

# Student Handbook

Policies for Currently Enrolled Students

**2008-2009**



## **SCHOOL OF NURSING**



Diploma .....	18
<b><u>Undergraduate Program</u></b>	
Traditional Undergraduate Studies .....	19
Traditional BSN Track .....	19
Non Tradition Undergraduate Studies .....	19
Second Degree Web Based BSN Track.....	19
RN-BSN Track .....	19
<b><u>Graduate Program</u></b>	
Leadership Studies and Nurse Practitioner Studies (MSN).....	19
<b>Post Master’s Nurse Practitioner Certificate of Completion</b> .....	19
<b>Immunization Requirements</b> .....	20
<b>Liability Insurance</b> .....	20
<b>Licensure – RN’s</b> .....	21
<b>Licensure Application</b> .....	21
<b>Personal Appearance/Uniform</b> .....	21
<b>Pre-requisites and Co-requisites</b> .....	22
<b>Scholarships</b> .....	22
<b>School Schedules</b> .....	23
<b>Thesis Information</b> .....	23

**ACADEMIC POLICIES**

<b>Academic Advisement</b> .....	24
<b><u>Undergraduate Program</u></b>	
Traditional Undergraduate Studies .....	24
Traditional BSN Track .....	24
Non Tradition Undergraduate Studies .....	24
Second Degree Web Based BSN Track.....	24
RN-BSN Track .....	24
<b><u>Graduate Program</u></b>	
Leadership Studies.....	25
Nurse Practitioner Studies .....	25
<b>Academic Misconduct</b> .....	25
Filing Complaint.....	25
Timeline.....	25

1 942 Academic Grade Challenge Appeal...[(45684(e)0269.024[306J89Bm1(010425/04.Mond(Fs)B)-690361 Tm

<b>Placement in Course</b> .....	28
<b>Dean's List/President's List (Undergraduate Program)</b> .....	29
<b>Dismissal</b> .....	29
<b>Early Alert Student Undergraduate Assistance Program</b> .....	29
<u><b>Undergraduate Program</b></u>	
Traditional Undergraduate Studies .....	29
Traditional BSN Track .....	29
Non Tradition Undergraduate Studies .....	29
Second Degree Web Based BSN Studies .....	29
RN-BSN Track .....	29
<b>Early Alert Graduate Assistance Program</b> .....	29
<u><b>Graduate Program</b></u>	
Leadership Studies.....	29
Nurse Practitioner Studies .....	29
<b>Enrollment Out of Sequence</b> .....	29
<b>Grading Policies</b> .....	30
Grade Point Average .....	30
Grade Point Chart .....	30
Grading Scale .....	31
Course Grade Policy .....	31
Grade Reports .....	31
<b>Leave of Absence &amp; Return from Leave of Absence</b> .....	31
<b>NCLEX – RN Exam Eligibility</b> .....	32
<b>Pass Fail Option</b> .....	33
<b>Readmission</b> .....	33
Undergraduate Program.....	33
Graduate Program.....	33
<b>Registration</b> .....	33
<b>Suspension and Retention</b> .....	33
<b>Unsafe Student Practices</b> .....	33

**GENERAL INFORMATION**

<b>Access to Student Records (FERPA)</b> .....	34
<b>Americans with Disabilities Act (ADA)</b> .....	34
<b>Announcements &amp; Related Information</b> .....	34
<b>Change of Contact Information</b> .....	34
<b>Clinical Simulation Center</b> .....	34
<b>Confidentiality (HIPAA)</b> .....	34
<b>Counseling Services</b> .....	35
Program of Assistance for Students (PAS).....	35
Lubbock students (PAS).....	35
Permian Basin students (PAS).....	35
Off-campus long distance education students .....	35
24-Hour Crisis/Help Line .....	35
<b>Criminal Background Checks</b> .....	35
<b>Department Chair Advisory Councils (Undergraduate and Graduate)</b> .....	36
<b>Drug Free Schools and Communities Act</b> .....	36
<b>Employment</b> .....	36
<b>Faculty Office Hours</b> .....	36
<b>Financial Information</b> .....	36
<b>Health Services</b> .....	36
<b>Incident/Injury Reporting and Investigation (Safety Services)</b> .....	36
<b>Legal Services for Students</b> .....	37
<b>Library Services</b> .....	37
<b>Locker Information – Lubbock Campus</b> .....	37

<b>Media Authorization and Release</b> .....	37
<b>Mentoring Advanced Practice Students (MAPS)</b> .....	38
<b>Parking</b> .....	38
<b>Recognition as an Advanced Nurse Practitioner</b> .....	38
<b>Reference Letters</b> .....	38
<b>Registration of Convicted Sex Offenders</b> .....	38
<b>Research</b> .....	38
<b>Safety</b> .....	38
<b>Semester Hours</b> .....	38
<b>Sexual Harassment</b> .....	39
Filing a Sexual Harassment Complaint.....	39
<b>Standard Precautions</b> .....	39
Environmental Control .....	39
Gloves .....	39
Gown.....	40
Handwashing .....	40
Linen .....	40
Mask, Eye Protection & Face Shield.....	40



**SCHOOL OF NURSING ADMINISTRATION  
DEAN, REGIONAL and ASSOCIATE DEANS**

**Alexia Green, PhD, RN, FAAN**  
**Professor & Dean**  
3601 4<sup>th</sup> Street, MS 6264, Room 2B164  
Lubbock, TX 79430  
(806) 743-2738  
[alexia.green@ttuhsc.edu](mailto:alexia.green@ttuhsc.edu)

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

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

**Josephina Lujan, PhD, RN**  
**Professor & Regional Dean**  
TTUHSC as El Paso  
4800 Alberta Avenue  
El Paso, TX 79905  
(915) 545-6500  
[josephina.lujan@ttuhsc.edu](mailto:josephina.lujan@ttuhsc.edu)

**Christina R. Esperat, PhD, RN, FAAN**  
**Professor & Associate Dean for Practice and Research**  
3601 4<sup>th</sup> Street, MS 6264, Room 2B164  
Lubbock, TX 79430  
(806) 743-2736  
[christina.esperat@ttuhsc.edu](mailto:christina.esperat@ttuhsc.edu)

**Yondell Masten, PhD, RN, C, WHNP, CNS**



**SCHOOL OF NURSING ADMINISTRATION Con't  
DEAN, REGIONAL and ASSOCIATE DEANS**

**Karla J. Chapman**  
**Sr. Director, Office of the Dean**  
**Administration and Student Affairs**  
3601 4<sup>th</sup> Street, MS 6264  
Room 2B169  
Lubbock, TX 79430  
(806) 743-2738  
Fax: (806) 743-1622  
[karla.chapman@ttuhsc.edu](mailto:karla.chapman@ttuhsc.edu)

**Linda Lane**  
**Managing Director**  
**Business and Finance**  
3601 4<sup>th</sup> Street, MS 6264  
Room 2B168  
Lubbock, TX 79430  
(806) 743-2728  
Fax: (806) 743-1622  
[linda.lane@ttuhsc.edu](mailto:linda.lane@ttuhsc.edu)

**Christy Meriwether**  
**Sr. Director**  
**Communications and Marketing**  
3601 4<sup>th</sup> Street, MS 6264  
Room 2C110  
Lubbock, TX 79430  
(806) 743-4288  
Fax: (806) 743-1622  
[christy.meriwether@ttuhsc.edu](mailto:christy.meriwether@ttuhsc.edu)







**SCHOOL OF NURSING  
STUDENT AFFAIRS OFFICE**

**Karla J. Chapman**  
**Sr. Director, Office of the Dean**  
**Administration and Student Affairs**  
3601 4<sup>th</sup> Street, MS 6264  
Room 2B164  
Lubbock, TX 79

## ACADEMIC EXPECTATIONS OF STUDENTS

### *Maintaining Good Standards*

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

Keep apprised of and adhere to the rules and regulations of *TTUHSC Student Affairs Handbook Code of*

### **Consequences of Disruptive Conduct**

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

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

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

### **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 succeed in the program; and daily computer access is exprt61 0o6hcsol9

### **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 SCHOOL OF NURSING. Phone conversations on cell phones must occur outside of the clinical and classroom areas.

### **Professional Writing/APA**

#### **Vision Statement on Professional Writing in Nursing**

Writing is an essential component of the communication skills that help define professional nursing practice. The clear, precise, logical, appropriate expression of ideas, opinions, and values in nursing is

## **PROGRAM REQUIREMENTS**

### **ACADEMIC REQUIREMENTS**

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

## Non-Traditional Undergraduate Studies

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

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

Maintain a 2.0 GPA for each semester and overall cumulative.

A minimum grade of “C” in all nursing and non-nursing (degree required) courses is required.

Students achieving an overall cumulative GPA or a semester GPA less than a 2.0 in the semester of graduation are ineligible for graduation.

#### **Academic Dismissal**

Students achieving a “D”, “F” or “WF” in two or more nursing courses in one semester is cause for academic dismissal.

Any student who is unsuccessful (achieves a grade of “D” or “F” or “WF”) in any course in the 2nd Degree Program will be dismissed from the 2nd Degree Program and allowed to enter the Undergraduate Traditional BSN Program if space is available and on recommendation by the

**Graduate Program**

**Leadership Studies (MSN and DNP)**

**Maintaining Minimum Academic Requirements**

Grades are reviewed each semester and progression in the Graduate Program is determined by the Department Chair and Graduate Program Committee.

Graduate students are required to maintain a 3.0 GPA with grades at “B” or above in all graduate courses.

Students achieving “C” or lower in a graduate course are eligible to repeat that course one time only pursuant to recommendation of course faculty.

Students achieving an overall cumulative GPA or a semester GPA less than a 3.0 in the semester of graduation/completion are ineligible for graduation/completion.

**Academic Dismissal:**

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

Students achieving a “C” or lower in two or more graduate courses in one semester.

Students achieving a “C” or lower in the same nursing course twice.

Students achieving a “C” or lower in a third graduate course even though two graduate courses have been retaken and a satisfactory grade of “B” or better has been obtained.

**Failing to meet expected standards may result in academic dismissal from the program.**





### **Nurse Practitioner Studies**

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

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

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

Graduate students in the Post Master's (PM) Nurse Practitioner Tracks are required to:

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

### **Collaborative Programs**

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

### **Comprehensive Exams**

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

### **DEGREE REQUIREMENTS**

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

### **Graduation under a particular catalog**

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

### **TTUHSC Commencement Ceremony**

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

### **Diploma**

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

Spring graduation: Diploma will be issued in May

Summer graduation: Diploma will be issued in August

Fall graduation: Diploma will be issued in January





### **Licensure - RNs**

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

### **Licensure Applications**

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

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: Lab Coats:	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.)
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### **School Schedule**

The SCHOOL OF NURSING calendar is posted on the SCHOOL OF NURSING website at [http://nursing.ttuhs.edu/calendars/school\\_calendars.htm](http://nursing.ttuhs.edu/calendars/school_calendars.htm) and the SCHOOL OF NURSING course schedules are posted at [http://nursing.ttuhs.edu/schedules/course\\_schedule.htm](http://nursing.ttuhs.edu/schedules/course_schedule.htm). Students register in TechSIS for Student via the web at <http://www.techsis.admin.ttu.edu/student/>.

### **Thesis Information (Graduate Students)**

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

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

## **ACADEMIC POLICIES**

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

### **ACADEMIC ADVISEMENT**

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

### **Undergraduate Program**

#### **Traditional Undergraduate Studies**

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The student may only appeal issues of procedural due process to the Dean of Nursing by filing a written notice of appeal to the office of the Dean within five (5) business days of the decision of the Appellant Department Chair. The decision of the Dean will be sent to the student via certified mail within ten (10) business days from the receipt of notice of appeal. The decision of the Dean is final.

All records will be retained in the office of the Sr. Director for Administration and Student Affairs for three years.

**Timeline**

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

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

**CODE OF ETHICS**

Students are expected to function within the framework of the American Nurses Association (ANA) Code for

### **Adding a Course**

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

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

Contact the Academic Advisor for approval and changes to the program plan.

Register for course(s) via the TechSIS web for students at <http://www.techsis.admin.ttu.edu/student/>.

After the semester begins, students are able to add course(s) up to the 12<sup>th</sup> class day for Fall and Spring semesters and 4<sup>th</sup> class day for Summer semester. Late registration fees may apply.

When adding a course(s) after the semester's due date contact the Bursar's office at 743-1880 to make payment or pay on-line via TechSIS. Payment must be made within two business days.

Additional payment and due date information can be found at the Bursar web site (<http://www.fiscal.ttuhschool.edu/busserv/bursar/>).

### **Dropping a Course**

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

#### **To drop a course**

Contact course facilitator and/or course faculty

Contact Academic Advisor for approval and changes to program plan.

Student cannot drop to zero hours. Contact program Department Chair for program options. See SCHOOL OF NURSING School Calendar Important Dates at <http://www.ttuhschool.edu/son/current/> for deadlines dates for dropping course(s) via TechSIS for students <http://www.techsis.admin.ttu.edu/student/>

### **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 SCHOOL OF NURSING courses.

### **Dismissal**

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

## GRADING POLICIES

### Grade Point Average

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

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

### Grade Point Chart

Grade	Assigned Points	Grade Interpretations
A	4	Excellent, meeting degree requirements
B	3	Good, meeting degree requirements
C	2	Average, meeting undergraduate degree requirements; failing to meet graduate degree requirements
D	1	Inferior, failing to meet degree requirements

***Grading Scale***

Traditional UG Track	2° w BSN UG Track	RN – BSN UG Track	Graduate Leadership Studies	Graduate Nurse Practitioner Studies
90 – 100 = A 80 – 89 = B	90 – 100 = A 80 – 89 = B	93 – 100 = A 85 – 92 = B	90 – 100 = A 80 –	90 – 100 = A

### **NCLEX RN EXAMINATION ELIGIBILITY**

The Board of Nursing 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.

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.

If you have been convicted, adjudged guilty by a court, plead guilty, no contest or nolo contendere to any



### **Pass Fail Option**

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

### **READMISSION**

#### **Undergraduate Program**

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

#### **Graduate Program**

All requests for readmission must be made no later than the application deadline listed in the SCHOOL OF NURSING Catalog for the semester in which readmission is requested. The Department Chair and Graduate Program Committee are responsible for overseeing all readmissions to the SCHOOL OF NURSING

## ***GENERAL INFORMATION***

### **ACCESS TO STUDENT RECORDS (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C.A. Section 1232g) affords certain rights to students concerning their educational records. FERPA grants students the right to inspect and review their educational records (with exceptions), to request that their records be amended, to have limited control over

communications, written communications or electronic communications with or about patients or involving patient health information to anyone who does not need the information for treatment, payment or health care operation) is a cause for dismissal from the School.

### **COUNSELING SERVICES**

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

**Program of Assistance for Students (PAS)** - The PAS is a professional, co

Additional background checks are required after a break in enrollment in accordance with TTUHSC OP 10.20 <http://www.ttuhs.edu/hsc/op/op10/op1020.pdf>.

If an applicant believes the record is in error and gives written notification to the School of his/her intent to challenge the report, matriculation will be put on hold pending the outcome of the challenge. Should the applicant fail to notify the School of his/her intent to challenge or it is determined that the record is accurate at the conclusion of a vendor challenge by an applicant; the admission offer will be withdrawn.

### **DEPARTMENT ADVISORY COUNCILS UNDERGRADUATE & GRADUATE PROGRAMS**

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

### **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

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

### **EMPLOYMENT**

The decision to work while enrolled as a student in the SCHOOL OF NURSING rests with the individual student.

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

**Incident/Injury Reporting & Investigation (HSC OP 75.14)**

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

**LEGAL SERVICES FOR STUDENTS**

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

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

**LIBRARY**

**Preston Smith Library**

The TTUHSC Libraries of the Health Sciences in Lubbock, Amarillo, El Paso, and Odessa presently contain more than 305,436 bound volumes, of which over 207,000 are located in Lubbock and Odessa. Over 35,000 electronic books are also available. The system has 1,277 print journal subscriptions and approximately 15,000 electronic journals available at all TTUHSC sites. Over aluitvidual ave jlso availablejhe ibraries

**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 SCHOOL OF NURSING an opportunity to network with a knowledgeable colleague already enrolled in the Program.

**PARKING (OP 76.30)**

All motor vehicles (including motorcycles, etc.) operated on or parked on the campus at any time must be register

**SEXUAL HARASSMENT (OP 70.14)**

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

The SCHOOL OF NURSING considers sexual harassment in all its forms to be a serious offense and one that is subject to a range of actions up to and including suspension or dismissal. Sexual harassment is a violation of TTUHSC OP 70.14 see [htCHOOOL p:of](#)





### **State Privacy Policy**

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

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

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

### **Student Travel Policy (OP 77.08)**

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

### **Testing Center**

The Testing Center, located on the Lubbock campus, provides proctoring of tests delivered via computer for the SCHOOL OF NURSING

## **Withdrawal from the School of Nursing**

### **Undergraduate Nursing Students**

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

### **Graduate Nursing Students:**

Withdrawal from all courses or non-registration/enrollment during a Fall or Spring semester requires Graduate