



**TTUHSC SCHOOL OF NURSING**

# **STUDENT HANDBOOK**

2020 - 2021

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# School of Nursing Administration

## School of Nursing Dean

Michael L. Evans, PhD, RN, NEA-BC, FACHE, FAAN

Dean and Grover E. Murray Professor, UMC Endowed Chair for Excellence in Nursing

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## Non-Traditional BSN Undergraduate Department

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Jeff Watson, DNP, RN, NEA-BC, CNE

Associate Professor, Associate Dean/Department Chair, Leadership Program

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Susan McBride, PhD, RN-BC, CPHIMS, FAAN

Professor and Director, MSN Nursing Informatics Track

Laura Thomas, PhD, RN, CNE

Associate Professor and Director, MSN Nursing Education Track

Kellie Bruce, PhD, APRN, FNP-BC	Associate Professor and Program Director, FNP Track
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## Regional Administration

Sharon Cannon, EdD, RN, ANEF	Professor and Regional Dean, Odessa, Medical Center Hospital Endowed Chair and Co-Director for the TTUHSC Center of Excellence in Evidence-Based Practice, University Distinguished Professor
Pearl Merritt, EdD, MSN, RN, FAAN	Professor and Regional Dean, Abilene, University Distinguished Professor, and Regional Director for the Laura Bush Institute

## Academic Services

Alyce Ashcraft, PhD, RN, CNE, ANEF	Associate Dean for Research and Scholarship
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Linda Lane	Assistant Dean, Business and Finance
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# Contact Information

## Admissions and Student Affairs

### Office of Admissions

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### Retention Faculty

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#### Austin Site

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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* at <https://www.ttuhs.edu/student-affairs/handbook.aspx>, the *School of Nursing Catalog* at <http://www.ttuhs.edu/nursing/student-affairs/student-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 must 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 Student Handbook**
- **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.

Academic integrity stands at the heart of the School of Nursing. The SON is bound by a fundamental trust that professors and students alike undertake and present their work honestly. Academic misconduct involves any activity that tends to compromise the academic integrity of the University, or subvert the educational process. This includes but is 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.

Each student is responsible to become familiar with the various regulations of the University. Each student, in accepting admission, indicates a willingness to subscribe to and be governed by the rules and regulations of University and likewise be responsible for his/her own integrity. For additional information please refer to the **TTUHSC Student Handbook**.

# ACCOUNT MANAGEMENT and USER RESPONSIBILITIES

## TTUHSC Institutional Policy 56.06

Computer accounts are the means used to grant access to TTUHSC Information Resources. These accounts provide a means of providing accountability, a key to any computer security program, for Information Resources usage. Creating, controlling, and monitoring all computer accounts is extremely important to an overall security program.

eRaider is an account management system which makes it possible for students, faculty, and staff to obtain and access electronic resources at TTUHSC using a single username and password. Your eRaider username and password are required to access many of these resources. An eRaider account is required to access the TTUHSC domain. New students, faculty, and staff 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. User access should be reviewed upon changes in job description, job responsibilities, removed upon termination of employment. These changes should be indicated by the department head or listed in the separation checkout for each individual. Questions regarding eRaider account information should be directed to the **I.T. Solutions Center**.

## CIVILITY

The TTUHSC School of Nursing defines civility as demonstrated behavior that 1) shows respect toward another, 2) causes another to feel valued, and 3) contributes to mutual respect, effective communication and team collaboration. Such demonstration of actions contributes toward a positive environment for learning and working. We acknowledge difference amongst us in terms of values, interests and experiences. While on any of our campus location, facilities, attending any institution or school even, or any school electronic/cyber space (online course, email, telephone, etc.), faculty, staff, students and visitors can all have the expectation of civility from one another.

The School of Nursing view the following ideals as fundamental to civil behavior:

- Adherence to the values of the nursing profession in dealing with students, colleagues and associates.
- Collegiality.
- Courteous and honest communication in both face-to-face and electronic environments.
- Fair and just treatment of all individuals.
- Fostering a diverse school community.
- Freedom from harassment and bullying.
- Refraining from vulgar and offensive language.
- Respectful of diverse cultures and points of view.

Members of the TTUHS School of Nursing community affect each other's wellbeing and each have a shared interest in creating and sustaining an environment where all members and their points of view are valued and respected.

All students, upon accepting admission to the TTUHSC School of Nursing, agree to these expectations. The Student Civility Contract (**Attachment A**) will be included with all new student orientation information, and all incoming students will acknowledge receipt and understanding of this contract. Any breach of this contract may result in disciplinary consequences that may include the student being subject to immediate dismissal from the program/School of Nursing.

## CLASSROOM BEHAVIOR

School of Nursing students and faculty have a responsibility for creating and maintaining an appropriate learning environment in the face-to-face and virtual classroom. The **TTUHSC Student Handbook** Part I, A, 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)."

# COMPUTER REQUIREMENTS

Students spend a considerable amount of time utilizing resources online and must own a computer with broadband (high speed) internet to succeed in the chosen area of study. Daily computer access is expected of all students.

- The Traditional BSN Undergraduate Program requires admitted students to own a laptop and a mobile device (iOS or Android). Students are required to bring their laptop to participate in classroom learning activities and testing. A mobile device capable of using specific nursing apps is required.
- The Accelerated BSN Program requires admitted students to own a computer (preferably a laptop) and a mobile device (iOS or Android). A compatible mobile device capable of using specific nursing apps is required. Students are also required to have a webcam and microphone.
- The RN to BSN Program requires admitted students to have webcam capabilities for making videos of presentations, clinical activities, and for online proctoring of exams and quizzes.
- The MSN and DNP Programs highly recommend students bring a laptop to participate in classroom learning activities.

Tablet devices can be used to access some course content but will not substitute the need for a computer. Go to <http://www.ttuhschool.edu/nursing/help/system-requirements.aspx> for specific minimum computer system requirements.

## DISRUPTIVE CONDUCT

The **TTUHSC Student Handbook** 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.

“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, cell phones, etc., during lectures or other learning environments for activities unrelated to class or instruction being provided.
- Distractive or inappropriate behavior in online discussion boards, emails, chat rooms, web and/or video conferences, 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 applicable Associate Dean/Department Chair by faculty or other students in accordance with the **TTUHSC Student Handbook**. Sanctions for disruptive behavior include but are not limited to dismissal from the School of Nursing.

## EMAIL ACCOUNT

### TTUHSC Institutional Policy 56.22

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 email address for official communications between the

institution and students. **Students must use the provided TTUHSC email address while enrolled in the School of Nursing.** Emails will not be redirected or forwarded to another non-TTUHSC account. This email address will be the only email address used for official communications between the Institution and students, faculty, and staff. Because students are responsible for monitoring and responding to any required information sent to this email 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 be returned 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](#) 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.

## NETIQUETTE RULES FOR STUDENTS

Netiquette includes the rules of etiquette when communicating over the internet. Violations of the netiquette guidelines are considered disruptive conduct in the online classroom. Disruptive conduct is defined by the School of Nursing as conduct that substantially or repeatedly interferes with the instructor's ability to teach or impedes student learning. Distractive or inappropriate behavior in online discussions, emails, chat rooms, web and or video conferences or other online educational technology are examples of disruptive conduct in an online course (*TTUHSC SON Handbook*). Electronic communication, the backbone of online courses, must be respectful and honest at all times. Any posting to the course deemed by the course facilitator to be disruptive or interfering with learning will be removed. Any students involved in disruptive behavior will receive a written warning from the course facilitator. Continued instances of disruptive behavior after the initial warning will result in referral to the program director for academic counseling. Consequences of disruptive conduct are outlined in the *School of Nursing Student Handbook*.

### Basic Rules to Help Guide Netiquette in Online Learning (including but not limited to):

- Be patient. Don't expect an immediate response when you send a message. Faculty will read and respond to email messages within the timeframe stated in the course syllabus. Students are also expected to read and respond to email messages within the same stated timeframe.

- Do not use offensive language (i.e., sarcastic, slang, rude, abrasive verbiage). Respect the opinions of others and be sensitive to the diverse nature of people in the class. If you would not say it in a face-to-face classroom, do not include it in the online discussions either. Do not make personal or insulting remarks.
- Do not use all capital letters. (This is considered shouting.) Also, do not use excessive punctuation, i.e. "!!!!" or "!?!?"
- Use correct spelling and grammar. Read and proofread what you have written before you submit. Be sure to read all messages in a thread before replying. ?
- Discussion postings should be concise, on topic, and within the scope of the course material. Avoid rambling, repetition, or opinionated arguments. Avoid "I agree" and "Me, too!" messages. Spending time reading messages without substance can be frustrating for all parties.
- When providing feedback to peers or faculty, postings should provide professional, reflective, and constructive feedback.
- Use descriptive subject lines for email messages and discussion postings. ?
- Be respectful and open to opinions and ideas that differ from your own.?
- Do not use the ideas or words of another individual as your own without citing the original source. Do not plagiarize.
- Do not forward emails or discussion postings without permission from the original author.
- If you want to send a personal message to the instructor or to another student, use the messages tab in the online learning platform rather than the discussions. Any personal/confidential issues should be directly communicated to the course instructor. Such items should not be posted on the public course discussion nor emailed to the entire class.

## 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 Councils, 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 email 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 email address.
- Course Satisfaction Assessment tool
  - Completed for each course enrolled every semester. Students access the assessment via the Learning Management System. A reminder is sent to the TTUHSC email 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 email address.

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

Students have an additional opportunity to provide feedback six months after graduation by completing the Alumni Assessment. The School of Nursing emails the links to the Alumni assessments to the admission email address listed with the Registrar's Office. Students should notify the Registrar of changes to email and 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.ttuhs.edu/apa/> or on the School of Nursing Current Student resources page at <https://student.ttuhs.edu/nursing/> under Writing Resources.

Resources to assist in the development of academic writing skills are also available through the Smarthinking Writing Center, an online writing and tutoring lab available in the Learning Management System, and the TTUHSC Writing Center at <https://app4.ttuhs.edu/WritingCenter/>.

## 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.ttuhs.edu/studentbusserv/>.

# School of Nursing Requirements

## ACADEMIC REQUIREMENTS

Students who matriculate into 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 BSN Undergraduate Department, Non-Traditional Undergraduate Department (RN to BSN, Accelerated BSN Program: Second Degree BSN and Veteran to BSN), and the Graduate Departments: MSN Leadership Program, MSN APRN Program, Post-Master's Program and DNP Program.

All progressions, probation, dismissal, suspension, and censure determinations are made based on information received from the TTUHSC Registrar's Office, the School of Nursing Office of Student Affairs, 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*, the Programmatic Councils or Deans 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 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 BSN 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 nursing courses is cause for academic dismissal.
- 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.
- Students earning a "D", "F", or "WF" in one course may be required to take a remedial course simultaneously when retaking the failed course.



- Any student academically dismissed from the TTUHSC School of Nursing Traditional BSN Program is ineligible for readmission.

*Failing to meet expected standards may result in academic dismissal at any time. This includes but is not limited to unsafe clinical practice or violation of the TTUHSC Institutional Student Handbook.*

## **Non-Traditional BSN Undergraduate Department**

### **RN to 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 Non-Traditional Undergraduate Program Council.
- 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 is cause for academic dismissal even when the first D or F has been replaced by a passing grade upon retaking the course.
- Students earning less than a 2.0 cumulative GPA in one semester.
- 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 committing a violation of the TTUHSC Institutional Student Handbook.*

### **Accelerated BSN Program: Second Degree BSN and Veteran to BSN**

#### **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 violation of the TTUHSC Institutional Student Handbook.*

## **Graduate Department**

### **MSN APRN Program and Leadership Programs**

#### **Maintaining Minimum Academic Requirements - MSN Programs**

Grades are reviewed each semester and progression in the MSN Program is determined by the MSN Council.

- 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 graduate course twice
- Students earning a “C” or lower in a second graduate course even though one graduate 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 violation of the TTUHSC Institutional Student Handbook.*

### **Post-Master's APRN, Education and Informatics Certificates of Completion**

#### **Maintaining Minimum Academic Requirements**

- Grades are reviewed each semester and progression is determined by the MSN Council.
- 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 Post-Master's 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 graduate course twice.
- Students earning a “C” or lower in a second graduate course even though one graduate 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 violation of the TTUHSC Institutional Student Handbook.*

### **DNP Program (BSN to DNP, Post-Master's DNP and Combined Post-Master's DNP with APRN Certificate)**

#### **Maintaining Minimum Academic Requirements**

Grades are reviewed each semester and progression is determined by the Associate Dean/Department Chair, DNP Directors, and DNP Council.

- DNP students must maintain a 3.0 GPA with grades of “B” or above in all doctoral courses.
- Students receiving a “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
  - Students in a Combined Post-Master's DNP with APRN Certificate are considered to be enrolled in a single program with one degree plan and are subject to the same minimum academic requirements and academic dismissal circumstances as noted for the DNP Program.

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

## 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.

### Online Attendance and Assignment Deadlines

- Students are responsible for knowing when online classes begin and to participate in learning experiences as assigned in the course syllabus and modules.
- If an assignment deadline cannot be met, the student is responsible for notifying the faculty prior to the deadline and provide a plan for submitting the required work according to the syllabus guidelines and course requirements.
- Faculty have the privilege to reduce the total earned points of a late assignment per syllabus guidelines.

## 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:

- American Heart Association (AHA) Basic Life Support (BLS)
  - Mandatory for all Traditional BSN, Accelerated BSN, MSN, Post-Master's, and DNP Students
- 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, Accelerated BSN Program: Second Degree BSN and Veteran to BSN)

Prior to enrollment in the Traditional BSN or Accelerated BSN Programs, 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**

Graduate students in the MSN Leadership Program (MSN Nursing Administration, MSN Nursing Education and MSN Nursing Informatics) are required to:

- Hold American Heart Association or American Red Cross 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), aster's APRN Certificate (Nurse Practitioner Tracks)**

Graduate students in the MSN APRN and Post-Master's APRN Certificate tracks prior to admission must:

- Hold American Heart Association or American Red Cross 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 tracks, hold PALS (Pediatric Advanced Life Support) certification.
  - For the Nurse Midwifery track hold a record of successful completion of a NRP (Neonatal Resuscitation Program) and basic electronic fetal monitoring.
- 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.

#### **DNP Program: BSN to DNP and Post-Master's DNP**

BSN to DNP students in the FNP track and PMHNP track are required to:

- Hold American Heart Association or American Red Cross BLS certification upon entering and provide evidence of current certification while enrolled
- FNP track students are also required to hold ACLS (Advanced Cardiac Life Support) prior to enrollment in the first population focus course and provide evidence of current certification while enrolled

Post-Master's DNP students in both the Executive Leadership track and the Advanced Nursing Practice track are required to:

- Hold American Heart Association or American Red Cross BLS certification upon entering the program and provide evidence of current certification while enrolled in the program
  - Students in a combined raduate DNP with APRN Certificate must meet both the Post-Master's DNP requirements and the APRN certificate requirements.

## 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, Professional Transitions of Nursing Care, for the Traditional BSN Undergraduate Program. If the student is not successful on the examination, the student is required to meet with the course facilitator(s) to determine next steps in progression. In the Accelerated BSN Program: Second Degree BSN and Veteran to BSN the comprehensive exams are included in the overall assessment of student performance in NURS 4391, Synthesis of Nursing Knowledge, during the final semester of enrollment.

# CRIMINAL BACKGROUND CHECKS

A Criminal Background Check (CBC) must be completed prior to enrollment at TTUHSC School of Nursing in compliance with **TTUHSC OP 10.02** and **SON OP 60.081**. Each student is responsible for the cost of the CBC and any additional fees.

All applicants, once offered provisional admission, must complete a criminal background check prior to the first day of class. Those who do not complete a criminal background check are ineligible for progress in the nursing program. The TTUHSC SON utilizes the Texas Board of Nursing criminal background check process for all pre-licensure students. For RN-BSN, MSN and DNP students, the students will be required to use the institutionally approved vendor to process these background checks. Only those individuals with a BON Blue Card, a BON Declaratory Order with No Stipulations and approval from the Associate Dean of Student Affairs will be allowed to matriculate into the program.

In accordance with **TTUHSC OP 10.20**, students in the School of Nursing shall self-disclose relevant criminal history record information no later than five (5) business days following the charge of the crime to the Associate Academic Dean of Education Support Services and Student Affairs. Failure to self-disclose may result in dismissal or withdrawal of acceptance from the university.

Additional background checks are required after a break in enrollment in accordance with **TTUHSC OP 10.20**.

If an applicant believes the record is in error and gives written notification to the School of the 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 the 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.

# 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 Application

Students planning to graduate **MUST** complete the Graduation Application available on the TTUHSC Student Affairs website at <https://www.ttuhschool.edu/student-affairs/commencement/default.aspx>.

Students should create a "Diploma" address in WebRaider to ensure the diploma will be mailed to the proper address. The TTUHSC Student Affairs office uses the diploma address to mail the diploma only if the diploma is not picked up or available 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 credit hour in the term of graduation.

## 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 Associate Dean/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. Other conditions of graduation and the curriculum program are contained in the School of Nursing *Catalog* posted on the nursing website at [www.ttuhschool.edu/nursing/student-affairs/student-catalog.aspx](http://www.ttuhschool.edu/nursing/student-affairs/student-catalog.aspx).

## Undergraduate Departments

### **Traditional BSN Undergraduate Department (BSN Program) and Non-Traditional Undergraduate Department (RN to BSN, Accelerated BSN Program: Second Degree BSN and Veteran to BSN)**

Undergraduate students are required to achieve at least a 2.0 overall cumulative GPA to graduate (See School of Nursing *Catalog*). Graduation guidelines, deadlines, and forms are posted on the TTUHSC Student Affairs webpage <https://www.ttuhschool.edu/student-affairs/commencement/default.aspx>.

## Graduation with Honors

Full-time 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 cumulative GPA to graduate (See School of Nursing *Catalog*). Graduation guidelines, deadlines, and forms are posted on the TTUHSC Student Affairs webpage <https://www.ttuhschool.edu/student-affairs/commencement/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.*

### **Graduate Nurse Practitioner, Nurse Midwifery, Nursing Education and Nursing Informatics Certificates of Completion and Graduation**

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 may take part in the spring, summer, or fall School of Nursing Commencement ceremony upon the semester of completion of certificate requirements.

Post-Master's Certificate guidelines, deadlines, and forms are posted on the TTUHSC Student Affairs web pages <https://www.ttuhschool.edu/student-affairs/commencement/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.*

## School of Nursing Commencement Ceremonies

Graduation exercises are held at the end of the spring, summer, and fall semesters. Students awarded diplomas at the end of the spring semester are eligible to participate in the spring Commencement ceremony. Students awarded diplomas at the end of the summer semester are eligible to participate in the summer Commencement ceremony. Students awarded diplomas at the end of the fall semester are eligible to participate in the fall Commencement ceremony.

## Diploma

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

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

## 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 immunization information in the following table must be on file for a complete immunization record while enrolled in the School of Nursing.

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 Immunization Coordinator in the Office of Institutional Health/TTUHSC Infection Control for the most up-to-date information on obtaining immunizations by calling (806) 743-2264.

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 <https://www.ttuhschool.edu/student-affairs/health.aspx>.

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 22 years of age or younger within the last five years.
Tuberculosis (TB)	At the beginning of the initial semester of enrollment and annually thereafter. If you have not had a TB test within the last 12 months you must have a 2 step skin test with a minimum of 7 days between the 2 readings.
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)
Influenza (Flu)	Required during flu season annually.

Varicella (Chicken Pox)	At the beginning of the initial semester of enrollment – two (2) doses of vaccine or titer showing immunity are required. (TTUHSC does not accept history of the disease)
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## 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.
- Students enrolled in the Nurse Midwifery and Post-Master's Certificate Nurse Midwifery tracks are required to carry additional individual (self-purchased) liability insurance.

## LICENSURE - RNs

MSN graduate students are required to have an unencumbered Texas RN License or Compact Multistate License. RN-BSN undergraduate students and DNP graduate students must have a current, unencumbered 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 appropriate Associate Dean/Department Chair and Program Director 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 Associate Dean/Department Chair for the Traditional BSN 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 BSN Undergraduate Department (BSN Program), the Traditional BSN Undergraduate Associate Dean/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 Accelerated BSN Program: Second Degree BSN and Veteran to BSN 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 Associate Dean/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 Associate Dean/Department Chair to review and process the required documents.

## NCLEX-RN IDENTIFICATION REQUIREMENTS

[https://www.ncsbn.org/20\\_NCLEXinfo\\_factsheet.pdf](https://www.ncsbn.org/20_NCLEXinfo_factsheet.pdf)

National Council of State Boards of Nursing (CSBN) requires for admission to Pearson VUE test centers only the following acceptable forms of identification for domestic test centers:

- Passport books and cards
- Driver's license
- Provincial/Territorial or state identification card
- Permanent residence card



- Military identification card

The only acceptable forms of identification for international test centers are:

- Passport books and cards

All forms of identification listed above must be valid (non-expired), government-issued identification containing the following information:

- Name (in Roman characters)
- Recent photograph
- Signature

## 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 professional uniform of the School of Nursing is expected to be worn only for clinically related activities.

#### Traditional BSN Program Virtual Sim/Clinical Dress Code Guidelines

The expectation for you as student nurses and our goal as clinical faculty is that we create an environment that maintains the nurse's professional image while participating in Zoom virtual sim and clinical experiences. Students will be expected to be out of bed, at their desk/table, appropriately dressed for virtual sim/clinical, with your cameras on and ready to engage in the learning assignment for the day.

Attire for the virtual setting should follow these general guidelines:

- Uniform: Preferred is the SON red scrub top with your name tag and badge. If this is not available, you can wear your polo from level 2, or a similar top that is clean, neat, and appropriate.
- Scrub Jacket: You can wear a red or black scrub jacket.
- Hair: Should be clean, neat, and long hair will be pulled back. Facial hair will be neatly trimmed.
- Tattoos and piercings: Cover offensive or arm sleeve tattoos. No facial piercings should be worn. Jewelry should be kept to a minimum.

#### Traditional BSN Program Clinical Uniform

*In-hospital Clinical Setting/Simulation Attire*

Traditional BSN Undergraduate Program Hospital Clinical Setting Uniform Guidelines	
Equipment	Includes stethoscope, watch with a second hand, penlight, Skyscape software/device, scissors, pen, and pad.
Uniform	The uniform shall be the official Texas Tech University Health Sciences Center School of Nursing uniform (red scrub top and pants) with an embroidered logo affixed to the left chest. The uniform should be clean, free of wrinkles, and without needed repair. The bottom of the pants should be of appropriate length and not be dragging on the floor. The uniform should not be overly tight in fit.
Shoes	Footwear must be clean and in good repair, non-skid, and closed-toe. Impenetrable shoes are recommended.
Lab Coat	White, clean, and pressed with an embroidered logo affixed to left chest.
Scrub Jacket (optional)	Red or Black scrub jackets with an embroidered logo affixed to left chest may be worn during clinical.
Name Tag and Badge	Both magnetic and photo badges must be visibly worn on the upper 1/3 of the body in the chest region when in any clinical environment.

Hair	The student's hair must be clean, neat, and managed in such a way as not to require the student to touch hair during clinical. A student with long hair must secure hair behind his or her head; hair must be off the shoulders. Long hair is defined as any hair length that obstructs peripheral vision when the student bends over at waist level, or that may dangle onto a patient or treatment surface. Hair color should not be extreme in nature.
Makeup	Wear in moderation: No bright lipsticks, blush, or eye shadow.
Nails	Nails must be clean and well-groomed. Artificial nails, gel coats, or shellac are not acceptable. Nails need to be short and should not extend longer than ¼ inch from the fingers. Polish, if worn, must be clear.
Perfume/After Shave	Avoid wearing perfume, cologne, or aftershave. Clients may not be able to tolerate your favorite scent.
Tattoo	Offensive tattoos must be covered when in clinical settings. "Full sleeve" arm tattoos must not be visible.
Piercing	Jewelry must be kept to a minimum. Facial jewelry and gauges are prohibited.
Facial Hair	Facial hair must be neatly trimmed.
Additional	Additional requirements based on clinical agency policy will be communicated by the Clinical Director.

**Accelerated BSN Program: Second Degree BSN and Veteran to BSN Hospital Clinical Setting Uniform Guidelines**

Equipment	Stethoscope, watch, penlight, Skyscape software/device, scissors, pen, and pad.
Uniform	The uniform shall be the official Texas Tech University Health Sciences Center School of Nursing uniform (red scrub top and black scrub pants) with patch(es) permanently affixed to approved location(s) on the uniform. See respective orientation materials for information on patches and placement. The uniform shall be clean and without needed repair.
Shoes	The shoes shall fit securely and be primarily white or black impenetrable material.
Lab Coat	The lab coat shall be the official Texas Tech University Health Sciences Center School of Nursing jacket (white) with patch permanently affixed to left chest and should be clean.
Name Tag and Badge	These items must be worn with the uniform or the lab coat in all clinical settings.
Hair	The student's hair must be clean, neat, and managed in such a way as to not require the student to touch hair during clinical. A student with long hair must secure hair behind his or her head; hair must be off the shoulders. Long hair is defined as any hair length that obstructs peripheral vision when the student bends over at waist level or that may dangle onto a patient or treatment surface.
Makeup	Wear in moderation. No bright lipsticks, blush, or eye shadow.
Nails	Nails must be clean and well groomed. Artificial nails are not acceptable. Nails need to be short. Polish, if worn, must be a natural/neutral color.
Perfume/After Shave	Avoid wearing perfume, cologne, or aftershave. Clients may not be able to tolerate your favorite scent.

Piercing/Tattoo	Students may have one stud earring in each ear lobe. All other piercing must be removed for the clinical setting. Tattoos must be covered or not visible during clinical.
Additional	Additional requirements based on clinical agency policy will be communicated by Clinical Site Coordinators.
Hospital Clinical Setting Uniform Guidelines apply in non-hospital settings and hospital preparation time except as stated in the following Non-Hospital Clinical Settings and Non-Direct Care Hospital Setting chart.	

Non-Hospital Clinical Settings and Non-Direct Care Hospital Setting Clothing	
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.

**NOTE:** Pediatric Mental Health Nurse Practitioner students do not wear lab coats, unless this is a common practice within the agency for health care providers.

## 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/Dresses:** Skirt and dress length shall be of an appropriate length (knee-length) and may not be tight fitting. Miniskirts are not permitted. Split skirts are permitted, provided they are not tight fitting and fall within the above guidelines.
3. **Shorts:** Shorts are not permitted in the classroom or on-campus for any occasion.
4. **Pants/Slacks:** Pants shall be properly fitting. Pants must be worn properly at the hips. Jeans with holes exposing the skin are not permitted. Sweat pants, pajama bottoms, leggings or other garments that could be mistaken as casual sleep attire are not permitted. Athletic attire (including yoga pants) with appropriate length of shirt is acceptable (must reach the thigh). Undergarments should not be exposed in any way.
5. **Scrubs:** Scrubs are appropriate for everyday use.
6. **Shoes:** Shoes must be clean and in good condition. Sandals are acceptable.
7. **Hair:** Hair should be clean and well groomed. Hair may not be dyed any unnatural hair colors. Facial hair is to be well groomed.
8. **Nails:** Nails must be clean and well groomed. Artificial nails, gel coats, or shellac are not acceptable. Nails need to be short. Polish, if worn, must be clear.
9. **Head Gear:** Hats, caps, and other head gear are not permitted in the classroom. Only headgear worn for religious purposes 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.

## PREREQUISITES and COREQUISITES

Certain courses in the curriculum have pre and/or corequisites, which must be met. The prerequisite/corequisite courses are

## 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 [www.ttuhschool.edu/nursing/scholarships/](http://www.ttuhschool.edu/nursing/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 Federal Student Aid (FAFSA) <https://studentaid.gov/h/apply-for-aid/fafsa> 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 School of Nursing 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: an institution of higher education may charge a nonresident student who holds a competitive scholarship of at least \$1,000 for the academic year or summer term for which the student is enrolled resident tuition and fees 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](mailto:sonscholarships@ttuhsc.edu).

### Permian Basin Students

Only Permian Basin Students can apply for Permian Basin scholarships. For more information for this process, follow the link for Permian Basin Students at <http://www.ttuhschool.edu/nursing/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.ttuhschool.edu/calendars/> and the School of Nursing schedules of classes are posted at <http://nursing.ttuhschool.edu/schedules>. The TTUHSC School of Nursing reserves the right to modify schedule of classes at any time during the academic year.

## STUDENT DRUG TESTING

All students enrolled at the TTUHSC School of Nursing and who participate in clinical and/or research activities must complete a mandatory drug screening test. This requirement is in compliance with **TTUHSC OP 77.15** and **SON OP 60.115**. Clinical rotations are an essential element in certain degree programs' curricula. Students who cannot participate in clinical rotations due to a positive drug screening may be unable to fulfill the requirements of a degree program.

### Policy/Procedure

1. The use of illicit drugs, alcohol or other substances with the potential for impairing clinical judgment and performance by students is prohibited. Failure to comply with this policy will subject the student to disciplinary action up to and including academic dismissal from the School of Nursing.

2. Drug screens will be conducted prior to placement in all clinical settings, as well as at random times and/or for cause during a student's time with the School of Nursing. Health care facilities affiliated with the TTUHSC School of Nursing require that students have a negative drug screen prior to beginning clinical experience in their facility, to ensure a climate of safety for their patients, families, and staff. Therefore, students passing a drug screen prior to engaging in clinical courses is a requirement of the clinical facility and the TTUHSC SON.
3. Substances tested for include but are not limited to the drugs listed in **SON OP 60.115**. Testing for other substances may also be required by a health care facility at which the student is assigned for a clinical rotation.
4. A student's drug screen is not considered positive until a Medical Review Officer (MRO) has determined that the results are not due to legally prescribed and appropriately taken prescription medications and the student has been offered the opportunity to have their original sample retested at the student's expense.
5. All mandatory requests for drug screening will be sent to the student from the Office of Student Affairs. Students have a period of three days from the date of receipt to complete the screening; unless otherwise noted from the Associate Dean of Student Affairs.
6. A negative ("clear") test is required for continuation in the program. Retesting may be required if a facility requires a more recent test result than is provided by TTUHSC SON policy.

## Consequences

### A. Negative Test Result

If the drug test is negative, the student will be allowed to participate in clinical and other educational activities on campus.

### B. Positive Test Result

A student who has a positive drug screen will be prohibited from attending clinical assignments and on campus activities as determined by the appropriate Program Director in consultation with the Associate Dean of Student Affairs. Subsequent to due process and failure to be placed in the clinical setting, the student may be administratively withdrawn from all clinical coursework and may be subject to discipline up to and including dismissal from the TTUHSC School of Nursing.

### C. Dilute Test Results

A dilute test result will require further testing. If a student received a second negative dilute test result, a third test will be required at the student's expense. If a student received a third negative dilute result, the student will be treated as if the result is positive.

### D. Refusal to Test

If a student fails to produce the requested sample by the date and time designated by the Office of Student Affairs, the student will be treated as if the test result was positive.

The student with a positive drug test will be suspended from enrollment in all clinical coursework for a period of time as determined by the Programmatic Associate Dean and the Associate Dean of Student Affairs; up to a period of one calendar year. In order to be reinstated to clinical coursework, the student must submit a letter requesting re-enrollment. Re-enrollment, if approved by the programmatic faculty, may include additional stipulations, such as:

- Student being required to submit for a blood screen prior to re-admission.
- Student being placed on probation during the remainder of time in the program.
- Consent to random drug screens as ordered by the Associate Dean of Student Affairs at the expense of the student.
- Mandatory counseling through the Program of Assistance for students enrolled at TTUHSC or other licensed counselor upon approval by the Associate Dean of Student Affairs.

Repeated failure of a drug screen at any point after re-admission following the initial positive drug screen may result in immediate dismissal from the program.

Students will be provided access to the TTUHSC School of Nursing Drug Screen Policy and Protocol via Student Handbook and will be informed of this during New Student Orientation (whether Face to Face or Virtual).

## TTUHSC School of Nursing Drug Screen Protocol

### **Traditional BSN and Accelerated BSN Students**

#### **Initial Screening**

Prior to the start of clinical placement, student must pass a mandatory drug screening analysis in order to begin the clinical course. The students will not be made aware in advance when they are being tested.

### **Random Screening**

Random periodic drug screening will occur on campus/site as determined by the TTUHSC SON administration throughout the academic year for Traditional and Accelerated BSN students. Failure of drug screen and/or refusal for drug screening will subject the student to actions described under Consequences.

### **Graduate Students**

#### **Initial Screening**

Prior to the start of clinical placement and in compliance with facility affiliation agreement, students must pass a mandatory drug screening analysis in order to begin the clinical course. Students will be notified of the requirement and the three day turn-around for the mandatory drug screening.

### **All Students**

#### **Screening for Reasonable Suspicion of Drug/Alcohol Use**

Any nursing student who demonstrates suspicious behavior consistent with the use of drugs or alcohol, during a semester in which he or she is participating in a clinical experience will be subjected to drug testing (Faculty/Staff Report of Reasonable Suspicion of Drug/Alcohol Use, Attachment B).

The faculty member who observes such behavior will first contact the Program Director, documenting in writing the observed behavior. The decision to refer a student for drug testing will be made in collaboration with the Associate Dean for Student Affairs. The decision to test will be made as expediently as possible; no later than 24 hours after reported suspicion. Screening based upon suspicion will occur no later than 48 hours after the reported observation. See Attachment B for a listing of suspicious behaviors (inclusive yet not limited to).

#### **Student Confidentiality**

Maintenance of confidentiality and protection of the rights of the student are critical factors in drug-testing. Every effort will be made to protect the confidentiality of students under this policy, including those who test positive, undergo reasonable suspicions testing or enter treatment programs. Only persons with a need to know will be informed of the drug testing results. Under no circumstance will any TTUHSC personnel or anyone else associated with the drug testing program be permitted to discuss publicly any information acquired in their capacity.

#### **Results Notification**

The Associate Dean of Student Affairs will receive results (positive and negative). All results will be handled using strict confidentiality. The Programmatic Department Chair and/or their designee will be notified in the case of a positive or dilute test.

#### **Appeals Process**

Students who test positive for a banned substance may contest the finding within 48 hours following receipt of notice. A written request for appeal must be submitted to the Associate Dean of Student Affairs within the 48 hour time frame. The Associate Dean or his/her designee will request the laboratory to perform confirmation testing on the student's specimen. The second test findings will be final. If the second test results are negative, the drug test will be considered negative. If the second test findings are positive, the student will be responsible for any costs incurred with analysis.

#### **Right to Change Policy**

TTUHSC School of Nursing reserves the right to change, modify, amend or rescind this policy in whole, or in part, at any time.

# 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 BSN Undergraduate Department

#### Traditional BSN Program

Academic advisement for students enrolled in the Traditional BSN program is directed by the Associate Dean/Department Chair. The Enrolled Student Management Coordinator in the Office of Student Affairs 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, under the direction of the Associate Dean for Education Support Services and Student Affairs, and in collaboration with the Program Director, assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to progression through the degree plan. Program Directors 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 Associate Dean/Department Chair to assist students.

### Non-Traditional Undergraduate Department

#### RN to BSN Program

Academic advisement for students enrolled in the RN to BSN Program is directed by the Associate Dean/Department Chair. The Enrolled Student Management Coordinator in the Office of Student Affairs 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, under the direction of the Associate Dean for Education Support Services and Student Affairs and in collaboration with the Associate Dean/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 Associate Dean/Department Chair to assist students.

#### Accelerated BSN Program: Second Degree BSN and Veteran to BSN

Academic advisement for students enrolled in the Accelerated BSN Program is directed by the Associate Dean/Department Chair. The Enrolled Student Management Coordinator in the Office of Student Affairs 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, under the direction of the Associate Dean for Education Support Services and Student Affairs, and in collaboration with the Associate Dean/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 Associate Dean/Department Chair to assist students.

## Graduate Department

### **MSN Leadership Program**

Academic advisement for students enrolled in the MSN Leadership Program is directed by the specified Program Director. The Graduate Enrolled Student Management Coordinator in the Office of Student Affairs will assist with academic advisement. The student receives the degree plan at orientation and is expected to follow the degree plan when registering for courses. The Graduate Student Affairs Coordinator, under the direction of the Associate Dean for Education Support Services and Student Affairs and in collaboration with the Associate Dean/Department Chair and/or Program Director, 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 Associate Dean/Department Chair and/or Program Directors to assist students. **All students are encouraged to contact their course faculty if they believe they are not progressing well in the course or have any concerns about being successful in the course.**

### **MSN APRN (Nurse Practitioner and Nurse Midwifery Tracks)**

Academic advisement for students enrolled in the MSN APRN tracks is directed by specified Program Directors. The Graduate Enrolled Student Management Coordinator in the Office of Student Affairs will assist with academic advisement. The student receives the degree plan at orientation and is expected to follow the degree plan when registering for courses. The Graduate Student Affairs Coordinator, under the direction of the Associate Dean for Education Support Services and Student Affairs and in collaboration with the Associate Dean/Department Chair and/or Program Director, 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 Program Directors and Associate Dean/Department Chair for the APRN Program to assist students. **All students are encouraged to contact their course faculty if they believe they are not progressing well in the course or have any concerns about being successful in the course.**

### **DNP Program: BSN to DNP, Post-Master's DNP, and Combined Post-Master's DNP with APRN Certificate**

Academic advisement for students enrolled in the DNP Program is directed by specified Program Directors. The Graduate Enrolled Student Management Coordinator in the Office of Student Affairs will assist with academic advisement. The student receives the degree plan at orientation and is expected to follow the degree plan when registering for courses. The Graduate Student Affairs Coordinator, under the direction of the Associate Dean for Education Support Services and Student Affairs and in collaboration with the specified Associate Dean/Department Chair and/or Program Director, 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 Associate Dean/Department Chair to assist students. **All students are encouraged to contact their course faculty if they believe they are not progressing well in the course or have any concerns about being successful in the course.**

## 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** 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 Conduct*.

- Prior to filing a formal complaint by complainant (Faculty, Student, Administrator), a preliminary investigation/discussion with the Associate Dean/Department Chair should be conducted to determine if there is a basis for the complaint. Refer to the *TTUHSC Student Handbook Code of Professional Conduct* Part II, F Disciplinary Procedures, (3) Filing Complaint.
- If there is a basis for the complaint, refer to the **TTUHSC Student Handbook**.
- The School of Nursing Student Conduct Administrator is the Associate Dean for Education Support Services and 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 or when the Complainant becomes aware 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

It is the policy of the Texas Tech University Health Sciences Center School of Nursing to affirm the right of its students to a prompt and fair resolution of a complaint or grievance. Thus, this policy recognizes that:

- Every student has a right to receive a grade assigned based on a fair and unprejudiced evaluation of the student’s performance using a method that is neither arbitrary nor capricious; and,
- Faculty have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally.

The following procedure provides students with a system by which to file an appeal of a final grade they believe was based on arbitrary or capricious action by the faculty. Only the final course grade as entered into the official TTUHSC system may be appealed.

## 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 course 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:

- Student must file the Final Grade Appeal Electronic Form (Attachment A), available online (<http://nursing.ttuhs.edu/forms/>), within three (3) business days, of the date the final grade is posted in Banner. The Final Grade Appeal Form is to be filed with the Associate Dean for Education Support Services and Student Affairs (ADESSA). All documents to support the appeal must accompany the Final Grade Appeal Form. Documents received after the log-in date of the Final Grade Appeal Form will not be accepted.
- The ADESSA will forward the appeal and all supporting documents to the appropriate programmatic Associate Dean/Department Chair.
- The Associate Dean/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 Associate Dean/Department Chair shall, within five (5) 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 email address. A copy of the decision is forwarded to the ADESSA. The grade appeal decision 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 email 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 Associate Dean/Department Chair is final.
- All records related to the appeal are retained by the office of the ADESSA for a period of three (3) years.
- The student may only appeal issues of procedural due process to the ADESSA.

## Procedural Appeal Process

- The student may file an appeal on procedural grounds following receipt of the final decision on the appeal of the grade. A procedural appeal should be filed with the ADESSA within two (2) business days of the student receiving the Associate Dean/Department Chair's decision on the grade appeal. Students are to file the Final Grade Appeal Electronic Form - Procedural Appeal (Attachment B) available online (<http://nursing.ttuhs.edu/forms/>).
- Upon review of all materials and meeting with the student, Associate Dean/Department Chair and faculty, the ADESSA shall render a decision on the procedural appeal with three (3) business day from receipt of the Procedural Appeal.
- The decision of the ADESSA will be sent to the student via certified mail and/or electronic correspondence to the student's TTUHSC email address. The decision of the ADESSA is final.
- All records will be retained in the office of the ADESSA for three (3) 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 Council 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 Program Council, for just reason, unfit to continue the study of nursing.
- The recommendation will be forwarded to the Dean of the school.
- Upon receipt of the recommendation of the applicable Program Council, the Dean may accept, reject, and/or modify said recommendation.
- Within ten (10) business days from receipt of recommendations, official notification from the Dean regarding the decision will be forwarded to the student via certified mail and/or email.

## 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 Associate Dean for Education Support Services and Student Affairs (ADESSA) a written notice of appeal.
- All appeals must be received by close of business on the 5th business day and/or postmarked by the US Postal Service by the 5th business day. No appeals will be accepted outside this requirement.
- The ADESSA shall appoint an Academic Dismissal Appeals Council upon the recommendation by the Dean, comprised of three (3) members of the faculty to hear and determine the appeal. The applicable Associate Dean/Department Chair and the Chair of the appropriate Program Council (or designee) will serve as ex officio members of the Council and will not participate or be present at deliberations.
- The Academic Dismissal Appeals Council will be convened by the ADESSA 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 email 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 Academic Dismissal Appeals Council relative to the appeal at the time of the hearing. The Academic Dismissal Appeals Council 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 Academic Dismissal Appeals Council and student may call witnesses relevant to resolution of the appeal. Should information or witnesses be either repetitious or not relevant, the Academic Dismissal Appeals Council shall take action to expedite the proceedings. At the conclusion of the hearing, the Academic Dismissal Appeals Council shall forward its recommendation to the Dean and the ADESSA within three (3) business days.
- Unless suspended for some justifiable reason pursuant to the *TTUHSC Institutional Student Handbook* and/or *School of Nursing 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 Program Council, the applicable Associate Dean/Department Chair and the ADESSA will be notified in writing by the Dean within five (5) business days from receipt of the Academic Dismissal Appeals Council decision. The letter to the student will be mailed certified mail and/or email.
- 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, contact the Associate Dean of Student Affairs, (806) 743-2736.

## 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 (<http://nursing.ttuhs.edu/calendars/>) related to adding a course or courses. Students register for course(s) via the WebRaider Portal at <https://webraider.ttuhs.edu>.

### To add a course to an existing schedule:

- Contact the applicable Student Affairs Coordinator for approval and changes to the area of study plan.
- 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.ttuhs.edu/studentbusserv/>.

## CODE OF ETHICS FOR NURSES

Students are expected to function within the framework of the American Nurses Association (ANA) Code for Nurses (2015). Students may purchase the Code for Nurses by contacting the American Nurses Association Publishing Company or it can be purchased or

## CODE OF PROFESSIONAL CONDUCT (“STUDENT CODE”)

All students of the School of Nursing are expected to adhere to the *TTUHSC Code of Professional Conduct* outlined in the **TTUHSC Student Handbook**. These guiding rules and regulations are present to foster a sense of community and respect among all members of the university community. It states, “each student is responsible for his/her own integrity, and is likewise responsible for reporting possible violations of this Student Code by other students.” Part II.A.4.

## COURSE LOADS

### Traditional BSN Undergraduate Department

#### **Traditional BSN Program**

Undergraduate enrollment in 12 or more credit hours per semester is considered a full-time student. The number of semester credit hours a student may carry (course load) is regulated by the Associate Dean/Department Chair or Program Director. Students are expected to move through the program continuously. Part-time status will not be allowed except in extenuating circumstances. In determining course load, the Associate Dean/Department Chair or Program Director 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

#### **RN to BSN Program**

##### **Semester Credit Hours and Course Loads**

The number of semester credit hours a student may carry (course load) is regulated by the Associate Dean/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 18 semester credit hours. Students are highly encouraged to take no less than 12 semester credit hours each semester. Refer to example course loads in the sample degree plans for the RN to BSN student.

A full-time RN to BSN student has the opportunity to complete the degree in two semesters; however, students have the option to attend on a part-time basis. If a student elects to attend part-time, the student must complete the program in sixteen months (4 semesters) from the time of initial enrollment. Students are admitted in the fall, spring, and summer semesters.

##### **RN to BSN Transferring Between Course Sections**

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 to BSN Program Director prior to the end of the third class day of the semester. The RN to BSN Program Director 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 appropriate Student Affairs Coordinator will notify the Registrar, School of Nursing Education Technology, and the affected faculty by email by the end of the business day the transfer is made.

#### **Accelerated Second Degree BSN**

##### **Semester Credit Hours and Course Loads**

Second Degree BSN students are required to complete 55 hours of non-nursing courses and 61 hours of nursing courses. The degree plan for the Second Degree track requires students to enroll in 18 to 23 hours per semester. Permission is needed to enroll in more or less semester credit hours.

## **Accelerated Veteran to BSN**

### **Semester Credit Hours and Course Loads**

VBSN Degree students are required to complete 59 hours of non-nursing courses and 61 hours of nursing courses. The degree plan for the VBSN Degree track requires students to enroll in 18 to 23 hours per semester. Permission is needed to enroll in more or less semester credit hours.

## **Graduate Department**

### **MSN Leadership Program (Administration, Education and Informatics 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 Associate Dean/Department Chair for Leadership Programs. In determining course load, the Associate Dean/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 Associate Dean/Department Chair and/or Program Director for the APRN Program. In determining course load, the Associate Dean/Department Chair and/or Program Director takes into account the quality of prior scholastic work performed and the types of courses involved, and faculty-student ratios.

### **DNP Program: BSN to DNP, Post-Master's DNP, and Combined Post-Master's DNP with APRN Certificate**

BSN to DNP and Post-Master's DNP 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 specified DNP Associate Dean/Department Chair or Program Director. In determining course load, the Director takes into account the quality of prior scholastic work performed and the types of courses involved, and faculty-student ratios.

## **COURSE SYLLABI**

Course syllabi for each School of Nursing course are obtained from the online learning platform. 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 ensuring the developed course syllabi and course modules are posted in the online learning management system. Course syllabi and schedules 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 applicable Academic Advisor for approval and changes to area of study plan.
- Drop course(s) via the WebRaider Portal at <https://webraider.ttuhs.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 online at <http://www.fiscal.ttuhs.edu/studentbusserv/>.
- 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.ttuhs.edu/studentbusserv/> or contact the TTUHSC Student Business Service office for more information at (806) 743-7867.

## **EARLY ALERT UNDERGRADUATE STUDENT ASSISTANCE PROGRAM**

### **Traditional BSN 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/Faculty for further assistance. Students may also voluntarily access the services of the Retention Counselor/Faculty.

### **Non-Traditional Undergraduate Department**

#### **RN to BSN Program**

The Early Alert Program provides resources and assistance to ensure success in earning the degree. Faculty submit the name of a student who may be in jeopardy of course failure at the midpoint of the course to the RN to BSN Academic Advisor who then notifies the Enrolled Student Management Coordinator in the Office of Student Affairs. The Enrolled Student Management Coordinator in the Office of Student Affairs 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/Faculty for further assistance. Students may also voluntarily access the services of the Retention Counselor/Faculty.

#### **Accelerated BSN Program: Second Degree BSN and Veteran to BSN**

The Early Alert Program provides resources and assistance to promote student success in earning the degree. Students are encouraged to consult the Retention Counselor/Faculty for assistance either as self-referral or at recommendation of faculty at any point in the semester. At the midpoint of each course, student progress is evaluated and students who are failing, according to the course requirements outlined in the syllabus, will be notified of their grade status. Midterm warning letters will be sent to students who are failing at course midpoint by the Enrolled Student Management Student Affairs Coordinator.

## **EARLY ALERT GRADUATE STUDENT ASSISTANCE PROGRAM**

### **Graduate Department**

#### **MSN Leadership Program (Administration, Education and Informatics Tracks)**

The Early Alert Program provides resources and assistance to students to ensure success in earning the degree. The Associate Dean/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 and appropriate program director 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. **All students are encouraged to contact their course faculty if they believe they are not progressing well in the course or have any concerns about being successful in the course.**

### **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 Associate Dean/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. **All students are encouraged to contact their course faculty if they believe they are not progressing well in the course or have any concerns about being successful in the course.**

### **DNP Program: BSN to DNP and Post-Master's DNP**

The Early Alert Program provides resources and assistance to students to ensure success in earning the degree. The Associate Dean/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. **All students are encouraged to contact their course faculty if they believe they are not progressing well in the course or have any concerns about being successful in the course.**

## **ENROLLMENT OUT OF SEQUENCE**

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

## **GRADING POLICIES**

### **Course Grade Policy**

#### **Undergraduate Courses - SON OP 30.082**

- In order to pass a course, the weighted average of all proctored exams including the final must equal 75% or greater.
- For RN to 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 proctored exams including the final is 75% or greater.
- For Second Degree BSN, Veteran to BSN and Traditional BSN courses with a clinical component, the clinical portion is graded as follows:
  - A clinical evaluation instrument will be used to determine the grade. The student must earn a 75% or greater on the clinical evaluation instrument 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. 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: MSN and DNP**



- 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 through the WebRaider Portal at <https://webraider.ttuhs.edu>.

## Grading Scale

Traditional BSN Program	Accelerated BSN Program: Second Degree BSN and Veteran to BSN	RN to BSN Program	Graduate Programs: MSN and DNP
90 - 100 = A	90 - 100 = A	90 - 100 = A	90 - 100 = A
80 - 89 = B	80 - 89 = B	80 - 89 = B	80 - 89 = B
75 - 79 = C	75 - 79 = C	75 - 79 = C	75 - 79 = C
60 - 74 = D	60 - 74 = D	60 - 74 = D	60 - 74 = D
< 60 = F	< 60 = F	< 60 = F	< 60 = F

### 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" and "WF" courses must be counted in the calculations.)
Cumulative GPA	Divide the total number of grade points earned in all courses taken in the degree program at TTUHSC by total number of semester hours of all courses taken in the degree program at TTUHSC including hours of "F" and "WF". Repeated courses are counted in the total.

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

- An undergraduate student may repeat courses for credit with the prior approval of the program office and applicable Undergraduate Program Council. 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 Council. 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.

**GRADE POINT CHART**

Grade	Assigned Points	Grade Interpretation
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 primarily in clinical/practicum, thesis and dissertation courses.
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 faculty person 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 Associate Dean/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.**

## 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.ttuhschool.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, military obligations, or professional development and is granted at the discretion of the appropriate Associate Dean/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.
- If student decides to request a leave of absence, the student may obtain the Leave of Absence form (Attachment A) at <http://nursing.ttuhschool.edu/forms/>. It is the responsibility of the student to obtain, complete and submit the form for approval.
- Upon completion of the form, the student is to submit the form to their Associate Dean/Department Chair for their review. Student must discuss the request for a leave with their Associate Dean/Department Chair. The decision to allow a Leave of Absence rest with the Associate Dean/Department Chair.
- If approved, the Office of the Registrar will be informed via a SON Memorandum of the Leave of Absence to close matriculation. The required signature on the Memorandum will be the dean and/or his representative and the Associate Dean/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 and must seek readmission.

### Graduate Students: MSN and DNP

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 dismissal. Failure to file a Return from Leave form will delay or prevent enrollment. Leave of Absence Request forms and Return From Leave forms are available online at <http://nursing.ttuhschool.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.bne.state.tx.us/forms\\_declaratory\\_order.asp](http://www.bne.state.tx.us/forms_declaratory_order.asp)) 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 Associate Dean/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 cited or charged with any violation of the law; 10) been subject of a court-martial, Article 15 violation or received any form of military judgment/punishment/action?
- Are you currently the target or subject of a grand jury or governmental agency investigation?
- Has any licensing authority ever 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?
- In the past five (5) years have you been diagnosed with or treated or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder which impaired or does impair your behavior, judgment, or ability to function in school or work? (You may answer "No" if you have completed and/or are in compliance with TPAPN for mental illness OR you've previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regime and have no further hospitalization since disclosure.)
- In the past five (5) years, have you been addicted or treated for the use of alcohol or any other drug? (You may answer "No" if you have completed and/or are in compliance with TPAPN)

\*Pursuant to the Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §301.466.

**NOTE: Expunged and Sealed Offenses:** 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.

**NOTE: Orders of Non-Disclosure:** 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.

Statutes 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 <http://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**, 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 or manslaughter; kidnapping or unlawful restraint and the offense was punished as a felony; sexual assault; aggravated sexual assault; continuous sexual abuse of young child or children, or indecency with a child;

aggravated assault; intentionally, knowingly, or recklessly injuring a child, elderly individual, or disabled individual; intentionally, knowingly, or recklessly abandoning or endangering a child; aiding suicide and the offense was punished as a state jail felony; an offense involving a violation of certain court orders or conditions of bond punished as a felony; an agreement to abduct a child from custody; the sale or purchase of a child; robbery; aggravated robbery; an offense for which a defendant is required to register as a sex offender; or an offense under the law of another state, federal law, or the Uniform Code of Military Justice for similar crimes.

## NON-GRADE COMPLAINT or GRIEVANCE

It is the policy of the Texas Tech University Health Sciences Center School of Nursing to affirm the right of its students to a prompt and fair resolution of a complaint or grievance. The purpose of the Grievance Procedure for Non-grade Complaints is to establish a process for students to express and resolve misunderstandings, concerns or grievances that they have 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 defined below) unfair, inequitable or unprofessional treatment, improper application of school policy or procedure or improper disclosure of grades (i.e. FERPA violation). Although the procedure encourages the resolution of the concern informally, a formal grievance is available should the concern not be resolved informally. The formal grievance process constitutes a formal complaint being filed.

Actions that **MAY NOT** be grieved under this procedure include: 1) misconduct actions by another student in accordance with the **TTUHSC Student Handbook**; 2) sexual harassment by an employee or student; 3) discrimination; and 4) American with Disabilities Act (ADA) compliance complaints. The above actions can be grieved through the TTUHSC **Title IX Coordinator**, or TTUHSC Student Affairs, **Student Disability Services**. Grade Disputes shall be grieved through the TTUHSC School of Nursing.

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, it may be helpful for the student to consult with the Associate 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 their 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. If, 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 their Associate Dean/Department Chair, Regional Dean, or the Associate Dean for Student Affairs (ADSA) as appropriate. If the issue is not resolved informally, the student has the right to meet with the ADSA regarding the process for filing a formal grievance.

### Formal Process

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

- File a non-grade complaint utilizing the on-line process found at <https://www.ttuhschool.edu/student-affairs/grievances.aspx>. This is to be filed 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 ADSA will submit the complaint form and any accompanying evidence to either the Associate Dean/Department Chair (ADDC) responsible for the faculty member(s) or fellow student involved or the Associate Dean for Business and Finance (ADBF) for the staff member involved. The ADDC/ADBF shall notify all parties to the complaint and convene an informal meeting with the faculty/staff or fellow student and student filing the complaint separately and review all materials pertinent to the complaint. If two or more students are involved, the ADDC/ADBF may elect to meet with the students either separately or jointly. The role of the ADDC/ADBF is to mediate the dispute. If the ADDC/ADBF is the faculty/staff member cited in the grievance, he/she should recuse himself/herself and the ADSA shall mediate the facilitated discussions on the grievance.

- All parties to the complaint will be allowed to submit documentation to the appropriate supervisor. The ADDC/ADBF will conduct an investigation of the dispute and interview each of the parties to the dispute individually or may at the 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 ADDC/ADBF is to take evidence as described above, to listen to all parties, and make a final decision regarding the complaint. The ADDC/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 or fellow student via certified mail and/or via email. All substantive decisions of the ADDC/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 ADDC/ADBF, the student filing the complaint must submit to the Associate Dean for Student Affairs. The form for procedural appeal is **Attachment A**. The decision of the Dean will be sent to the student and faculty/staff or fellow student via certified mail and/or via email 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 Associate Dean for Education Support Services and 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. Traditional BSN students may be required to take a Pass-Fail course for remedial purposes. For graduate students, courses previously taken as Pass-Fail will not transfer for credit if the course is required for a School of Nursing Degree unless approved by the applicable Graduate Program Associate Dean/Department Chair and/or Program Director.

## PLACEMENT IN CLINICAL FACILITY

### Undergraduate Students

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.

### Graduate Students - Nurse-Midwifery Track

The nurse-midwifery faculty work with the student and the TTUHSC preceptor/site coordinators to ensure that each student has satisfactory clinical preceptors and sites that provide access to sufficient clinical experiences. This assures students that they have the opportunity to attain competence in the midwifery practice areas of primary care, gynecologic, antepartum, intrapartum, postpartum, and newborn care. To offset the additional expenses involved in preceptor and site contracting and coordination, a clinical placement fee is charged for each semester the student is enrolled in a nurse-midwifery practicum course.

## 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.

# READMISSION

## Military Service

Students who are members of active United States military under mandatory military obligations, or Reservists and members of the National Guard unable to complete a semester due to having been called to active duty shall be re-admitted and re-enrolled as a student without penalty or re-determination of admission eligibility within two years following release from active military service. If the student does not seek re-admission within two years of active service, the student will be required to complete the admissions process to determine eligibility. (See [TTUHSC Operating Policy 77.16](#), Military Service for additional considerations.)

## Undergraduate Programs

### Traditional BSN Program

Any student who has been dismissed or who withdrew for academic or disciplinary causes or as a result of a Complaint of Misconduct is ineligible for readmission to the Traditional BSN Program.

### Accelerated BSN Program: Second Degree BSN /Veteran to BSN

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 Accelerated BSN Program Council is responsible for overseeing all readmission requests via the Admissions and Progressions Committee. 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 Student Affairs Coordinator. The Coordinator will notify the chair of the Admissions and Progressions Committee 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 disciplinary causes must complete and submit a readmission application to the appropriate Student Affairs Coordinator along with a letter explaining the circumstances resulting in the withdrawal/dismissal and the plan to improve or correct performance if offered readmission. The appropriate Student Affairs Coordinator will forward the application, the letter, and any available academic records including the most recent transcript to the chair of the Admissions and Progressions Committee. The Admissions and Progressions Committee 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 Admissions and Progressions Committee may assign requirements to be met as a condition of enrollment, i.e. readmission on a part-time degree plan.

### RN to BSN Program

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 RN to BSN Program Council is responsible for overseeing all requests for readmission via the Admissions and Progressions Committee. 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 Student Affairs Coordinator. The Coordinator will notify the chair of the Admissions and Progressions Committee 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 disciplinary causes must complete and submit a readmission application to the appropriate Student Affairs Coordinator along with a letter explaining the circumstances resulting in the withdrawal/dismissal and the plan to improve or correct performance if offered readmission. The appropriate Student Affairs Coordinator will forward the application, the letter, and any available academic records including the most recent transcript to the chair of the Admissions and Progressions Committee.

The Admissions and Progressions Committee 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 Admissions and Progressions Committee 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 Associate Deans/Department Chairs and Program Directors are responsible for overseeing all readmissions to the School of Nursing Graduate Program. Readmission of a student dismissed or who withdrew for academic or disciplinary causes is also based upon the decision of the appropriate Associate Dean/Department Chair and Program Director.

A student seeking readmission must comply with the following:

- Submit a letter requesting readmission to the Graduate Program to the Program Director
- Meet all recommendations and requirements set forth by the appropriate Associate Dean/Department Chair and Program Director
- 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.

## STUDENT IDENTIFICATION VERIFICATION

The United States Federal Higher Education Opportunity Act (HEOA) of August 14, 2008 requires institutions offering distance education courses and/or programs to verify the identity of students enrolled in distance education courses/programs, protect student privacy, and notify students of projected costs for student identity verification. TTUHSC School of Nursing verifies student identity, protects student privacy, and notifies students of the projected charges of student identity verification through implementation of the following procedures:

## 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.ttuhs.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.

- File a non-grade complaint utilizing the on-line process found at <https://www.ttuhs.edu/student-affairs/grievances.aspx>. This is to be filed 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 Associate Dean/Department Chair (ADDC) responsible for the faculty member(s) or fellow student involved or the Associate Dean for Business and Finance



(ADBF) for the staff member involved. The ADDC/ADBF shall notify all parties to the complaint and convene an informal meeting with the faculty/staff or fellow student and student filing the complaint separately and review all materials pertinent to the complaint. If two or more students are involved, the ADDC/ADBF may elect to meet with the students either separately or jointly. The role of the ADDC/ADBF is to mediate the dispute. If the ADDC/ADBF is the faculty/staff member cited in the grievance, he/she should recuse himself/herself and the AADESSA shall mediate the facilitated discussions on the grievance.

- All parties to the complaint will be allowed to submit documentation to the appropriate supervisor. The ADDC/ADBF will conduct an investigation of the dispute and interview each of the parties to the dispute individually or may at the 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 ADDC/ADBF is to take evidence as described above, to listen to all parties, and make a final decision regarding the complaint. The ADDC/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 or fellow student via certified mail and/or via email. All substantive decisions of the ADDC/ADBF are final.
- Submit a letter requesting readmission to the Graduate Program
- Meet all recommendations and requirements set forth by the appropriate Associate Dean/Department Chair and MSN or DNP Council
- Complete online application and meet admission criteria for full admission
- Verification of students enrolled and participating in each course for each undergraduate and graduate degree program to receive course credit is determined through a secure login and password/code each time the student accesses the Learning Management System.
- Student privacy is protected through required use of a secure login and password/code for faculty and staff access to each course in the Learning Management System.
- Students are notified in writing of the projected charges for verifying student identity at the time of application acceptance and through the School of Nursing Catalog.
- Violates or threatens the physical, psychological, microbiological, chemical, pharmacological or thermal safety of the patient.
- Violates previously mastered principles/learning objectives in carrying out nursing care skills or delegated medical functions.
- Accepts assignments beyond knowledge, education, experience, or competence.
- Fails to recognize or accept legal/ethical responsibility for actions as defined in the Nursing Practice Act for the State of Texas or the Code for Nurses of the American Nurses Association.
- Fails to carry out CDC Standard Precautions.

# General Information

## ACCESS TO STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 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 the 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 Institutional Student Handbook* shall serve as the annual notification that must be provided to students under FERPA, 34 C.R.F. 99.7, unless individual TTUHSC schools annually notify their students of FERPA rights otherwise.

## AMERICAN WITH DISABILITIES ACT (ADA)

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 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 Director of Student Disability Services. Any student seeking academic accommodations on the basis of disability must register with Student Disability Services and must provide all required documentation of disability. Documentation should be in the form of an evaluation performed by a qualified professional (such as a licensed physician or audiologist) and should be provided to Student Disability Services. Documentation guidelines, along with a diagnostic referral list, can be found on the Student Disability Services website:

<https://www.ttuhs.edu/disability/>.

## CAREER SERVICES

The School of Nursing Career Services 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, SON Career Services provides the most current and innovative career resources and information.

Examples of Services provided:

- Resume and cover letter development and review services
- Hospital information sessions and career fairs
- Interview preparation, including mock interviews
- Career development sessions, including interview attire

The SON Career Services office is physically located on the Lubbock Campus in room 2C200 and is also available by phone and web cam upon request. Contact the SON Career Services at [soncareer@ttuhsc.edu](mailto:soncareer@ttuhsc.edu) or 1-800-493-3954 with questions or suggestions or visit <https://student.ttuhs.edu/nursing/career/>.

## 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.ttuhs.edu>.
- Notify appropriate Student Affairs Coordinator via email of changes made to WebRaider Portal.

- Contact the TTUHSC Registrar's office at (806) 743-2300 for name change form to be completed and submitted with required documentation.

## 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 Office of Student Affairs. 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. For a student experiencing excessive stress, the SON highly recommends self-referral for counseling. The following are the counseling options available for all School of Nursing students.

**Program of Assistance for Students (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, excessive stress, and other problems. No information is released to anyone in the SON and use of the program does not become part of a student's record. For additional information visit <https://www.ttuhschool.edu/centers-institutes/counseling/pas.aspx>.

- **Abilene students** should contact Life Renovations at (325) 672-7055.
- **Amarillo students** should contact the Professional Counseling Center at (806) 356-0404.
- **Austin students** should contact the Samaritan Center for Counseling at (512) 451-7337, then "0".
- **Dallas students** should contact the Pastoral Counseling Center at (214) 526-4525.
- **Houston students** should contact Glenn Boyd at (832) 472-3566.
- **Lubbock students** have two options for counseling services: the Program of Assistance for Students (PAS) or the Student Counseling Center (SCC). For information for PAS, visit <https://www.ttuhschool.edu/centers-institutes/counseling/pas.aspx> or contact (806) 743-1327 or 1-800-327-0328. For information on the SCC go to the website <http://www.depts.ttu.edu/scc/>.
- **Permian Basin students** should contact the Samaritan Counseling Center of West Texas, (432) 563-4144.
- **San Antonio area students** should contact the Institute for Couple and Family Enhancement, (210) 496-0100.
- **Off-campus distance education students** who want to receive counseling services should contact the Lubbock office of the Program of Assistance for Students at 1-800-327-0328 or (806) 743-1327 to inquire about the availability of area counseling services.
- **All students** regardless of campus have access to TAO Connect (Therapy Assistance Online). <https://www.ttuhschool.edu/centers-institutes/counseling/tao.aspx>.

**A 24-hour crisis/help line** is available to all SON students and members of their household through the Program of Assistance for Students at 1-800-327-0328.

- **Tobacco Intervention Program for Lubbock students** – Services are provided by Substance Abuse Professionals in the Southwest Institute for Addictive Disease (SWIAD) <https://www.ttuhschool.edu/workforce-overall-wellness/smoking-cessation.aspx>.

## DIVERSITY and INCLUSION

The TTUHSC School of Nursing promotes, supports and embraces diversity among our students, faculty and staff as a foundational tenant to accomplishing the vision and mission of the School of Nursing. Therefore, the TTUHSC SON affirms and aligns with the TTUHSC Diversity Statement: The core foundational value of including the diverse cultures, lifestyles, personal beliefs and ideas of all those we serve - and serve alongside - provides a positive impact on the health of our regional, national, and global societies. As we pursue excellence in health care education, research, and patient care, we will be ever mindful of the strength that is gained through unity in diversity.

## 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 Institutional Student Handbook*. Information on assistance programs may also be obtained from the TTUHSC Student Affairs 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; the school assumes no responsibility for student employment. Students should check with their enrolled program to determine if employment is discouraged.

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 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 11, 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 <https://www.bon.texas.gov/index.asp>.

## 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 or to be available by scheduled appointment.

## FINANCIAL INFORMATION

Contact TTUHSC Financial Aid Office at (806) 743-3025 or <https://www.ttuhs.edu/financial-aid/default.aspx> for questions regarding grants, scholarships, and loans.

## HEALTH INSURANCE

### MANDATORY HEALTH INSURANCE

TTUHSC and the School of Nursing requires that each student enrolled in an on-campus program or online program that has clinical requirements 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. In order to ensure coverage, students must provide proof of coverage each semester. Student who provide sufficient proof of coverage receive a waiver from the University sponsored Student Health Insurance Plan. If the student cannot provide proof of health insurance coverage, the student must enroll in the University sponsored Student Health Insurance Plan (Academic Health Plans - AHP). Student without an approved waiver for the Student Health Insurance Plan are required to enroll and pay premium to AHP directly. For more information and instructions on how to submit a waiver and/or to purchase AHP, please contact the TTUHSC Office of Student Life at (806) 743-2302 or email [student.life@ttuhsc.edu](mailto:student.life@ttuhsc.edu). You may also visit <https://www.ttuhsc.edu/student-affairs/health.aspx> for further information.

## HEALTH SERVICES FOR TTUHSC STUDENTS

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.

Medical services for TTUHSC students are available at the Abilene, Amarillo, Dallas, Lubbock, and Permian Basin campuses. Visit <https://www.ttuhsc.edu/student-affairs/health.aspx> or refer to the **TTUHSC Student Handbook**.

## INCIDENT/INJURY REPORTING and INVESTIGATION

Students are required to adhere to **TTUHSC OP 75.14**. Non-Employee Incident/Injury Procedures and 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 PRACTICE and EDUCATION (IPE) CORE CURRICULUM

In accordance with the **TTUHSC Student Handbook**, all TTUHSC students, regardless of school affiliation, are required to complete the TTUHSC IPE core curriculum prior to graduation. The TTUHSC IPE core curriculum is composed of two components including successful completion of a non-credit online course (>70% accuracy on the knowledge post-test) and successful participation in at least one registered TTUHSC IPE learning activity. Failure to complete the TTUHSC IPE core curriculum will result in delayed graduation. Students should consult their academic/program advisor and/or school catalog for additional information.

## LEARNING MANAGEMENT SYSTEM

The School of Nursing utilizes an electronic Learning Management System (LMS) to provide online course delivery. The LMS platform provides exams, assignments, messages, and various other communication tools. In addition, the LMS is used to provide orientation content, coordinate activities, and announcements. The LMS is a full-featured system that supports technology-enabled teaching, learning, communication, research, and collaboration.

## 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/>.

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 Affairs 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 physical sites in Lubbock, Amarillo, and Odessa. The TTUHSC Library system collections presently contain more than 56,600 bound volumes and over 105,480 electronic books, plus 4,956 open access ebooks. The number of bound volumes will continually decrease however, as the Library makes room for more student study space. The system has 209 print journal subscriptions and approximately 25,616 electronic journals available at all TTUHSC sites. The libraries feature quiet and group study carrels and rooms, wifi display in two group study rooms, anatomy models, eleven 3D printers (one printer in Odessa and ten printers in Lubbock), computer labs, scanners, interlibrary loan and reference services, and Internet access. The online Ask A Librarian service

(<http://ttuhsc.libanswers.com/ask>) allows students to email, text, or chat with a reference librarian for article and searching assistance. Step-by-step online guides to library services and resources are available at <http://ttuhsc.libguides.com>.

The TTUHSC Libraries provide on and off-campus electronic access to more than 347 databases and 215 that are open access. The databases related to the School of Nursing include, but are not limited to: MEDLINE, PubMed, CINAHL Complete with FullText, Nursing Reference Center Plus, Primal Pictures, Access Medicine, SportDiscus, EXAM MASTER online (NCLEXRN), Scopus, the LWW Health Library, Cochrane Databases, ClinicalKey, as well as general and academic TexShare databases. Bibliographic tools such as RefWorks and Endnote, full-text electronic journals, and a full array of electronic books are also accessible through the Libraries' homepage: <http://www.ttuhsc.edu/libraries/> via the TTUHSC e-Raider account. To meet the needs of all TTUHSC users including distance education, the TTUHSC Libraries provides online forms for Interlibrary Loan (ILL) requests, search assistance, 3D prints, and library cards.

- Preston Smith Library of the Health Sciences in Lubbock features 28 group study rooms and 17 computers in the Methodology Lab. An additional 12 public computers are located throughout the second and third floors along with seating for 362 individuals.
- Harrington Library of the Health Sciences in Amarillo, has two computer areas with 15 stations, 106 seats and 4 study rooms.
- Library of the Health Sciences in Odessa, has 71 study seats, 3 study rooms and 1 computer classroom with 10 desktop stations and 4 laptop 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 at (806) 743-2288. (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.

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.

## 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
<a href="http://www.ttuhs.edu">http://www.ttuhs.edu</a>	TTUHSC main website, access to all TTUHSC programs, schools, announcement page, etc.
<a href="https://www.ttuhs.edu/nursing/">https://www.ttuhs.edu/nursing/</a>	School of Nursing main website, access to all SON information
<a href="https://student.ttuhs.edu/nursing/">https://student.ttuhs.edu/nursing/</a>	Current Student Resources for Nursing Students
<a href="https://www.nursingworld.org/ancc/">https://www.nursingworld.org/ancc/</a>	American Nurses Credentialing Center (ANCC)
<a href="https://www.nursingworld.org/ana/">https://www.nursingworld.org/ana/</a>	American Nurses Association (ANA)
<a href="http://www.bon.state.tx.us/">http://www.bon.state.tx.us/</a>	Texas Board of Nursing
<a href="https://www.ncsbn.org/contact-bon.htm">https://www.ncsbn.org/contact-bon.htm</a>	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.ttuhs.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**, the **TTUHSC Operating Policies and Procedures**, 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.ttuhs.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 62.153 of 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 email [Police@ttu.edu](mailto: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 other state requirements. The requirements differ from state to state and will require state authorization as well as Board of Nursing authorization. Notification prior to relocating to another state is mandatory for all graduate online students, regardless of track, in order to ensure TTUHSC has authority to provide online education and/or clinical experiences in other states.

Students are required to submit the **mandatory** notification from to the TTUHSC School of Nursing a minimum of 60 days prior to the proposed move. The mandatory notification form can be found at Grad Central <https://nursing.ttuhs.edu/gradcentral> and/or <http://nursing.ttuhs.edu/forms/>. Upon submission, the form will be submitted to all necessary parties and 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 experienced.

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. Participating states may not require authorization for courses on military installations (limited to active and reserve military personnel, dependents, and civilian employees of the military installation). Board of Nursing approval is attained on a case by case basis contingent upon the proposed clinical placement. Graduate students should contact their Program Director as soon as they are aware of a pending move.

## RESEARCH

Research proposals requiring access to the School of Nursing student population must be made to the School of Nursing Faculty Council 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 believes 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. Visit <https://www.ttuhs.edu/safety-services/default.aspx> for information regarding TTUHSC Safety Services and student safety



training including STEPS (Safety Training Education Program for Students) and/or Laboratory Safety Essentials training.

## SEMESTER HOURS

The semester hour is the unit of measure for credit purposes. Didactic contact hours are measured on a one-to-one basis; clinical contact hours on a one-to-three basis 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 51.02** and **OP 51.03**. Refer to the **TTUHSC Student Handbook** and the Title IX website located at <http://www.ttuhs.edu/title-ix/>. 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.

## SIMULATION

The simulation centers located at the various campuses provide unique learning environments. These realistic environments support experiential learning activities promoting 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 Institutional Student Handbook* brought to the attention of school officials will be treated as any other violation of the Student Code of Conduct. Contact the Associate Dean of Education Support Services and 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 Office of Student Affairs.

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 Hygiene**

- Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn. Wash hands before touching a patient, even if gloves will be 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 avoid 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. Refer to **SON OP 60.095**.
- 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 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 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, student advisory councils exist to maintain open communication between students and administration/faculty/staff: the Undergraduate Department Advisory Council, the Non-Traditional Electronic Advisory Forums, the Graduate Department Chairs' Advisory Council, the BSN to DNP Advisory Council, and the Post-Master's 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

applicable Associate Dean/Department Chair 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.

## SON 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; 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 promoting education, social and cultural opportunities and community engagement. To ensure highly skilled Student Affairs Coordinators serve our nursing students, continuing education activities like Green Zone and Ally trainings are provided to them. In addition, Coordinators attend presentations focusing 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. For more information on the School of Nursing Office of Student Affairs, please visit <https://www.ttuhschool.edu/nursing/student-affairs/>.

## STUDENT TRAVEL POLICY

Students are required to adhere to the TTUHSC Student Travel Policy in the **TTUHSC Student Handbook**, Part IX, 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** in the **TTUHSC Student Handbook**, Part I, B Tobacco Free Environment.

## TRANSCRIPTS

Copies of official transcripts may be obtained from TTUHSC Office of the Registrar. The transcript request form may be found on the Registrar’s webpage at <https://www.ttuhschool.edu/registrar/transcripts.aspx>. For questions regarding obtaining transcripts, contact the Office of the Registrar at (806) 743-2300 or [registrar@ttuhschool.edu](mailto:registrar@ttuhschool.edu).

## TRANSFER BETWEEN CAMPUSES

Transfer requests from one campus to another are granted based on space availability. **SON OP 30.865**, Transfer Between Campuses is only applicable to students in the Traditional BSN Undergraduate Program who are in good standing.

## 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 Associate Dean/Department Chair for completion of required documentation.

## Graduate Nursing Students

Withdrawal from all courses or non-registration/non-enrollment during a fall or spring 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.ttuhs.edu/forms/>.
- Student completes and signs the form and submits the withdrawal form to the applicable School of Nursing Student Affairs 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 Associate Dean/Department Chair and/or Program Director 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 Associate Dean/Department Chair and/or Program Director office for completion of required documentation.

