



Student Handbook

Policies for Currently Enrolled Students

2011-2012



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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 Professional and Academic Conduct* at <http://www.ttuhschool.edu/StudentServices/doc/Handbook.pdf>, the *SCHOOL OF NURSING Catalog* at <http://www.ttuhschool.edu/son/catalog.aspx>, and policies contained in this handbook.
- § Demonstrate a systematic, safe, accurate, timely, and efficient approach to accomplish each objective and use all materials efficiently.
- § Devote adequate time and preparation to class and clinical activities to meet the stated objectives.
- § Demonstrate academic integrity in each element of the student's performance.
- § Apply ethical behavior appropriate to the standards of a developing professional at all times and particularly in relation to maintaining the confidentiality of information regarding patients and clients.
- § Maintain personal health to accomplish the essential functions as defined in the *SCHOOL OF NURSING Catalog*.
- § Be aware of professional issues and have the ability to define a personal position in relation to various issues.
- § Participate in evaluating the programs and the *SCHOOL OF NURSING*.
- § Maintain all practice standards if licensed, as written by the Board of Nursing for the State of Texas Nurse Practice Act.

Academic Integrity

All students entering into the *TTUHSC SCHOOL OF NURSING* are required to subscribe to the standards and codes of the profession. *TTUHSC SCHOOL OF NURSING* students, as nursing professionals, are expected by patients and society as a whole to adhere to the:

- § American Nurses Association (ANA) Code of Ethics for Nurses (available on-line at <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx>)
- § Texas Board of Nursing Unprofessional Conduct Rules (available on-line at <http://www.bon.state.tx.us/disciplinaryaction/pdfs/217-11-12-old.pdf>)

Students who fail to uphold and/or comply with the above codes and standards for safe and professional nursing practice will be considered in violation of the law and/or professional nursing standards.

For more information about student expectations and policies related to academic integrity, refer to the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* at www.ttuhschool.edu/student-services/ Part IS-16.74b, Orail2TJc 0.0886 Tw 1fEthicsforNursesRSING sTd(0.0007 1uphol51)TJEMC 1210 0 12 505903 Tc 0 w 9udents

§ Distractive or inappropriate behavior in online discussion boards, emails, chat rooms or other online educational technology.

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 require 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 is removed from a classroom, 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, behavior which a faculty determines to be disruptive 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 expected for all students. A laptop is required for students in the Traditional BSN track in order to participate in classroom learning activities. Students enrolled in the Doctorate of Nursing Practice (DNP) program are also required to have a laptop computer to participate in classroom learning activities. The following website has specific computer system requirements: <http://nursing.ttuhschool.edu/it/requirements>

Email

The TTUHSC Information Technology Department assigns all students an official e-mail address, which is provided with initial password code prior to 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 SCHOOL OF NURSING. Students are responsible for monitoring and responding to any required information sent to this email address. In addition, faculty may correspond with students regarding course-related issues via WebCT email

Equipment

It is the student's 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 SCHOOL OF NURSING, 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

Identification Badge (OP 76.02)

§ **Student Identification Badge (TTUHSC Picture ID)** - TTUHSC students are required to visibly wear an official TTUHSC identification badge at all times while on any TTUHSC campus or while participating in clinical. If lost, a replacement must be obtained immediately through the TTUHSC Police Department (806-743-2000). Refer to TTUHSC OP 76.02 at <http://www.ttuhschool.edu/hsc/op/op76/op7602.pdf>.

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

Participation in Evaluations

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.

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 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.

§

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.

All progressions, probation, dismissal, suspension and censure determinations are made based on receipt of information from the TTUHSC Registrar's Office or the SCHOOL OF NURSING Dean's Office.

In accordance with the *School of Nursing Catalog*, *School of Nursing Student Handbook*, and *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct*, the Undergraduate Program Committee, MSN and Doctoral Program Committees or Dean may recommend one or more of the following potential actions, as appropriate:

- § No progression in the program of enrollment until the specified course(s) is/are repeated and a passing grade is achieved.
- § Academic probation due to overall and/or semester grade point average below minimum required for program of enrollment.
- § Academic probation due to earned grade in required nursing course less than minimum grade required for program of enrollment.
- § Administrative probation due to violation of professional conduct.
- § Removal from probation.
- § Censure by written letter. Censure is defined as the finding that a student has committed an offense warranting discipline. It is a matter of record only.
- § Suspension from the SCHOOL OF NURSING.
- § Dismissal from the SCHOOL OF NURSING.

The terms placed on the student's transcript for the appropriate semester might include "academic dismissal", "academic suspension", "administrative probation", "placed on probation", "continued probation", or "good standing". Specific program academic requirements are outlined below:

Traditional Undergraduate Studies

Traditional 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 earning 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.

Academic Dismissal

- § Students earning a "D", "F" or "WF" in two or more nursing courses in one semester is cause for academic dismissal.
- § Students earning a "D", "F" or "WF" in a third nursing course, even when students successfully complete the courses in which the previous "D"s, "F"s or "WF"s were earned.
- § Students earning less than a 2.0 or cumulative GPA for two consecutive semesters.
- § Students earning a "D", "F", or "WF" in the same nursing course twice.

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

Academic Dismissal:

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

- § Students earning a “C” or lower in two or more graduate courses in one semester.
- § Students earning a “C” or lower in the same nursing course twice.
- § Students earning a “C” or lower in a 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 at any time. This includes but is not limited to unsafe clinical practice or student misconduct.

Nurse Practitioner Studies and Nurse-Midwifery Studies

Maintaining Minimum Academic Requirements

- § Grades are reviewed each semester and progression in the Graduate Program is determined by the Department Chair and MSN 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 earning an overall cumulative GPA or a semester GPA less than a 3.0 in the semester of graduation/completion are ineligible for graduation/completion.

Academic Dismissal:

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

- § Students earning a “C” or lower in two or more graduate courses in one semester.
- § Students earning a “C” or lower in the same nursing course twice.
- § Students earning a “C” or lower in a 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 at any time. This includes but is not limited to unsafe clinical practice or student misconduct.

DNP Program

- § Grades are reviewed each semester and progression in the DNP Program is determined by the Department Chair, DNP Program Director and DNP Committee.
- § DNP students are required to maintain a 3.0 GPA with grades at “B” or above in all doctoral courses. Students with a cumulative or semester GPA below 3.0 are placed on academic probation.
- § Students receiving “C” or lower in a doctoral course are eligible to repeat that course one time only pursuant to recommendation of course faculty.
- § Students earning an overall cum

ATTENDANCE REQUIREMENTS

Attendance/Inability to Attend Class & Clinical Experiences

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

- § The effect of absences on grades is determined by the instructor who will specify those effects at the outset of a given course (see course syllabus).
- § 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.

Clinical Attendance, Participation and Responsibilities

- § Specific procedures for notifying course faculty and agencies about absences are given during each course's orientation session.
- § Students participating in officially approved trips are responsible for notifying faculty of their departure and return schedules. The faculty so notified should not penalize students for such absences, although the students are responsible for the material/experiences missed.

CERTIFICATION REQUIREMENTS

SCHOOL OF NURSING students are required to be certified in one or more of the following upon entry to the SCHOOL OF NURSING: First Aid, Basic Life Support, Advanced Cardiovascular Life Support, Pediatric Advanced Life Support. Specific requirements for each SCHOOL OF NURSING program of study are listed below.

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 and/or a delay in graduation.

The SCHOOL OF NURSING Clinical Simulation Center offers certification and recertification for

- § First Aid Certification
- § Basic Life Support (BLS)
- § Advanced Cardiovascular Life Support (ACLS)
- § Pediatric Advanced Life Support (PALS)

For information contact the SCHOOL OF NURSING Clinical Simulation Center at 806-743-2745.

Traditional Undergraduate Studies

Traditional BSN Track

- § First Aid Certification is required for enrollment in the first semester of undergraduate Traditional BSN nursing courses, unless currently certified and/or licensed as a health care provider. Documentation must be provided to the academic advisor for the Traditional BSN track prior to registration for classes.
- § BLS is required prior to the first clinical course. Undergraduate Traditional BSN students must provide verification of current BLS while enrolled in the SCHOOL OF NURSING to the academic advisor for the Traditional BSN track.

Non-Traditional Undergraduate Studies

Second Degree Web-Based BSN Track

- § Hold BLS certification by the first class day on entering the program and provide evidence of current certification while enrolled in the program.

RN-BSN Track

State RN-BSN students are required to:

- § Hold BLS certification by the first class day on entering the program and provide evidence of current certification while enrolled in the graduate program.

Graduate Program

Leadership Studies (MSN and DNP)

Graduate students in MSN Leadership tracks and the DNP program are required to:

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

Nurse Practitioner and Nurse-Midwifery Studies

Graduate students in the MSN Nurse Practitioner and Nurse Midwifery 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 and Acute Care tracks

§ Provide Pediatric Advanced Life Support (PALS) for the MSN Pediatric track prior to entering the first Nurse Practitioner clinical course.

§ Complete a neonatal resuscitation program (NRP) for Nurse Midwifery students prior to beginning nurse-midwifery clinical courses. Students must provide continued evidence of appropriate completion and/or certification while enrolled in the graduate studies.

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

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

COLLABORATIVE PROGRAM REQUIREMENT

Students enrolled in collaborative programs with PALS) for LABORATORY (4x2hr) sessions (6hrs total) TjEMC /P <<4

Post Master’s Nurse Practitioner Certificates of Completion

Post Masters Graduate students are required to achieve at least a 3.0 overall accumulative GPA to complete the Post Master’s Certificate Program (see *Catalog*). Certificates are awarded at the end of the fall, spring, and summer semesters upon meeting certificate requirements (see *Catalog*). Students who complete the certificate requirements 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 SCHOOL OF NURSING Convocation ceremony.

Post Master’s Certificate guidelines, deadlines and forms are posted on the SCHOOL OF NURSING website at www.ttuhs.edu/son. Requirements and deadlines must be met to be eligible to complete the post master’s certificate program. **Failure to follow the deadlines listed in this website will delay in processing the post masters certificate and Board of Nursing forms.**

Immunization Requirements

Students are expected to maintain a general state of good health. Failure to maintain documentation of the following immunization requirements in the appropriate 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. The following information must be on file for a complete immunization record while enrolled in the SCHOOL OF NURSING.

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 (Note: Women who need MMR must make an appointment with a health professional to verify pregnancy status before enrollment.)

LICENSURE - RNs

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 uniforms.

PRE-REQUISITES 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 Catalog*.

SCHOLARSHIPS

Applications for all scholarships are available on the TTUHSC SCHOOL OF NURSING current student homepage to complete and return to the scholarship office by specified dates. Announcements of the availability of scholarships are posted on the current student homepage. Students interested in being considered for scholarships should follow posted procedures for consider

ACADEMIC GRADE CHALLENGES/APPEALS

If a student believes that a grade on a particular assignment (not a final course grade) received is incorrect, the student shall:

§ Discuss the grade with the faculty who assigned it.

§ If the grade is deemed to be correct (no miscalculation of grade occurred) then the grade stands as issued. The faculty who assigned the grade shall notify the student of the decision in writing within five (5) business days.

§ If the grade issued was in error (miscalculation of grade occurred) then the faculty corrects the grade and shall notify the student of the grade change within five (5) business days.

If a student receives a grade of less than 80 (B) for a written assignment, the student may request another faculty member to conduct a second, independent, blinded evaluation of the assignment. Students seeking a second evaluation of a failing written assignment must make the request to the course facilitator within five (5) days of the graded assignment being returned to the student. After the second faculty member grades the assignment, the course facilitator and the two evaluators will review and discuss the scores and reconcile the assignment grade. If the two faculty graders cannot reach a consensus grade, the average of the two scores will be used as the assignment grade.

Final Grade Appeal

Only final course grade(s) may be appealed to the appropriate Programmatic Department Chair if the student believes there is demonstrable evidence that prejudice, or arbitrary/capricious action on the part of the instructor has influenced the grade. **The burden of proof that such an influence has affected a grade rests with the student.**

Appeal Procedure

To appeal a grade, the student shall:

§ File the Final Grade Appeal Form Attachment A, available on-line (<http://nursing.ttuhscc.edu/forms/>), within five (5) business days of the beginning of the next semester with the Department Chair.

Upon receipt of the required form:

§ The Department Chair shall meet with the faculty and student separately and review all materials pertinent to the grade appeal. If two or more students are involved, the Department Chair, in his or her sole discretion, may meet with the students either separately or jointly.

§ After review of all materials the Department Chair shall, within five (5) business days from receipt of the grade appeal form, render a decision. The student shall be notified of the decision via certified mail. A copy of the decision is forwarded to the Sr. Director, Administration and Student Affairs.

§ All records related to the appeal are retained by the Department Chair in the students advising file for three (3) years.

If the student is not satisfied with the Department Chair's decision, within five (5) business days from the receipt of the decision the student shall:

§ File a Request Form (Attachment B) to convene an appeals committee (located under current student resources at (<http://nursing.ttuhscc.edu/forms/>)) to the Sr. Director for Administration and Student Affairs.

Upon receipt of the required form:

§ The Sr. Director for Administration and Student Affairs shall direct the request form to the assigned Appellant Department Chair. Department Chairs, on a rotating basis, will serve as the Appellant Department Chair to coordinate appeal requests for review before an Appeals Committee.

§ Should the designated Appellant Department Chair be the Department Chair that just reviewed the appeal, the Sr. Director for Administration and Student Affairs shall move to the next Department Chair on the list to conduct the next level of appeal.

§ The Appellant Department Chair shall convene an appeals committee to review the student's request.

§ The student shall submit in writing six copies of all additional information to support the appeal to the Sr. Director for Administrative and Student Affairs.

An appeals committee is formed, use the following guidelines.

- § A list of seven names, which is comprised of four faculty and three students, will be selected for the Appeals Committee by the Appellant Department Chair. The appealing student may strike one faculty member and one student 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 serve as chair.
- § The student may have advisory counsel present during the Appeals Committee hearing. 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 shall give written notice at least five (5) business days prior to the hearing to the Appellant Department Chair
- § The student and members of the committee will receive copies of all materials pertinent to the appeal.
- § The SCHOOL OF NURSING reserves the right to provide the student and members of the committee copies of all materials pertinent to the appeal prior to the date of the hearing. The SCHOOL OF NURSING shall record the hearing, but not the committee deliberations.

The appeals committee will make recommendations to the Department Chair.

- § The committee's written recommendation(s) shall be forwarded to the Appellant Department Chair within one (1) business day of the conclusion of the hearing. All members shall sign the recommendation indicating their vote in favor of or in dissent of the committee's recommendations. The Appellant Department Chair may accept or reject the recommendation(s) or make a different decision. The Appellant Department Chair's written decision is sent to the committee members and to the student via certified mail within ten (10) business days of the receipt of the committee's decision.
- § All substantive decisions of the Appellant Department Chair are final.
- § 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.

Complaint or Grievance Resolution (Non-Grade Related)

- § Students have the opportunity to register complaints about non-grade related issues through a formal procedure. It is the policy of the Texas Tech University Health Sciences Center School of Nursing to affirm the right of its students to a prompt and fair resolution of a complaint or grievance. This applies to specific written grievances arising from matters affecting students' academic standing and performance, other than grades. Such non-grade related matters include a dispute or concern regarding some aspect of academic involvement arising from an administrative or faculty decision the student claims is unjust or from faculty, staff, or fellow student interaction(s).
- § Complaint resolution procedures include both informal and formal processes. Prior to filing a formal written grievance, students are encouraged to first address their complaint informally with the faculty, staff, or student involved. Students should use the formal complaint procedure only as a last resort.
- § The goal of the informal process is to establish communication between the student and the appropriate staff member for the purpose of providing a forum where the student's questions or concerns can be addressed and a satisfactory resolution developed.
- § The student must meet with the appropriate faculty or staff member and discuss his/her concerns. If resolution cannot be reached by talking to the appropriate faculty or staff member or when contact with the faculty or staff member would be unduly distressful or embarrassing, the student may discuss alternatives with his/her department chair.
- § The student must discuss the concern with the faculty, staff, or student directly involved (or, when necessary, the department chair) within twenty (20) working days of the alleged occurrence or the student will lose the opportunity to make a formal complaint. If students are unable to arrive at a satisfactory conclusion to their concerns via informal processes, they should complete and file a Student Complaint Form – Department. The form provides guidance for completing the form and how to file the form. All forms are available at [www.
http://nursing.ttuhscc.edu/forms/](http://nursing.ttuhscc.edu/forms/)

Non-Traditional Undergraduate Studies

§ Second Degree Web - Based BSN Track

Semester Credit Hours and Course Loads

The Second Degree students are required to complete 39 hours of non-nursing courses and 61 hours of nursing courses. The degree plan for the Second Degree Track requires students to enroll in 19 to 22 hours per semester. Permission is needed to enroll in more or less semester credit hours.

§ RN-BSN Track

Semester Credit Hours and Course Loads

The number of semester credit hours a student may carry (course load) is regulated by the Department Chair, taking into account the quality of prior scholastic work performed and the types of courses involved. Permission is needed to enroll in more than 15 semester credit hours. Refer to example course loads in the sample degree plans for the RN-BSN student.

GRADUATE PROGRAM

Leadership Studies (MSN and DNP)

Graduate enrollment in 9 or more credit hours in the Fall and Spring semesters and 6 credit hours in the full Summer session is considered full-time enrollment. Fewer than 9 credit hours in the Fall and Spring semesters and fewer than 6 credit hours in the summer session is considered part-time enrollment. The number of semester credit hours a student may carry (course load) is regulated by the Department Chair for Leadership Studies. In determining this load, the Department Chair takes into account the quality of prior scholastic work performed and the types of courses involved.

Nurse Practitioner and Nurse-Midwifery Studies

Graduate enrollment in 9 or more credit hours in the Fall and Spring semesters and 6 credit hours in the full Summer session is considered full-time enrollment. Fewer than 9 credit hours in the Fall and Spring semesters and fewer than 6 credit hours in the summer session is considered part-time enrollment. The number of semester credit hours a student may carry (course load) is regulated by the Department Chair for Nurse Practitioner Studies. In determining this load, the Department Chair takes into account the quality of prior scholastic work performed and the types of courses involved.

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/current) related to adding a course(s).

Withdrawal from the SCHOOL OF NURSING section of this handbook). Graduate students may file a Leave of Absence (see Leave of Absence section of this handbook).

§ Drop course(s) via the WebRaider Portal at <http://webraider.ttuhs.edu>

§ When dropping to zero hours a student's date of withdraw must be prior to the first class day according to the semester's academic calendar in order to receive a full refund. Thereafter contact the Bursar's office at 806-743-1880 for the appropriate refund schedule or review the Student Financial Information on-line catalog at <http://www.fiscal.ttuhs.edu/busserv/bursar/>.

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Grade Point Chart

Grade	Assigned Points	Grade Interpretations
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- § For courses with a clinical component, the clinical portion is graded on a pass/fail basis. Regardless of scores earned on exams or additional assignments, the student must pass the clinical portion of the course in order to pass the course. An unsatisfactory or failing clinical performance will result in a final course grade of F, regardless of the didactic grade.
- § The final course grade shall accurately reflect the grade earned according to course grading criteria. At the discretion of the faculty, grades may be rounded using classic rounding rules. For example, a grade of 89.5 equals A, whereas a grade of 89.4 equals B. Rounding of individual items should not be done. Rather, if rounding is done, it should be done for the final course grade only.
- § For Second Degree students, clinical courses are graded and the student must earn a 70% or greater to pass the course.
- § For Traditional clinical courses, the student must earn a 70% or greater to pass the course.

Grade Reports

Final course grades can be obtained electronically thru the WebRaider Portal at <http://WebRaider.ttuhs.edu>.

LEAVE OF ABSENCE

Students enrolled in the Traditional BSN track are not eligible for Leave of Absence. Students who are unable to maintain an acceptable course load must withdraw from the program. Students who withdraw are eligible to seek readmission according to the Readmission policy for the Traditional BSN track. Second Degree students considering a Leave of Absence must discuss this with the Department Chair. The decision to allow a Leave of Absence rests with the Department Chair, and will only be granted for a period of two semesters. Students who do not re-enroll within two semesters of the Leave of Absence must seek readmission. Failure to file a Leave of Absence Form and failure to re-enroll will result in an institutional withdrawal. Failure to file a Return From Leave Form will delay or prevent enrollment. Leave of Absence Request forms and Return From Leave forms are available on-line at <http://nursing.ttuhs.edu/forms>.

RN to BSN students may request a Leave of Absence for one semester (Fall, Spring or Summer). The Leave of Absence Form is available at <http://nursing.ttuhs.edu/forms>. Students who do not re-enroll in the semester following the declared expiration of the Leave of Absence must seek readmission. Failure to file a Leave of Absence Form and failure to re-enroll will result in an institutionally initiated withdrawal. Failure to file a Return from Leave form will delay or prevent enrollment.

Graduate students may request a Leave of Absence for up to one year. Students who do not re-enroll in the semester following the declared expiration of the Leave of Absence or for one year must seek readmission. Failure to file a Leave of Absence and failure to re-enroll will result in an institutionally initiated withdrawal. Failure to file a Return from Leave form will delay or prevent enrollment. Graduate students who do not enroll in the summer session do not need to file a Leave of Absence unless they take no courses in the Fall or Spring. Leave of Absence Request forms and Return From Leave forms are available on-line at <http://nursing.ttuhs.edu/forms>.

NCLEX RN EXAMINATION ELIGIBILITY

The Texas Board of Nursing (BON) has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. The Declaratory Order is a formal disclosure to the BON of an outstanding eligibility issue and permits the BON to make decisions regarding a petitioner's eligibility for licensure prior to entering or completing a nursing program. This Petition should be completed as soon as possible. The review process can take a minimum of 3 months but could be longer depending on the issue and volume of applications. Students who have obtained a Declaratory Order Petition must notify and inform the

- § Are you currently the target or subject of a grand jury or governmental agency investigation?
- § Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- § Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug? (You may indicate “NO” if you have completed and/or are in compliance with Texas Peer Assistance Program for Nurses for substance abuse or mental illness.)
- § Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid pers

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 Studies

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

A student seeking readmission must comply with the following:

- § Submit a letter requesting readmission to the MSN or DNP Program
- § Meet all recommendations and requirements set forth by the Department Chair and MSN or DNP Committee
- § Complete online application and meet admission criteria for full admission

REGISTRATION

Students register for courses via the WebRaider Portal on the days identified by the TTUHSC Registrar's Office, generally based on student classification. Specific information on how to register is provided by the Academic Advisor, after student advisement.

SUSPENSION AND RETENTION

Students must meet school and program standards, refer to the TTUHSC operating policy 77.05. <http://www.ttuhs.edu/hsc/op/op77/op7705.pdf>

UNSAFE STUDENT PRACTICES

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

- § Violates or threatens the physical, psychological, microbiological, chemical, pharmaceuticals

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 the disclosure of information contained in their records, and to file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of FERPA. The *TTUHSC Student Affairs Handbook* shall serve as the annual notification that must be provided to students under FERPA, 34 C.R.F. 99.7, unless individual TTUHSC schools annually notify their students of FERPA rights otherwise.

AMERICAN WITH DISABILITIES ACT (ADA)

Students seeking accommodation on the basis of disability must register with the office of TTUHSC Student Services at www.ttuhs.edu/student-services and the TTUHSC Director of Student Services, Lubbock Campus (806-743-2300). The Director of Student Services, Lubbock Campus will notify the appropriate SCHOOL OF NURSING Department Chair of the student's need for accommodation. Review the TTUHSC ADA policy located on the TTUHSC Student Services website. For further information, see www.ttuhs.edu/student-services/ada.

ANNOUNCEMENTS & RELATED INFORMATION

The SCHOOL OF NURSING maintains information of student interest both on the SCHOOL OF NURSING web page www.ttuhs.edu/son, SCHOOL OF NURSING WebCT student announcement, and hall-way bulletin boards. The information maintained may include:

- § Job postings and career opportunities
- § Brochures regarding counseling, computers, and testing
- § School and student news items
- § Tuition and fee information

not be allowed to attend clinical. In addition, release of confidential information (including verbal communications, written communications or electronic communications with or about patients or involving patient health information to anyone who does not need the information for treatment, payment or health care operation) is a cause for dismissal from the School.

COUNSELING SERVICES

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

§ **Program of Assistance for Students (PAS)** - The PAS is a professional, confidential, no cost counseling service for students and family members living in their households. Five sessions (per household) per academic year are available from licensed counselors who can provide assistance for a variety of problems related to daily living, including: family and relationship problems, depression, alcohol and drug abuse, anxiety and stress. No information is released to anyone in the SON and use of the program does not become part of a student's record. PAS offices are located in the Department of Psychiatry on the first floor of the East Wing of TTUHSC (1A122). To schedule an appointment for yourself or a member of your household, Lubbock students can call 806-743-1327 and identify yourself as a SON student. Students in other areas (i.e., outside Lubbock) should call 806-743-1327 or 800-327-0328 and ask to speak to Dr. Alan Korinek, the PAS Director. In Lubbock, daytime and evening appointments are available.

§ Lubbock students

CRIMINAL BACKGROUND CHECKS (OP 10.20)

A Criminal Background Check (CBC) must be completed prior to enrollment at TTUHSC SCHOOL OF NURSING in compliance with TTUHSC OP 10.20, <http://www.ttuhschool.edu/hsc/op/op10/op1020.pdf>. Each student is responsible for the cost of his/her CBC and any additional fees, including but not limited to a student's challenging the result of the CBC. American DataBank must conduct the initial CBC. The base price for the CBC is \$39.50. Additional charges could be incurred if you have resided in certain states, U. S. territories and/or foreign countries. Affiliated Entities may establish more stringent standards for students who participate in clinical rotation at the affiliated entity. These entities may require a student to undergo an additional CBC to participate in a clinical rotation at their site. Students will be responsible for any additional charges specific to an additional CBC requirement.

To initiate your background clearance, go to the website www.TexasTechHSCBackground.com and follow the step process. The profile information you input will be sent directly to TTUHSC upon completion.

The following searches are required for students pursuing clinical training through TTUHSC and will be conducted by American DataBank:

1. Criminal History Record Information Search (including all residences for the last seven years);
2. Social Security Number Trace (residential history, state and year SSN issued);
3. Sex Offender Registry;
4. Office of Inspector General Sanction Report;
5. General Services Administration Excluded List;
6. Office of Foreign Asset Control; and
7. Texas State Exclusion List.

Additional background checks are required after a break in enrollment in accordance with TTUHSC OP 10.20 <http://www.ttuhschool.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 within 5 business days of receiving the report or information that would disqualify him/her from matriculation, see **TTUHSC OP 10.20** <http://www.ttuhschool.edu/hsc/op/op10/op1020.pdf>, the student's 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 CHAIRS' STUDENT ADVISORY COUNCILS UNDERGRADUATE & GRADUATE PROGRAMS

For purposes of promoting the TTUHSC School of Nursing, four student advisory councils exist to maintain open communication between students and administration/faculty/staff: The Undergraduate Department Chair's Advisory Council, The Non-Traditional Undergraduate Department Chair's Advisory Council, the MSN Department Chairs' Advisory Council and the DNP Department Chair's 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; 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 that 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 Nursing.

All students should be thoroughly familiar with the Board of Nursing 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 Nursing website at <http://www.bon.state.tx.us/>.

Due to the intensity of the Second Degree Track, students enrolled in this track must make a commitment not to seek employment during the three semester program. Students who are unable to make this commitment may be ineligible for admission to this program.

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.

STANDARD PRECAUTIONS

Students are responsible for adhering to standard precautions as governed by the Center for Disease Control and Prevention (CDC). Information on the CDC standard precautions is disseminated to the students during new student orientation. It is the Student's responsibility to maintain compliance with these recommendations during all clinical settings. Refer to the CDC Standard Precautions at <http://www.cdc.gov/>.

During orientation to the School of Nursing, time is allowed for the following:

- Presentation and discussion of the CDC's Recommended Standard Precautions and
- An in-depth review of the SCHOOL OF NURSING's policies dealing with communicable diseases.

Mask, Eye Protection, and Face Shield

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

Occupational Health and Blood-borne Pathogens

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

§ Use mouthpieces, resuscitation bags or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

Patient Care Equipment

Handle used patient care equipment soiled with blood, body fluids, secretions and excretions 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.

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 POLICY

When TTUHSC “collects information about an individual by means of a form that the individual completes and files 0006 u4(idualsdivDovdivDovdi.ab -1.17e17(and)-7(0.0225Y POLICY)TJd.0659 BassistPRI4Pes.)ma.290Tw 24.978 0 7

TRANSCRIPTS

Copies of official transcripts may be obtained by written request 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://webraider.ttuhs.edu>.

TRANSFER BETWEEN CAMPUSES

Transfer requests from one campus to another are granted based on available resources and space.

TUTORING

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

WEB CT/BLACKBOARD

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 TTUHSC 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 and quizzes.

WITHDRAWAL FROM 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 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. 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 Department Chair office for completion of required documentation. A "Return From Leave of Absence" form must be completed and approved by the Department Chair. The "LOA" form and "Return From LOA" form are located on the SCHOOL OF NURSING web site under current students at www.ttuhs.edu/son. The Withdrawal form is located on the SCHOOL OF NURSING website at www.ttuhs.edu/son/current under "Forms". To withdraw, complete and submit the Withdrawal form and picture ID badge to the TTUHSC Graduate Program Office, Attn. Department Chair at 3601 4th Street, STOP 6264, Lubbock, TX 79430 or fax to 1-806-743-1622.

WORLD WIDE WEB

Computer access to the SCHOOL OF NURSING Web page is required in all SCHOOL OF NURSING programs. Access to nursing schedules, course syllabi and other essential health related links are necessary to proceed through the SCHOOL OF NURSING 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 SCHOOL OF NURSING. 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.ttuhs.edu	TTUHSC main website, access to all TTUHSC programs, schools, announcement page, etc. can be gained from this site.
http://www.ttuhs.edu/son	SCHOOL OF NURSING main website, access to all SON information can be gained from this site.
http://www.ttu.edu/~offpub	SCHOOL OF NURSING Schedules by semester
http://www.nursingworld.org	ANCC/ANA
http://www.bon.state.tx.us/	Board of Nurse Examiner

WRITING STYLE MANUALS

The official format style for the SCHOOL OF NURSING is the current edition of the Publication Manual of the American Psychological Association (APA). Individual copies should be purchased and are available at most bookstores; also contact the TTUHSC Library for availability. Helpful APA guidelines are located on the SCHOOL OF NURSING website at <http://www.nursing.ttuhs.edu/apa> under Current Student Resources.