addition, all such sex offenders who intend to volunteer, work or carry on a vocation (including full-time or part-time employees and employees of outside contractors) on any campus of Texas Tech University System for a consecutive period exceeding fourteen (14) days or for an aggregate period exceeding thirty (30) days in a calendar year are required to register with the campus police department within 7 days of beginning work on any campus of Texas Tech University System. In addition, all such sex offenders are required to notify campus police within seven (7) days of terminating attendance or work on any campus of Texas Tech University System. Failure to register, as required, may subject such individuals to criminal penalties. Questions about this new requirement should be addressed to the Texas Tech University Police Department, 2901 4th Street, Lubbock, TX, 79409, (806)742-3931.

RESEARCH

Research proposals that require access to the ATP SCHOOL OF NURSING student population must be made to the ATP SCHOOL OF NURSING Research and Clinical Services Committee and the Institutional Review Board (IRB) for approval prior to conducting research. Potential investigators must meet TTUHSC IRB mandated training requirements prior to submitting proposals to the IRB.

SAFETY

Exercise caution when traveling to and from cars, buildings, clinical sites, etc. Follow all safety instructions given by faculty members, listed in course syllabi, and contained in the TTUHSC Safety Manual as well as those in clinical facility safety materials. Information regarding TTUHSC Safety Services can be found at www.ttuhsc.edu/admin/safety. New Student Safety Orientation information is located at www.ttuhsc.edu/admin/safety/student. Students may login to this site to complete STEPS (Safety Training Education Program for Students) and/or Laboratory Safety Essentials training.

SEMESTER HOURS

The semester hour is the unit of measure for credit purposes. Didactic contact hours are measured on a one-to-one basis; clinical contact hours on a one-to-three basis. Approximately two hours in preparation for each hour of didactic class and an appropriate amount of time for preparation for clinical activities are expected.

SEXUAL HARASSMENT (OP 70.14)

Sexual Harassment is prohibited under Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972. SEXUAL HARASSMENT WILL NOT BE TOLERATED.

The ATP SCHOOL OF NURSING considers sexual harassment in all its forms to be a serious offense and one that is subject to a range of actions up to and including suspension or dismissal. Sexual harassment is a violation of TTUHSC OP 70.14 see http://www.ttuhsc.edu/hsc/op/op70/op7014.pdf.

Refer to the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* at http://www.ttuhsc.edu/StudentServices/doc/Handbook.pdf. Sexual harassment education is required for all students and is completed at the time of orientation. Contact the appropriate program office for further educational information and opportunities.

Filing a Sexual Harassment Complaint

Refer to the TTUHSC policy 70.14 at http://www.ttuhsc.edu/hsc/op/op70/op7014.pdf to review the policy and procedures and complete Complaint of Sexual Harassment form Attachment A at http://www.ttuhsc.edu/hsc/op/op70/op7014a.pdf.

STANDARD PRECAUTIONS

Students are responsible for adhering to standard precautions as governed by the Center for Disease Control and Prevention (CDC). Information on the CDC standard precautions is disseminated to the students during new student orientation. It is the Student's responsibility to maintain compliance with these recommendations during all clinical settings. Refer to the CDC Standard Precautions at http://www.cdc.gov/.

During orientation to the ATP School of Nursing, time is allowed for the following:

- Presentation and discussion of the CDC's Recommended Standard Precautions and
- An in-depth review of the ATP SCHOOL OF NURSING's policies dealing with communicable diseases.
- Students will not be allowed into the clinical area until they have signed the Consent for Adherence to the CDC's Recommended Standard Precautions. This consent form will be placed in the student's file in the appropriate program office.

Because the potential diseases in a patient's blood and body fluids cannot be known, blood and body fluid and substance precautions recommended by the CDC should be adhered to for all patients and for all specimens submitted to the laboratory. These precautions, called "standard precautions", should be followed regardless of any lack of evidence of the patient's infection status. Routinely use barrier protection to prevent skin and mucous membrane contamination with

- secretions and excretions, except sweat, regardless of whether or not they contain visible blood
- body fluids of all patients and specimens
- non intact skin
- mucous membranes.

Environmental Control
Follow the clinical agency's procedures for the routine care, cleaning and disinfection of environmental surfaces, beds, bed rails, bedside equipment and other frequently touched surfaces.

Gloves
Wear gloves (clean nonsterile gloves are adequate) when touching blood, body fluids, secretions, excretions and contaminated items. Put on clean gloves just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces and before going to another patient. Wash hands immediately to avoid transfer of microorganisms to other patients or environments.

Gown
Wear a gown (a clean nonsterile gown is adequate) to protect skin and prevent soiling of clothing during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions or excretions or cause soiling of clothing. Select a gown that is appropriate for the activity and amount of fluid likely to be encountered. Remove a soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other patients or environments.

Hand Washing
- Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn. Wash hands immediately after gloves are removed, between patient contacts and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to wash hands between tasks and procedures on the same patient to prevent cross contamination of different body sites.
- Use plain (non antimicrobial) soap for routine hand washing.
- Use an antimicrobial agent or waterless antiseptic agent for specific circumstances (e.g., control of outbreaks or hyper endemic infections) as defined by the infection control program.

Linen
Handle, transport, and process used linen soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposures and contamination of clothing and avoids transfer of microorganisms to other patients and environments.

Mask, Eye Protection, and Face Shield
Wear a mask, eye protection and face shield to protect mucous membranes of the eyes, nose, and mouth during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions and excretions.

Occupational Health and Blood-borne Pathogens
- Take care to prevent injuries when using needles, scalpels and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments and when disposing of used needles. Never recap used needles or otherwise manipulate them with both hands and any other technique that involves directing the point of a needle toward any part of the body; rather, use either a one-handed scoop technique or a mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand and do not bend, break or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades and other sharp items in appropriate puncture-resistant containers located as close as practical to the area in which the items were used. Place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area.
- Use mouthpieces, resuscitation bags or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

Patient Care Equipment
Handle used patient care equipment soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been appropriately cleaned and reprocessed and single use items are properly discarded.

Patient Placement
Place a patient who contaminates the environment or who does not (or cannot be expected to) assist in maintaining appropriate hygiene or environmental control in a private room. If a private room is not available, consult with infection control professionals regarding patient placement or other alternatives. Additional information is on reserve in the Preston Smith Library Teach/Learning Center for clinical courses.

STATE PRIVACY POLICY

When TTUHSC "collects information about an individual by means of a form that the individual completes and files with the governmental body in either a paper format or an electronic format", the paper forms or the Internet site used in connection with the electronic form must state:

- with few exceptions, the individual is entitled on request to be informed about the information that the state governmental body collects about the individual;
- the individual is entitled to receive and review the information;
- the individual is entitled to have the state governmental body correct information about the individual that is incorrect.

If TTUHSC collects information about a website user on its Internet site, including his or her identity and computer network location, we must post what types of information we are collecting about the website user on the Internet site. Finally, TTUHSC must establish a reasonable procedure to correct information about an individual.

STUDENT TRAVEL POLICY (OP 77.08)

Students are required to adhere to TTUHSC Student Travel Policy in the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct at* http://www.ttuhsc.edu/hsc/op/op77/op7708.pdf, Part VIII, Student Travel Policy.

TOBACCO FREE ENVIRONMENT (OP 10.19)

The TTUHSC is committed to the health of our students, patients, faculty, staff and the public in general. As an institution whose mission is to provide excellence in health care education and service, we are a smoke-free campus, both indoors and outdoors. Violations will be treated seriously and violators will be subject to disciplinary action as prescribed by existing operating and Board of Regents policies. Refer to the TTUHSC OP 10.19 *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct at* http://www.ttuhsc.edu/hsc/op/op10/op1019.pdf, Part I, B Tobacco Free Environment.

TRANSCRIPTS

Copies of official transcripts may be obtained by written request at no charge from the TTUHSC Registrar's Office, Room 2C400 or by faxing request to 806-743-3027. The written request must contain the following information: student name, social security number, current mailing address, phone number, program information and signature. Requests can also be made via the web at http://techsis.admin.ttu.edu/student/.

TRANSFER BETWEEN CAMPUSES

Transfer requests from one campus to another are granted based on space availability.

TUTORING

Tutoring services for the BSN (pre-licensure) students can be obtained for all required courses through the appropriate program office.

WEB CT/BLACKBOARD

WebCT stands for "Web Course Tools". WebCT is an authoring tool for teachers, professors, and staff developers who create online courses, online conferences or online training. WebCT is one of the most popular authoring tools of its kind. Texas Tech University and TTUHSC have licensed WebCT for use in the traditional classrooms and online distance programs. Instructors use WebCT to organize their course materials and make use of the study and communication tools offered by WebCT, including course content, an online calendar, chat rooms, discussion forums, grade books and quizzes.

WITHDRAWAL FROM ATP SCHOOL OF NURSING

Undergraduate Nursing Students

For students enrolled in the **Traditional BSN track** withdrawal from all courses or non-registration/enrollment during any semester constitutes withdrawal from the ATP SCHOOL OF NURSING. Withdrawal from all courses or non-registration/enrollment during any semester requires **second degree or RN-BSN** students to file a "Leave of Absence" (LOA) form. Lack of enrollment in a course without a LOA form constitutes withdrawal from the ATP SCHOOL OF NURSING. Students are then required to file the "Official HSC Withdrawal" form. Withdrawal from the program does not affect the policy regarding incomplete "I" grades. Grades that are "I" at the time of withdrawal will automatically convert to an "F" if they are not resolved in the original timeframe as stated. Contact must be made with the Advisor and the appropriate Department Chair for completion of required documentation.

Graduate Nursing Students:

Withdrawal from all courses or non-registration/enrollment during a Fall or Spring semester requires Graduate students to file a "Leave of Absence" (LOA) form. Lack of enrollment in a course without a LOA form constitutes withdrawal from the ATP SCHOOL OF NURSING. Students are then required to file the "Official HSC Withdrawal" form. Withdrawing from the program does not affect the policy regarding incomplete "I" grades. Grades that are "I" at the time of withdrawal will automatically convert to an "F" if they are not resolved in the original timeframe as stated, which is one year. Contact must be made with the Graduate Program Advisor and the appropriate Department Chair office for completion of required documentation. A "Return From Leave of Absence" form must be completed and approved by the Department Chair. The "LOA" form and "Return From LOA" form are located on the ATP SCHOOL OF NURSING web site under current students at www.ttuhsc.edu/son. The Withdrawal form is located on the ATP SCHOOL OF NURSING website at www/ttuhsc.edu/son/current under "Forms". To withdraw, complete and submit the Withdrawal form and picture ID badge to the TTUHSC Graduate Program Office, Attn. Department Chair at 3601 4th Street, STOP 6264, Lubbock, TX 79430 or fax to 1-806-743-1622.

WORLD WIDE WEB

Computer access to the ATP SCHOOL OF NURSING Web page is required in all ATP SCHOOL OF NURSING programs. Access to nursing schedules, course syllabi and other essential health related links are necessary to proceed through the ATP SCHOOL OF NURSING programs. Internet access accounts can be purchased through any Internet provider or through TTUHSC Information Technology for use on a home computer. Computer access can also be gained through the TTUHSC Library. TTUHSC Information Technology offers education on how to use the WWW and access information relating to the ATP SCHOOL OF NURSING. Contact the Information Technology Department for more information on Internet training and educational opportunities at 806-743-2875. TTUHSC WWW Addresses:

WWW Address	Information found at site
http://www.ttuhsc.edu	TTUHSC main website, access to all TTUHSC programs, schools, announcement page, etc. can be gained from this site.
http://www.ttuhsc.edu/son	ATP SCHOOL OF NURSING main website, access to all SON information can be gained from this site.
http://www.ttu.edu/~offpub	ATP SCHOOL OF NURSING Schedules by semester
http://www.nursingworld.org http://www.bon.state.tx.us/	ANCC/ANA Board of Nurse Examiner

WRITING STYLE MANUALS

The official format style for the ATP SCHOOL OF NURSING is the current edition of the Publication Manual of the American Psychological Association (APA). Individual copies should be purchased and are available at most bookstores; also contact the TTUHSC Library for availability. Helpful APA guidelines are located on the ATP SCHOOL OF NURSING website at http://www.nursing.ttuhsc.edu/glp/APA_Task_Force/APAHome.htm under Current Student Resources.