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**Graduate Department**

**MSN Advanced Practice RN Program  
(Nurse Practitioner and Nurse Midwifery  
Tracks) and DNP Program (APRN Track)**

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**Graduate Department**

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**Graduate Department**

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## **MAINTAINING GOOD STANDARDS**

Each student **MUST** meet the objectives of each area of study and is required to:

- Keep apprised of and adhere to the rules and regulations of [www.ttuhs.edu](http://www.ttuhs.edu) at <http://www.ttuhs.edu/student-services/documents/>

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to compromise the academic integrity of the University, or subvert the educational process. This includes but is not limited to:

- Cheating
- Plagiarism
- Falsifying academic records
- Misrepresenting facts ;and
- Any act designed to give unfair academic advantage to the student or the attempt to commit such an act.

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

[University of Texas System](#)  
Part II, E, Other Professional and Ethical School Standards, (2) School of Nursing.

### **ACCOUNT MANAGEMENT and USER RESPONSIBILITIES**

TTUHSC IT Policy 56.06

eRaider is an account management system which makes it possible for SON students to obtain and access electronic resources at Texas Tech using a single user name and password. Your eRaider user name and password are required to access many of these resources. An eRaider account is required to access the TTUHSC domain. New students, receive an eRaider account upon coming to the Health Sciences Center; access is dependent upon account types (i.e. faculty, staff, and students) and department requirements. Questions regarding eRaider account information should be directed to the I.T. Solutions Center at each respective campus.

### **CLASSROOM BEHAVIOR**

School of Nursing students and faculty have a responsibility for creating and maintaining an appropriate learning environment in the classroom.

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TTUHSC School of Nursing equipment checked out to students must return in the same condition as received. A student must replace or pay TTUHSC for any damaged or misplaced equipment while in a student's possession.

### **IDENTIFICATION BADGE**

#### ***Student Identification Badge (TTUHSC Picture ID)***

TTUHSC students are required to obtain and visibly wear the official TTUHSC identification badge at all times while on any TTUHSC campus or while participating in clinical. Unauthorized use of a badge may be considered grounds for disciplinary action. An identification badge may neither be altered, disfigured nor display any items not part of the original badge. If lost, a replacement must be obtained immediately through the applicable TTUHSC Police Department at the following contact numbers:

- TTUHSC Lubbock (806) 743-2000
- TTUHSC Amarillo (806) 354-5568
- TTUHSC Abilene (325) 676-7948
- TTUHSC Permian Basin: Students need to contact the Regional Dean's office, NOT the Police Department

Refer to [TTUHSC OP 76.02](#) for more information.

### **NAME BADGE**

#### ***School of Nursing Name Badge***

The School of Nursing name badge provides identification of the student and any applicable credentials. If lost, a replacement

See [SON OP 10.015](#) Mandatory Student Satisfaction Tool Completion Policy for more information.

Students have an additional opportunity

through the TTUHSC Writing Center at <http://ttuhsc.uwc.ttu.edu/>.

**TUITION and FEES**

Student registration is not complete and enrollment is not official until tuition and



## School of Nursing Requirements

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### ACADEMIC REQUIREMENTS

Students who matriculate into the TTUHSC School of Nursing are expected to maintain good academic standing while enrolled in accordance with the area of study requirements for completion of the degree or certificate. Minimum academic requirements are detailed in the following sections for each area of study within the school: Traditional BSN Undergraduate Department, Non-Traditional Undergraduate Department (RN to BSN, Second Degree and Veteran to BSN Programs), and the Graduate Departments: MSN Leadership Program, MSN APRN Program, Post Masters certifications and DNP Program.

All progressions, probation, dismissal, suspension, and censure determinations are made based on information received from the TTUHSC Registrar's Office, the School of Nursing Office of Student Affairs, or any other applicable School of Nursing committee or source.

In accordance with the School of Nursing *Academic Standing Policy*, School of Nursing *Academic Standing Policy*, and TTUHSC *Academic Standing Policy*, the Programmatic Councils or Deans may choose or recommend one or more of the following potential actions, as appropriate:

- No progression in the area of study of enrollment until the specified course(s) is/are repeated and an acceptable grade is achieved. (Undergraduate: "C", Graduate: "B")

- Academic probation due to overall and/or semester grade point average below minimum required for area of study of enrollment. (Undergraduate: "C", Graduate: "B")
- Academic probation due to earned grade in required nursing course less than minimum grade required for area of study of enrollment.
- Administrative probation due to violation of professional conduct.
- Removal from probation.
- Censure by written letter. Censure is defined as the finding a student has committed an offense warranting discipline. It is a matter of record only.
- Suspension from the School of Nursing.
- Dismissal from the School of Nursing.

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

### **Traditional BSN Undergraduate Department**

#### **Traditional BSN Program**

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

- Maintain a 2.0 grade point average (GPA) for each semester and overall cumulative.
- A minimum grade of "C" is required in all degree required courses (nursing and non-nursing).
- Students earning a "D", "F" or "WF" in a

nursing course are eligible to repeat the same course one time only pursuant to recommendation of course faculty.

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

#### **Academic Dismissal**

- Students earning a “D”, “F” or “WF” in two nursing courses is cause for academic dismissal.
- Students earning less than a 2.0 or cumulative GPA for two consecutive semesters.
- Students earning a “D”, “F”, or “WF” in the same nursing course twice.
- Students earning a “D”, “F”, or “WF” in one course may be required to take a remedial course simultaneously when retaking the failed course.
- Any student academically dismissed from the TTUHSC School of Nursing Traditional BSN Program is ineligible for readmission.

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

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

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

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

- Maintain a 2.0 GPA for each semester and overall cumulative.
- A minimum grade of “C” in all courses is required.
- Students earning a “D”, “F” or “WF” in a nursing course are eligible to repeat

that course one time only pursuant to recommendation of the Non-Traditional Undergraduate Program Committee.

- 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 the first two “D”s, “F”s or “WF”s have been replaced by a passing grade upon retaking those courses.
- Students earning less than a 2.0 semester 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 violation of the TTUHSC Student Handbook Student Code.**

##### **Second Degree BSN Program**

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

- Maintain a 2.0 grade point average (GPA) for each semester and overall cumulative.
- A minimum grade of “C” is required in all degree required courses (nursing and non-nursing).
- Students earning an overall cumulative GPA or a semester GPA less than a 2.0 in the semester of graduation are ineligible for graduation.

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**Post Master's APRN, Education and Informatics Certificates of Completion**  
**Maintaining Minimum Academic Requirements**

Grades are reviewed each semester and progression is determined by the Department Chair and the MSN Council.

- Graduate students must maintain a 3.0 GPA with grades of “B” or above in all graduate courses.
- Students achieving “C” or lower in a graduate course are eligible to repeat that course one time only pursuant to recommendation of course faculty.
- Students earning an overall cumulative GPA or a semester GPA less than a 3.0 in the semester of graduation/completion are ineligible for graduation/completion.
- Students with a cumulative or semester GPA below 3.0 are placed on academic probation

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

- Students earning a “C” or lower in two or more graduate courses in one semester.
- Students earning a “C” or lower in the same graduate course twice.
- Students earning a “C” or lower in a second graduate course even though one graduate course has been retaken and a satisfactory grade of “B” or better has been obtained.
- Cumulative semester or cumulative GPA less than 2.0 for two consecutive semesters.

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

**unsafe clinical practice or violation of the TTUHSC Student Handbook Student Code.**

**DNP Program (Executive Leadership and Advanced Practice Nursing Tracks)**  
**Maintaining Minimum Academic Requirements**

Grades are reviewed each semester and progression is determined by the Department Chair, DNP Director, and DNP Council.

- DNP students must maintain a 3.0 GPA with grades of “B” or above in all doctoral courses. Students receiving a “C” or lower in a doctoral course are eligible to repeat the same course one time only pursuant to recommendation of course faculty.
- Students earning an overall cumulative GPA or a semester GPA less than a 3.0 in the semester of graduation are ineligible for graduation.
- Students with a cumulative or semester GPA below 3.0 are placed on academic probation.

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

- Students earning a “C” or lower in two or more DNP courses in one semester
- Students earning a “C” or lower in the same DNP course twice
- Students earning a “C” or lower in a second DNP course even though one DNP course has been retaken and a satisfactory grade of “B” or better has been obtained
- Cumulative semester or cumulative GPA less than 2.0 for two consecutive semesters

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

### **ATTENDANCE REQUIREMENTS**

#### ***Attendance/Inability to Attend Class and Clinical Experiences***

Students are responsible for class participation and clinical attendance.

- Instructors determine the effect of absences on grades at the outset of a given course (see course syllabus).  
NOTE: Attendance requirements are mandatory.
- Faculty must report in writing to the student when absences may jeopardize the student's standing in the School of Nursing.  
NOTE: Excessive absences can constitute cause for dropping a student from class and issuing a grade of "WF". "WF" is calculated in the cumulative GPA.

#### ***Clinical Attendance, Participation and Responsibilities***

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

#### ***Online Attendance and Assignment Deadlines***

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

### **CARD HOLDER REQUIREMENTS**

School of Nursing students must be a current card holder in one or more of the following upon entry to the School of Nursing:

- Basic Life Support (BLS)
- Advanced Cardiovascular Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Neonatal Resuscitation Program (NRP)

Failure to maintain proper certification results in:

- Being withheld from clinical settings,
- Delaying progress through the nursing curriculum, and/or
- A hold being placed on records, and/or
- Delaying graduation

Assisting students to meet the card holder requirements, the F. Marie Hall Simulation Center offers courses for:

- First Aid
- Basic Life Support (BLS) with Automated External Defibrillation (AED) training
- Advanced Cardiovascular Life Support





### ***Graduation with Honors***

Undergraduate students completing the academic work with a cumulative grade point average of:

- 3.90 to 4.00 are graduated Summa Cum Laude
- 3.70 to 3.89 are graduated Magna Cum Laude
- 3.50 to 3.69 are graduated Cum Laude.

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

### **Graduate Department**

#### ***MSN Leadership Program, MSN APRN Program (Nurse Practitioner and Nurse Midwifery Tracks) and DNP Program***

Graduate students are required to achieve at least a 3.0 overall accumulative GPA to graduate (See School of Nursing \_\_\_\_\_). Graduation guidelines, deadlines, and forms are posted on the School of Nursing Current Student Resources website at <http://www.ttuhschool.edu/son/current/> with additional information available on the TTUHSC Student Services webpage <http://www.ttuhschool.edu/student-services/default.aspx>. Requirements and deadlines must be met to be eligible to graduate. **Failure to follow the deadlines listed in this website will delay graduation until the following semester.**

#### ***Post Master's Nurse Practitioner, Nurse Midwifery, Nursing Education and Nursing Informatics Certificates of Completion and Graduation***

Post Master's Graduate students are required to achieve at least a 3.0 overall accumulative GPA to complete the Post Master's Certificate (see School of Nursing \_\_\_\_\_). Certificates are awarded at the end of the

fall, spring, and summer semesters upon meeting certificate requirements (see School of Nursing \_\_\_\_\_). Students completing the certificate requirements at the end of the previous fall semester, the current spring semester, or anticipated completion in summer semester may take part in the Spring School of Nursing Commencement ceremony.

Post Master's Certificate guidelines, deadlines, and forms are posted on the School of Nursing Current Student Resources website at <http://www.ttuhschool.edu/son/current/> with additional information available on the TTUHSC Student Services web pages <http://www.ttuhschool.edu/student-services/default.aspx>. Requirements and deadlines must be met to be eligible to complete the Post Master's certificate. **Failure to follow the deadlines listed in this website will delay in processing the Post-Master's certificate and Board of Nursing forms.**

### **IMMUNIZATION REQUIREMENTS**

Students are expected to maintain a general state of good health. Failure to maintain documentation of the following immunization requirements in the appropriate departmental office can result in exclusion from clinical practice and a hold being placed on school records. The immunization information in the following table must be on file for a complete immunization record while enrolled in the School of Nursing.

Other specialty-related immunizations or testing may be recommended to a student or may be required by a clinical agency. All students are expected to personally

maintain immunization requirements; this maintenance should be documented in the appropriate departmental office for every semester the student is enrolled at TTUHSC – **NO notification will be sent.**

Students should contact the Managing Director in the Office of Institutional Health/TTUHSC Infection Control for the most up-to-date information on obtaining immunizations by calling (806) 743-3019. Keep personal immunization records

in a safe place; immunization records are required for all healthcare workers employed in the healthcare industry. All copies of Personal Immunization Records provided to the School of Nursing become the property of the School of Nursing. Never supply the School of Nursing with original documents. There may be a fee charged to receive a copy of the immunization records from School of Nursing files. For additional information, refer to [TTUHSC Student Services](#).

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## **LIABILITY INSURANCE**

All students (licensed and non-licensed) enrolled in the School of Nursing are required to carry student liability insurance.

The School of Nursing provides a blanket policy covering students in any student-related clinical activity. The policy does not cover students in work-related activities (students employed in clinical settings not associated with the School of Nursing curriculum).

- A fee will be automatically added to the student's tuition to pay for the policy
- The student liability insurance blanket policy is for liability purposes only and is NOT a general health insurance policy.
- Students enrolled in the Nurse

## **NCLEX-RN IDENTIFICATION REQUIREMENTS**

NCSBN requires for admission to Pearson VUE test centers only the following acceptable forms of identification for domestic test centers:

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

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

- Passport books and cards

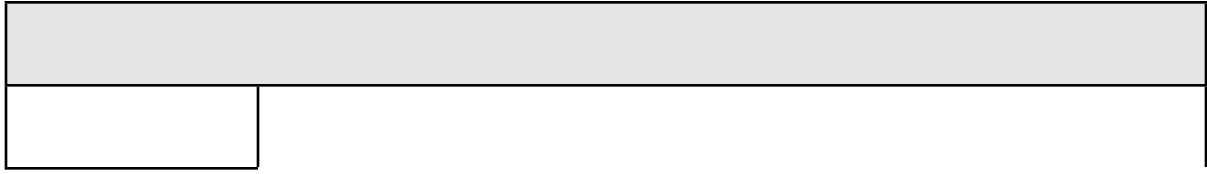
All forms of identification listed above must be valid (nonexpired), government-issued identification containing the following information:

- Name (in Roman characters)
- Photograph
- Signature

Temporary identification (examples include limited term IDs and any ID reading "temp")



| <b>Traditional BSN Undergraduate Program Hospital Clinical Setting Uniform Guidelines</b> |  |
|---|--|
| Equipment:  | Stethoscope, watch, penlight, Skyscape software/device, scissors, pen, and pad.  |
| Uniform:  | The uniform shall be the official Texas Tech University Health Sciences Center School of Nursing uniform (red scrub top and pants) with an embroidered logo attached to the chest. The uniform shall be clean and without needed repair. |
| Shoes:  | The shoes shall fit securely and be primarily white or black impenetrable material.  |
| Lab Coats:  | White, clean and pressed with an embroidered logo attached to the chest.   |
| Scrub Jacket (optional):  | Red or Black scrub jackets with an embroidered logo attached to the chest may be worn during clinical.   |
| Name Tag and Badge:   | These items must be worn with the uniform or the lab jacket in all clinical settings.  |
| Hair:   | The student's hair must be clean, neat, and managed in such a way as to not require the student to touch hair during clinical. A student with long (e)-4.9(c)6:(y a)3(ic)-2.9(a(d 5(t)10(uden)19.1(t)27()6(4(e)-4.9(q)1uc)-2(q)1uc)-2(c) |
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will not interfere with the duties of a nurse.

8. **Head Gear:** Hats, caps, and other head gear are not permitted in the classroom. Only headgear worn for religious purposes and approved in advance by the Office of Student Affairs is permissible. Bluetooth headsets for phones should not be worn in the classroom setting.

Deviations from the classroom attire standards may be permitted for special occasions or designated “casual Friday” programs.

Students who deviate from these standards may receive a verbal warning and be requested to return home to change into appropriate classroom attire.

### **PREREQUISITES and COREQUISITES**

Certain courses in the curriculum have pre and/or co-requisites, which must be met.

The pre-requisite/co-requisite courses are designated in the School of Nursing

### **SCHOLARSHIPS**

Applications for all scholarships are available either on the TTUHSC School of Nursing Current Student Resources under Financial Information Heading or on the Scholarships & Scholarship Information page <http://www.ttuhs.edu/son/scholarships>. The Scholarships & Scholarship Information page also contains announcements of all available scholarships and deadlines for acceptance. Students are also provided with information regarding scholarships at both Virtual and On-campus new student orientation. Students are

encouraged to complete a new application when financial or other circumstances change.

Before applying for scholarships, students MUST have a completed Free Application for Federal Student Aid (FAFSA) <http://www.fafsa.gov> online with the TTUHSC Financial Aid Office.

School of Nursing scholarships are competitive scholarships requiring students to compete with other students, including Texas residents, and the scholarships are awarded by the School of Nursing scholarship committee. Eligible scholarship applications are distributed to the Department Chairs for review with recommendations forwarded to the School of Nursing Scholarship Committee. Distance students may apply for scholarships listed for the Lubbock campus. Eligibility for the scholarship is based upon the criteria

the link for Permian Basin Students at <http://www.ttuhschool.edu/son/scholarships/>.

### **Permian Basin Scholarship Reception**

A yearly Scholarship Reception by the School of Nursing is held during the Spring Semester. Students in attendance at the Permian Basin Campus have the opportunity to receive a limited number of scholarships given during the reception.

### **SCHOOL SCHEDULE OF CLASSES / ACADEMIC CALENDAR**

The School of Nursing's academic calendar is posted on the School of Nursing website at <http://nursing.ttuhschool.edu/calendars/> and the School of Nursing schedules of classes are posted at <http://nursing.ttuhschool.edu/schedules>. The TTUHSC School of Nursing reserves the right to modify schedule of classes at any time during the academic year.

## Academic Policies

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The School of Nursing expects students, faculty, and administration to adhere to TTUHSC institutional and School of Nursing policies and procedures in order to enhance learning and promote a professional environment conducive

plan. Faculty may be consulted regarding academic advisement when necessary to best meet student needs. Questions regarding registration, adding/dropping a

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staying informed of curriculum changes, and facilitating problem-solving related to progression through the degree plan. Graduate faculty are consulted regarding academic advisement when necessary to best meet student needs. Questions regarding registration, adding/dropping a course, and withdrawing from the School of Nursing should be directed to the Graduate Student Affairs Coordinator, who will work closely with the Department Chair to assist students.

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

Academic advisement for students enrolled in the MSN APRN tracks is directed by specified Program Directors. The Graduate Enrolled Student Management Student Affairs Coordinator will assist with academic advisement. The student receives the degree plan at orientation and is expected to follow the degree plan when registering for courses. The Graduate Student Affairs Coordinator, under the direction of the Associate Academic Dean for Education Support Services and Student Affairs and in collaboration with the Department Chair, assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to progression through the degree plan. Graduate faculty are consulted regarding academic advisement when necessary to best meet student needs. Any question the student has about registration, adding/dropping a course, and withdrawing from the School of Nursing should be directed to the Graduate Student Affairs Coordinator, who will work closely with the Program Directors and Department Chair for the APRN Program



**Timeline**

The timeline for filing a complaint related to academic misconduct is detailed in the Student Conduct Administrator's Manual. A complaint shall be submitted no later than twenty (20) business days from the date of the event. Complaints filed more than twenty (20) business days after the event shall include justification for the delay and the Student Conduct Administrator will accept complaints on a "case by case" basis. Within the School of Nursing, timelines for managing the academic misconduct complaint may be altered at the Student Conduct Administrator's discretion when extenuating circumstances exist and are clearly documented and communicated to



of the ADESSA for three (3) years.

### **ACADEMIC DISMISSAL / APPEALS**

It is the policy of the TTUHSC School of Nursing to dismiss students who have failed to maintain minimum academic standards as outlined below:

#### ***Procedure for Dismissal***

- A student shall be recommended for dismissal if the Degree Program Council determines that the student has:
  - Not performed satisfactorily in academic pursuits; and/or
  - Has been deemed unsafe and/or is a risk to patient care; and/or
  - Has been deemed by the applicable Program Council, for just reason, unfit to continue the study of nursing.
- The recommendation will be forwarded to the Dean of the school.
- Upon receipt of the recommendation of the applicable Program Council, the Dean may accept, reject, and/or modify said recommendation.
- Within 10 business days from receipt of recommendations, official notification from the Dean regarding his/her decision will be forwarded to the student via certified mail and/or email.

#### ***Appeals Procedure for Academic Dismissal***

- A student receiving a letter of dismissal may appeal the dismissal within five (5) business days of date of letter by submitting to the Dean through the Associate Academic Dean for Education Support Services and Student Affairs (ADESSA) a written notice of appeal.
- The ADESSA shall appoint an Academic Dismissal Appeals Council upon

the recommendation by the Dean, comprised of three (3) members of the faculty to hear and determine the appeal.

The applicable Department Chair and the Chair of the appropriate Program Council (or designee) will serve as ex officio members of the Council and will not participate or be present at deliberations.

- The Academic Dismissal Appeals Council will be convened by the ADESSA within ten (10) business days from the date of the receipt of the written notice of appeal. The student shall be notified via certified mail and/or email of the date of the appeal's hearing.
- The burden of proof lies with the student. The student may present a written statement to the Academic Dismissal Appeals Council relative to the appeal at the time of the hearing. The Academic Dismissal Appeals Council may limit the length and presentation of such statement in accordance with effective management of time.
- The student has no right to be accompanied by a representative at the hearing. Both the Academic Dismissal Appeals Council and student may call witnesses relevant to resolution of the appeal. Should information or witnesses be either repetitious or not relevant, the Academic Dismissal Appeals Council shall take action to expedite the proceedings. At the conclusion of the hearing, the Academic Dismissal Appeals Council shall forward its recommendation to the Dean and the ADESSA within three (3) business days.
- Unless suspended for some justifiable reason pursuant to

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of Nursing \_\_\_\_\_, the  
student shall remain on the class roll and  
may pursue appropriate didactic course

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## **COURSE LOADS**

### **Traditional BSN Undergraduate Department**

#### **Traditional BSN Program**

Undergraduate enrollment in 12 or more credit hours per semester is considered a full-time student. The number of semester credit hours a student may carry (course load) is regulated by the Department Chair. Students are expected to move through the program continuously. Part-time status will not be allowed except in extenuating circumstances. In determining course load, the Department Chair takes into account the quality of prior scholastic work performed and the types of courses involved. Permission is needed to enroll in more than 20 semester credit hours.

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

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

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

The number of semester credit hours a student may carry (course load) is regulated by the Department Chair, taking into account the quality of prior scholastic work performed and the types of courses involved. Permission is needed to enroll in more than 18 semester credit hours. Refer to example course loads in the sample degree plans for the RN to BSN student.

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

Students are assigned to a section of a course based on availability of openings within each section. Students seeking to transfer to another section of a given course must make a request in writing to the RN to BSN Program Director prior to the end of the third class day of the semester. The RN

to BSN Program Director will determine if a transfer is feasible based on the availability of space in an alternate course section. Should a transfer be determined to be feasible, the appropriate Student Affairs Coordinator will notify the Registrar, School of Nursing Education Technology, and the affected faculty by email by the end of the business day the transfer is made.

#### **Second Degree BSN Program**

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

Second Degree students are required to complete 55 hours of non-nursing courses and 61 hours of nursing courses. The degree plan for the Second Degree Program requires students to enroll in 19 to 22 hours per semester. Permission is needed to enroll in more or less semester credit hours.

#### **Veteran to BSN Program**

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

VBSN Degree students are required to complete 55 hours of non-nursing courses and 61 hours of nursing courses. The degree plan for the VBSN Degree Program requires students to enroll in 19 to 22 hours per semester. Permission is needed to enroll in more or less semester credit hours.

### **Graduate Department**

#### **MSN Leadership Program and DNP Program**

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 Programs. In determining course load, the Department Chair takes into account the quality of prior scholastic work performed and the types of courses involved.

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

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

**COURSE SYLLABI**

Course Syllabi for each School of Nursing course are obtained from Sakai. Course requirements and student expectations are stated in each course syllabus. Obtaining the course syllabi prior to the first day of class is highly recommended. Course facilitators are responsible for development, typing and posting of course syllabi and course modules. Course syllabi and schedules should be posted and available for students one week before classes begin.

**DEAN'S HONOR LIST / PRESIDENT'S LIST**

***Undergraduate Programs***

Full-time undergraduate students who earn a GPA of 4.0 during a semester are eligible

for the President's List. Full-time students who earn a 3.5-3.99 GPA are eligible for the Dean's List, based on information supplied from the Registrar's Office.

**DROPPING A COURSE**

- Students are able to drop course(s) up to the 12th class day for fall, spring and full summer semesters and 4th class day for summer semesters (summer 1 and/or summer 2) to receive a full refund. See School of Nursing Academic Calendar for deadlines.

**To drop a course:**

- Contact course facilitator and/or course faculty.
- Contact the Academic Advisor for



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in earning the degree. The Department Chair requests all course faculty submit the names of students who may be in jeopardy of course failure to the Graduate Program Coordinator. The Graduate Program Coordinator develops letters from the faculty to each identified student notifying the student of the current status and encouraging the student to discuss available services with the course faculty.

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

The Early Alert Program provides resources and assistance to students to ensure success in earning the degree or certificate. The Department Chair requests all course faculty submit the names of students who may be in jeopardy of course failure to the Graduate Program Coordinator. The Graduate Program Coordinator develops letters from the faculty to each identified student notifying the student of the current status and encouraging the student to discuss available services with the course faculty.

### **ENROLLMENT OUT OF SEQUENCE**

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

### **GRADING POLICIES**

#### ***Course Grade Policy***

##### **Undergraduate Courses**

- In order to pass a course, the weighted average of all proctored exams including the final must equal 75% or greater.

- In courses where additional requirements are a weighted portion of the grade, the additional course requirements will only be calculated as part of the final course grade if the average of all proctored exams including the final is 75% or greater.
- For Second Degree, Veteran to BSN and Traditional BSN courses with a clinical component, the clinical portion is graded as follows:
  - A clinical evaluation instrument will be used to determine the grade. The student must earn a 75% or greater on the clinical evaluation instrument to pass the course.
- The final course grade shall accurately reflect the grade earned according to course grading criteria. At the discretion of the faculty, grades may be rounded using classic rounding rules. For example, a grade of 89.5 equals A, whereas a grade of 89.4 equals B. Rounding of individual items should not be done. Rather, if rounding is done, it should be done for the final course grade only.

##### **Graduate Courses**

- In order to pass a course, the average of all exams including the final must equal 80% or greater.
- For courses with a clinical component, the clinical portion is graded on a pass/fail basis. Regardless of scores earned on exams or additional assignments, the



- Final course grade shall accurately reflect the grade earned according to course grading criteria. At the discretion of the faculty, grades may be rounded using classic rounding rules. For example, a grade of 89.5 equals A, whereas a grade of 89.4 equals B. Rounding of individual items should not

be done. Rather, if rounding is done, it should be done for the final course grade only.

**Grade Reports**

Final course grades can be obtained electronically through the WebRaider Portal at <https://webraider.ttuhs.edu>.

**Grading Scale**

| Traditional BSN Program | Second Degree BSN Program | Veteran to BSN Program | RN to BSN Program | Graduate Programs: MSN and DNP |
|-------------------------|---------------------------|------------------------|-------------------|--------------------------------|
| 90 – 100 = A            | 90 – 100 = A              | 90 – 100 = A           | 90 – 100 = A      | 90 – 100 = A                   |
| 80 – 89 = B             | 80 – 89 = B               | 80 – 89 = B            | 80 – 89 = B       | 80 – 89 = B                    |
| 75 – 79 = C             | 75 – 79 = C               | 75 – 79 = C            | 70 – 79 = C       | 70 – 79 = C                    |
| 60 – 74 = D             | 60 – 74 = D               | 60 – 74 = D            | 60 – 69 = D       | 60 – 69 = D                    |
| < 60 = F                | < 60 = F                  | < 60 = F               | < 60 = F          | < 60 = F                       |

| GRADE POINT AVERAGE (GPA)  |  |
|--|--|
| Type   | Formula (Use Grade Point Chart to calculate grade points)  |
| Overall Semester GPA   | Divide the total number of grade points acquired during the semester by total number of semester hours of all courses taken at TTUHSC, exclude courses with a “W” grade. (“F” and “WF” courses must be counted in the calculations.)                                   |
| Cumulative GPA   | Divide the total number of grade points earned in all courses taken in the degree program at TTUHSC by total number of semester hours of all courses taken in the degree program at TTUHSC including hours of “F” and “WF”. Repeated courses are counted in the total. |
| <p>(Multiply the course credit hours by the assigned grade point, and then add all grade points to determine total semester grade points.)</p> <ul style="list-style-type: none"> <li>An undergraduate student may repeat courses for credit with the prior approval of the program office and applicable Undergraduate Council. When a course is repeated, both grades are used in calculating the GPA and both grades appear on the transcript.</li> <li>A graduate student may repeat courses for credit with the prior approval of the programmatic director and Graduate Program Council. When a course is repeated, both grades are used in calculating the GPA and both grades appear on the transcript.</li> <li>Only courses taken and grades received at TTUHSC are used in calculating GPAs.</li> </ul> |  |

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## **INDEPENDENT / INDIVIDUAL STUDY COURSES**

A student may choose to complete elective course requirements by enrolling in an independent/individual study course. For independent/individual study courses, the

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and failure to re-enroll will result in the student being administratively dismissed from the program must seek readmission.

### **Graduate Students**

Graduate students may request a Leave of Absence FOR UP TO ONE (1) YEAR. Students who do not re-enroll in the semester following the declared expiration of the Leave of Absence or for one year must seek readmission. Failure to file a Leave of Absence and failure to re-enroll will result in an institutionally initiated 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 no courses are taken in the fall or spring. Leave of Absence Request forms and Return From Leave forms are available online at <http://nursing.ttuhschool.edu/forms>.

### **NCLEX RN EXAMINATION ELIGIBILITY**

The Texas Board of Nursing (BON) has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. The Petition for Declaratory Order ([http://www.bne.state.tx.us/forms/declaratory\\_order.asp](http://www.bne.state.tx.us/forms/declaratory_order.asp)) is a formal disclosure to the BON of an outstanding eligibility issue and permits the BON to make decisions regarding a petitioner's eligibility for licensure prior to entering or completing a nursing program. The Petition should be completed as soon as possible. The review process can take a minimum of three (3) months but could be longer depending on the issue and volume of applications.

Students who have obtained a Declaratory Order Petition must notify and inform the Department Chair of the outcome of the petition. If one of the following statements applies to you, a Petition for Declaratory Order must be completed.

- For any criminal offense, including those pending appeal, have you: 1) been convicted of a misdemeanor; 2) been convicted of a felony; 3) pled nolo contendere, no contest, or guilty; 4) received deferred adjudication; 5) been placed on community supervision or court-ordered probation, whether or not adjudicated guilty; 6) been sentenced to serve jail or prison time; court-ordered confinement; 7) been granted pre-trial diversion; 8) been arrested or have any pending criminal charges; 9) been cited or charged with any violation of the law; 10) been subject of a court-martial, Article 15 violation or received any form of military judgment/punishment/action?
- Are you currently the target or subject of a grand jury or governmental agency

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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 personality disorder, antisocial personality disorder, or borderline personality disorder?

(You may only exclude Class C misdemeanor traffic violations.)

**NOTE: Expunged and Sealed Offenses:**

While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, the student has the responsibility to ensure the offense, arrest, ticket, or citation has, in fact, been expunged or sealed. The recommendation is submission of a copy of the court order expunging or sealing the record in question to the Texas Board of Nursing with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

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

Pursuant to Texas Government Code § [552.142\(b\)](#), if you have criminal matters subject of an order of non-disclosure, you are not required to reveal those criminal matters on the declaratory order form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Texas Government Code [Chapter 411](#), the Texas

Board of Nursing is entitled to access criminal history record information that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

Statutes and Rules governing the Petition for Declaratory Order may be found in the Texas Occupations Code §§ [301.257](#), [301.452-304.454](#) (Nursing Practice Act), and in the Board Rules and Regulations relating to Nurse Education, Licensure and Practice, 22 Texas Administrative Code (TAC) §§ [213.27-30](#) and Texas Administrative Code (TAC) §§ [217.11-12](#). These statutes and rules can be located on the BON's website [www.bon.state.tx.us](http://www.bon.state.tx.us).

The Nurse Practice Act (<http://www.bon.texas.gov/nursinglaw/npa.html>) was amended during the 2005 Texas legislative session, adding Texas Occupations Code § [301.4535](#), to authorize the Board of Nursing to deny or revoke licensure to an individual for certain criminal offenses. Under the provision, the BON shall refuse or shall withdraw a license if the person has been convicted of an identified offense or has noted on his or her criminal record a plea of guilty or nolo contendere. The Texas Board of Nursing may consider eligibility for licensure of an applicant, who otherwise would be ineligible for licensure, after the fifth anniversary of the successful completion of and dismissal from probation or parole. The criminal offenses barring licensure, as defined by Texas Penal Code, include the following: murder; capital murder; reckless manslaughter; kidnapping, unlawful restraint, or unlawful transport

of a person for payment and punishable as a felony; sexual assault; aggravated sexual assault; indecency with a child, an elderly or disabled person; perpetrator of family violence, an agreement to abduct a child; the sale or purchase of a child; robbery; aggravated robbery; an offense that requires

with the AADESSA regarding the process for filing a formal grievance.

**Formal Process**

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

- File the complaint form (Attachment A), available online at [http://nursing.ttuhsct.edu/forms/general/grievance\\_a.pdf](http://nursing.ttuhsct.edu/forms/general/grievance_a.pdf) within ten (10) business days from

All records will be retained in the Office of the Associate Academic Dean for Student Affairs for three (3) years.

### **PASS – FAIL OPTION**

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

### **PLACEMENT IN CLINICAL FACILITY**

Every effort will be made to place a student in a clinical facility convenient for the student in terms of location and range of clinical experiences. The decision for clinical placement rests with the faculty teaching in the clinical course. A student may be removed from a clinical setting at any time if the faculty teaching the course believes it is in the best interest of the student. All students are guests of the facility where clinical experiences occur. As such, students are required to adhere to all policies and procedures of the assigned facility.

### **PLACEMENT IN COURSE**

Students progressing through the program in a regular, uninterrupted sequence are assured space in the nursing courses. Limited resources may restrict the School of Nursing from assuring immediate placement in nursing courses to students whose progress through the curriculum has been interrupted.

### **READMISSION**

#### ***Undergraduate Programs***

All requests for readmission must be made no later than two (2) months prior to the first day of the semester in which readmission is requested. The appropriate

programmatic council is responsible for overseeing the readmissions for a given program within the School of Nursing. A student who leaves in good standing and seeking readmission shall complete and submit a readmission application showing the expected entry point to the appropriate Student Affairs Coordinator.

The Coordinator will notify the chair of the applicable programmatic council of the request for readmission along with providing the most current transcript, and a summary of the circumstances of the student's withdrawal, if known. A student who leaves with a record not in good standing for academic or disciplinary causes must complete and submit a readmission application to the appropriate admissions coordinator along with a letter explaining the circumstances resulting in the withdrawal and the plan to improve or correct performance if offered readmission.

The appropriate Student Affairs Coordinator will forward the application, the letter, and any available academic records including the most recent transcript to the chair of the programmatic council. The programmatic council at the next scheduled meeting shall review all such requests and may take one of the following actions regarding readmission of a student: 1) eligible and admit, 2) eligible pending space availability in nursing courses and in sequence to date of action in relation to other readmission applicants, 3) not eligible. The programmatic council may assign requirements to be met as a condition of enrollment, i.e. readmission on a part-time degree plan.

#### ***Graduate Programs***

All requests for readmission must be made no later than the application deadline listed



in the School of Nursing Catalog for the semester in which readmission is requested.

The Graduate Program Department Chairs and MSN and DNP Councils are responsible for overseeing all readmissions to the School of Nursing Graduate Programs. Readmission of a student dismissed or who withdrew for academic or disciplinary causes is also based upon the decision of the appropriate Department Chair and MSN or DNP Council.

A student seeking readmission must comply with the following:

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

## **REGISTRATION**

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## General Information

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### ACCESS TO STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. Section 1232g; 34 CFR Part 99) affords certain rights to students concerning their educational records. FERPA grants students the right to inspect and review their educational records (with exceptions), to request the records be amended, to have limited control over the disclosure of information contained in their records, and to file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of FERPA. The

shall serve as the annual notification that must be provided to students under FERPA, 34 C.R.F. 99.7, unless individual TTUHSC schools annually notify their students of FERPA rights otherwise.

### AMERICAN WITH DISABILITIES ACT (ADA)

TTUHSC complies with the American with Disabilities Act (ADA), Section 504 Rehabilitation Act of 1973, and state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs and activities of TTUHSC solely on the basis of the disability.

Students with grievances related to discrimination on the basis of a disability may contact the ADA Compliance Officer

for Students in the Office of Student Services. Any student seeking remedy on the basis of disability must register as a disabled student with the ADA Compliance Office for Students and must provide all required documentation of disability.

### Documentation Criteria Physical, Sensory, or Health-Related Disabilities

Documentation in the form of an evaluation performed by a qualified professional (such as a licensed physician or audiologist) should be provided to the ADA Compliance Officer for Students. Documentation of physical, sensory, or health-related disabilities (including, but not limited to, orthopedic, hearing, visual, systematic, or chronic illnesses) should include:

- A diagnosis of the specific disability (including prognosis if appropriate); and
- An indication of the severity and manner in which the disability limits the student's activity, particularly as it relates to University life; and
- Recommendations for reasonable academic accommodations to equalize the student's opportunities at a post-secondary level.
- Please allow at least **15 University working days** for process of application after all documents have been received by the Office of Student Services.

Students seeking accommodation on the basis of disability **MUST** register with the office of TTUHSC Student Services at <http://www.ttuhs.edu/studentservices/ada/default.aspx>.

## **ANNOUNCEMENTS and RELATED INFORMATION**

The School of Nursing maintains information of student interest both on the School of Nursing web page <http://www.ttuhschool.edu/son/current/>, or Sakai announcements. 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
- Institutional news and events

## **CAREER SERVICES CENTER**

The School of Nursing Career Services Center (CSC) provides programs and services designed to empower students and alumni to actively explore, pursue and implement career and education decisions.

Through collaborative partnerships with academic departments and employers the CSC provides the most current and innovative career resources and information.



- ***O -campus long distance education students*** who want to receive counseling services should contact the Lubbock office of the Program of Assistance for Students (PAS) - (800) 327-0328 to inquire about the availability of area counseling services.
- ***Permian Basin students*** can receive counseling through the Program of Assistance for Students (PAS). The provider for PAS services in the Permian Basin is the Samaritan Counseling Center of West Texas, (432) 563-4144.
- ***A 24-hour crisis/help line*** is available to all SON students and members of their household through the Program of Assistance for Students. The number for students in Lubbock is (806) 743-1327. The number for students in other areas is (800) 327-0328.
- ***Financial Counseling for Lubbock students*** – Services are provided by advanced graduate-level students (Master and Doctoral) in the Personal Financial Planning program at Texas Tech. Financial counselors have received extensive training and are well prepared to address your financial concerns.
- ***Tobacco Intervention Program for Lubbock students*** – Services are provided by Substance Abuse Professionals in the Southwest Institute for Addictive Disease (SWIAD) <http://www.ttuhsc.edu/centers/swiad/behavioralhealth/tip/>.

## **DIVERSITY and INCLUSION**

The TTUHSC School of Nursing promotes, supports and embraces diversity amongst our students, faculty and staff as a foundational tenant to accomplishing the vision and mission of the School of Nursing. Therefore, the TTUHSC SON affirms and aligns with the TTUHSC Diversity Statement:

The core foundational value of including the diverse cultures, lifestyles, personal beliefs and ideas of all those we serve - and serve alongside - provides a positive impact on the health of our regional, national, and global societies. As we pursue excellence in healthcare education, research, and patient care, we will be ever mindful of the strength that is gained through unity in diversity.

## **DRUG FREE SCHOOLS and COMMUNITIES ACT**

## HEALTH INSURANCE

Students are required by TTUHSC to pay a Medical Service Fee each semester. With this fee, access to healthcare is available at no charge for minimal or limited minor problems. Access to healthcare is through a TTUHSC clinic or a regional contracted provider (when available) for distance students. This fee is waived only for distance students.

TTUHSC and the School of Nursing **strongly recommends** each student maintain health insurance to cover major medical, emergency care, specialty care, and pharmacy services. Students should note many of the facilities where students receive clinical training **require** each student to be covered by health insurance. Hospital or clinic personnel may ask for proof of coverage at any time. Students may be denied access to clinical experience, at the discretion of the facility, if not covered by health insurance.

TTUHSC provides students the opportunity to purchase health insurance. Students may contact the TTUHSC Office of Student Services, Room 2C400 or (806) 743-2300 for more information. The TTUHSC Office of Student Services can provide information on several insurance resources for students or visit [www.ttuhsu.edu/student-services/studenthealth.aspx](http://www.ttuhsu.edu/student-services/studenthealth.aspx) for further information.

## HEALTH SERVICES FOR TTUHSC STUDENTS

Medical services for TTUHSC st

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please contact Classroom Support (office located on the second floor of the Academic Classroom Building). Locker assignments are made on a first-come first-served basis. All lockers must be cleaned out at the end of each semester. TTUHSC is not responsible for items left in lockers.

### **MEDIA AUTHORIZATION and RELEASE**

The TTUHSC policy ([TTUHSC OP 52.15](#)) applies to all TTUHSC Schools, educational and other activities, and areas owned, operated and/or provided by TTUHSC. It does NOT apply to uses of Image(s) or information for patient treatment or payment purposes (as defined under HIPAA). Definition of Image(s): Likeness or image(s) including, but not limited to photographs, videotaped images, audio recordings, and digital or other images of any kind or nature.

During new student orientation for each academic program, students are asked to sign a media authorization and release form. The signing of this form allows the School to use the student's name and photographic image in School promotional materials in all forms of media including, but not limited to press, radio, television, internet websites, and printed mediums.

The signing of the release is voluntary. A student may indicate on the release that they do not wish the School to use their name and/or photographic image in the School's promotional materials. The media authorization and release form is kept in the student's file for each program.

### **PARKING / VEHICLE REGISTRATION**

All motor vehicles (including motorcycles, etc.) operated on or parked on the campus at any time must be registered at the Traffic and Parking Office, <https://www.scal.ttuhs.edu/parking/>. Compliance with the regulations set forth in Campus Traffic and Parking Regulations is required. A pamphlet describing these regulations is available from the Traffic and Parking Office.

### **PROFESSIONAL and ACADEMIC CONDUCT**

TTUHSC has a responsibility to maintain order within the University community and to discipline any person or people violating the standards, rules and/or policies. Enrollment requires students to share the responsibility. Students agree to abide by the standards, rules and/or policies set forth in the [University Catalog](#), the TTUHSC Operating Policies and Procedures (<http://www.ttuhs.edu/hsc/op/>), School of Nursing [Operating Policies and Procedures](#), and School of Nursing [Operating Policies and Procedures](#), as well as any other official University publications.

### **REFERENCE LETTERS / RECOMMENDATION FORMS**

Professional reference letters can be requested from individual faculty members. Such requests should be submitted in writing directly to the faculty member along with a resume/CV for faculty referral; at least two weeks' notice should be given. Reference letters are not maintained by the School of Nursing. Reference letters requested after graduation should be requested in the same manner. Letter of Recommendation for Students form is located under <http://nursing.ttuhs.edu/forms/>

**REGISTRATION OF CONVICTED SEX OFFENDERS**

[Chapter 62, Texas Code of Criminal Procedure](#), requires that all sex offenders register with local law enforcement authorities. As a result, all sex offenders

policy should be addressed to the Texas Tech University Police Department, 413 Flint Avenue, Lubbock, TX, 79409, (806) 742-3931 or email [Police@ttu.edu](mailto:Police@ttu.edu).

**RELOCATION (Moving) TO A STATE OTHER THAN THE STATE OF TEXAS**

In order for TTUHSC School of Nursing to offer online courses and/or to supervise clinical experiences in a state other than Texas, TTUHSC must comply with the other state's requirements. The requirements differ from state to state. Notification prior to relocating to another state is mandatory for all graduate on-line students, regardless of track, in order to ensure TTUHSC has authority to provide online education and/or clinical experiences in the other state.

Students are required to contact the MSN Student Affairs Coordinator via TTUHSC email providing such notification at a minimum of 60 days prior to the proposed move. Upon receipt of notification the student will be contacted, either by phone or email, as to whether the proposed state is an approved state for TTUHSC to deliver online education and/or to supervise clinical experiences.

TTUHSC School of Nursing cannot guarantee the student's continuation in the program if the student moves to a state where TTUHSC has no authorization to provide educational services. Please reference the following link to identify states which the TTUHSC has attained authorization [http://www.ttuhschoolofnursing.edu/son/prospective/state\\_authorization.aspx](http://www.ttuhschoolofnursing.edu/son/prospective/state_authorization.aspx).

**RESEARCH**

Research proposals requiring access to the School of Nursing student population must be made to the School of Nursing Faculty Council and the [Institutional Review Board \(IRB\)](#) for approval prior to conducting research. Potential investigators must meet TTUHSC IRB mandated training requirements prior to submitting proposals to the IRB.

**SAFE HARBOR**

Safe Harbor (SHPR) in accordance to Texas Board of Nursing Nurse Practice Act{[NPR§303.005(b) and (e)]; [Texas Administrative Code Rule [217.19\(a\) \(15\)](#) and Texas Administrative Code Rule [217.20\(a\)\(15\)](#)]}, may be initiated by a RN prior to accepting an assignment or engaging in requested conduct that the nurse believes would place patients at risk of harm, thus potentially causing the nurse to violate his/her duty to the patient(s). Invoking safe harbor in accordance with the (n)3(a)(N[(t)6 e b)t t)-2(t)-3(yt)6 pv3In p1engg aing Fu7st scrtt

at [www.ttuhschool.edu/admin/safety/student](http://www.ttuhschool.edu/admin/safety/student). Students may login to this site to complete STEPS (Safety Training Education Program for Students) and/or Laboratory Safety Essentials training.

### **SAKAI (aka “ e Hub”)**

SAKAI is a web-based Collaboration Learning Environment (CLE) application used for online course delivery. It is a full-featured system supporting technology-enabled teaching, learning, research and collaboration. School of Nursing instructors and staff utilize SAKAI tools to organize and provide course materials, assignments, exams and quizzes. SAKAI communication tools are also used to deploy and coordinate activities, course announcements, messages, wikis, chat rooms and discussions forums.

### **SEMESTER HOURS**

The semester hour is the unit of measure for credit purposes. Didactic contact hours are measured on a one-to-one basis; clinical contact hours on a one-to-three basis or as designated in the School of Nursing Catalog for the specific program. Approximately two hours in preparation for each hour of didactic class and an appropriate amount of time for preparation for clinical activities are expected.

### **SEXUAL HARASSMENT**

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

The School of Nursing considers sexual harassment in all forms to be a serious

not prohibit students from joining and participating in online communities as individuals. However, any online behavior violating the [Student Code of Conduct](#) brought to the attention of school officials will be treated as any other violation of the Student Code of Conduct. Please contact the Associate Academic Dean of Student Affairs for questions regarding the interpretation of the “Student Code of Conduct.” In addition please reference TTUHSC [OP 67.03 Use of Social Media](#). The policy discusses professional expectations as well as best practices while a student at the School of Nursing.

### **STANDARD PRECAUTIONS**

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

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

- Presentation and discussion of the CDC’s Recommended Standard Precautions and
- An in-depth review of the School of Nursing’s policies dealing with communicable diseases.
  - Students will not be allowed into the clinical area until they have signed the Consent for Adherence to the CDC’s Recommended Standard Precautions. This consent form will

be placed in the student’s file in the Office of Student Affairs.

Because the potential diseases in a patient’s blood and body fluids cannot be known, blood, body fluid, and substance precautions recommended by the CDC should be adhered to for all patients and for all specimens submitted to the laboratory.

These precautions, called “standard precautions”, should be followed regardless of any lack of evidence of the patient’s infection status. Routinely use barrier protection to prevent skin and mucous membrane contamination with:

- Secretions and excretions, except sweat, regardless of whether or not they contain visible blood
- Body fluids of all patients and specimens
- Non intact skin
- Mucous membranes.

#### ***Environmental Control***

Follow the clinical agency’s procedures for the routine care, cleaning and disinfection of environmental surfaces, beds, bed rails, bedside equipment, and other frequently touched surfaces.

#### ***Gloves***

Wear gloves (clean nonsterile gloves are adequate) when touching blood, body fluids, secretions, excretions, and contaminated items. Put on clean gloves just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same patient after contact with material with a possibility of containing a high concentration of microorganisms. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces and

before going to another patient. Wash hands immediately to avoid transfer of microorganisms to other patients or environments.

***Gown***

Wear a gown (a clean nonsterile gown is adequate) to protect skin and prevent soiling of clothing during procedures and patient care activities (splashes or sprays of blood,

- 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 to prevent skin and mucous membrane exposures, contamination of clothing and transfer of microorganisms to other patients and environments. Ensure reusable equipment is not used for the care of another patient until appropriately cleaned and reprocessed and single use items are properly discarded.

***Patient Placement***

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

**STATE PRIVACY POLICY**

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

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

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

**STUDENT ADVISORY COUNCILS FOR BOTH UNDERGRADUATE and GRADUATE DEPARTMENTS**

For purposes of promoting the TTUHSC School of Nursing, four student advisory councils exist to maintain open communication between students and administration/faculty/staff: the Undergraduate Department Advisory Council, the Non-Traditional Electronic Advisory Forums, the Graduate Department Chairs’ Advisory Council and the DNP Student Advisory Council. Through the Department Advisory Councils, student representatives advise the administration on ways to improve the educational process while enrolled in the School of Nursing. Student representatives volunteer or are selected by the 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.

### **STUDENT AFFAIRS**

The mission of the Texas Tech University Health Sciences Center School of Nursing Student Affairs Office is to assist students, across all service regions, in successfully accomplishing their academic goals.

The Student Affairs Office serves as the central “hub” for current and prospective students by providing timely and accurate information, quality customer service, personal guidance and advocacy. A student-centered philosophy confirms our commitment to student learning and development; creates focus and meaning in our work and is the driving force of the Student Affairs Office.

The Student Affairs Office takes an active role in building a supportive and respectful community across all campuses and the online classroom. Programs and services are designed, in collaboration with School of Nursing faculty members, to contribute to student development and support academic achievement. Examples include advising, co-curricular activities promoting education, social and cultural opportunities and community engagement. To ensure highly skilled Student Affairs Coordinators serve our nursing students, continuing education activities like Green Zone and Ally trainings are provided to them. In addition, Coordinators attend presentations focusing on student development and current topics in Student Affairs. These presentations are made available by experts in Higher Education. The Student Affairs Office is dedicated to the growth and development of all students in the School of Nursing. For more information on the School of Nursing

Office of Student Affairs, please visit their website at <http://www.ttuhscc.edu/son/sao/>

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phone number, school attended/enrolled, address(es) to send transcripts, number of copies requested, and signature.

**TRANSFER BETWEEN CAMPUSES**

Transfer requests from one campus to another are granted based on space availability. [SON OP 30.205](#), Transfer Between Campuses is only applicable to students in the Traditional BSN

affect the policy regarding incomplete (“I”) grades. Grades of “I” at the time of withdrawal will automatically convert to an “F” if not resolved in the originally stated time frame, (one year). Contact must be made with the Graduate Coordinator and the appropriate Department Chair office for completion of required documentation.