



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.ttuhsu.edu/son](http://www.ttuhsu.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.



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***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

## ***Adding a Course***

To add a course to an existing schedule, contact the Registrar's Office for deadline dates for adding a



## ***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*

# PC System Recommendations for the TTUHSC School of Nursing

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.ttuhs.edu/it/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:

## ***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-licensurnconsc 2°1( h3(w-licdent1038 -1



### ***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 at 8958 Tw[ce738.340a(225 Twntioe foDeclaratrdthat fo Or



## ***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 Process<sup>4</sup>***

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.



**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

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## ***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 or 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 involved with investigation of incidents / injuries and may include Worker's Compensation (were 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.ttuhs.edu/HSC/OP/op70indx.htm>) reporting requirements. If the incident / incident occurred in a TTUHSC clinic, then an Unusual Occurrence Report ([http://www.ttuhs.edu/SOM/PerformanceImprovement/docs/6.5\(a\).pdf](http://www.ttuhs.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.ttuhs.edu/HSC/OP/op75indx.htm>) and fax the report to Safety Services (806-743-

**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

## ***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.ttuhs.edu/son](http://www.ttuhs.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

### ***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

## ***Medical Services for Students – Lubbock Campus Only***

(also refer to TTUHSC Student Affairs Handbook and Code of Professional and Academic Conduct online at [www.ttuhs.edu/studentservices/](http://www.ttuhs.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





### ***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

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 4<sup>th</sup> 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.ttuhs.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.ttuhs.edu](http://www.nursing.ttuhs.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, 3<sup>rd</sup> 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,

## ***Thesis Information***

Utilize the Thesis Packet, located on the SON website: [www.ttuhs.edu/son](http://www.ttuhs.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.ttuhs.edu/son](http://www.ttuhs.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



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.

**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
<a href="http://www.ttuhsu.edu">http://www.ttuhsu.edu</a>	TTUHSC main website, access to all TTUHSC programs, schools, announcement page, etc. can be gained from this site.
<a href="http://www.ttuhsu.edu/son">www.ttuhsu.edu/son</a>	Direct www address SON main website, access to all SON information can be gained from this site.
<a href="http://www.techsis.admin.ttu.edu/student">http://www.techsis.admin.ttu.edu/student</a>	TechSIS Web for students to place to change addresses, obtain grades, register, student holds, etc., announcements
<a href="http://www.ttu.edu/~offpub">http://www.ttu.edu/~offpub</a>	SON Schedules by semester
<a href="http://www.nursingworld.org">http://www.nursingworld.org</a>	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*