Texas Tech University Health Sciences Center™
School of Nursing

Student Handbook
2013 - 2014

STUDENT HANDBOOK
Policies for Currently Enrolled Students

The information contained herein is not to be considered a contract and the TTUHSC SCHOOL OF NURSING reserves the right to make changes to the information and policies contained herein at such times as it deems appropriate. This *Student Handbook* supersedes all previous editions. The provisions of the *Student Handbook* DO NOT constitute a contract, express or implied, between any student, faculty member, Texas Tech University System (TTUS), Texas Tech University Health Sciences Center (TTUHSC), and/or the TTUHSC SCHOOL OF NURSING (SON).

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

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General Information

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Student Affairs and Education Support Services Contact Information

ADMISSIONS and STUDENT AFFAIRS

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STUDENT AFFAIRS REGIONAL STAFF

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Academic Expectations of Students

MAINTAINING GOOD STANDARDS

Each student MUST meet the objectives of each area of study and is required to:

- Keep apprised of and adhere to the rules and regulations of *TTUHSC Student Handbook Code of Professional Conduct* at http://www.ttuhsc.edu/studentservices/documents/HSC_Handbook_2012-2013.pdf, the SCHOOL OF NURSING *Catalog* at http://www.ttuhsc.edu/son/catalog.aspx, and policies contained in the most current version of the SCHOOL OF NURSING *Student 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 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 area of study and the SCHOOL OF NURSING.

- Maintain all practice standards, if licensed, as written by the Texas Board of Nursing Nurse Practice Act. http://www.bon.texas.gov/nursinglaw/npa.html

ACADEMIC and PROFESSIONAL INTEGRITY

All students entering the SCHOOL OF NURSING <u>must</u> subscribe to the standards and codes of the profession. Patients and society as a whole expect SCHOOL OF NURSING students, as nursing professionals to adhere to the:

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

    - Standards of Practice (Texas Administrative Code §217.11)

    - Unprofessional Conduct(Texas Administrative Code §217.12)

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. Students holding a license to practice nursing will be subject to the reporting laws on unprofessional conduct.

For more information about student expectations and policies related to academic and professional integrity, refer to the *TTUHSC Student Handbook Code of*

Professional Conduct at http://www.ttuhsc.edu/studentservices/documents/HSC_Handbook_2012-2013.pdf
Part II, E, Other Professional and Ethical School Standards, (2) SCHOOL OF NURSING.

ACCOUNT MANAGEMENT and USER RESPONSIBILITIES
(TTUHSC IT Policy 1.4.2)
eRaider is an account management system which makes it possible for SON students to obtain and access electronic resources at Texas Tech using a single user name and password. Your eRaider user name and password are required to access many of these resources. An eRaider account is required to access the TTUHSC domain. New students, receive an eRaider account upon coming to the Health Sciences Center; access is dependent upon account types (i.e. faculty, staff, and students) and department requirements. Questions regarding eRaider account information should be directed to the I.T. Solutions Center at each respective campus.

CLASSROOM BEHAVIOR
SCHOOL OF NURSING students and faculty have a responsibility for creating and maintaining an appropriate learning environment in the classroom. *TTUHSC Student Handbook Code of Professional Conduct* states, "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 (p. 14)."

DISRUPTIVE CONDUCT
The *TTUHSC Student Handbook Code of Professional Conduct* prohibits actions against members of the University community, including, but not limited to, behavior disruptive to the normal operation of the University, including students, faculty, and staff. http://www.ttuhsc.edu/studentservices/documents/HSC_Handbook_2012-2013.pdf .

"Disruptive conduct," defined by the 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, tablets, and cell phones, 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 a 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 the action is not merited, the student may follow the process for non-grade grievance as outlined in this publication (see Academic Grade Challenges/Appeals and Compliant or Grievance Resolution (Non-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 final grade the student believes is incorrect, the student should follow the process outlined in the policy for Academic Grade Challenges/Appeals.

Students should consider the use of electronic technology, such as laptop computers or tablets, during class as a privilege, not a right. 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 Handbook Code of Professional and Academic Conduct*. Sanctions for disruptive behavior include but are not limited to dismissal from the SCHOOL OF NURSING.

COMPUTER REQUIREMENTS

Students spend a considerable amount of time utilizing resources available via the internet including but not limited to checking their TTUHSC e-mail while enrolled in the SCHOOL OF NURSING. Students must own a computer to succeed in the chosen area of study; and daily computer access is expected for all students. Students enrolled in the Traditional Undergraduate Department BSN Program or DNP Program are required to own a laptop to participate in classroom learning activities. Students enrolled in the Second Degree Program must have a webcam for online quiz/exam proctoring. The following website contains specific computer system requirements: http://nursing.ttuhsc.edu/it/requirements.

E-MAIL ACCOUNT

(TTUHSC IT Policy 1.4.6)

The TTUHSC Information Technology Department assigns all students an official TTUHSC email address provided with an initial password code prior to new student orientation. TTUHSC will use this e-mail address for official communications between the institution and students. **Students must use the provided TTUHSC e-mail address while enrolled in the SCHOOL OF NURSING**. E-mails will not be redirected or forwarded to another non-TTUHSC account. Because students are responsible for monitoring and responding to any required information sent to this e-mail address, students should check the TTUHSC email daily in addition to other course resources.

EQUIPMENT

Students are responsible for purchasing and maintaining certain pieces of equipment (stethoscopes, etc.). Faculty will specify equipment requirements and post the requirements in the course syllabi. Any TTUHSC SCHOOL OF NURSING equipment checked out to students must return in the same condition as received. A student must replace or pay TTUHSC for any damaged or misplaced equipment while in a student's possession.

IDENTIFICATION BADGE

Student Identification Badge (TTUHSC Picture ID)

TTUHSC students are required to obtain and visibly wear the official TTUHSC identification badge at all times while on any TTUHSC campus or while participating in clinical. Unauthorized use of a badge may be considered grounds for disciplinary

action. An identification badge may neither be altered, disfigured nor display any items not part of the original badge. If lost, a replacement must be obtained immediately through the applicable TTUHSC Police Department at the following contact numbers:

- TTUHSC Lubbock (806-743-2000).
- TTUHSC Amarillo (806-354-5568)
- TTUHSC Abilene (325-676-7948)
- TTUHSC Permian Basin: Students need to contact the Regional Dean's office, NOT the Police Department

Refer to TTUHSC OP 76.02 at http://www.ttuhsc.edu/hsc/op/op76/op7602.pdf for more information.

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

PARTICIPATION IN ASSESSMENTS
Student Feedback (SON OP 10.015)
The SCHOOL OF NURSING provides several opportunities for student feedback regarding the effectiveness of educational programs and services provided for students. Both formal and informal feedback is solicited. Satisfaction and feedback are solicited through student membership on SCHOOL OF NURSING Standing Committees, focus groups, and completion of satisfaction assessment tools. Individuals or groups of students may provide unsolicited feedback to faculty and administrators at any time in person, via phone, and via e-mail messages.

Completion of the following student satisfaction assessment tools are mandatory:
- Orientation Satisfaction Assessment tool
    Completed during the first semester of enrollment. Students access the assessment via an invitation sent to the TTUHSC e-mail address
- Course Satisfaction Assessment tool
    Completed for each course enrolled every semester. Students access the assessment via an invitation sent to the TTUHSC e-mail address
- Combest Center Satisfaction Assessment tool
    Completed every semester of enrollment with clinicals at the Combest Center. Students access the assessment via an invitation sent to the TTUHSC e-mail address
- Satisfaction at Graduation Assessment tool
    Completed during the last semester of enrollment. Students access the assessment via an invitation sent to the TTUHSC e-mail address

See SON OP 10.015 Mandatory Student Satisfaction Tool Completion Policy for more information.

Students provide faculty with additional feedback via the Individual Faculty Assessment. Students must complete the assessment for at least one faculty member involved in the course but have the option to evaluate all faculty involved with a course. Students complete the assessment at the same time as the course satisfaction assessment. Students access the Individual Faculty Assessment at http://nursing.ttuhsc.edu/assessments/ . Students have an additional opportunity to provide feedback

six months after graduation by completing the Alumni Assessment and asking the employer to complete the Employer Assessment. The SCHOOL OF NURSING mails the Alumni and Employer assessments to the permanent address listed with the TTUHSC Registrar's office at the time of graduation. Students should notify the Registrar of changes to permanent address information to ensure delivery.

PHONES

Phones should be placed in silent mode or turned off while students are attending any learning activity at the SCHOOL OF NURSING. Phone conversations on cell phones or communication including but not limited to texting and/or tweeting 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 helping define professional nursing practice. 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 continual development of the necessary technical, analytical, and persuasive skills.
- Course activities should integrate the continual development of communication skills throughout the curricula in the 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 uses the American Psychological Association (APA) standards to guide clear and precise professional communication. APA format refers to the 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, in turn, enhancing the nursing profession and the health of populations served by nurses.

The official format style for the SCHOOL OF NURSING is the current edition of the Publication Manual of the American Psychological Association (APA). SCHOOL OF NURSING students are required to purchase and use the most current *Publication Manual* of the American Psychological Association (APA). The publication is available at most bookstores. Students may contact the TTUHSC Libraries for availability. Helpful APA guidelines are located at http://nursing.ttuhsc.edu/apa/ or on the SCHOOL OF NURSING Current Student resources page at http://www.ttuhsc.edu/son/current under Writing Resources

TUITION and FEES

Student registration is not complete and enrollment is not official until tuition and fees are paid. If a student fails to make payment, the student's registration will

be canceled. The student is responsible for ensuring 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 Student Business Service Office at (806) 743-7867. Refer to the TTUHSC Student Business Services website for more information at: http://www.fiscal.ttuhsc.edu/busserv/bursar/.

GRADUATION

Students planning to graduate MUST complete the Intent to Graduate. Students should create a "Diploma" address in WebRaider to ensure the diploma will be mailed to the proper address. The TTUHSC Student Services office uses the diploma address to mail the diploma only if the diploma is not picked up at commencement or at the request of the student.

Students must be enrolled at Texas Tech University Health Sciences Center and registered in the SCHOOL OF NURSING for a minimum of one (1) credit hour in the term of graduation

School of Nursing Requirements

ACADEMIC REQUIREMENTS

Students matriculated in the TTUHSC SCHOOL OF NURSING are expected to maintain good academic standing while enrolled in accordance with the area of study requirements for completion of the degree or certificate. Minimum academic requirements are detailed in the following sections for each area of study within the school: Traditional Undergraduate Department BSN Program, Non-Traditional Undergraduate Department (Second Degree and RN-BSN Programs), and the Graduate Departments: MSN Leadership Program, DNP Program (Executive Leadership and Advanced Practice Nursing track), MSN APRN Program and, Post-Masters APRN.

All progressions, probation, dismissal, suspension, and censure determinations are made based on information received from the TTUHSC Registrar's Office the SCHOOL OF NURSING Dean's Office, or any other applicable SCHOOL OF NURSING committee or source.

In accordance with the SCHOOL OF NURSING *Catalog*, SCHOOL OF NURSING *Student Handbook*, and TTUHSC *Student Handbook Code of Professional Conduct*, the Undergraduate Programs Committees, Master of Science in Nursing (MSN), and Doctorate of Nursing Practice (DNP) Committees or Dean may choose or recommend one or more of the following potential actions, as appropriate:

- No progression in the area of study of enrollment until the specified course(s) is/are repeated and an acceptable grade is achieved. (Undergraduate: "C", Graduate: "B")
- Academic probation due to overall and/or semester grade point average below minimum required for area of study of enrollment. (Undergraduate: "C", Graduate: "B")
- Academic probation due to earned grade in required nursing course less than minimum grade required for area of study 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 SCHOOL OF NURSING.
- Dismissal from the 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 academic requirements are outlined below:

Traditional Undergraduate Department
Traditional BSN Program
Maintaining Minimum Academic Requirements

- Maintain a 2.0 grade point average (GPA) for each semester and overall cumulative.
- A minimum grade of "C" is required in all degree required courses (nursing and non-nursing).
- Students earning a "D", "F" or "WF" in a nursing course are eligible to repeat the same 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 Department
Second Degree BSN Program
Maintaining Minimum Academic Requirements

- Maintain a 2.0 grade point average (GPA) for each semester and overall cumulative.
- A minimum grade of "C" is required in all degree required courses (nursing and non-nursing).
- 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 will be dismissed from the SCHOOL OF NURSING.

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 Program
Maintaining Minimum Academic Requirements

- Maintain a 2.0 GPA for each semester and overall cumulative.
- A minimum grade of "C" in all 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 Department
Leadership Program (MSN and DNP)
Maintaining Minimum Academic Requirements - MSN Programs
Grades are reviewed each semester and progression in the MSN Program is determined by the Department Chair and MSN Committee.
- Graduate students must 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 the same 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.
- Students with a cumulative or semester

GPA below 3.0 are placed on academic probation.

Academic Dismissal from the TTUHSC SCHOOL OF NURSING MSN 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 second graduate course even though one graduate courses has been retaken and a satisfactory grade of "B" or better has been obtained.
- Cumulative semester or cumulative GPA less than 2.0 for two consecutive semesters

MSN APRN Program (Nurse Practitioner and Nurse Midwifery Tracks)
Maintaining Minimum Academic Requirements
Grades are reviewed each semester and progression is determined by the Department Chair and the MSN Committee.
- Graduate students must maintain a 3.0 GPA with grades of "B" or above in all graduate courses.
- Students achieving "C" or lower in a graduate course are eligible to repeat the same 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 are ineligible for graduation.
- Students with a cumulative or semester GPA below 3.0 are placed on academic

probation.

Academic Dismissal from the TTUHSC SCHOOL OF NURSING MSN 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 second graduate course even though one graduate courses has been retaken and a satisfactory grade of "B" or better has been obtained.
- Cumulative semester or cumulative GPA less than 2.0 for two consecutive semesters

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.

Post Master's APRN Certificates of Completion
Maintaining Minimum Academic Requirements
Grades are reviewed each semester and progression is determined by the Department Chair and the MSN Committee.
- Graduate students must maintain a 3.0 GPA with grades of "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.
- Students with a cumulative or semester GPA below 3.0 are placed on academic probation

Academic Dismissal from the TTUHSC SCHOOL OF NURSING 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 second graduate course even though one graduate courses has been retaken and a satisfactory grade of "B" or better has been obtained.
- Cumulative semester or cumulative GPA less than 2.0 for two consecutive semesters.

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.

DNP Program (Executive Leadership andAdvanced Practice Nursing Tracks)
Maintaining Minimum Academic Requirements
Grades are reviewed each semester and progression is determined by the Department Chair, DNP Director, and DNP Committee.
- DNP students must maintain a 3.0 GPA with grades of "B" or above in all doctoral courses. Students receiving "C" or lower in a doctoral course are eligible to repeat the same 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 are ineligible for graduation.
- Students with a cumulative or semester GPA below 3.0 are placed on academic probation.

Academic Dismissal from the TTUHSC SCHOOL OF NURSING DNP Program will result from the following circumstances:

- Students earning a "C" or lower in two or more DNP courses in one semester
- Students earning a "C" or lower in the same DNP course twice
- Students earning a "C" or lower in a second DNP course even though one DNP course has been retaken and a satisfactory grade of "B" or better has been obtained
- Cumulative semester or cumulative GPA less than 2.0 for two consecutive semesters

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 and Clinical Experiences
Students are responsible for class participation and clinical attendance.

- Instructors determine the effect of absences on grades at the outset of a given course (see course syllabus). NOTE: Attendance requirements are mandatory.

- Faculty must report in writing to the student when absences may jeopardize the student's standing in the SCHOOL OF NURSING.
  NOTE: Excessive absences can constitute cause for dropping a student from class and issuing a grade of "WF". "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 the 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.

CARD HOLDER REQUIREMENTS
SCHOOL OF NURSING students must be a current card holder in one or more of the following upon entry to the SCHOOL OF NURSING:
- Basic Life Support (BLS)
- Basic First Aid
- Advanced Cardiovascular Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Neonatal Resuscitation Program (NRP)

Failure to maintain proper certification results in:
- Being withheld from clinical settings,
- Delaying progress through the nursing curriculum, and/or

- A hold being placed on records, and/or
- Delaying graduation

Assisting students to meet the card holder requirements, the F. Marie Hall *SimLife* Simulation Center offers courses for:
- First Aid
- Basic Life Support (BLS) with Automated External Defibrillation (AED) training
- Advanced Cardiovascular Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)

For information contact the F. Marie Hall *SimLife* Simulation Center at (806) 743-2723.

Undergraduate Programs (Traditional BSN, Second Degree BSN, and RN-BSN)
Prior to enrollment in any undergraduate nursing degree program, a current Basic Life Support (BLS) for Health Care Providers card issued by the American Heart Association is required. Students MUST provide evidence of CURRENT Healthcare Provider status while enrolled for SCHOOL OF NURSING records.

CERTIFICATION REQUIREMENTS

Graduate Department
MSN Leadership Program and DNP Program
Graduate students in the MSN Leadership Program and the DNP Program are required to:
- Hold BLS certification upon entering the program and provide evidence of current certification while enrolled in the program.

MSN APRN Program (Nurse Practitioner and Nurse Midwifery Tracks), Post-Master APRN Certificate (Nurse Practitioner Track)
Graduate students in the MSN APRN and Post Master's APRN Certificate prior to admission must:
- Hold BLS certification upon entering and provide evidence of current certification while enrolled.
- Prior to enrollment in the first population focus course, students must:
  -For the Family and Adult-Gerontology Acute Care MSN tracks, hold ACLS (Advanced Cardiovascular Life Support) certification.
  -For the Pediatric track, hold PALS (Pediatric Advanced Life Support) certification.
  -For the Nurse Midwifery track hold a record of successful completion of a NRP (Neonatal Resuscitation Program).
- *All graduate students in the APRN Program (nurse practitioner and nurse midwifery tracks) must provide continued evidence of certification while enrolled. Failure to maintain evidence of current certification will result in suspension of clinical activities.*
- *Nurse midwifery students will be required to secure and present proof of their own purchased student malpractice insurance prior to commencing nurse midwifery-specific clinical courses (NURS 5304, NURS 5470, NURS 5571, and NURS 6620). The average cost for a yearly rate is around $500 and students may select from a carrier of their choice.*

COLLABORATIVE PROGRAM REQUIREMENT

Students enrolled in collaborative programs with other institutions are expected to comply with the general expectations/requirements set by both institutions. The student is responsible for complying with the expectations/requirements 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 NURS 4620 for Traditional Undergraduate Department BSN Program students and administered in NURS 4310 for Second Degree Program students. If the student is not successful on the examination, the student is 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 SCHOOL OF NURSING are specified in the SCHOOL OF NURSING *Catalog* in effect at the time of admission to the program.

GRADUATION / DIPLOMA

Graduation under a Particular Catalog

A student is expected to complete the degree requirements set forth in the SCHOOL OF NURSING *Catalog* in effect at the time the student enters the chosen degree or area of study. Only with the specific approval of the appropriate Department Chair may a different *Catalog* be selected. Students, in all cases, are prohibited from completing the requirements set forth in a *Catalog*

more than seven years old. The SCHOOL OF NURSING *Catalog* is published at least biennially and its provisions are applicable during the following academic year, September 1 through August 31. However, a student registering for the first time at TTUHSC during a summer semester is subject to the degree requirements set forth in the SCHOOL OF NURSING *Catalog* effective for the fall semester immediately following the first summer semester of enrollment. Other conditions of graduation and the curriculum program are contained in the SCHOOL OF NURSING *Catalog* posted on the nursing website at http://www.ttuhsc.edu/son/catalog.aspx.

TTUHSC SON Graduation Ceremony

Graduation Exercises are held at the end of the spring semester. Students awarded diplomas at the end of the previous fall semester, the current spring semester, or anticipated completion in the summer semester are eligible to participate in the Spring Graduation ceremony.

Diploma

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

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

Undergraduate Departments

Traditional Undergraduate Department (BSN Program) and Non-Traditional Undergraduate Department (Second Degree Program and RN-BSN Program)

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 completing the 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 Department
MSN Leadership Program, MSN APRN Program (Nurse Practitioner and Nurse Midwifery Tracks) and DNP Program
Graduate students are required to achieve at least a 3.0 overall accumulative GPA to graduate (See SCHOOL OF NURSING *Catalog*). Graduation guidelines, deadlines, and forms are posted on the SCHOOL OF NURSING Current Student Resources website at http://www.ttuhsc.edu/son/current/ with additional information available on the TTUHSC Student Services webpages (http://www.ttuhsc.edu/studentservices/default.aspx) 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 and Nurse Midwifery Certificates of Completion and

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

Post-Master's Certificate guidelines, deadlines, and forms are posted on the SCHOOL OF NURSING Current Student Resources website at http://www.ttuhsc.edu/son/current/ with additional information available on the TTUHSC Student Services webpages (http://www.ttuhsc.edu/studentservices/default.aspx). Requirements and deadlines must be met to be eligible to complete the Post-Master's certificate. **Failure to follow the deadlines listed in this website will delay in processing the Post-Master's 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 departmental office can result in exclusion from clinical practice and a hold being placed on school records. The following information must be on file for a complete immunization record while enrolled in the SCHOOL OF NURSING.

IMMUNIZATION REQUIREMENTS	
Vaccine	When Required
Hepatitis B series (Hep B)	At the beginning of the initial semester of enrollment to be completed within 6 months, or a titer showing immunity is required.
Measles, Mumps, Rubella vaccine/ titer (MMR)	At the beginning of the initial semester of enrollment, with doses of vaccine or titers showing immunity are required. (Note: Women who need MMR must make an appointment with a health professional to verify pregnancy status before receiving MMR.)
Meningococcal (MCV)	At the beginning of the initial semester of enrollment. Adults 29 years of age (22 years starting October 2013) or younger within the last five years.)
Tuberculin test (PPD)	At the beginning of the initial semester of enrollment and annually thereafter.
Tetanus/Diphtheria (Td)	At the beginning of the initial semester of enrollment. (Booster required every 10 years.)
Tetanus, Diphtheria and Acellular Pertussins (Tdap)	At the beginning of the initial semester of enrollment. (Adult - one time dose)
Varicella (Chicken Pox)	At the beginning of the initial semester of enrollment. – two (2) doses of vaccine, physician's statement of disease, or titer showing immunity are required.

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 departmental office for every semester the student is enrolled at TTUHSC – **NO notification will be sent.**

Students should contact the Managing Director in the Office of Institutional Health/TTUHSC Infection Control for the most up-to-date information on obtaining immunizations by calling (806) 743-3019. Keep personal immunization records in a safe place; immunization records are required for all healthcare workers employed in the healthcare industry. All copies of Personal Immunization Records provided to the SCHOOL OF NURSING become the property of the SCHOOL OF NURSING. Never supply the SCHOOL OF NURSING with original documents. There may be a fee charged to receive a copy of the immunization records from SCHOOL OF NURSING files.

For additional information, refer to the TTUHSC Student Services http://www.ttuhsc.edu/studentservices/studenthealth.aspx.

LIABILITY INSURANCE

All students (licensed and non-licensed) enrolled in the SCHOOL OF NURSING are required to carry student liability insurance. The SCHOOL OF NURSING provides a blanket policy covering students in any student-related clinical activity. The policy does not cover students in work-related activities (students employed in clinical settings not associated with the SCHOOL OF NURSING curriculum).

- A fee will be automatically added to the student's tuition to pay for the policy
- The student liability insurance blanket policy is for liability purposes only and is NOT a general health insurance policy.

LICENSURE - RNs

MSN graduate students are required to have a Texas RN License or Compact Multistate License. RN-BSN undergraduate students and 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 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 Multistate license if the state they reside in is a participating compact state. Students must provide current documentation of Compact Multistate License.

LICENSURE APPLICATIONS

The Department Chair for the Traditional Undergraduate Department or the Non-Traditional Undergraduate Department will assist currently enrolled pre-licensure students with the applicable Board of Nursing application process. For the Traditional Undergraduate Department (BSN Program), the Traditional Undergraduate Department Chair makes 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. For Second Degree Program students, information is posted electronically. Failure to meet the Texas BON deadlines or deadlines from licensing boards in 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 the NCLEX-RN Examination Eligibility section of this *Student Handbook*) or contact the appropriate Department Chair.

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

PERSONAL APPEARANCE / UNIFORM
(Clinical Setting and Simulation Center)

Nursing students are expected to maintain a professional image at all times while in the clinical setting. The expectation is the professional uniform of the SCHOOL OF NURSING is worn only for clinically related activities.

Traditional Undergraduate Department BSN Program and Second Degree Program students must follow the standards listed below:

Hospital Clinical Settings Uniform:	Uniform approved by 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.
SCHOOL OF NURSING Patch:	Permanently affixed to the front of the lab jacket and uniform. Graduate and Second Degree 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 Setting 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' policies regarding uniforms may require additional conformance.

PERSONAL APPEARANCE

Classroom Attire

Students are representatives of the TTUHSC SCHOOL OF NURSING and the nursing profession. Therefore, classroom attire is expected to project an image of professionalism. Minimal expectations are outlined below.

1. Shirts: Revealing clothing (e.g., spaghetti strap tops, halter tops, midriffs, work-out tops, muscle shirts, sheer or see-thru) is not permitted and proper undergarments shall be worn and not visible. Shoulders should remain covered at all times. T-shirts with inappropriate logos (advertisement of alcohol, cigarettes, drugs and risqué pictures/slogans) are not permitted.

2. Skirts/Shorts/Dresses: Skirt and shorts length shall be of an appropriate length and may not be tight fitting. Miniskirts and short-shorts are not permitted. Split skirts are permitted, provided they are not tight fitting and fall within the above guidelines.

3. Pants/Slacks: Pants shall be properly fitting. Pants must be worn properly at the hips. Jeans with holes that expose the skin are not permitted. Pajama bottoms or other garments that could be mistaken as casual sleep attire are not permitted. Athletic attire with appropriate length of shirt is acceptable. Undergarments should not be exposed in any way.

4. Scrubs: Scrubs are appropriate for clinical and lab setting, but are not appropriate for everyday use. Exceptions will be made for students who attend class before or after work and wear their employer's required scrubs.

5. Shoes: Shoes must be clean and in good condition. Sandals are acceptable.

6. Hair: Hair should be clean and well groomed. Hair may not be dyed any unnatural hair colors. Facial hair is to be well groomed.

7. Nails: Nails must be neatly manicured (not chipped) and kept at a length that will not interfere with the duties of a nurse.

8. Head Gear: Hats, caps, and other head gear are not permitted in the classroom. Only headgear worn for religious purposes and approved in advance by the Office of Student Affairs is permissible. Bluetooth headsets for phones should not be worn in the classroom setting.

Deviations from the classroom attire standards may be permitted for special occasions or designated "casual Friday" programs.

Students who deviate from these standards may receive a verbal warning and be requested to return home to change into appropriate classroom attire.

PRE-REQUISITES and CO-REQUISITES

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

SCHOLARSHIPS

Applications for all scholarships are available either on the TTUHSC SCHOOL OF NURSING Current Student Resources under Financial Information Heading or on the Scholarships & Scholarship Information page http://www.ttuhsc.edu/son/scholarships . The Scholarships & Scholarship Information page also contains announcements of all available scholarships and deadlines for acceptance. Students are also provided with information regarding scholarships at both Virtual and On-campus new student orientation. Students are encouraged to complete a new application when financial or other circumstances change.

Before applying for scholarships, students MUST have a completed Free Application for Financial Scholastic Aid (FAFSA) http://www.fafsa.gov on file with the TTUHSC Financial Aid Office.

SCHOOL OF NURSING scholarships are competitive scholarships requiring students to compete with other students, including Texas residents, and the scholarships are awarded by the SCHOOL OF NURSING scholarship committee. Eligible scholarship applications are distributed to the Department Chairs for review with recommendations forwarded to the SON Scholarship Committee. Distance students may apply for scholarships listed for the Lubbock campus. Eligibility for the scholarship is based upon the criteria established by each donor and the TTUHSC SCHOOL OF NURSING.

According to the Texas Education Code, § 54.213: a student with a competitive scholarship of at least $1,000 for the academic year or summer 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 tuition and fees required of Texas residents without regard to the length of time the student has resided in Texas. For more information, please contact the SCHOOL OF NURSING scholarship office at sonscholarships@ttuhsc.edu.

Permian Basin Students

Permian Basin Students can only apply for Permian Basin scholarships. For more information for this process, please follow the link for Permian Basin Students at http://www.ttuhsc.edu/son/scholarships/.

Permian Basin Scholarship Reception

A yearly Scholarship Reception by the 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 OF CLASSES / ACADEMIC CALENDAR

The SCHOOL OF NURSING's academic calendar is posted on the SCHOOL OF NURSING website at http://nursing.ttuhsc.edu/calendars/ and the SCHOOL OF NURSING schedules of classes are posted at http://nursing.ttuhsc.edu/schedules. The TTUHSC SCHOOL OF NURSING reserves the right to modify schedule of classes at any time during the academic year.

Academic Policies

The SCHOOL OF NURSING expects students, faculty, and administration to adhere to TTUHSC institutional and 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 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 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 or certificate.

Traditional Undergraduate Department
Traditional BSN Program
Academic advisement for students enrolled in the Traditional BSN program is directed by the Department Chair. The Student Affairs Coordinator will assist with academic advisement. The student signs and receives a copy of the degree plan at orientation and is expected to follow the signed degree plan when registering for courses. The Student Affairs Coordinator, in collaboration with the Department Chair, assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to progression through the degree plan. Faculty may be consulted regarding academic advisement when necessary to best meet student needs. Questions regarding registration, adding/dropping a course, and withdrawing from the SCHOOL OF NURSING should be directed to the Student Affairs Coordinator, who will work closely with the Department Chair to assist students.

Non-Traditional Undergraduate Department
Second Degree BSN Program
Academic advisement for students enrolled in the Second Degree BSN Program is directed by the Department Chair. The Student Affairs Coordinator will assist with academic advisement. The student signs and receives a copy of the degree plan at orientation and is expected to follow the signed degree plan when registering for courses. The Student Affairs Coordinator, in collaboration with the Department Chair, assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to progression through the degree plan. Faculty may be consulted regarding academic advisement when necessary to best meet student needs. Questions regarding registration, adding/dropping a course, and withdrawing from the SCHOOL OF NURSING should be directed to the

Student Affairs Coordinator, who will work closely with the Department Chair to assist students.

RN-BSN Program

Academic advisement for students enrolled in the RN to BSN program is directed by the Department Chair. The Student Affairs Coordinator will assist with academic advisement. The student signs and receives a copy of the degree plan at orientation and is expected to follow the signed degree plan when registering for courses. The Student Affairs Coordinator, in collaboration with the Department Chair, assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to progression through the degree plan. Faculty may be consulted regarding academic advisement when necessary to best meet student needs. Questions regarding registration, adding/dropping a course, and withdrawing from the SCHOOL OF NURSING should be directed to the Student Affairs Coordinator, who will work closely with the Department Chair to assist students.

RN-BSN Transferring Between Course Sections

Students are assigned to a section of a course based on availability of opening within each section. Students seeking to transfer to another section of a given course must make a request to the RN-BSN Coordinator prior to the end of the third class day of the semester. The RN-BSN Coordinator will determine if a transfer is feasible based on the space availability in an alternate course section. If a transfer is deemed feasible, the RN-BSN Coordinator will notify the Registrar, SON IT, and the affected faculty

by e-mail by the end of the business day the transfer is made.

Graduate Department

MSN Leadership Program and DNP Program

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

MSN APRN (Nurse Practitioner and Nurse Midwifery Tracks)

Academic advisement for students enrolled in MSN APRN (Nurse Practitioner Tracks and Nurse Midwifery Track) is directed by the Department Chair for Advanced Practice Registered Nurse (APRN) Program. The Graduate Student Affairs Coordinator will assist with academic advisement. The student signs and receives

a copy of the degree plan at orientation and is expected to follow the signed degree plan when registering for courses. The Graduate Student Affairs Coordinator, in collaboration with the Department Chair, assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to 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 SCHOOL OF NURSING should be directed to the Graduate Student Affairs Coordinator, who will work closely with the Department Chair for APRN 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 Handbook Code of Professional 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 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 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 Handbook Code of Professional and Academic Conduct* at http://www.ttuhsc.edu/studentservices/documents/HSC_Handbook_2012-2013.pdf .
- The SCHOOL OF NURSING Student Conduct Administrator is the Assistant Dean for Student Affairs. For questions, contact the Office of Admissions and Student Affairs at (806) 743- 2025.

Timeline

The timeline for filing a complaint related to academic misconduct is detailed in the *TTUHSC Student Handbook Code of Professional and Academic Conduct*. A complaint shall be submitted no later than twenty (20) business days from the date of the event. Complaints filed more than twenty (20) business days after the event shall include justification for the delay and the Student Conduct Administrator will accept complaints on a "case by case" basis. Within the SCHOOL OF NURSING, timelines for managing the academic misconduct complaint may be altered at the Student Conduct Administrator's 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 correct, (no miscalculation of grade occurred) then the grade stands as issued. The faculty assigning 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 the **final course grade** 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 faculty has influenced the grade. **The burden of proof that such an influence has affected a final grade rests with the student.**

Prior to filing an official grade appeal, the student must meet with the faculty member to review how the faculty arrived at the final grade. If after the meeting with the faculty the student wishes to pursue filing a final grade appeal, the following procedures shall be followed.

To appeal a grade, the student shall:

- File the Final Grade Appeal Form (Attachment A), available on-line (www.ttuhsc.edu/son/current), **within two (2) business days, of the date the final grade is posted** with the appropriate Programmatic Department Chair.
- The Department Chair shall meet with the faculty and student separately and review all materials pertinent to the grade appeal.
- After review of all materials the Department Chair shall, within three (3) business days from receipt of the formal grade appeal, render a decision. The student shall be notified of the decision via certified mail and/or electronic correspondence to the student's TTUHSC e-mail address. A copy of the decision is forwarded to the Assistant Academic Dean for Student Affairs (AADSA).
- Receipt is deemed received by the student when properly mailed and addressed to the official address on file with the university or received electronically by the student at his/ her TTUHSC e-mail address. It is the

student's responsibility to keep the university advised of any change in contact information such as email or mailing address.

- The decision on the academic substantive review by the appropriate Programmatic Department Chair is final.
- All records related to the appeal are retained by the office of the AADSA for a period of three (3) years.
- The student may only appeal issues of procedural due process to the AADSA.

Procedural Appeal Process

- The student may file an appeal on procedural grounds following receipt of the decision on the appeal of the grade. A procedural appeal should be filed with the AADSA within two (2) business days of the student receiving the Department Chair's decision on the grade appeal. Students are to file Request Form (Attachment B) available on-line (www.ttuhsc.edu/son/current).
- Upon review of all materials and meeting with the student, department chair and faculty, the AADSA shall render a decision on the procedural appeal with three (3) business day from receipt of the Procedural Appeal.
- The decision of the AADSA will be sent to the student via certified mail and/or electronic correspondence to the student's TTUHSC e-mail address. The decision of the AADSA is final.
- All records will be retained in the office of the AADSA for three years.

ACADEMIC DISMISSAL / APPEALS

It is the policy of the TTUHSC SCHOOL OF NURSING to dismiss students who have failed to maintain minimum academic standards as outlined below:

Procedure for Dismissal

- A student shall be recommended for dismissal if the Degree Program Progressions Committee determines that the student has:
  - -Not performed satisfactorily in academic pursuits; and/or
  - -Has been deemed unsafe and/or is a risk to patient care; and/or
  - -Has been deemed by the applicable Progressions Committee, for just reason, unfit to continue the study of nursing.
- The recommendation will be forward to the Dean of the school.
- Upon receipt of the recommendation of the applicable Progressions Committee, the Dean may accept, reject, and/or modify said recommendation.
- Within 10 business days from receipt of recommendations, official notification from the Dean regarding his/her decision will be forwarded to the student via certified mail and/or e-mail.

Appeals Procedure for Academic Dismissal

- A student receiving a letter of dismissal may appeal the dismissal within five (5) business days of date of letter by submitting to the Dean through the Assistant Academic Dean for Student Affairs (AADSA) a written notice of appeal.
- The AADSA shall appoint an Academic Dismissal Appeals Committee (ADAC) upon the recommendation by the Dean, comprised of three (3) members of the faculty to hear and determine the appeal. The applicable Department

Chair and the Chair of the appropriate Progressions Committee (or designee) will serve as ex officio members of the Committee and will not participate or be present at deliberations.

- The ADAC will be convened by the AADSA within ten (10) business days from the date of the receipt of the written notice of appeal. The student shall be notified via certified mail and/or e-mail of the date of the appeal's hearing.
- The burden of proof lies with the student. The student may present a written statement to the ADAC relative to the appeal at the time of the hearing. The ADAC may limit the length and presentation of such statement in accordance with effective management of time.
- The student has no right to be accompanied by a representative at the hearing. Both the ADAC and student may call witnesses relevant to resolution of the appeal. Should information or witnesses be either repetitious or not relevant, the ADAC shall take action to expedite the proceedings. At the conclusion of the hearing, the ADAC shall forward its recommendation to the Dean and the AADSA within three (3) business days.
- Unless suspended for some justifiable reason pursuant to *TTUHSC Student Handbook Code of Professional Conduct* and/or SON *Student Handbook*, the student shall remain on the class roll and may pursue appropriate didactic course work until the appeal is resolved.
- The decision of the Dean is final. The student, the Chair of the applicable Progressions Committee, the applicable Department Chair and the AADSA will

be notified in writing by the Dean within five (5) business days from receipt of the ADAC decision. The letter to the student will be mailed certified mail and/or e-mail.

- All notices required to be given shall be deemed received by the student upon mailing certified mail to the address on record with the school.

Appeals Procedure for Non-Dismissal Action(s)

- The appeal procedure for non-dismissal action(s) shall be the same as the Academic Dismissal Appeal process.

For more information:
Undergraduate students should review SON OP 30.302.
Graduate students should review SON OP 40.702.

ADDING A COURSE

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

To add a course to an existing schedule

- Contact the applicable Academic Advisor for approval and changes to the area of study plan.
  -Register for course(s) via the WebRaider Portal at https://webraider.ttuhsc.edu.
- After the semester begins, students are able to add course(s) up to the 12th class day for fall, spring, and full summer semesters and 4th class day for summer semesters (summer 1 and/or summer 2).

Late registration fees may apply.

- When adding course(s) after the semester's due date, contact the Student Business Services office at (806) 743-7867 to make payment. Payment must be made within two business days.
    -Additional payment and due date information can be found at the Student Business Services web site http://www.fiscal.ttuhsc.edu/busserv/bursar/.

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/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.

COURSE LOADS

Traditional Undergraduate Department
Traditional BSN Program
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 course 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 Department
Second Degree BSN Program
Semester Credit Hours and Course Loads
The Second Degree students are required to complete 55 hours of non-nursing courses and 61 hours of nursing courses. The degree plan for the Second Degree Program 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 Program
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.

RN-BSN Transferring Between Course Sections – See information under Academic Advisement
Students are assigned to a section of a course based on availability of openings within each section. Students seeking to transfer to another section of a given course must make a request in writing to the RN-BSN Coordinator prior to the end of the third class day of the semester. The RN-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-BSN Coordinator will notify the Registrar, SON IT, and the affected faculty by e-mail by the end of the business day the transfer is made.

Graduate Department
MSN Leadership Program and DNP Program

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. The number of semester credit hours a student may carry (course load) is regulated by the Department Chair for Leadership Program. In determining course load, the Department Chair takes into account the quality of prior scholastic work performed and the types of courses involved.

MSN APRN Program (Nurse Practitioner and Nurse Midwifery Tracks

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. The number of semester credit hours a student may carry (course load) is regulated by the Department Chair for the APRN Program. In determining course load, the Department Chair takes into account the quality of prior scholastic work performed and the types of courses involved.

COURSE SYLLABI
Course Syllabi for each SCHOOL OF NURSING course are obtained from Sakai. Course requirements and student expectations are stated in each course syllabus. Obtaining the course syllabi prior to the first day of class is highly recommended. Course facilitators are responsible for development, typing and posting of course syllabi and course modules. Course syllabi and course modules should be posted and available for students one week before classes begin.

DEAN'S HONOR LIST / PRESIDENT'S LIST
Undergraduate Programs
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 Registrar's Office.

DROPPING A COURSE
- Students are able to drop course(s) up to the 12th class day for fall, spring and full summer semesters and 4th class day for summer semesters (summer 1 and/or summer 2) to receive a full refund. See SCHOOL OF NURSING Academic Calendar for deadlines.

To drop a course:
- Contact course facilitator and/or course faculty.
- Contact the Academic Advisor for approval and changes to area of study plan.
- Drop course(s) via the WebRaider Portal at https://webraider.ttuhsc.edu.
  - Dropping a course may delay progression through the curriculum. Students dropping a course to the point of "zero hours" of enrollment are considered to be withdrawing from the SCHOOL OF NURSING

(see Withdrawal SCHOOL OF NURSING). 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 Student Business Service office at (806) 743-7867 for the appropriate refund schedule or review the Student Financial Information on-line at http://www.fiscal.ttuhsc.edu/busserv/bursar/.

- Undergraduate and graduate students may file a Leave of Absence (see Leave of Absence section of the *Student Handbook*).
- Review tuition and fees information at http://www.fiscal.ttuhsc.edu/busserv/bursar/ or contact the TTUHSC Student Business Service office for more information at (806) 743-7867.

EARLY ALERT UNDERGRADUATE STUDENT ASSISTANCE PROGRAM

Traditional Undergraduate Department
Traditional BSN Program
The Early Alert program provides resources and assistance to ensure success in earning the degree. Students referred to the Early Alert 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.

Non-Traditional Undergraduate Department
Second Degree BSN Program
The Early Alert Program provides resources and assistance to ensure success in earning the degree. The Department Chair requests all course faculty submit names of students who may be in jeopardy of course failure to the Academic Advisor Coordinator. The Academic Advisor Coordinator sends a letter to the student, encouraging the student to discuss available services with their course faculty. Services may include referral to the Retention Counselor for further assistance. Students may also voluntarily access the services of the Retention Counselor.

RN-BSN Undergraduate Program
The Early Alert Program provides resources and assistance to ensure success in earning the degree. The Department Chair requests all course faculty to submit the name of a student who may be in jeopardy of course failure to the Academic Advisor. The Academic Advisor will contact the student by e-mail encouraging the student to contact the Academic Advisor to discuss available services.

EARLY ALERT GRADUATE STUDENT ASSISTANCE PROGRAM

Graduate Department
MSN Leadership Program and DNP Program
The Early Alert Program provides resources and assistance to students to ensure success in earning the degree. The Department Chair requests all course faculty submit the names of students who may be in jeopardy of course failure to the Graduate Program

Coordinator. The Graduate Program Coordinator develops letters from the faculty to each identified student notifying the student of the current status and encouraging the student to discuss available services with the course faculty.

MSN APRN Program (Nurse Practitioner and Nurse Midwifery Tracks)

The Early Alert Program provides resources and assistance to students to ensure success in earning the degree or certificate. The Department Chair requests all course faculty submit the names of students who may be in jeopardy of course failure to the Graduate Program Coordinator. The Graduate Program Coordinator develops letters from the faculty to each identified student notifying the student of the current status and encouraging the student to discuss available services with the course faculty.

ENROLLMENT OUT OF SEQUENCE

Students in the undergraduate programs or graduate programs may request to take a course out-of-sequence. Approval by the applicable advisor, affected course facilitator(s), and the Department Chair must be obtained through the appropriate program office prior to enrollment.

GRADING POLICIES

GRADE POINT AVERAGE (GPA)	
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", & "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.)

- An undergraduate student may repeat courses for credit with the prior approval of the program office and applicable Undergraduate Committee. When a course is repeated, both grades are used in calculating the GPA and both grades appear on the transcript.
- A graduate student may repeat courses for credit with the prior approval of the programmatic director and Graduate Program Committee. When a course is repeated, both grades are used in calculating the GPA and both grades appear on the transcript.
- Only courses taken and grades received at TTUHSC are used in calculating GPAs.

Course Grade Policy
Undergraduate Courses
In order to pass a course, the average of all exams including the final must equal 75% (Traditional Undergraduate Department BSN Program), 70% (Second Degree Program) or greater.

- For RN-BSN courses, the weighted average of all written assignments and exams will be calculated for the final course grade
- 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 75% (Traditional Undergraduate BSN Program), 70% (Second Degree Program) or greater. For courses with a clinical component:
- For Second Degree students, clinical courses are graded and the student must earn a 70% or greater to pass the course.
- For Traditional Undergraduate BSN students, a clinical evaluation instrument will be used to determine the grade. The student must earn a 75% or greater to pass the course.
- 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" (applicable to Second Degree and RN-BSN Programs). Rounding of individual items should not be done. Rather, if rounding is done, it should be done for the final course grade only.

Graduate Courses
- In order to pass a course, the average of all exams including the final must equal 80% 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.

Grade Reports
Final course grades can be obtained electronically thru the WebRaider Portal at https://webraider.ttuhsc.edu

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, passing but not satisfying 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; "PR" implies satisfactory performance and is used in thesis, dissertation; or DNP capstone projects, a "CR" will be entered upon approved completion. A "PR" requires the student to registered in the course for the following semester and consequently the student will pay additional tuition for the course. "PR" is not given in lieu of an "F".
I	0	Incomplete: given only when a student's work is satisfactory in quality but, due to reasons beyond the student's control, has not been completed. An incomplete 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. The student is responsible for completing the required coursework and maintaining contact with the instructor who gave the "I" to ensure the work is completed, graded, and the change to a letter grade is finalized.. The "I" will be replaced with an "F" after the incomplete 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 afterwards, 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. Considered as a failing grade ("F") 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 Undergraduate BSN Program	Second Degree BSN Program	RN – BSN Program	MSN Leadership Program & DNP Program	MSN APRN Program
93 – 100 = A	90 – 100 = A	90 – 100 = A	90 – 100 = A	90 – 100 = A
84 – 92 = B	80 – 89 = B	80 – 89 = B	80 – 89 = B	80 – 89 = B
75 – 83 = C	70 – 79 = C	70 – 79 = C	70 – 79 = C	70 – 79 = C
66 – 74 = D	60 – 69 = D	60 – 69 = D	60 – 69 = D	60 – 69 = D
< 66 = F	< 60 = F	< 60 = F	< 60 = F	< 60 = F

INDEPENDENT / INDIVIDUAL STUDY COURSES

A student may choose to complete elective course requirements by enrolling in an independent/individual study course. For independent/individual study courses, the student and faculty meet to define specific objectives and complete an Independent/Individual Study Agreement Form. Independent/Individual Study Agreement forms are available online at http://nursing.ttuhsc.edu/forms/ and must be on file with the applicable Coordinator in the Student Affairs office and the Registrar PRIOR to registering for the course. For more information on Independent/Individual Study Courses, contact the appropriate academic advisor.

LEAVE OF ABSENCE (LOA) and RETURN FROM LEAVE OF ABSENCE

Undergraduate Students

Under certain circumstances, the TTUHSC School of Nursing may grant permission for an undergraduate student to go on an official leave of absence. Such a leave may be granted only for personal or family emergency situations and is granted at the discretion of the Department Chair. A Leave of Absence will only be granted to an individual who is in good academic standing at the time of the request for the leave. A Leave of Absence will only be allowed for a period of two semesters. Failure to file a Leave of Absence Form and failure to re-enroll will result in the administrative dismissal from the program.

Leave of Absence Procedure
- The student upon initial consideration of a leave of absence must contact their appropriate Student Affairs Program Coordinator to discuss the process to request said leave.
- A leave of absence is not required when a traditional undergraduate student does not enroll in courses during the summer session. For traditional students the Leave of Absence policy only applies when the student will not take courses in the fall or spring semesters.
- If student decides to request a leave of absence, the student may obtain the Leave of Absence form from http://nursing.ttuhsc.edu/forms/general/loa.pdf. It is the responsibility of the student to obtain, complete and submit the form for approval. (Attachment A).

- Upon completion of the form, the student is to submit the form to their Program Department Chair for their review. Student must discuss the request for a leave with their Department Chair. The decision to allow a Leave of Absence rest with the Department Chair.
- If approved, the Office of the Registrar will be informed via a SON Memorandum of the Leave of Absence (Attachment C) to close matriculation. The required signature on the Memorandum will be the dean and/or his representative and the Department Chair. A copy of the Leave of Absence form along with the Memorandum will be maintained in the student's file.
- A Leave of Absence will only be granted for a period of two semesters. Students who do not re-enroll in the semester following the declared expiration of the Leave of Absence will be administratively dismissed from the program.
- Failure to file a Leave of Absence Form and failure to re-enroll will result in the student being administratively dismissed from the program must seek readmission.

Graduate Students
Graduate students may request a Leave of Absence FOR UP TO ONE (1) 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 no courses are taken 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.

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 Petition for Declaratory Order (http://www.bon.texas.gov/olv/pdfs/DOapp.pdf) 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. The Petition should be completed as soon as possible. The review process can take a minimum of three (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 the petition. If one of the following statements applies to you, a Petition for Declaratory Order must be completed.

- 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 <u>any</u> licensing authority refused to issue you a license or ever revoked, annulled, canceled, 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?

(<u>You may only exclude Class C misdemeanor traffic violations.</u>)

<u>NOTE: Expunged and Sealed Offenses:</u>
While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, the student has the responsibility to ensure the offense, arrest, ticket, or citation has, in fact, been expunged or sealed. The recommendation is submission of a copy of the court order expunging or sealing the record in question to the Texas Board of Nursing 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.

<u>NOTE: Orders of Non-Disclosure:</u>
Pursuant to Texas Government Code § 552.142(b), if you have criminal matters 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 Texas Government Code Chapter 411, the Texas Board of Nursing 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 Texas Administrative Code (TAC) §§ 213.27-30 and Texas Administrative Code (TAC) §§ 217.11-12. These statutes and rules

can be located on the BON's website www.bon.state.tx.us.

The Nurse Practice Act (http://www.bon.texas.gov/nursinglaw/npa.html) was amended during the 2005 Texas legislative session, adding Texas Occupations Code § [301.4535](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 Texas 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.

NON-GRADE COMPLAINT or GRIEVANCE

The SCHOOL OF NURSING policy is to affirm the right of nursing students to a prompt and fair resolution of a complaint or grievance. The procedure for filing a Non-Grade Complaint or Grievance allows for students to express and resolve misunderstandings, concerns, or grievances with any university employee or fellow student in a prompt, fair, and equitable manner. Actions that may be grieved under this procedure include (but are not limited to unless otherwise excluded as stated below) unfair, inequitable, or unprofessional treatment, improper application of school policy or procedure, or improper disclosure of grades (i.e. FERPA violation).

Students are encouraged to resolved concerns informally; however, a formal grievance process is available, if needed. Actions that **MAY NOT** be grieved under this procedure include: 1)TTUHSC misconduct actions by another student as stipulated in the *TTUHSC Student Handbook Code of Professional Conduct*; 2) sexual harassment by an employee or students; 3) discrimination; and 4) American with Disabilities Act (ADA) and ADA Amendments Act (ADAAA) compliance complaints. These noted actions can be grieved through the TTUHSC Office of Student Services.

Non-Grade Complaint resolution procedures include both informal and formal processes. Students should use the formal complaint procedure only as a last resort. Prior to the informal process, the student may consult with the Assistant Academic Dean for Student Affairs to clarify the issues involved.

Informal Process
The goal of the informal process is to establish communication between the student and the appropriate faculty/staff

member or student for the purpose of providing a forum where the student's questions or concerns can be addressed and a satisfactory resolution developed.

Prior to filing a formal written grievance, students are encouraged to first address the complaint informally with the faculty, staff, or student involved. The parties involved in the non-grade grievance are encouraged to resolve the misunderstanding, concern, or grievance through discussion. After meeting with the faculty/staff or student involved in the grievance, the student remains unsatisfied, the next step in the informal process is for the student to discuss the issue with the appropriate Department Chair, Regional Dean, or the Assistant Academic Dean for Student Affairs (AADSA). If the issue is not resolved informally, the student should contact the AADSA to initiate the next step in the process.

If after meeting with all parties mentioned above, there is a resolution to the grievance, the informal complaint will be considered resolved. If the grievance is not resolved informally, the student has the right to meet with the AADSA regarding the process for filing a formal grievance.

Formal Process

To file a non-grade grievance, the student shall:

- File the complaint form (Attachment A), available online at http://nursing.ttuhsc.edu/forms/general/grievance_a.pdf within ten (10) business days from the date of the last meeting with the appropriate faculty, staff, or fellow

student with the AADSA. The student must include in the complaint form a written statement including any information regarding attempts at resolution, and basis for the allegation that was unfair and the expected remedy or outcome by filing the grievance.

- The AADSA will submit the complaint form and any accompanying evidence to either the Department Chair (DC) responsible for the faculty member(s) or fellow student(s) involved or the Assistant Dean for Business and Finance (ADBF) for the staff member(s) involved. The DC/ADBF shall notify all parties to the complaint and convene an informal meeting with the faculty/staff or fellow student(s) and student filing the complaint separately and review all materials pertinent to the complaint. If two or more students are involved, the DC/ADBF may elect to meet with the students either separately or jointly. The role of the DC/ADBF is to mediate the dispute. If the DC/ADBF is the faculty/staff member cited in the grievance, he/she should recuse himself/herself and the AADSA shall mediate the facilitated discussions on the grievance.

- All parties to the complaint will be allowed to submit documentation to the appropriate supervisor. The DC/ADBF will conduct an investigation of the dispute and interview each of the parties to the dispute individually or may at his/her discretion conduct a joint meeting of the parties to mediate and resolve the dispute. No parties other than those involved in the complaint may participate or attend.

- The role of the DC/ADBF is to take evidence as described above, to listen to all parties, and make a final decision regarding the complaint. The DC/ADBF will have ten (10) business days to render a decision from the date of receipt of complaint form. Notification will be sent to the student filing the complaint as well as the faculty/staff member(s) or fellow student(s) via certified mail and/or via e-mail. All substantive decision of the DC/ADBF are final.

Appeal to the Dean
The student filing the complaint may only appeal issues of procedural due process to the Dean of the SCHOOL OF NURSING. Within **five (5) business days** of the date of the decision of the DC/ADBF, the student filing the complaint must submit to the AADSA the form for procedural appeal (Attachment B). This form is located at http://nursing.ttuhsc.edu/forms/general/grievance_b.pdf. The decision of the Dean will be sent to the student and faculty/staff or fellow student via certified mail and/or via e-mail within five (5) business days of receipt of the appeal. The decision of the Dean is final.

All records will be retained in the Office of the Assistant Academic Dean for Student Affairs for three (3) years.

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 SCHOOL OF NURSING degree.

PLACEMENT IN CLINICAL FACILITY
Every effort will be made to place a student in a clinical facility 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 any time if the faculty teaching the course believes it is in the best interest of the student. All students are guests of the facility where clinical experiences occur. As such, students are required to adhere to all policies and procedures of the assigned facility.

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 SCHOOL OF NURSING from assuring immediate placement in nursing courses to students whose progress through the curriculum has been interrupted or who are taking courses out of sequence.

READMISSION
Undergraduate Programs
All requests for readmission must be made no later than two (2) months prior to the first day of the semester in which readmission is requested. The Undergraduate Program Committee (UPC) is responsible for overseeing all readmissions to the SCHOOL OF NURSING. A student who left in good standing and seeking readmission shall complete and submit a readmission application showing the expected entry point to the appropriate programmatic admissions coordinator. The admission coordinator will notify the Chair of the

UPC of the request for readmission along with providing the most current transcript, and a summary of the circumstances of the student's withdrawal, if known. A student who left with a record not in good standing for academic or disciplinary causes must complete and submit a readmission application to the appropriate admissions coordinator along with a letter explaining the circumstances resulting in the withdrawal and the plan to improve or correct performance if offered readmission. The admissions coordinator will forward the application, the letter, and any available academic records including the most recent transcript to the Chair of the UPC. The UPC at the next scheduled meeting shall review all such requests and may take one of the following actions regarding readmission of a student: 1) eligible and admit, 2) eligible pending space availability 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. readmission on a part-time degree plan.

Graduate Programs

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

A student seeking readmission must comply with the following:
- Submit a letter requesting readmission to the Graduate Studies
- Meet all recommendations and requirements set forth by the appropriate Department Chair and MSN or Doctoral 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. 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.

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/textbooks. Students may purchase the texts through a vendor of the student's choice.

UNSAFE STUDENT PRACTICES

A student demonstrating any unsafe practices as outlined below may be subject to disciplinary actions dependent 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 any time 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.

ACCESS TO STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. Section 1232g; 34 CFR Part 99) 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 Handbook Code of Professional Conduct 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)

TTUHSC complies with the American with Disabilities Act (ADA), Section 504 Rehabilitation Act of 1973, and state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs and activities of TTUHSC solely on the basis of the disability.

Students with grievances related to discrimination on the basis of a disability may contact the ADA Compliance Officer for Students in the Office of Student Services. Any student seeking remedy on the basis of disability must register as a disabled student with the ADA Compliance Office for Students and must provide all required documentation of disability.

Documentation Criteria Physical, Sensory, or Health-Related Disabilities

Documentation in the form of an evaluation performed by a qualified professional (such as a licensed physician or audiologist) should be provided to the ADA Compliance Officer for Students. Documentation of physical, sensory, or health-related disabilities (including, but not limited to, orthopedic, hearing, visual, systematic, or chronic illnesses) should include:

- A diagnosis of the specific disability (including prognosis if appropriate); and
- An indication of the severity and manner in which the disability limits the student's activity, particularly as it relates to University life; and
- Recommendations for reasonable academic accommodations to equalize the student's opportunities at a post-secondary level.
- Please allow at least **15 University working days** for process of application after all documents have been received by the Office of Student Services.

Students seeking accommodation on the basis of disability MUST register with the office of TTUHSC Student Services at http://www.ttuhsc.edu/studentservices/ada/default.aspx.

ANNOUNCEMENTS and RELATED INFORMATION

The SCHOOL OF NURSING maintains information of student interest both on the SCHOOL OF NURSING web page http://www.ttuhsc.edu/son/current/ , or Sakai announcements. 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

CAREER SERVICES CENTER

The School of Nursing Career Services Center (CSC) provides programs and services designed to empower students and alumni to actively explore, pursue and implement career and education decisions. Through collaborative partnerships with academic departments and employers the CSC provides the most current and innovative career resources and information.

Examples of Services provided:
- Resume and Cover Letter Development and Review Services
- Interview Preparation, including Mock Interviews
- Annual Lubbock Career Fair featuring hospitals you want to work for
- National Job Search Database allows you to apply online
- CSC Job Search Site, which includes Internships and Residencies and allows you to apply online
- Lunch sessions with Alumni from various fields of nursing

Contact the CSC at SONCareer@ttuhsc.edu or 800.493.3954 with questions or suggestions.

The CSC office is physically located on the Lubbock Campus in room 2C200 and is also available by phone and web cam upon request.

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 https://webraider.ttuhsc.edu
- Notify academic program coordinator via e-mail 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.

CONFIDENTIALITY/HEALTH INSURANCE PORTABILITY AND 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 the curriculum; the student will receive information regarding HIPAA training and will be asked to sign a Confidentiality Agreement during New Student Orientation (both face to face and virtual). 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 in the Department of Psychiatry at TTUHSC East Wing, room 1A122. 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.

- *Abilene students* can receive counseling through the Program of Assistance for Students (PAS). The contact person for PAS services in Abilene is Dr. Alan Korinek, PAS Director, (806) 743-1327 or (800) 327-0328.

- *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.

- *Austin students* should contact: Samaritan Center for Counseling at (512) 451-7337 (select 0#) or email info@samaritan-center.org. Mention that you are a TTUHSC student and would like to use your PAS counseling benefit.

- *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.

- **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 area counseling services.

- **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.

- **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 (806) 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) http://www.ttuhsc.edu/centers/swiad/behavioralhealth/tip/.

CRIMINAL BACKGROUND CHECKS

A Criminal Background Check (CBC) must be completed prior to enrollment at TTUHSC 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.

Undergraduate students will complete the Criminal Background Check process through the Texas Board of Nursing. Instructions on the process for complying with this requirement will be sent to all new incoming students in the orientation information. This is in accordance to SON OP 30.312 located at http://nursing.ttuhsc.edu/policies/undergrad/30.312%20Criminal%20Background%20Checks.pdf.

Graduate students will complete the Hire Right Criminal Background Check process. Information will be provided to new students with orientation information.

The following searches are required for students pursuing clinical training through TTUHSC:
- Criminal History Record Information Search (including all residences for the last seven years);
- Social Security Number Trace (residential history, state and year SSN issued);
- Sex Offender Registry;
- Office of Inspector General Sanction Report;
- General Services Administration Excluded List;
- Office of Foreign Asset Control; and
- 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.

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 Handbook Code of Professional 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 SCHOOL OF NURSING rests with the individual student unless the program which the student is enrolled in prohibits employment. Due to the intensity of the Second Degree Program, students enrolled in the program 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.

The school assumes no responsibility for student employment. A student employed in a healthcare agency has the responsibility, personally and professionally, to accept and engage in only activities falling within the position description for which 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 applicable Board of Nursing.

All students should be thoroughly familiar with the Texas Administrative Code Title 22 Part II, Texas Board of Nursing – 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).

Texas Administrative Code Title 22: This information is accessible on the Texas Board of Nursing website at http://www.bon.state.tx.us/.

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 INSURANCE

Students are required by TTUHSC to pay a Medical Service Fee each semester. With this fee, access to healthcare is available at no charge for minimal or limited minor problems. Access to healthcare is through a TTUHSC clinic or a regional contracted provider (when available) for distance students. This fee is **only** waived for distance students.

TTUHSC and the SCHOOL OF NURSING **strongly recommends** each student maintain health insurance to cover major medical, emergency care, specialty care, and pharmacy services. Students should note many of the facilities where students receive clinical training **require** each student to be covered by health insurance. Hospital or clinic personnel may ask for proof of coverage at any time. Students may be denied access to clinical experience, at the discretion of the facility, if not covered by health insurance.

TTUHSC provides students the opportunity to purchase health insurance. Students may contact the TTUHSC Office of Student Services, Room 2C400 or (806) 743-2300 for more information. The TTUHSC Office of Student Services can provide information on several insurance resources for students or visit www.ttuhsc.edu/studentservices/studenthealth.aspx for further information.

HEALTH SERVICES FOR TTUHSC STUDENTS

Medical services for TTUHSC students are available at the Lubbock, Odessa, and Abilene campus. Refer to the TTUHSC Student Handbook Code of Professional Conduct online at www.ttuhsc.edu/studentservices/.

Incident/Injury Reporting and Investigation

Students are required to adhere to TTUHSC OP 75.14. Non-Employee Incident/Injury Procedures & Reporting. The purpose of this Health Sciences Center Operating Policy and Procedure (TTUHSC OP) is to establish procedures for responding to and documenting incidents involving and/or injuries incurred by persons on TTUHSC property including, but not limited to, visitors, patients, volunteers, and students in non-clinical areas.

INTERPROFESSIONAL EDUCATION

All TTUHSC students, regardless of school affiliation, will be required to complete a non-credit, online course in interprofessional education. Implementation of this requirement will vary across schools and degree programs. Students should consult their academic/program advisor and/or school catalog for additional information.

LEGAL SERVICES FOR STUDENTS

The purpose of the TTU Student Legal Services is to provide currently enrolled students with confidential legal advice, counsel, and limited representation 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. http://www.depts.ttu.edu/sls/services.html

Any student currently enrolled at TTUHSC who has paid the student services fee 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

The TTUHSC Libraries of the Health Sciences provide facilities and learning/information resources with four physical sites in Lubbock, Amarillo, El Paso, and Odessa. The TTUHSC Library system collections presently contain more than 332,667 bound volumes, of which over 212,580 are located in Lubbock and Odessa. Over 42,778 electronic books are also available. The system has 434 print journal subscriptions and approximately 19,735 electronic journals available at all TTUHSC sites. Over 17,251 audiovisuals are also available system-wide. The libraries feature study carrels, interlibrary loan and photocopy services, reference services, and Internet access/connectivity.

The TTUHSC Library's provide electronic access to more than 400 databases including but not limited to: MEDLINE, PubMed,

CINAHL Plus with Full Text, Nursing Reference Center, Anatomy.tv, Health and Psychosocial Instruments, LEXICOMP, MICROMEDEX, PsycINFO, MedlinePlus, EXAM MASTER online (NCLEX-RN), Web of Knowledge, Scopus, ERIC, OVID full-text, Cochrane Databases, MDConsult, Science Direct ejournals, as well as general and academic TexShare databases. To meet the needs of all TTUHSC users including distance education, the TTUHSC Libraries provide around-the-clock, seven-days-a-week access to several library resources and services. All electronic holdings of the library are available for users through the use of the e-raider account.

Bibliographic tools such as RefWorks and Endnote, full-text electronic journals, 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 libraries of the TTUHSC system have a common online catalog for access to holdings at all TTUHSC libraries.

- Preston Smith Library of the Health Sciences, a 50,000 square foot facility on the Lubbock campus, features 29 group study rooms and a 60 station Learning Resource Center (LRC).
- Harrington Library of the Health Sciences in Amarillo, has one computer classroom with eight (8) stations, 127 seats and four (4) study rooms
- Della Montes-Gallo Library of the Health Sciences in El Paso, has seating for 250 users, one (1) computer classroom with ten (10) stations in addition to 23 public workstations, six (6) small group-study rooms and five (5)

individual study carrels.

- Library of the Health Sciences in Odessa, has 100 study seats, three (3) study rooms and one (1) computer classroom with 15 work stations.

LOCKER INFORMATION – (LUBBOCK CAMPUS)

Lockers are located on the first floor of the Academic Classroom Building for student use. If a student is interested in a locker, please contact Classroom Support (office located on the second floor of the Academic Classroom Building). Locker assignments are made 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

The TTUHSC policy (TTUHSC OP 52.15) applies to all TTUHSC Schools, educational and other activities, and areas owned, operated and/or provided by TTUHSC. It does NOT apply to uses of Images(s) or information for patient treatment or payment purposes (as defined under HIPAA). Definition of Image(s): Likeness or image(s) including, but not limited to photographs, videotaped images, audio recordings, and digital or other images of any kind or nature. The SCHOOL OF NURSING OPs (30.175 / 40.600) also require a signed consent form.

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 file 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 the 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.

ONLINE ACCESS

Accessing the SCHOOL OF NURSING web sites is a requirement for all SCHOOL OF NURSING programs. Access to email, class schedules, course syllabi, and other essential school and health related links is necessary to proceed through the SCHOOL OF NURSING.	
Helpful Internet Addresses	**Information found at site**
http://www.ttuhsc.edu	TTUHSC main website, access to all TTUHSC programs, schools, announcement page, etc..
http://www.ttuhsc.edu/son	SCHOOL OF NURSING main website, access to all SON information.
http://www.ttuhsc.edu/son/current/	Current Student Resources for Nursing Students
http://www.nursecredentialing.org/	American Nurses Credentialing Center (ANCC)
http://www.nursingworld.org	American Nurses Association (ANA)
http://www.bon.state.tx.us/	Texas Board of Nursing
https://www.ncsbn.org/contactbon.htm	Contact a Board of Nursing outside Texas

PARKING / VEHICLE REGISTRATION
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 any person or people violating the standards, rules and/or policies.

Enrollment requires students to share the responsibility. Students agree to abide by the standards, rules and/or policies set forth in the *TTUHSC Student Handbook Code of Professional Conduct* (http://www.ttuhsc.edu/studentservices/documents/HSC_Handbook_2012-2013.pdf), the TTUHSC Operating Policies and Procedures (http://www.ttuhsc.edu/hsc/op/), SCHOOL OF NURSING *Catalog*, and SCHOOL OF NURSING *Student Handbook*, as well as any other official University publications.

REFERENCE LETTERS / RECOMMENDATION FORMS
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 SCHOOL OF NURSING. Reference letters requested after graduation should be requested in the same manner. Letter of Recommendation for Students form is located under http://nursing.ttuhsc.edu/forms/

REGISTRATION OF CONVICTED SEX OFFENDERS
Chapter 62, Texas 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 62.153of the Texas Code of Criminal Procedure no later than seven (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 seven (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 no later than 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 the policy should be addressed to the Texas Tech University Police Department, 413 Flint Avenue, Lubbock, TX, 79409, (806) 742-3931 or e-mail Police@ttu.edu.

RELOCATION (Moving) TO A STATE OTHER THAN THE STATE OF TEXAS
In order for TTUHSC School of Nursing to offer online courses and/or to supervise clinical experiences in a state other than Texas, TTUHSC must comply with that state's requirements. These requirements differ from state to state. It is mandatory that all MSN on-line students, regardless of track, provide notification prior to relocating to another state in order to ensure that TTUHSC has authority to provide online education and/or clinical experiences in that state.

Students are required to contact the MSN Student Affairs Coordinator via TTUHSC email providing such notification at a minimum of 60 days prior to the proposed move. Upon receipt of notification the student will be contacted, either by phone or email, as to whether the proposed state is an approved state for TTUHSC to deliver online education and/or to supervise clinical experiences.

TTUHSC SCHOOL OF NURSING cannot guarantee the student's continuation in the program if the student moves to a state where TTUHSC has no authorization to provide educational services. Please reference the following link to identify states which the TTUHSC has attained

authorization http://www.ttuhsc.edu/son/prospective/state_authorization.aspx

RESEARCH

Research proposals that require access to the SCHOOL OF NURSING student population must be made to the SCHOOL OF NURSING Faculty 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.

SAFE HARBOR

Safe Harbor (SHPR) in accordance to Texas Board of Nursing Nurse Practice Act{[NPR§303.005(b) and (e)]; [Texas Administrative Code Rule 217.19(a) (15) and Texas Administrative Code Rule 217.20 (a)(15)]}, may be initiated by a RN prior to accepting an assignment or engaging in requested conduct that the nurse believe would place patients at risk of harm, thus potentially causing the nurse to violate his/her duty to the patient(s). Invoking safe harbor in accordance with rule 217.20 protects the nurse from licensure action by the BON as well as from retaliatory action by the employer. In the event during a clinical placement, a nurse assigned to a student(s) invokes Safe Harbor, that student is to immediately notify the faculty.

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 Handbook 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.

SAKAI (aka " the hub")

SAKAI is a web-based Collaboration Learning Environment (CLE) application used for online curse delivery. It is a full-featured system that supports technology-enabled teaching, learning, research and collaboration. SCHOOL OF NURSING instructors and staff utilize SAKAI tools to organize and provide course materials, assignments, exams and quizzes. SAKAI communication tools are also used to deploy and coordinate activities, course announcement, messages, wikis, chat rooms and discussions forums.

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 or as designated in the SCHOOL OF NURSING Catalog for the specific program. 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

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 SCHOOL OF NURSING considers sexual harassment in all forms to be a serious offense subject to a range of actions up to and including suspension or dismissal. Sexual harassment is a violation of TTUHSC OP 70.14. Refer to the *TTUHSC Student Handbook Code of Professional and Conduct* at http://www.ttuhsc.edu/studentservices/documents/HSC_Handbook_2012-2013.pdf. Sexual harassment education is required for all students and is completed at the time of orientation. Contact the appropriate departmental 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.

SIMULATION
The simulation centers located at the various campuses provide unique learning environments. These realistic environments support experiential learning activities that promote the development and maintenance of intra-professional and interprofessional competencies. Faculty and students from the SCHOOL OF NURSING, School of Medicine, School of Allied Health Sciences, School of Pharmacy, and Graduate School of Biomedical Sciences are engaged in simulation-based activities supported by these centers.

SOCIAL MEDIA / PERSONAL WEB SITES and WEB LOGS
Guidelines for Students
TTUHSC SCHOOL OF NURSING recognizes social media sites such as Facebook, LinkedIn, Twitter, YouTube, etc., and personal Web sites, Web logs, or blogs, can be effective tools for exchanging information. The SCHOOL OF NURSING does not prohibit students from joining and participating in online communities as individuals. However, any online behavior violating the *TTUHSC Student Code of Professional Conduct* brought to the attention of school officials will be treated as any other violation of the Student Code of Conduct. Please contact the Assistant Academic Dean of Student Affairs for questions regarding the interpretation of the "Student Code of Conduct." In addition please reference TTUHSC OP 67.03 Use of Social Media. The policy discusses professional expectations as well as best practices while a student at the School of Nursing.

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. Students have the responsibility to maintain compliance with the recommendations during all clinical settings. Refer to the CDC Standard Precautions at http://www.cdc.gov/.

During orientation to the 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 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, 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 with a possibility of containing 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 (splashes or sprays of blood, body fluids, secretions or excretions or cause soiling of clothing) are possible. Select a gown 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. Washing hands between tasks and procedures on the same patient may be necessary 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 preventing 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 (splashes or sprays of blood, body fluids, secretions, and excretions) are possible.

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 the needle 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 where 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 to prevent skin and mucous membrane exposures, contamination of clothing and transfer of microorganisms to other patients and environments. Ensure reusable equipment is not used for the care of another patient until appropriately cleaned and reprocessed and single use items are properly discarded.

Patient Placement

Place a patient contaminating 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 the identity and computer network location, TTUHSC must post what types of information collected about the website user on the Internet site. Finally, TTUHSC must establish a reasonable procedure to correct information about an individual.

STUDENT ADVISORY COUNCILS FOR BOTH UNDERGRADUATE and GRADUATE DEPARTMENTS

For purposes of promoting the TTUHSC SCHOOL OF NURSING, four student advisory councils exist to maintain open communication between students and administration/faculty/staff: the Undergraduate Department Advisory Council, the Non-Traditional Student Advisory Council, the Graduate Dean's Advisory Council and the DNP Student Advisory Council. Through the Department Advisory Councils, student representatives advise the administration on ways to improve the educational process while enrolled in the 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.

STUDENT AFFAIRS

The mission of the Texas Tech University Health Sciences Center School of Nursing Student Affairs Office is to assist students, across all service regions, in successfully accomplishing their academic goals. The Student Affairs Office serves as the central "hub" for current and prospective students by providing timely and accurate information, quality customer service, personal guidance and advocacy. A student-centered philosophy confirms our commitment to student learning and development; it creates focus and meaning in our work and is the driving force of the Student Affairs Office. The Student Affairs Office takes an active role in building a supportive and respectful community across all campuses and the online classroom. Programs and services are designed, in collaboration with School of Nursing faculty members, to contribute to student development and support academic achievement. Examples include advising, co-curricular activities which promote education, social and cultural opportunities and community engagement. To ensure highly skilled Student Affairs Program Coordinators serve our nursing students, continuing education activities like Green Zone and Ally trainings are provided to

them. In addition, Program Coordinators attend presentations which focus on student development and current topics in Student Affairs. These presentations are made available by experts in Higher Education. The Student Affairs Office is dedicated to the growth and development of all students in the School of Nursing.

STUDENT TRAVEL POLICY

Students are required to adhere to the TTUHSC Student Travel Policy in the *TTUHSC Student Handbook Code of Professional Conduct* at http://www.ttuhsc.edu/studentservices/documents/HSC_Handbook_2012-2013.pdf Part VIII, Student Travel Policy. TTUHSC OP 77.08 regulates any travel undertaken by one or more students presently enrolled at TTUHSC to an activity or event located more than 25 miles from the campus of TTUHSC or traveling abroad.

TOBACCO FREE ENVIRONMENT

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, TTUHSC campuses, both indoors and outdoors are smoke-free. 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 Handbook Code of Professional Conduct* at http://www.ttuhsc.edu/studentservices/documents/FINAL_HSC_2011-2012_Hndbk_for_Website.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's full legal name, name while enrolled, social security number, current mailing address, current phone number, school attended/enrolled, address(es) to send transcripts, number of copies requested, and signature. Requests can also be made via the web at http://www.ttuhsc.edu/registrar/documents/TranscriptRequest.pdf.

TRANSFER BETWEEN CAMPUSES

Transfer requests from one campus to another are granted based on space availability. SON OP 30.157, Transfer Between Campuses is only applicable to students in the Traditional Undergraduate Department BSN Program. SON OP 40.410, Transfer between Locations is applicable to all graduate students.

TUTORING

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

WITHDRAWAL FROM SCHOOL OF NURSING

Undergraduate Nursing Students

Withdrawal from all courses or non-registration/non-enrollment during any semester constitutes withdrawal from the SCHOOL OF NURSING unless a Leave of Absence form has been filed. (See Leave of Absence section of *Handbook*). A student **MUST** file a "Leave of Absence" (LOA) form

if the intention of the student is to **NOT** officially withdraw from the SCHOOL OF NURSING. Lack of enrollment in a course without a LOA form constitutes withdrawal from the SCHOOL OF NURSING. If a LOA form is not filed, students are required to file the "Official TTUHSC Withdrawal" form. Withdrawal from the program does not affect the policy regarding incomplete ("I") grades. Grades of "I" at the time of withdrawal will automatically convert to an "F" if not resolved in the originally stated time frame. Contact must be made with the applicable Undergraduate Coordinator and the appropriate Department Chair for completion of required documentation

Graduate Nursing Students

Withdrawal from all courses or non-registration/non-enrollment during any semester constitutes withdrawal from the SCHOOL OF NURSING. A student not planning to register for any courses in the next fall, spring, or summer semester is expected to withdraw from the program or take a leave of absence (See Leave of Absence section of *Handbook*) Students withdrawing from a graduate program are required to go through the full application process to return to the SCHOOL OF NURSING. Withdrawal for students enrolled in the SCHOOL OF NURSING is processed through the TTUHSC Registrar's Office.

- After talking with the applicable advisor and making the decision to withdraw, the student accesses the SCHOOL OF NURSING withdrawal form from the SCHOOL OF NURSING website: http://nursing.ttuhsc.edu/forms/
- Student completes and signs the form

and submits the withdrawal form to the applicable SCHOOL OF NURSING graduate program office. Attention: Graduate Program Coordinator at 3601 4th Street, STOP 6264, Lubbock, TX 79430 or fax to (855) 282-5826 for MSN/Post-Master's and (855) 285-4063 for DNP.

- The staff in the applicable program office processes the form by having it signed by the appropriate Department Chair and submitting the form to the TTUHSC Registrar's Office.
- In the event the student withdraws during a current semester of enrollment, the grade of "W" or "WF" are recorded in keeping with the Grading Practices Policy based on the student's standing on the last day of enrollment in each enrolled course.

Withdrawing from the program does not affect the policy regarding incomplete ("I") grades. Grades of "I" at the time of withdrawal will automatically convert to an "F" if not resolved in the originally stated time frame, (one year). Contact must be made with the Graduate Coordinator and the appropriate Department Chair office for completion of required documentation.