



It is the responsibility of students to keep themselves apprised of rules and regulations pertaining to the School of Nursing found in the *School of Nursing Bulletin*, *School of Nursing Handbook* and *Code of Professional and Academic Conduct*. At any given time, the most current edition of each publication will be available on the TTUHSC website, www.ttuhsc.edu/son. Students are responsible to periodically access any revisions to the publications online. The dates of each revision will be noted on the online publications.



SCHOOL OF NURSING

**2004-2005
Student Handbook**

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SCHOOL OF NURSING

Student Handbook

The policies and statements contained herein are true and correct at the time of publication but are subject to continuous review and evaluation. Therefore, the Texas Tech University Health Sciences Center (TTUHSC) School of Nursing (SON) reserves the right to make changes at any time without notice. This publication is intended for information only and is not to be considered a contract. *These rules and regulations relate to all students in the SON unless otherwise stated, per type of program (unlicensed students, undergraduate, licensed (RN students), and graduate students).*

Students are obligated to keep themselves apprised of the rules and regulations pertaining to TTUHSC as well as those of the SON. During student orientation students are given information on the Texas Tech University Health Sciences Center Student Affairs Handbook and Code of Professional and Academic Conduct; the TTUHSC SON Bulletin; and the TTUHSC SON Handbook and are given instructions where to access current publications, www.ttuhsc.edu, <http://www.ttuhsc.edu/son/> and www.ttuhsc.edu/student-services/. All students are expected to adhere to the policies and review the current publications annually.

November 2004

Academic Advisor

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 SON. However, the student is ultimately responsible for seeking adequate academic advice, meeting degree requirements, and enrolling in appropriate courses to insure orderly and timely progress toward the degree.

Academic Information

Each student is expected to meet the objectives¹ of each program and is required to:

1. Keep apprised of and adhere to the rules and regulations of TTUHSC and the SON.
2. Demonstrate systematic, safe, accurate, timely, and efficient approach to accomplish each objective and use all materials efficiently.
3. Devote adequate time to class and clinical activities and to preparation for each of those to meet the stated objectives.
4. Demonstrate academic integrity in each element of the student's performance.
5. 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.
6. Maintain personal health to accomplish the essential functions as defined in the SON Bulletin.
7. Be aware of professional issues and have the ability to define a personal position in relation to various issues.
8. Participate in evaluating the programs and the SON.
9. Maintain all practice standards if licensed, as written by the Board of Nurse Examiners for the State of Texas Nurse Practice Act.

Academic Integrity

Refer to the TTUHSC Student Affairs Handbook and Code of Professional and Academic Conduct at www.ttuhschool.edu/student-services/. Also see Grade/Non Grade Grievances in this Handbook.

Academic Requirements and Student Standing

All progressions, probation, dismissal, suspension and censure determinations are made based on receipt of information from the Health Sciences Center Registrar's Office or the School of Nursing Dean's Office. In accordance with the statements in the *School of Nursing Bulletin*, *School of Nursing Student Handbook*, *TTUHSC Student Affairs Handbook* and *Code of Professional and Academic Conduct*, the Undergraduate Student Affairs Committee, the RN-BSN Program Committee, Graduate Program Committee or Dean may recommend one or more of the following potential actions, as appropriate:

1. No progression in nursing courses until course(s) is/are repeated.
2. Academic probation due to overall and/or semester grade point average below minimum required for program of enrollment.
3. Academic probation due to earned grade in required nursing course less than minimum grade required for program of enrollment.
4. Administrative probation due to violation of professional conduct.
5. Removal from probation.
6. Censure by written letter. Censure is defined as the finding that a student has committed an offense warranting discipline. It is a matter of record only.
7. Suspension from the School of Nursing.
8. 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:

¹ Objectives can be found in the School of Nursing Bulletin and in the Curriculum Manual.

Undergraduate program - 2.0 GPA for each semester and overall cumulative

- A minimum grade of “C” in all nursing and non-nursing (degree required) courses is required.
- Students receiving a “D”, “F” or “WF” in a nursing course are eligible to repeat that course one time only pursuant to recommendation of course faculty.
- Students earning an overall cumulative GPA or a semester GPA less than a 2.0 in the semester of graduation are ineligible for graduation
- Dismissal shall result from:
 - a) Making a “D”, “F” or “WF” in two or more nursing courses in one semester is cause for academic dismissal.
 - b) Making a “D”, “F” or “WF” in a third nursing course, even when the first two “D”s, “F”s or “WF”s have been replaced by a passing grade upon retaking those courses.
 - c) Earning less than a 2.0 semester or cumulative GPA for two consecutive semesters.
 - d) Making a “D”, “F”, or “WF” in the same nursing course twice.

Graduate programs - 3.0. GPA for each semester and overall cumulative

- Students receiving a “C” or lower in a graduate nursing course are eligible to repeat that course one time only pursuant to recommendation of course faculty.
- Students earning an overall cumulative GPA less than a 3.0 in the semester of graduation are ineligible for graduation.

Dismissal shall result from:

- Making a “C” or lower in two or more nursing courses in one semester is cause for academic dismissal. (See *Re-enrollment in a Course* section of this handbook)
- Making a “C” or lower in a third nursing course, even when the first two “C” or below grades have been replaced by a passing grade upon retaking those courses.

Failing to meet expected standards in any program may result in academic dismissal at any time.

Access to Student Records

All students of the SON have the right to access their "educational record" for the purpose of review, with the exception of those records excluded by the Family Educational Rights and Privacy Act, 1974 (FERPA).

- Students have the right to view their records only under the supervision of a Dean's office or Associate/Regional Dean's Office representative
- Students have the right to obtain copies of records relating to themselves at their own expense. The school is not required to provide copies of records if the student has an unpaid financial obligation to the school

TTUHSC SON reserves the right to refuse a student access to inspect documents:

1. that are connected to the application process
2. that the student has waived the right of access, or
3. that FERPA has defined as not accessible

For additional information, refer to the TTUHSC Student Affairs Handbook and Code of Professional and Academic Conduct.

ADA Accommodations

Students seeking accommodations on the basis of disability must register with the office of Student Services at www.ttuhsu.edu/student-services and the of Director of Student Services, Lubbock Campus (806-743-2300). The Director of Student Services, Lubbock Campus will notify the Programmatic Administrator of the student's need for accommodations. Please review the TTHUSC ADA policy with in the Student Services website.

Adding a Course

To add a course to an existing schedule, contact the Registrar's Office for deadline dates for adding a course. Prior to the first day of class, students are able to add a course via the TechSIS web for Students. Once classes begin, the student should make an appointment to meet with the advisor and complete appropriate documentation and approval.

Advertisements/Solicitations

Refer to *TTUHSC Student Affairs Handbook* and *Code of Professional Academic Conduct* at www.ttuhs.edu/studentservices/

APA/Professional Writing

Vision Statement on Professional Writing in Nursing:

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

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

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

School of Nursing students are required to adhere to the most current Publication of the American Psychological Association (APA) Fifth Edition. Students are required to adhere to this writing style and are encouraged to purchase this publication. Helpful APA guidelines are located at www.ttuhs.edu/son under current student.

Attendance/Inability to Attend Class and Clinical Experiences

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

1. Notify the clinical instructor(s) daily of every absence by calling the agency and leaving a message for the faculty member. Specific procedures regarding notifying agencies are given during each course's orientation session.
2. The effect of absences on grades is determined by the instructor who will specify those effects at the outset of a given course.
3. Faculty are responsible to report in writing to the student (see Early Alert Program and Mid-Term Warning sections of this handbook) absences that may jeopardize the student's standing in the School of Nursing. Excessive absences can constitute cause for dropping a student from class; in such a case the grade of WF will be given. WF is calculated in the cumulative GPA.
4. Students participating in officially approved trips are responsible for notifying faculty of their departure and return schedules. The faculty so notified should not penalize the students, although the students are responsible for the material/experiences missed.
5. In case of an illness that will require absence from class for more than a week, the student must notify the Programmatic Administrator and course facilitator(s). In case of class absences because of a brief illness, the student informs the faculty directly.

Bulletin Board Information

The SON maintains information of student interest both on the SON web page, as well as on the bulletin boards and in brochure bins outside the Undergraduate Program/Graduate Program offices in Permian Basin and Lubbock campuses.

The information maintained may include:

- job postings and career opportunities
- semester class schedules and offerings
- scholarship announcements
- apartment guides
- brochures regarding counseling, computers, and testing
- school and student news items
- fee information
- coupons and brochures from outside sources.

Certifications

- *BCLS/ACLS/PALS:* Obtaining and subsequently maintaining certification in Basic Cardiac Life Support prior to the first clinical course is required. Unlicensed undergraduate students will be responsible for maintaining current verification of BCLS certification in the Clinical Simulation Center (CSC), and the certification must be renewed annually. RN-BSN students must also document BCLS certification by notifying the Programmatic Administrator at the time of application submission. Certification must be maintained throughout enrollment – no notification is sent. Graduate students in the nurse practitioner program are required to hold certification in Advanced Cardiac Life Support (ACLS) or Pediatric Advanced Life Support (PALS) or Neonatal Resuscitation Protocol (NRP) prior to entering the first Nurse Practitioner clinical course. Evidence of current certification verification must be presented each semester to the course facilitator for undergraduate courses. For graduate students, verification of certification is maintained in the Graduate Program Office.
- *First Aid:* First Aid certification is required for enrollment in the first semester of undergraduate nursing courses, unless currently certified and/or licensed as a health care provider. Documentation must be presented to the course facilitator(s) prior to the beginning of clinical activity in a course.

BCLS and First Aid Certifications are generally offered through the CSC. Failure to maintain proper certification could result in being withheld from clinical settings, which would delay progress through the nursing program, and/or result in a hold being placed on records.

Change of Address/Telephone

All addresses and phone numbers (permanent, local, billing, etc.) must be maintained in the Registrar's Office. Change of address/telephone should be made by the student via the TechSIS web for students.

Change of Clinical Agency Assignments

In order to change a clinical agency assignment, the written consent of another student with whom to change agencies must be obtained. That consent is given to the course facilitator who has the final option to change the assignments.

Clinical Simulation Center

The Clinical Simulation Center (CSC), located on the Lubbock campus, provides a unique environment where student learning and evaluation are facilitated through simulation. The CSC is one of the finest simulation centers across the nation, providing a hands-on training field for students to rehearse skills in a non-stressful environment. Faculty and students from the School of Nursing, Medicine and Allied Health use the facilities, equipment and supplies available in the CSC to enhance student learning.

Clinical Simulation Center-WEST (Computer Lab & Testing Center)

The Clinical Simulation Center-West (CSC-W), also located on the Lubbock campus, is the newest addition to the SON. This innovative facility is designed to enhance students' learning and testing experiences in a proctored, confidential and relaxed environment. Students have 24-hour-a-day secure access to the 43 computers (20 designated for testing and 23 for self-paced study) and to the state-of-the-art computer simulations. These simulations are designed to assist students with classroom assignments; enhance communication, managerial, leadership and technical skills; and to provide instant feedback while completing patient care scenarios.

Code of Ethics

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

Collaborative Programs

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

Commencement Exercises

(see *Graduation* section of this handbook for further information)

Communicable Diseases

(See *Standard Precautions* section of this handbook for more information.)

Comprehensive Exams

Undergraduate (pre-licensure) students must have a passing score on the comprehensive examinations given at two points in the curriculum, typically at the completion of the second wellness/illness course for pre-licensed students and at the completion of the clinical competence II course in the 2^owBSN program and at the completion of the first semester of 4000 level courses for both pre-licensed and 2^owBSN students.

If a student is not successful on either examination, he/she will not be eligible to enroll in any nursing clinical courses or in the final semester be considered for graduation until the prescribed remediation program and successful completion of a repeated examination has been documented. **Failure of the repeated examination is grounds for dismissal from the School of Nursing.** (Also see *Graduation* section)

Computer Requirements

A considerable amount of time will be spent utilizing the resources available via the Internet in all School of Nursing programs, including email. **Owning a personal computer is required to enhance success in the program. Daily computer access is expected for all students.** Internet access from home computers can be purchased by TTUHSC students, through the TTUHSC Information Technology Department, allowing access to Internet resources/subscribers worldwide and email accounts. Below is a list of **minimum** computer requirements:

PC System Recommendations for the TTUHSC School of Nursing

Software [Microsoft Office](#)

Processor Pentium III 600 Mhz or faster

Operating System Windows 2000 or Windows XP

*** Web Browser** Internet Explorer 6.x w/SP2 ([Java-enabled](#))
or Netscape 7.1
or Mozilla Firefox .92 or later

(Internet access is required to obtain WebCT access.)

Modem 56K or faster (**Broadband recommended**)

Memory 128 MB RAM

Hard Drive 8 GB recommended

**Sound card,
Speakers, &
Mouse** Yes

Plug-ins Adobe Acrobat Reader
Windows Media
Macromedia Flash

Display 800X600, 256 Colors
(Screen Resolution & Color Settings)

Contact the [School of Nursing Information Technology Services Department](#) for more information regarding PC requirements:

Ph: 806.743.4248 or 1.800.493.3954

Contact TTUHSC Computer Services, to acquire [TTUHSC](#) The TTUHSC Information Technology Dept provides [Internet Dial-Up Service](#) for local students. Phone: 806-743-2875 or visit their website at <http://www.ttuhsconinfo.net/helpdesk/dialup/>

* If you use America Online (AOL), or MSN for internet access, you will need to use Internet Explorer 5.5 or above web browser. You will have difficulty accessing many WebCT features if you use the AOL or MSN web browsers.

[Virus protection](#) software and a second phone line are strongly recommended.

PC requirements: http://www.ttuhsconinfo.net/FAQ/pc_req.htm

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Windows Media – <http://www.microsoft.com/windows/windowsmedia/download/default.asp>

Adobe Acrobat – <http://www.adobe.com/prodindex/acrobat/readstep.html>

Java – <http://java.com/en/index.jsp>

Virus protection software and a second phone line are strongly recommended.

Confidentiality/HIPAA

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 program; the student will receive information regarding HIPAA training and will be asked to sign a Confidentiality Agreement during New Student Orientation. All proof of training will be placed in the student's file located in the appropriate Associate Dean's Office. Those who cannot show proof will not be allowed to attend clinicals. 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 of dismissal from the School.

Counseling Center Services

As in all professional health fields, if stress is not dealt with properly, it can interfere with optimal academic performance. If you feel that you are under a large amount of stress, the SON highly recommends self-referral to the Student Counseling Center (CC). The CC provides a wide range of free, confidential services for students on the Lubbock campus. Available services include individual, group, and couples therapy, and career counseling. All information relating to the counseling services is discreet and confidential. The UCC is staffed by licensed professionals. Confidential appointments are available at TTUHSC by calling (806) 743-2300. Students also have access to the Student Assistance Program. (see Student Assistance Program for further information) Counseling services for distance education students are not covered by the usual distance education fees. If the student would like to request these services, contact the Bursar so it can be added to your course fees. Program administrators can also assist with these arrangements. Distance student questions will be limited due to confidentiality.

Course Loads

Undergraduate enrollment in 12 or more credit hours per semester (9 hours in the summer session) is considered a full time student; fewer than 12 (6 in the summer session) is considered part time for an undergraduate student. Specific permission is required to enroll in more than 20 hours per semester in the undergraduate program, although the Program Administrator may prescribe the course load for any individual student. Refer to the *School of Nursing Bulletin* for typical BSN (pre-licensure), 2^owBSN and RN to BSN student course loads.

Graduate enrollment in 9 or more credit hours in the fall and spring and 6 or more credit hours in the summer is considered a full time student; fewer than 9 (fewer than 6 in the summer session) is considered a part time student.

Course Syllabi

For BSN (pre-licensure) students, hardcopy syllabi may be purchased in the Mail Room (BA109, Lubbock) and some syllabi are available on the SON website at www.ttuhsc.edu/son. All RN-BSN, 2^owBSN and graduate syllabi are obtained on the SON website for specific courses and should be available approximately one week before the course begins. Course requirements and student expectations are stated in each course syllabus. It is highly recommended that the course syllabi be obtained/purchased prior to the first day of class.

Dean's Advisory Council for Graduate Program

The two-fold purpose of this Council is to keep the total graduate student body informed of the School's strategic plan and seek student input into planning and decisions that affect them. Student representatives from every curriculum level volunteer to represent their class on the Council.

Dean's Advisory Council for Undergraduate Program

The two-fold purpose of this Council is to keep the total undergraduate student body informed of the School's strategic plan and seek student input into planning and decisions that affect them. Student representatives from every curriculum level are chosen by their class to represent them on the Council.

Degree Requirements

Requirements for meeting expectations of all degrees offered at TTUHSC SON are specified in the SON Bulletin in effect at the time the program was entered.

Dismissal

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

Dropping a Course

To drop a course, the student should contact the Registrar's Office (806-743-2300 or 915-335-5150) for deadline dates for dropping a course. Prior to the first day of class, students are able to drop a course via the TechSIS web for Students. Once classes begin, the student should make an appointment to meet with the advisor and complete appropriate documentation and approval. Dropping a course may delay progression through the program. Students dropping a course to the point of "zero hours" of enrollment are considered to be withdrawing from the SON (see Withdrawal from the SON section of this handbook).

Drug Free Schools and Communities Act

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

Early Alert Student Assistance Program

The Early Alert program provides resources and assistance to BSN (pre-licensure) students to ensure success in the undergraduate program. Students referred to the program by nursing faculty are required to meet with a retention counselor to discuss available services. Students may also voluntarily access these services.

Eligibility to take NCLEX-RN Examination

The Board of Nurse Examiners (BNE) has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. If one of the following statements applies to you, you must complete a Petition for Declaratory Order. This Petition should be completed as soon as possible. The review process can take a minimum of three (3) months to two (2) years depending on the petitioner's case.

- a) If you have had any licensing authority: 1) refuse to issue you a license; 2) revoke a license; 3) annul a license; 4) cancel a license; 5) accept surrender of a license; 6) suspend a license; 7) place a license on probation; 8) refuse to renew a professional license or certificate held by you now or previously; or 9) ever fine, censure, reprimand, or otherwise discipline a license issued to you.
- b) If you have been convicted, adjudged guilty by a court, plead guilty, no contest or nolo contendere to any crime in any state, territory or country, whether or not a sentence was imposed, including any pending criminal charges or unresolved arrests (excluding minor traffic violations). This includes expunged offenses and deferred adjudications with or without prejudice of guilt. Please note that DUIs, DWIs and PIs are not considered minor traffic violations. **One time minor in possession (MIP) or minor in consumption (MIC) do not need to be disclosed. However, if you have more than one of either offense or one of each, then you must file a declaratory order petition.**
- c) If you have been diagnosed, treated, or hospitalized in the past five (5) years for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder.
- d) If you have been addicted to or treated for the use of alcohol or any other drug within the past five (5) years.

EFFECTIVE 9/1/03. Two (2) FBI fingerprint cards must be submitted to the Board with the Petition for Declaratory Order form. To request the FBI fingerprint cards, complete the web form at www.bne.state.tx.us requesting a fingerprint card packet. Please allow three (3) weeks to receive the FBI fingerprint cards. The DBI cards **will not be accepted** if the cards are bent, folded, creased, cut, or damaged in any way. The fingerprint cards must be mailed and will not be faxed, e-mailed, or overnighted to the applicant.

The Declaratory Order process permits the BNE to make decisions regarding eligibility for licensure prior to entering or completing a nursing program. You can request a Petition for Declaratory Order by contacting the Board of Nurse Examiners for the State of Texas via mail (P.O. Box 430, Austin, Texas 78767-0430), telephone (512-305-6802) or website (www.bne.state.tx.us). Processing your petition may take three months to two years, after you provide all required documentation. Statutes and Rules governing this petition may be found in the Texas Occupations Code §§301.257, 301.452-301.454 (Nursing Practice Act), and in the Board Rules and Regulations relating to Professional Nurse Education, Licensure and practice, 22 TAC §§213.27-30 and §§217.11-12. These statutes can be located on the BNE's website. Students who have obtained a Declaratory Order Petition must notify and inform the programmatic administrator of the outcome of his/her petition.

E-Mail

The TTUHSC Information Technology Department assigns all students an official e-mail address, which is provided (along with the password) at New Student Orientation. All official electronic TTUHSC correspondence is sent via this e-mail address; as a result students are required to use this e-mail address while enrolled at TTUHSC SON. In addition, faculty may correspond with students regarding course-related issues via Web CT e-mail.

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. A student employed in a healthcare agency has responsibility, personally and professionally, to accept and engage in only those activities, which fall within the position description for which he/she is qualified. Students who are employed as nurse assistants or nurse technicians should not practice outside the scope of such position set forth under the Nursing Practice Act. Students currently licensed as registered nurses assume the responsibility for clinical practice under their own professional license issued by the Board of Nurse Examiners.

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

Enrollment/Out-of-Sequence

Students in the undergraduate (pre-licensure), RN-BSN program or graduate program may request to take a course out-of-sequence. Approval by the student's advisor, affected Course Facilitator(s) and the Associate/Regional Dean/Programmatic Administrator must be obtained through the appropriate office prior to enrollment.

Equipment

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

Evaluation Participation

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

Faculty Office Hours

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

Financial Aid

Refer to TTUHSC Financial Aid Handbook or contact TTUHSC Financial Aid Office at 806-743-3025 or www.ttuhsu.edu/financialaid.

Grade/Non Grade Grievances

Non-Grade Grievances

The School of Nursing expects students, faculty and administration to be responsible for maintaining personal, professional and institutional standards in order to bring about a positive reflection upon themselves, the school and the nursing profession. Faculty, students and administration are responsible for making a report or allegation that is in writing (signed and dated by the person making the report or allegation), and that describes the nature and specifics of the alleged conduct and the code or standard believed to have been violated, for the following:

- (1) Academic Integrity/Professional Standards as set forth in the School of Nursing section of the TTUHSC Student Affairs Handbook.
 - a. Reported to the Associate/Regional Dean
- (2) Code of Professional and Academic Conduct in the TTUHSC Student Affairs Handbook and/or TTUHSC policies
 - a. Filed with the Undergraduate Program Office or the Graduate Program Office, whichever is applicable
 - b. If a hearing is requested, the Hearing Procedure under the School of Nursing section of The TTUHSC Student Affairs Handbook will be followed

Grade Grievances

Grade grievances may be filed by a student when the student believes his/her grade is incorrect. The process for grade grievances is as follows:

Timelines

Due to documented extenuating circumstances, timelines for course related grievances might be altered by the Dean and/or appropriate Associate/Regional Dean/Programmatic Administrator. The extension of the time lines is *solely* at the discretion of the Dean and/or appropriate Programmatic Administrator.

Grade Appeals Process⁴

If a student believes that a grade received is incorrect, then the student has the following options:

1. Discuss the grade with the faculty who assigned it.
 - a. If the grade is deemed to be correct (no miscalculation of grade occurred) then the grade as issued stands. The final grade is not appealable.
 - b. If the final grade issued was in error (miscalculation of grade occurred) then the instructor completes a grade change form to change the grade. The corrected final grade is not appealable.

The final grade may be formally appealed only if the student believes there is demonstrable evidence that prejudice, arbitrary, or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. If this is the case, the student should:

2. File the Grade Appeal Form, available on-line (www.nursing.ttuhschool.edu) within five (5) business days of grade notification or the aggrieved occurrence, specifying the relief requested.
3. The Associate/Regional Dean/Program Administrator may request to meet with the student, and in any case, shall respond in writing no later than five (5) business days from date of filing.
4. If the student does not further the appeal within five (5) business days after verified receipt of the response, the decision of the Associate/Regional Dean/Program Administrator is final.

⁴ A business day is defined as a Monday-Friday from 8:00 a.m. to 5:00 p.m. when the SON Offices are open even though students may not be attending classes or clinical assignments.

If the student is not satisfied with the Associate/Regional Dean's/Program Administrator's decision:

5. File the Grade Appeal Request for Appeals Committee in the appropriate program office (within five (5) business days of the receipt of the Associate/Regional Dean's/Program Administrator's decision).
6. Submit, in writing, any additional information to comprise appeal to Dean's Office.
7. Appealing the decision of the Associate/Regional Dean/Program Administrator:

A list of seven names will be selected for the Appeals Committee by the SON Dean. Of the seven, four will be faculty members and three will be students. The appealing student may strike one faculty member name and one student name from the list. The five remaining names will be the five voting members of the Committee. The Committee shall select one of the faculty members to be chair.

The student may have advisory counsel present during the Appeals Committee meeting; counsel will not be allowed to speak, argue or conduct any questioning during the proceeding. If the student desires the presence of counsel, the student is required to give written notice at least five (5) business days prior to the hearing so that the SON may also arrange to have advisory counsel present.

The Dean may attend the meeting and request additional information. Neither the Dean, the student or any other person may be present during the Committee's deliberation.

8. Recommendation to and Decision by the Dean:
The committee's written recommendation shall be forwarded to the Dean stating the committee's decision, recommendation(s), and other appropriate comments or information within one (1) business day of the conclusion of the hearing. All members sign the recommendation indicating their vote in favor of or in dissent. The Dean may accept or reject the recommendation or make a different decision. The Dean's written decision is sent to the committee and the student (via certified mail or personally with verification of receipt noted) within ten (10) business days of the receipt of the committee's decision.
9. The Dean's decision is sent to the committee, the student (via certified mail or personally with verification of receipt noted), and the faculty members within ten (10) business days of the receipt of the committee's decision. If no further appeal is made within five (5) business days of the receipt of the decisions, the decision of the Dean is final.

Due Process

Only in the event that the student believes the SON appeals process has been violated, he/she may, within five (5) business days, appeal to the President of TTUHSC. The President will notify the student of his/her decision within ten (10) business days. If the appeal is not made within five (5) business days of the receipt of the Dean's decision, the right to appeal to the President is waived.

Grading Practices

Grade Point Averages:

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

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

Grade Point Chart:

Grade	Assigned Points	Grade Interpretations
A	4	Excellent, meeting degree requirements
B	3	Good, meeting degree requirements
C	2	Average, meeting undergraduate degree requirements; failing to meet graduate degree requirements
D	1	Inferior, failing to meet degree requirements
F	0	Failure, failing to meet degree requirements
P	0	Passing
PR	0	In Progress: given only when the work in a course extends beyond the semester of term; it implies satisfactory performance and is used in thesis and dissertation; a CR will be entered upon approved completion.
I	0	Incomplete: given only when a student's work is satisfactory in quality but, due to reasons beyond his or her control, has not been completed. It is not given in lieu of an F. The instructor assigning the grade will stipulate, in writing, at the time the grade is given, the conditions under which the I was given and may be removed. It is the student's responsibility to obtain a grade change form from the appropriate programmatic office and to obtain signatures from the appropriate faculty.. The "I" will be replaced with an F after it has remained on record for a year without completion. Withdrawal from the institution will not change the conditions under which the I may be removed nor waive the replacement with an F after the I has remained on the record for a year without completion.
W	0	Withdrawal: given for a course officially dropped during the first five weeks of a term ⁵ and for a course officially dropped after that time, provided the student's work is passing at the time the course is dropped.
WF	0	Withdraw Failing: given after the first five weeks of a semester ⁵ when the student's work is not passing at the time the course is dropped or when the student is required by the Associate/Regional Dean to drop the course for failure to attend the class. Is considered as failing in calculating GPA.
CR	0	Credit
R	0	Repeated course (TTUHSCSON 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.

⁵Appropriate time in summer school terms.

Graduation

Undergraduate Graduation Information:

BSN (Pre-licensure, 2nd wBSN) students must file appropriate graduation paperwork either electronically or in Student Services (Room 2C400) prior to the beginning of the semester in which they plan to graduate.

- Undergraduate students are required to achieve a passing score on the Comprehensive Exam (see *Comprehensive Examination* section) and at least a 2.0 overall cumulative GPA.

For RN-BSN students, appropriate graduation paperwork will be sent electronically early in the semester they plan to graduate.

BSN graduation ceremonies are offered on the following schedule:

Spring	May, upon completion of requirements
Summer	May, prior to finishing requirements (diploma will be issued in August)
Fall	May, following completion of requirements (Diploma will be issued in December)

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

3.90 to 4.00 are graduated *Summa cum laude*

3.70 to 3.89 are graduated *Magna cum laude*

3.50 to 3.69 are graduated *cum laude*.

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

Graduate Student Graduation Information:

Graduation under a particular catalog:

A student is expected to complete the degree requirements set forth in the School of Nursing Bulletin in effect at the time the student enters the program. Only with the specified approval of the programmatic administrator may a different bulletin be selected. In no case may a student complete the requirements set forth in a bulletin more than seven years old. The Bulletin is published at least biennially and its provisions are applicable during the following school year September through August. However, a student who registers for the first time at TTUHSC during a summer semester is subject to the degree requirements set forth in the bulletin effective for the fall semester immediately following that summer semester. Other conditions of graduation and the curriculum program are in detail in the School of Nursing Handbook. The most current SON Bulletin information is posted on the nursing website.

Commencement Exercises:

Diplomas are awarded at the end of the Fall, Spring, and Summer semesters upon meeting degree requirements. Commencement Exercises are held at the end of the spring semester. Students who are awarded diplomas at the end of the previous Fall semester and the current Spring semester or anticipated completion in Summer semester may take part in the Spring Commencement Ceremony.

Graduation Guidelines, Deadlines and Forms Packet are posted on the SON website. This packet will have specific requirements and deadlines that must be followed during the expected semester of graduation. This packet also contains all forms that must be filed during the semester of Graduation (Intent to Graduate, etc). Failure to follow the deadlines listed in this packet will delay graduation until the following semester.

Health Assessment

Students enrolled in the Master of Science Nurse Practitioner programs are required to take NURS 5342 – Advanced Health Assessment.

Health Insurance

The School of Nursing requires students to carry personal health insurance since the Family Practice Clinic and the Medical Services Fee does not cover most medical expenses. TTUHSC does provide students the opportunity to purchase health insurance. Students may contact the HSC Office of Student Services, Room 2C400 (743-2300) for more information. Distance learners are not eligible to purchase TTUHSC health insurance.

Incident / Injury Reporting and Investigation (Safety Services)

If involved in an incident or injury in relation to employment or TTUHSC education seek medical attention as appropriate, if medical crisis, dial 911 (9-911 from HSC phones) for immediate response by medical personnel. All employees may seek medical attention from the provider of their choice, and students are responsible having current health and accident insurance. Several TTUHSC entities need reports and are involved in investigation of incidents / injuries and may include Worker's Compensation (where applicable), Student Services, Director of Nursing Services and Safety Services. These entities will coordinate information as needed.

Paid Employees

Paid employee may be entitled to Worker's Compensation from their employer:

- TTUHSC paid employees should refer and comply with HSC OP 70.13 Workers' Compensation Employment (<http://www.ttuhsc.edu/HSC/OP/op70indx.htm>) reporting requirements. If the incident / injury occurred in a TTUHSC clinic, then an Unusual Occurrence Report ([http://www.ttuhsc.edu/SOM/PerformanceImprovement/docs/6.5\(a\).pdf](http://www.ttuhsc.edu/SOM/PerformanceImprovement/docs/6.5(a).pdf)) should additionally be completed and faxed to the Director of Nursing Services (806-743-2056).
- Non-TTUHSC paid employees should follow their employers Workers' Compensation Policy. If incident / injury is related to TTUHSC education (including practicum) then additionally comply with HSC OP 75.14 Non-Employee Incident/Injury Procedures & Reporting (<http://www.ttuhsc.edu/HSC/OP/op75indx.htm>) and fax the report to Safety Services (806-743-2597).

Students

Students who are not paid employees if involved in an incident / injury relating to educational activities (including practicum), or on TTUHSC property should follow one of the following:

- If an incident / injury occurs within a TTUHSC clinic, then an Unusual Occurrence Report ([http://www.ttuhsc.edu/SOM/PerformanceImprovement/docs/6.5\(a\).pdf](http://www.ttuhsc.edu/SOM/PerformanceImprovement/docs/6.5(a).pdf)) should be completed and faxed to the Director of Nursing Services (806-743-2056).
- If the incident / injury does not occur within a TTUHSC clinic, then comply with HSC OP 75.14 Non-Employee Incident/Injury Procedures & Reporting (<http://www.ttuhsc.edu/HSC/OP/op75indx.htm>) and fax the report to Safety Services (806-743-2597)

Exposures to Infectious Agents

As quickly as possible after an exposure stop and wash exposed areas. Students who are not paid employees should seek medical attention of their personal physician or healthcare provider. Students who are paid employees should also seek medical attention of their personal physician or healthcare provider and should follow the Workers' Compensation Policy as referenced in the previous section.

Bloodborne Pathogen Exposures (needlesticks, splash or spray to mucus membranes [eyes, mouth etc.])

Immediately after washing the exposed areas, contact as appropriate one of the following for assistance and follow-up surveillance:

- Amarillo: Quality Improvement/Risk Management (806-354-5555 ext 242)
- Correctional Health Care Facilities: Director or the Infirmary and/or Immediate Supervisor
- El Paso: Quality Improvement/Health and Safety (915-545-6501)
- Lubbock: Employee Health/Infection Control (806-743-1629) or (806-743-4005)
UMC House Supervisor via pager: (806)761-8874)
- Odessa: Safety Coordinator (432-335-1820)
- All Other Areas: House Supervisor, Supervisor, or Instructor as appropriate.

Identification Badge/Card

The red, TTUHSC SON name badge provides identification of the student and any applicable credentials. If lost, a replacement must be purchased through the appropriate program office. The picture identification card provides verification of enrollment and is required to access services at TTUHSC. If lost, a replacement must be obtained immediately through the TTUHSC Police Department. (806-743-2000).

Immunization Requirements

Immunization Requirements

Students are expected to maintain a general state of good health. Failure to maintain documentation of the following immunization requirements in the appropriate program office can result in exclusion from clinical practice and a hold being placed on school records. Immunization records provided during the application process will be audited and the results will be returned prior to new student orientation. The following information must be on file for a complete immunization record:

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

Other speciality-related immunizations or testing may be recommended to a student.

Licensed students at distance education sites are expected to personally maintain immunization requirements; this maintenance should be documented in the appropriate program office for every semester the student is enrolled at TTUHSC – no notification will be sent.

Immunizations can be obtained through the Family Practice Clinic (see *Medical Service for Students* section of this handbook) by following these steps:

2. Make an appointment with a Family Practice Clinic Nurse by calling 743-2757. Personal Immunization Records should be taken to the appointment so that injections can be documented.
3. Personal Immunization Records must then be taken to the appropriate program office so that your file can be updated after each injection.

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

Independent Study Course Contract

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

Leave Of Absence

RN to BSN students may request a Leave of Absence for one semester (whether Fall, Spring or Summer). Graduate students may request a Leave of Absence for up to one year. Students who do not enroll in the semester following the declared expiration of the Leave of Absence or for one year, must seek readmission through the Admissions Committee. Leave of Absence Request forms and Return From Leave forms are available on-line at www.ttuhschool.edu/son. Failure to file a Leave of Absence and failure to enroll will result in an institutionally initiated withdrawal. Failure to file a Return from Leave form will delay or prevent enrollment. Graduate students who do not enroll in the summer session do not need to file a Leave of Absence unless they take no courses in the Fall or Spring. (See Thesis information)

Legal Services for Students

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

Any student currently enrolled at the TTUHSC Lubbock campus is eligible to receive these services at no additional charge. Appointments are recommended, but not required. Telephone consultations will be given in appropriate situations at (806) 742-3289. Contact the TTUHSC Student Services Office at (806) 743-2300 for additional information or an appointment. Legal services for distance education students are not covered by the usual distance education fees. If the student would like to request these services, contact the Bursar so it can be added to your course fees. Program administrators can also assist with these arrangements.

Letter of Reference

Personal or 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 SON. Reference letters requested after graduation should be requested in the same manner.

Liability Insurance

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

Library Services

All enrolled nursing students have checkout privileges and electronic access to the TTUHSC Libraries of the Health Sciences, a multi-campus system located in Amarillo, Lubbock, Odessa and El Paso. Library cards are issued at the campus site of orientation as well as information about circulation policies, reserve items, and reference services. Librarians can be contacted by e-mail using Virtual Reference Librarian from the Libraries' Web site: <http://www.ttuhsc.edu/libraries/> phone (806-743-2200 or 432-335-5172) or by fax (806-743-2218 or 432-335-5170). Distance courses may include electronic reserve items, accessible via the Electronic Reserves link from the Libraries' website. Consult your instructor for the passwords corresponding to your course's electronic reserve materials. HSC Information Technology Department provides students a network password and ID to validate TTUHSC affiliation when accessing various electronic resources from off-campus. Interlibrary loan service is available to all TTUHSC library cardholders for materials not available at the libraries. Interlibrary loan request forms are available from any of the libraries and can be faxed to distance students on request. Completed ILL forms may be delivered by fax (806-743-2186 or 432-335-5170) or mail, if not in person. Contact the library directly for interlibrary loan fees (806-743-2210 or e-mail david.cox@ttuhsc.edu or e-mail Carolyn.Watkins@ttuhsc.edu). Any library fees/fines must be paid before semester grades are issued.

Licensure — RNs

RN-BSN undergraduate students and MSN graduate students are required to have a Texas RN License and is required as part of the application process to the School of Nursing. Students must maintain current licensure in good standing throughout enrollment in the SON. The Programmatic Administrator must be notified immediately if the status of licensure changes for any reason. Students residing in neighboring states must also verify licensure of Texas RN license or Compact license if state they reside in is participating in the compact. Student must provide current documentation of compact license.

Licensure Application

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

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

Locker Information-Lubbock Campus

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

Mentoring Advanced Practice Students (MAPS)

MAPS is a mentoring program for advanced practice students. The purpose is to provide new graduate students attending the graduate program at TTUHSC SON an opportunity to network with a knowledgeable colleague, already enrolled in the Program.

Medical Services for Students – Lubbock Campus Only

(also refer to TTUHSC Student Affairs Handbook and Code of Professional and Academic Conduct online at www.ttuhsu.edu/studentservices/)

Enrollment in TTUHSC and payment of the Medical Services Fee as part of tuition and fees entitles students to access routine health care and vaccinations at a minimal cost through the TTUHSC Family Practice Clinic (Room 1C143). The fee does not cover medicine or supplies used during the office visit. Please visit the Family Practice Clinic for information at http://www.ttuhsu.edu/SOM/FamMed/PATIENT_INFO.HTML#FPC for services available.

Students are REQUIRED to carry personal health insurance since the Family Practice Clinic and the Medical Services Fee does not cover most medical expenses. TTUHSC does provide students the opportunity to purchase health insurance. Students may contact the HSC Office of Student Services, Room 2C400 (743-2300) for more information.

Media Authorization and Release

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

Mid-Term Warnings (Graduate Students)

Mid-Term Warnings is a tool that Graduate Program faculty utilize to assist students in jeopardy at mid-term to ensure successful completion of courses in the graduate program. Students are notified in writing by faculty and are encouraged to contact their faculty for assistance.

Faculty are responsible to report Mid-Term Warnings to graduate students in writing to students who are in jeopardy of failing a course. Students are notified in writing each semester at mid-term.

Motor Vehicle Policy

Students are encouraged to have private transportation available due to the travel requirements of some courses in the nursing program. 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. Compliance with the regulations set forth in *Campus Traffic and Parking Regulations*, a pamphlet available from the Traffic and Parking Office, is required.

Nurse Practitioner Coursework

The following requirements must be completed successfully prior to beginning Nurse Practitioner clinical course sequence:

<u>FNP</u>	<u>ACNP</u>	<u>PNP</u>	<u>GNP</u>
• NURS 5345	NURS 5345	NURS 5345	NURS 5345
• NURS 5342	NURS 5342	NURS 5342	NURS 5342
• NURS 5330	NURS 5330	NURS 5330	NURS 5330
• NURS 53042		NURS 5302	NURS 5302
• NURS 5343	NURS 5343	NURS 5343	NURS 5343
• NURS 5111	NURS 5111	NURS 5111	NURS 5111
• NURS 5222	NURS 5222	NURS 5222	NURS 5222

Documented plans for preceptor arrangements are used for completion of the clinical portion of the Nurse Practitioner courses.

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 SON degree.

Personal Appearance/Uniform

The SON expects nursing students to maintain a professional image at all times while in the clinical setting. It is the expectation that the professional uniform of the School of Nursing shall be worn only for clinically related activities. BSN (pre-licensure) and 2^owBSN students must follow the standards listed below:

Hospital Clinical Settings Uniform:	Uniform approved by SON, clean, neat and pressed.
Shoes:	White leather (including white leather tennis shoes) with white shoelaces.
Socks/Hose:	White and clean (Women may wear socks with pants. White or natural color hose must be worn with skirts or dresses.)
Lab Jacket:	White, clean and pressed.
SON Patch:	Permanently affixed to the left sleeve one inch from the shoulder seam of the lab jacket and/or uniform. (Graduate and RN to BSN students only)
Name Tag & ID Badge:	Worn with the uniform or lab jacket in all clinical settings.
Professional Nursing Pins:	May be worn on the lab coat or uniform.
Hair:	Clean and neat (long hair must not obstruct peripheral vision when bending forward or over a sterile field).
Makeup:	In moderation to promote a professional image.
Nails:	Clean and well groomed (fine motor skills should not be limited by nail length). Natural or pale (beige/pink) colored nail polish is acceptable.
Jewelry:	In moderation (multiple rings and dangling bracelets, necklaces and earrings are unacceptable.)

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

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

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

Phones and Pagers

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

Placement in Courses

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

Prerequisites and Co-requisites

Certain courses in the curriculum have pre and/or co-requisites, which must be met. These are designated in the School of Nursing Bulletin.

President's List/Dean's List – Undergraduate Program

Full-time undergraduate students who earn a GPA of 4.0 during a semester are eligible for the President's List. Full-time students who earn a 3.5-3.99 GPA are eligible for the Dean's List, based on information supplied from the Registrars Office. Odessa students may be considered for these designations if they are enrolled in all eligible SON courses.

Program of Assistance for Students

A 24-hour crisis/help line is available to all students, including off-campus long distance education students, at 1-800-327-0328. Refer to TTUHSC Student Affairs Handbook and Code of Professional and Academic Conduct – Section on Emotionally Disturbed Students, which is located on the HSC Student Services website at www.ttuhsu.edu/student-services/.

On the Lubbock and Permian Basin campus, TTUHSC provides the Program of Assistance for Students (PAS) as a resource that enhances a healthy attitude by providing students and their families the opportunity to manage life's problems before they become serious and impair work/school performance. This partnership between TTUHSC and students ensures a better and safer place to work and study and promotes "wellness" in the educational environment. The PAS is a program of prevention, education, treatment and good health. It is for any student with a personal problem that interferes with the ability to function at his or her greatest capacity. These problems may be related to stress from work/school environment, marriage and/or family, legal and/or financial areas.

PAS services are available to all TTUHSC Lubbock and Permian Basin Campus students and their family members (anyone living in the student's household). PAS therapists are trained to help deal with all types of problems related to daily living, including: family and relationship problems, depression, alcohol and drug abuse, anxiety and stress. No information is released to anyone outside PAS, unless a referral is necessary, concerning the nature of the problem, and it does not become a part of your student record. Confidentiality is regulated by federal guidelines. Consequently, utilizing PAS should not compromise your academic reputation, employment records, or opportunities for advancement.

There is no additional cost to students/family members for the initial visits to the PAS. TTUHSC offers up to five no-cost therapy sessions by highly qualified staff. In addition, PAS services include screening, brief therapy, and follow-up. Should you require extended treatment, long-term therapy, or other psychiatric or psychological services, then a referral will be made to an appropriate provider and fees will be billed in accordance with the student's insurance plan. However, if additional services are required in other areas (i.e., legal or financial assistance) the cost incurred is the responsibility of the student.

To schedule an appointment or for more information on PAS services, please call 1-800-327-0328 or 806-743-1EAP in Lubbock. Odessa students can contact Dr. Lawrence Maul, LMSW-ACP at 432-686-8228 for an appointment. Remember to identify yourself as a TTUHSC student/family member. Appointments are available between 8:00 a.m. and 9:00 p.m. Legal services for distance education students are not covered by the usual distance education fees. If the student would like to request these services, contact the Bursar so it can be added to your course fees. Program administrators can also assist with these arrangements.

Readmission

All requests for readmission must be made no later than two months prior to the first day of the semester in which readmission is requested. The Undergraduate Student Affairs Committee, the Center for Innovation in Nursing Program Committee, or Graduate Program Committee (USAC/CenterPC/GPC) are responsible for overseeing all readmissions to the School of Nursing. The minimum cumulative grade point average is 2.5 for the Undergraduate Program and 3.0 for the Graduate Program. A student seeking re-enrollment completes an online application showing the expected entry point. The appropriate committee reviews all such requests and may take one of the following actions regarding readmission of a student who withdrew in good standing: 1) eligible and admit, 2) eligible pending space available in nursing courses and in sequence to date of action in relation to other readmission applicants, 3) not eligible. The USAC/CenterPC/GPC may assign requirements to be made as a condition of enrollment, i.e. successful completion of a comprehensive examination. Readmission of a student who has been dismissed or who withdrew for academic or disciplinary causes is based upon the decision of the USAC/CenterPC/GPC.

Recognition as an Advanced Nurse Practitioner

Upon completion of the nurse practitioner coursework, students may apply for certification to the following:

- American Nurses Credentialing Center (ANCC) – Family, Acute Care, Geriatric, and Pediatric
- American Academy of Nurse Practitioner (AANP) – Family
- Pediatric Nurse Certification Board (PNCB) – Pediatric

Registration

Students register for courses via the TechSIS website on the days identified by the TTUHSC Registrar's Office, generally based on student classification. Specific information on how to register is provided by the Program Administrator, after student advisement.

Registration of Convicted Sex Offenders

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

Remediation

The School of Nursing requires undergraduate students to earn a grade of “C” or higher in all non-nursing course requirements prior to enrollment in nursing courses. As a result, students admitted to the School of Nursing have demonstrated the ability to successfully complete college level course work prior to admission to the School of Nursing.

Students who display possible signs of learning disability or who are deficient in specific nursing content areas (as identified by course faculty or student self referral) are encouraged to meet with the School of Nursing Retention Counselor or the appropriate program administrator to identify the appropriate steps for intervention and/or further referral for diagnostic testing.

Research

Appropriate research proposals must be made to the SON Research Committee that requires access to SON student population and the Institutional Review Board for approval prior to conducting research. Potential investigators must meet NIH mandated training requirements prior to submitting proposals to the IRB.

Safety

Exercise caution when traveling to and from cars, buildings, clinical sites, etc. Follow all safety instructions given by faculty members, listed in course syllabi, and contained in the TTUHSC Safety Manual, as well as those in clinical facility safety materials.

Scholarships

A yearly Scholarship Stampede sponsored by the SON is held during the Spring Semester. Students in attendance on the Lubbock Campus have the opportunity to receive a limited number of scholarships given during the Stampede. Applications for all other scholarships are available on-line for students to complete and to return to the Dean’s Office by specified dates. Announcements for the availability/criteria of scholarships are made through the TTUHSC e-mail via the Program Administrators. The Free Application for Scholastic Aid (FAFSA) must be completed before students are considered for scholarships at <http://www.ttuhsc.edu/FinancialAid/default.asp>. The completed applications are submitted to the TTUHSC Financial Aid Office or the Regional Dean’s Office at the Permian Basin to determine financial need. Eligible applications are distributed to appropriate programmatic administrators for selection of scholarship recipients. Students are generally notified of scholarship decisions during June.

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

All 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.

School Schedule

The official Academic Calendar for the current and future semesters is posted at <http://techsis.admin.ttu.edu/student/> for easy referral. School of Nursing class schedules are available online (www.nursing.ttuhsu.edu) and are also posted outside the Undergraduate Program Office, 3BC100, Lubbock Campus.

Semester Grade Reports

At the close of Fall, Spring and second Summer session final course grades can be obtained electronically thru the TechSIS website <http://techsis.admin.ttu.edu/student/>.

Semester Hours

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

Sexual Harassment

The SON considers sexual harassment in all its forms to be a serious offense and one that is subject to a range of actions up to and including suspension or dismissal. Sexual harassment is a violation of TTUHSC policy (O. P. 70.14), the Code of Student Conduct and the Code of Professional and Academic Conduct. It is also 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.**

Sexual harassment education is required for all students and is completed at the time of orientation. Contact the appropriate program office for further educational information and opportunities.

If you are sexually harassed:

1. Tell the harasser firmly, clearly, and directly what specific comments or advances are unwelcome.
2. Keep a record of all dates, times, places, and types of incidents that have occurred and make a note of witnesses. It is important to be accurate and thorough when documenting incidences.
3. Report sexual harassment incidents to the SON. All complaints must be reported to the appropriate program office within 180 days after the incident occurs.
4. Follow the steps outlined by the program office.

Reporting of sexual harassment incidents will be considered sensitive and special attention will be given to confidentiality. Dissemination of information relating to incidents will be limited in order to protect the privacy of those involved.

Additional brochures and handbooks containing information on sexual harassment and specific TTUHSC policies and procedures regarding sexual harassment are available from the respective Program Administrators and in the brochure displays outside the SON Undergraduate Program Office, 3rd floor, Lubbock Campus.

Smoke Free Campus

The TTUHSC is committed to the health of our students, patients, faculty, staff and the public in general. As an institution whose mission is to provide excellence in health care education and service, we are a smoke-free campus, both indoors and outdoors. Violations will be treated seriously and violators will be subject to disciplinary action as prescribed by existing operating and Board of Regents policies.

Standard Precautions

Information on the Center for Disease Control and Prevention (CDC) Recommended Standard Precautions is disseminated to the students during their orientation to the SON. It is the Student's responsibility to maintain compliance with these recommendations during all clinical settings. The CDC Standard Precautions are outlined below:

Procedure

1. The program offices are responsible for the dissemination of updated information concerning the CDC's Recommended Standard Precautions and a review of the SON's policies dealing with communicable diseases.
2. A copy of the CDC's Standard Precautions will be included in the Student Handbook.
3. During orientation, time is allowed for the following:
 - a) Presentation and discussion of the CDC's Recommended Standard Precautions and
 - b) An in-depth review of the SON's policies dealing with communicable diseases.
4. Students will not be allowed into the clinical area until they have signed the Consent for Adherence to the CDC's Recommended Standard Precautions. This consent form will be placed in the student's file in the appropriate program office.

Standard Precautions

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

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

Hand Washing

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

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 nonintact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces and before going to another patient. Wash hands immediately to avoid transfer of microorganisms to other patients or environments.

Mask, Eye Protection, Face Shield

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

Gown

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

Patient Care Equipment

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

Environmental Control

Ensure that the hospital has adequate procedures for the routine care, cleaning and disinfection of environmental surfaces, beds, bed rails, bedside equipment and other frequently touched surfaces and that these procedures are being followed.

Linen

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

Occupational Health and Blood-borne Pathogens

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

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

State Privacy Policies

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

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

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

Teaching/Learning Center (TLC)

In Lubbock, the TLC is a part of the services of the TTUHSC Preston Smith Library. It houses computers and multiple audiovisual resources. Student in collaborative programs should contact their local libraries for computer and audiovisual resources. In the Odessa, access to computers is provided in the Computer Center.

Thesis Information

Utilize the Thesis Packet, located on the SON website: www.ttuhsc.edu/son. Failure to complete the required paperwork by the appropriate deadline, listed in the Thesis Packet, could result in a delay in graduation and additional costs. Guidelines are posted on the SON website www.ttuhsc.edu/son.

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

Tobacco Free Environment

According to the HSC OP 70.29, the HSC prohibits the use of tobacco in or on all TTUHSC facilities or grounds. A Tobacco Intervention Program sponsored by the TTUHSC Southwest Institute for Addictive Diseases is available to students who request assistance in quitting tobacco products. Call 806.766.7132 for information.

Transcripts

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

Transfer Between Campuses

Transfer requests from one campus to another are granted based on space availability. Collaboration between affected programmatic administrators is required to approve transfer requests.

Tuition and Fees

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

Tutoring

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

Unsafe Student Practices

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

1. Violates or threatens the physical, psychological, microbiological, chemical, pharmacological or thermal safety of the patient.
2. Violates previously mastered principles/learning objectives in carrying out nursing care skills or delegated medical functions.
3. Accepts assignments beyond knowledge, education, experience or competence.

4. 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.
5. Fails to carry out CDC Standard Precautions.

Web CT

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

Withdrawal from the School

RN-BSN Undergraduate Students:

Withdrawal from all courses or non-registration/enrollment during a Fall or Spring semester constitutes withdrawal from the SON. Withdrawal from the program does not affect the policy regarding incomplete "I" grades. Grades that are "I" at the time of withdrawal will automatically convert to an "F" if they are not resolved in the original timeframe as stated. Contact must be made with the Advisor and the appropriate programmatic office for completion of required documentation.

Undergraduate Students

Withdrawal from all courses or non-registration/enrollment during a Fall or Spring semester constitutes withdrawal from the SON. Withdrawal from the program does not affect the policy regarding incomplete "I" grades. Grades that are "I" at the time of withdrawal will automatically convert to an "F" if they are not resolved in the original timeframe as stated. Contact must be made with the Advisor and the appropriate programmatic office for completion of required documentation.

Graduate Nursing Students:

Withdrawal from all courses or non-registration/enrollment during a Fall or Spring semester requires Graduate students to file a “Leave of Absence Form.” Lack of enrollment in a course without a LOA Form constitutes withdrawal from the SON. Students are then required to file “Official HSC Withdrawal Form.” Withdrawing from the program does not affect the policy regarding incomplete "I" grades. Grades that are "I" at the time of withdrawal will automatically convert to an "F" if they are not resolved in the original timeframe as stated, which is one year. Contact must be made with the Graduate Program Advisor and the appropriate programmatic office for completion of required documentation. A “Return From Leave of Absence Form” must be completed and approved by the Graduate Advisor. The “LOA Form” and “Return From LOA Form” are located on the SON web site under current students at www.ttuhschool.edu/son.

Computer access to the WWW SON Web page is required in all SON programs. Access to nursing schedules, course syllabi and other essential health related links are necessary to proceed through the SON programs. Internet access accounts can be purchased through any Internet provider or through TTUHSC Information Technology for use on a home computer. Computer access can also be gained through the TTUHSC Library.

TTUHSC Information Technology offers education on how to use the WWW and access information relating to the SON. Contact the Information Technology Department for more information on Internet training and educational opportunities at 806-743-2875.

TTUHSC WWW Addresses:

WWW Address	Information found at site
http://www.ttuhschool.edu	TTUHSC main website, access to all TTUHSC programs, schools, announcement page, etc. can be gained from this site.
www.ttuhschool.edu/son	Direct www address SON main website, access to all SON information can be gained from this site.
http://www.techsis.admin.ttu.edu/student	TechSIS Web for students to place to change addresses, obtain grades, register, student holds, etc., announcements
http://www.ttu.edu/~offpub	SON Schedules by semester
http://www.nursingworld.org	ANCC/ANA

Writing Style Manuals

The recognized writing style for the SON is Strunk and White's *The Elements of Style*. The most recent issue should be used. The official format style for the SON is the *Publication Manual of the American Psychological Association*. Individual copies should be purchased and are available at most bookstores; also these are available at the TTUHSC Library.

School of Nursing students are required to adhere to the most current Publication of the American Psychological Association (APA) Fifth Edition. Students are required to adhere to this writing style and are encouraged to purchase this publication. Helpful APA guidelines are located on the School of Nursing website at www.ttuhschool.edu/son under current student.