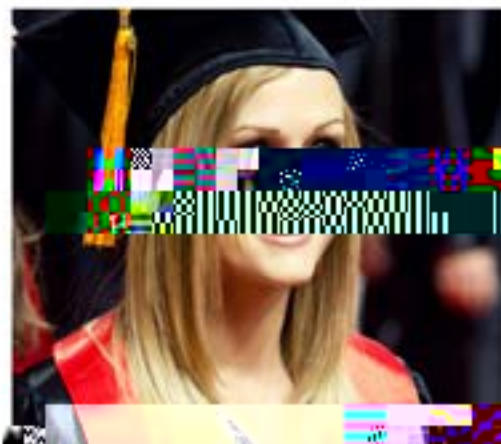# STUDENT HANDBOOK

2018 - 2019

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

School of Nursing

e information contained herein is not to be considered a contract and the Texas Tech University Health Sciences Center School of Nursing reserves the right to make changes to the information and policies contained herein at such times as it deems appropriate.   is ˌ ˌ ˌ   ˌ ˌ ˌ supersedes all previous editions.   e provisions of the ˌ ˌ ˌ   ˌ ˌ ˌ do not constitute a contract, express or implied, between any student, faculty member, Texas Tech University System (TTUS), Texas Tech University Health Sciences Center (TTUHSC), and/or the TTUHSC School of Nursing.

e TTUHSC School of Nursing shall notify the student of any changes to the TTUHSC School of Nursing ˌ ˌ ˌ   ˌ ˌ ˌ occurring during the academic year. At any given time, the most current edition of the TTUHSC School of Nursing, ˌ ˌ ˌ   ˌ ˌ ˌ   and   ˌ Cl ˌ ˌ ˌ ˌ ˌ ˌ ˌ ˌ ˌ   ˌ ˌ ˌ will be available on the TTUHSC website, www.ttuhsc.edu/nursing/ and www.ttuhsc.edu/student-services/.

SCHOOL OF NURSING ADMINISTRATION

ADMISSIONS and STUDENT AFFAIRS, EDUCATION SUPPORT SERVICES, AND RETENTION COUNSELORS CONTACT INFORMATION

ACADEMIC EXPECTATION OF STUDENTS

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GENERAL INFORMATION

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FAA
Professor and Dean
UMC Endowed Chair for Excellence in Nursing

ACADEMIC DEPARTMENTS

Traditional BSN Undergraduate Department
Traditional BSN Program

\   , D,
Associate Professor, Associate Dean/Department Chair
Phone: (806) 743-9243
kathy.sridaromont@ttuhsc.edu

,   B   ,   , , C E
Assistant Professor, Regional Program Director
Phone: (325) 696-0517
ruth.bargainer@ttuhsc.edu

A H   ,   ,   , C E
Assistant Professor, Traditional BSN Program
Director of Admissions/Progressions
Phone: (806) 743-2793
ann.hagstrom@ttuhsc.edu

\   , D,   , CH E
Assistant Professor, Traditional BSN Program
Clinical and Simulation Director
Phone: (806) 743-9226
kyle.johnson@ttuhsc.edu

A   , D,   , C E
Associate Professor, Traditional BSN Program
Director of Curriculum/Faculty
Phone: (806) 743-2722
amanda.veesart@ttuhsc.edu

Non-Traditional Undergraduate Department
RN to BSN, Accelerated BSN Program: Second Degree BSN and Veteran to BSN

,   ,   , D,
Professor, Associate Dean/Department Chair
Phone: (806) 743-4842
melinda.mitchell.jonesn/T1.9 (A.Gh 0 scD)-3 (hDN, JDl12 (r)
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MSN Advanced Practice RN Program (Nurse Practitioner and Nurse Midwifery Tracks) and DNP Program (APRN Track)

E   ,   D, A   , F   BC, C E, FAA
Professor, Associate Dean/Department Chair, APRN (Advanced Practice Registered Nurse) Program
Phone: (806) 743-2799
emily.merrill@ttuhsc.edu

B   ,   D,   , F   -BC
Associate Professor and Program Director, FNP Track
Phone: (806) 743-9207
kellie.bruce@ttuhsc.edu

, , ,,   H. B   ,, D   ,,   , C   , FAC
Associate Professor and Program Director, Nurse-Midwifery Track
Phone: (806) 743-7568
rebecca.burpo@ttuhsc.edu

. C   ,   ,   D, F   -BC,   H   -BC, FAA
Professor and Program Director, Psychiatric Mental Health Track
Phone: (512) 484-4005
susan.calloway@ttuhsc.edu

\   E   ,   D,   , G   C
Associate Professor and Program Director, Pediatric NP (Primary and Acute Care) Tracks
Phone: (806) 743-9213
karen.esquibel@ttuhsc.edu

.   H   ,   D,   , AC   -BC

Post-Licensure Matriculation Management - RN to BSN, and Graduate Programs

\   *H*ı ı ᷄᷄
(806) 743-6450 / (800) 493-3954
kristi.huguley@ttuhsc.edu

SON Veterans Liaison

\ᵤ   *C* ₫
(806) 743-9648
kyle.chapman@ttuhsc.edu

EDUCATION SUPPORT SERVICES

Education Technology

F

Managing Director

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B ι   ,   ,,   ,   , *CH*L

Phone: (806) 743-2217
bren.threadgill@ttuhsc.edu

, MSN, RN, OCN

Phone: (806) 743-9256
marnette.winner@ttuhsc.edu

Accelerated BSN

B ,   *G* ι   ,✔ *D*,,

Phone: (806) 831-3515
bibha.gautam@ttuhsc.edu

Permian Basin Campus
Traditional BSN Program

, , , , *B* ,,

Phone: (432) 703-5286
sonya.ritchie@ttuhsc.edu

Accelerated BSN Program

A   ٠ ,   ,,   , *CE* , *C*🖑

Phone: (432) 703-5106
adrian.stamps@ttuhsc.edu

San Antonio Area
Accelerated BSN
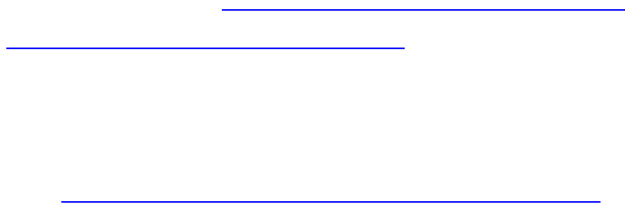
D   *G*،، ,   ,   ,,

Phone: (432) 352-6693
diana.goodwin@ttuhsc.edu

Academic Retention and Success Coach

RN to BSN Academic Advisor

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Phone: (806) 743-2730
Fax: (806) 743 2792
jan.roberts@ttuhsc.edu

speci c nursing apps is required.
-     e Accelerated BSN Program requires

or forwarded to another non-TTUHSC account. is email address will be the only email address used for official communications between the Institution and students, faculty, and staff. Because students are responsible for monitoring and responding to any required information sent to this email address, students should check the TTUHSC email daily in addition to other course resources.

EQUIPMENT

Students are responsible for purchasing and maintaining certain pieces of equipment (stethoscopes, etc.). Faculty will specify equipment requirements and post the requirements in the course syllabi. Any TTUHSC School of Nursing equipment checked out to students must be returned 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

Identification Badge (Texas Tech University Health Sciences Center 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

Name Badge

e School of Nursing name badge provides identification of the student and any applicable credentials. If lost, a replacement must be purchased through the appropriate office.

PARTICIPATION IN ASSESSMENTS
Student Feedback ([SON OP 10.015](#))

e School of Nursing provides several opportunities for student feedback regarding the effectiveness of educational programs and services provided for students. Both formal and informal feedback is solicited. Satisfaction and feedback are solicited through student membership on School of Nursing Councils, focus groups, and completion of satisfaction assessment tools. Individuals or groups of students may provide unsolicited feedback to faculty and administrators at any time in person, via phone, and via email messages.

Completion of the following student satisfaction assessment tools are mandatory:
- Orientation Satisfaction Assessment tool -Completed during the first semester of enrollment. Students access the assessment via an invitation sent to the TTUHSC email address.
- Course Satisfaction Assessment tool -Completed for each course enrolled every semester. Students access the assessment via an invitation sent to the TTUHSC email address.
- Combest Center Satisfaction Assessment tool -Completed every semester of enrollment with clinicals at the Combest Center. Students access the assessment via an invitation sent to the TTUHSC e-mail address.
- Satisfaction at Graduation Assessment tool -Completed during the last semester of enrollment. Students access the assessment via an invitation sent to the TTUHSC email address.

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

Students have an additional opportunity to provide feedback six months after graduation by completing the Alumni Assessment and asking the employer to complete the Employer Assessment. The School of Nursing email the links to the Alumni and Employer assessments to the admission email address listed with the Registrar's Office. Students should notify the Registrar of changes to email and permanent address information to ensure delivery.

PHONES

Phones should be placed in silent mode or turned off while students are attending any learning activity at the School of Nursing. Phone conversations on cell phones or communication including but not limited to texting and/or tweeting 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 helping define professional nursing practice. 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 continual development of the necessary technical, analytical, and persuasive skills.
- Course activities should integrate the continual development of communication skills throughout the curricula in the School of Nursing. High standards for communication (including written communication) lie at the heart of professional nursing practice and should be reflected in all curricular activities.
- The discipline of nursing uses the American Psychological Association (APA) standards to guide clear and precise professional

communication. APA format refers to the APA editorial style (grammar, quotations, etc.) as well as standards for content and organization of a paper and ways to express ideas clearly while reducing bias in language. Knowledge and use of the range of APA recommendations permit the attainment of desired written communication skills, in turn, enhancing the nursing profession and the health of populations served by nurses.

The official format style for the School of Nursing is the current edition of the Publication Manual of the American Psychological Association (APA). School of Nursing students are required to purchase and use the most current edition of the American Psychological Association (APA). The publication is available at most bookstores. Students may contact the TTUHSC Libraries for availability. Helpful APA guidelines are located at http://nursing.ttuhsc.edu/apa/ or on the School of Nursing Current Student resources page at https://www.ttuhsc.edu/nursing/ under Writing Resources.

Resources to assist in the development of academic writing skills are also availalbe through the Smarthinking Writing Center, an online writing and tutoring lab available in the Learning Management System, and the TTUHSC Writing Center at https://app4.ttuhsc.edu/WritingCenter/.

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, Accelerated BSN Program: Second Degree BSN and Veteran to BSN), and the Graduate Departments: MSN Leadership Program, MSN APRN Program, Post-Master's certifications and DNP Program.

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. is includes but is not limited to unsafe clinical practice or violation of the H C I H .

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Maintaining Minimum Academic Retaining MinimumkA3 Tc 0.003 Tw 0 -1.2 TD(a5r)-25 (t)-3 (i)2 ( )-6 (ca)14

Failing to meet expected standards may result in academic dismissal at any time. is includes but is not limited to unsafe clinical practice or violation of the *H C I H .*

ATTENDANCE REQUIREMENTS

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Students are responsible for class participation and clinical attendance.

- Instructors determine the eect 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.

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

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- Students are 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:

- American Heart Association (AHA) Basic Life Support (BLS)
    -Mandatory for all Traditional BSN, Accelerated BSN, MSN and DNP Students
- Advanced Cardiovascular Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Neonatal Resuscitation Program (NRP)

Failure to maintain proper certication 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 oers courses for:

- First Aid
- Basic Life Support (BLS) with Automated External Debrillation (AED) training
- Advanced Cardiovascular Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)

For information contact the F. Marie Hall Simulation Center at (806) 743-2723.

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Prior to enrollment in the Traditional BSN or Accelerated BSN Programs, a current Basic Life Support (BLS) for Health Care Providers card

CERTIFICATION REQUIREMENTS

Graduate Department

Graduate students in the MSN Leadership Program (MSN Nursing Administration, MSN Nursing Education and MSN Nursing Informatics) are required to:

- Hold American Heart Association BLS certification upon entering the program and provide evidence of current certification while enrolled in the program.

Graduate students in the MSN APRN and Post-Master's APRN Certificate tracks prior to admission must:

- Hold American Heart Association BLS certification upon entering and provide evidence of current certification while enrolled.
- Prior to enrollment in the first population focus course, students must:

  -For the Family and Adult-Gerontology Acute Care MSN tracks, hold ACLS (Advanced Cardiovascular Life Support) certification.

  -For the Pediatric tracks, hold PALS (Pediatric Advanced Life Support) certification.

  -For the Nurse Midwifery track hold a record of successful completion of a NRP (Neonatal Resuscitation Program) and basic electronic fetal monitoring.
- All graduate students in the APRN Program (nurse practitioner and nurse midwifery tracks) must provide continued evidence of certification while enrolled. Failure to maintain evidence of current certification will result in suspension of clinical activities.
- Nurse Midwifery students will be required to secure and present proof of their own purchased student malpractice insurance prior to commencing nurse midwifery-specific

clinical courses (NURS 5304, NURS 5470, NURS 5571, and NURS 6620). The average cost for a yearly rate is around $500 and students may select from a carrier of their choice.

Doctorate: BSN Doctorate-DNP

BSN to DNP students in the FNP track and PMHNP track are required to:

- Hold American Heart Association BLS certification upon entering and provide evidence of current certification while enrolled
- FNP track students are also required to hold ACLS (Advanced Cardiac Life Support) prior to enrollment in the first population focus course and provide evidence of current certification while enrolled

Post-Master's DNP students in both the Executive Leadership track and the Advanced Nursing Practice track are required to:

- Hold American Heart Association BLS certification upon entering the program and provide evidence of current certification while enrolled in the program

COLLABORATIVE PROGRAM REQUIREMENT

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

COMPREHENSIVE EXAMS

Undergraduate (prelicensure) students must have a passing score on the comprehensive examination administered in NURS 4620, Professional Transitions in Nursing Care, for the Traditional BSN Undergraduate Program. If the student is not successful on the examination,

the student is required to meet with the course facilitator(s) to determine next steps in progression. In the Accelerated BSN Program: Second Degree BSN and Veteran to BSN the comprehensive exams are included in the overall assessment of student performance in NURS 4391, Synthesis of Nursing Knowledge, during the final semester of enrollment.

DEGREE REQUIREMENTS

Requirements for meeting expectations of all degrees offered at TTUHSC School of Nursing are specified in the School of Nursing Catalog in effect at the time of admission to the program.

GRADUATION / DIPLOMA

Graduation Application

Students planning to graduate MUST complete the Graduation Application available on the TTUHSC Student Services website at www.ttuhsc. edu/student-services/commencement/default. aspx.

Students should create a "Diploma" address in WebRaider to ensure the diploma will be mailed to the proper address. The TTUHSC Student Services office uses the diploma address to mail the diploma only if the diploma is not picked up or available at commencement or at the request of the student.

Students must be enrolled at Texas Tech University Health Sciences Center and registered in the School of Nursing for a minimum of one credit hour in the term of graduation.

Graduation Requirements Catalog

A student is expected to complete the degree requirements set forth in the School of Nursing Catalog in effect at the time the student enters the chosen degree or area of study. Only with a Phovt7 05c8.1 (b)6.on heoeur in ta (o co)12 (n)-6 (h)4 (e)2 (n Catalog r1n (e on6 (e enr)13e)-0 (o (rae5 Ph) r)13 (5q)10 (uo)-9 (o)7 (l o)12 (f N)35 (ur)6 (sin)8.1 (g)]c 0.011 (p22

IMMUNIZATION REQUIREMENTS

Vaccine	When Required
Hepatitis B series (Hep B)	At the beginning of the initial semester of enrollment to be completed within 6 months, or a titer showing immunity is required.
Measles, Mumps, Rubella vaccine/titer (MMR)	At the beginning of the initial semester of enrollment, with doses of vaccine or titers showing immunity are required. (Note: Women who need MMR must make an appointment with a health professional to verify pregnancy status before receiving MMR.)
Meningococcal (MCV)	At the beginning of the initial semester of enrollment. Adults 22 years of age or younger within the last ve years.
Tuberculosis (TB)	At the beginning of the initial semester of enrollment and annually therea er. If you have not had a TB test within the last 12 months you must have a 2 step skin test with a minimum of 7 days between the 2 readings.
Tetanus/Diphtheria (Td)	At the beginning of the initial semester of enrollment. (Booster required every 10 years.)
Tetanus, Diphtheria and Acellular Pertussins (Tdap)	At the beginning of the initial semester of enrollment. (Adult - one time dose)
In uenza (Flu)	Required during u season annually.
Varicella (Chicken Pox)	At the beginning of the initial semester of enrollment – two (2) doses of vaccine or titer showing immunity are required. (TTUHSC does not accept history of the disease)

LIABILITY INSURANCE

All students (licensed and non-licensed) enrolled in the School of Nursing are required to carry student liability insurance. e School of Nursing provides a blanket policy covering students in any student-related clinical activity.

e 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
• e student liability insurance blanket policy is for liability purposes only and is NOT a general health insurance policy.
• Students enrolled in the Nurse Midwifery and Post-Master's Certi cate Nurse Midwifery tracks are required to carry additional individual (self-purchased) liability insurance.

LICENSURE - RNs

MSN graduate students are required to have an unencumbered Texas RN License or Compact Multistate License. RN-BSN undergraduate students and DNP graduate students must have current licensure as a registered nurse in the United States. Students must maintain current licensure in good standing throughout enrollment in the School of Nursing. e appropriate Associate Dean/Department Chair must be noti ed immediately if the status of licensure changes for any reason. Students residing in neighboring states must also verify Texas RN licensure or Compact Multistate license if the state they reside in is a participating compact state. Students must provide current documentation of Compact Multistate License.

LICENSURE APPLICATIONS

e Associate Dean/Department Chair for the Traditional BSN Undergraduate Department or the Non-Traditional Undergraduate Department will assist currently enrolled pre-licensure students with the applicable Board of Nursing

Traditional BSN Undergraduate Program Hospital Clinical Setting Uniform Guidelines	
Equipment:	Stethoscope, watch with second hand, 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 affixed to left chest. The uniform should be clean, free of wrinkles and without needed repair. Bottom of pants should be of appropriate length and not be dragging on the floor.
Shoes:	The shoes shall fit securely and be primarily white or black impenetrable material.
Lab Coats:	White, clean and pressed with an embroidered logo affixed to left chest.
Scrub Jacket (optional):	Red or Black scrub jackets with an embroidered logo affixed to left 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 hair must secure hair behind his or her head; hair must be off the shoulders. Long hair is defined as any hair length that obstructs peripheral vision when the student bends over at waist level or that may dangle onto a patient or treatment surface.
Makeup:	Wear in moderation. No bright lipsticks, blush, or eye shadow.
Nails:	Nails must be clean and well groomed. Artificial nails, gel coats, or shellac are not acceptable. Nails need to be short. Polish, if worn, must be clear.
Perfume/After Shave:	Avoid wearing perfume, cologne, or aftershave. Clients may not be able to tolerate your favorite scent.
Piercing/Tattoo:	Students may have one stud earring in each ear lobe. All other piercing must be removed for the clinical setting. Tattoos must be covered or not visible during clinical.
Additional:	Additional requirements based on clinical agency policy will be communicated by the Clinical Director.

Hospital Clinical Setting Uniform Guidelines apply in non-hospital settings and hospital preparation time except as stated in the following Non-Hospital Clinical Settings and Non-Direct Care Hospital Setting chart.

Accelerated BSN Program: Second Degree BSN and Veteran to BSN Hospital Clinical Setting Uniform Guidelines	
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 black scrub pants) with patch(s) permanently affixed to approved location(s) on the uniform. See respective orientation materials for information on patches and placement. The uniform shall be clean and without needed repair.
Shoes:	The shoes shall fit securely and be primarily white or black impenetrable material.
Lab Coat:	The lab coat shall be the official Texas Tech University Health Sciences Center School of Nursing jacket (white) with patch permanently affixed to left chest and should be clean.
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 hair must secure hair behind his or her head; hair must be off the shoulders. Long hair is defined as any hair length that obstructs peripheral vision when the student bends over at waist level or that may dangle onto a patient or treatment surface.
Makeup:	Wear in moderation. No bright lipsticks, blush, or eye shadow.
Nails:	Nails must be clean and well groomed. Artificial nails are not acceptable. Nails need to be short. Polish, if worn, must be a natural/neutral color.
Perfume/After Shave:	Avoid wearing perfume, cologne, or aftershave. Clients may not be able to tolerate your favorite scent.
Piercing/Tattoo:	Students may have one stud earring in each ear lobe. All other piercing must be removed for the clinical setting. Tattoos must be covered or not visible during clinical.
Additional:	

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. e pre-requisite/co-requisite courses are designated in the School of Nursing C .

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 www.ttuhsc.edu/nursing/scholarships/. e 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 nancial or other circumstances change.

Before applying for scholarships, students MUST have a completed Free Application for Federal Student Aid (FAFSA) https://fafsa.ed.gov/ on le with the TTUHSC Financial Aid O ce.

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 established by each donor and the TTUHSC School of Nursing.

According to the Texas Education Code, § 54.213: a student with a competitive scholarship of at least $1,000 for the academic year or summer the student is enrolled and who is a non-resident is entitled to pay the tuition and fees required of Texas residents without regard to the length of time the student has resided in Texas. For more information, please contact the School of Nursing scholarship o ce at sonscholarships@ttuhsc.edu.

Permian Basin Students

Permian Basin Students can only apply for Permian Basin scholarships. For more information for this process, please follow the link for Permian Basin Students at http://www.ttuhsc.edu/nursing/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 3 (a)18 (v)ve a TJT†(limr)-6 (in)8 (g L9 (ts2(

ACADEMIC POLICIES

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

ACADEMIC ADVISEMENT

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

Traditional BSN Undergraduate Department

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Academic advisement for students enrolled in the Traditional BSN program is directed by the Associate Dean/Department Chair. e Enrolled Student Management Coordinator in the O ce of Student A airs will assist with academic advisement. e student signs and receives a copy of the degree plan at orientation and is expected to follow the signed degree plan when registering for courses. e Student A airs Coordinator, under the direction of the Associate Academic Dean for Education Support Services and Student A airs, and in collaboration with the Program Director, assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to progression through the degree plan. Program Directors may be 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 Student A airs Coordinator, who will work closely with the Associate Dean/Department Chair to assist students.

Non-Traditional U1g a cor

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of the degree plan at orientation and is expected to follow the signed degree plan when registering for courses. The Student Affairs Coordinator, under the direction of the Associate Academic Dean for Education Support Services and Student Affairs, and in collaboration with the Associate Dean/Department Chair, assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to progression through the degree plan. Faculty may be 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 Student Affairs Coordinator, who will work closely with the Associate Dean/Department Chair to assist students.

Graduate Department

Academic advisement for students enrolled in the MSN Leadership Program is directed by the specified Program Director. The Graduate Enrolled Student Management Coordinator in the Office of Student Affairs 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 Associate Dean/Department Chair and/or Program Director, 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 nt ManGund (u)-3 (a-3 (y a)9a. G)8 (rad)1. Gradd FLtogthe(r)13 (ra)1e3 (s)5 t 9 (d o)1ludents. ogram Director, l(s)-8 (o)-9 (ci)-2.9 (a)19 (t)6 (e D)-6 (e)-6an5 (a)9 n/

- The decision on the academic substantive review by the appropriate Programmatic Associate Dean/Department Chair is final.
- All records related to the appeal are retained by the office of the ADESSA for a period of three (3) years.
- The student may only appeal issues of procedural due process to the ADESSA.

Procedural Appeal
- The student may file an appeal on procedural grounds following receipt of the final decision on the appeal of the grade. A procedural appeal should be filed with the ADESSA within two (2) business days of the student receiving the Associate Dean/Department Chair's decision on the grade appeal. Students are to file Request Form (Attachment B) available online (http://nursing.ttuhsc.edu/forms/).
- Upon review of all materials and meeting with the student, Associate Dean/Department Chair and faculty, the ADESSA shall render a decision on the procedural appeal with three (3) business day from receipt of the Procedural Appeal.
- The decision of the ADESSA will be sent to the student via certified mail and/or electronic correspondence to the student's TTUHSC e-mail address. The decision of the ADESSA is final.
- All records will be retained in the office 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:

Academic 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 ten (10) business days from receipt of recommendations, official notification from the Dean regarding the decision will be forwarded to the student via certified mail and/or email.

Appealing the 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.
- All appeals must be received by close of business on the 5th business day and/or postmarked by the US Postal Service by the 5th business day. No appeals will be accepted outside this requirement.
- 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 Associate Dean/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.

- e burden of proof lies with the student.
  e student may present a written statement to the Academic Dismissal Appeals Council relative to the appeal at the time of the hearing.   e Academic Dismissal Appeals Council may limit the length and presentation of such statement in accordance with e ective management of time.
- e student has no right to be accompanied

Institutional St_____. ese guiding rules and regulations are present to foster a sense of community and respect among all members of the university community. It states, "each student is responsible for his/her own integrity, and is likewise responsible for reporting possible violations of this Student Code by other students." Part II.A.4.

COURSE LOADS

Traditional BSN Undergraduate Department

Undergraduate enrollment in 12 or more credit hours per semester is considered a full-time student. e number of semester credit hours a student may carry (course load) is regulated

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.   e number of semester credit hours a student may carry (course load) is regulated by the Associate Dean/Department Chair for Leadership Programs. In determining course load, the Associate Dean/Department Chair takes into account the quality of prior scholastic work performed and the types of courses involved.
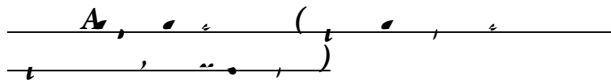
Graduate enrollment in 9 or more credit hours in the fall and spring semesters and 6 credit hours in the full summer session is considered full-time enrollment. Fewer than 9 credit hours in the fall and spring semesters and fewer than 6 credit hours in the summer session is considered part-time enrollment.   e number of semester credit hours a student may carry (course load) is regulated by the Associate Dean/Department Chair and/or Program Director for the APRN Program. In determining course load, the Associate Dean/Department Chair and/or Program Director takes into account the quality of prior scholastic work per
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Student Business Service office at (806) 743-7867 for the appropriate refund schedule or review the Student Financial Information online at http://www.fscal.ttuhsc.edu/studentbusserv/.

- Undergraduate and graduate students may file a Leave of Absence (see Leave of Absence section of the *Student Handbook*).
- Review tuition and fees information at http://www.fscal.ttuhsc.edu/studentbusserv/ or contact the TTUHSC Student Business Service office for more information at (806) 743-7867.

EARLY ALERT UNDERGRADUATE STUDENT ASSISTANCE PROGRAM

Traditional BSN Undergraduate Department

The Early Alert Program provides resources and assistance to ensure success in earning the degree. Students referred to the Early Alert Program by nursing faculty are required to contact their course facilitators to discuss available services which may include referral to the Retention Counselor/Faculty for further assistance. Students may also voluntarily access the services of the Retention Counselor/Faculty.

Non-Traditional Undergraduate Department

The Early Alert Program provides resources and assistance to ensure success in earning the degree. Faculty submit the name of a student who may be in jeopardy of course failure to the RN to BSN Academic Advisor who then notifies the Enrolled Student Management Coordinator in the Office of Student Affairs. The Enrolled Student Management Coordinator in the Office of Student Affairs sends a letter to the student, encouraging the student to discuss available services with their course faculty. Services may include referral to the Retention Counselor for further assistance. Students may also voluntarily access the services of the Retention Counselor.

The Early Alert Program provides resources and assistance to ensure success in earning the degree.

The Associate Dean/Department Chair requests all course faculty submit names of students who may be in jeopardy of course failure at the midpoint of each course to the Enrolled Student Management Coordinator in the Office of Student Affairs. The Enrolled Student Management Coordinator in the Office of Student Affairs sends a letter to the student, encouraging the student to discuss available services with their course faculty. Services may include referral to the Ret

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. **All students are encouraged to contact their course faculty if they believe they are not progressing well in the course or have any concerns about being successful in the course.**

Doctoral: Bridge Direct-Entry & DNP

The Early Alert Program provides resources and assistance to students to ensure success in earning the degree. The Associate Dean/Department Chair requests all course faculty submit the names of students who may be in jeopardy of course

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.

Grades

Final course grades can be obtained electronically through the WebRaider Portal at _____
_____

GRADE POINT CHART		
Grade	Assigned Points	Grade Interpretations
A	4	Excellent, meeting degree requirements
B	3	Good, meeting degree requirements
C	2	Average, meeting undergraduate degree requirements; failing to meet graduate degree requirements
D	1	Inferior, passing but not satisfying degree requirements
F	0	Failure, failing to meet degree requirements
P	0	Passing
PR	0	In Progress: given only when the work in a course extends beyond the semester of term; "PR" implies satisfactory performance and is used in thesis, dissertation; or DNP capstone projects, a "CR" will be entered upon approved completion. A "PR" requires the student to be registered in the course for the following semester and consequently the student will pay additional tuition for the course. "PR" is not given in lieu of an "F".
I	0	Incomplete: given only when a student's work is satisfactory in quality but, due to reasons beyond the student's control, has not been completed. An incomplete is not given in lieu of an "F". The faculty person assigning the grade will stipulate, in writing, at the time the grade is given, the conditions under which the "I" was given and may be removed. The student is responsible for completing the required coursework and maintaining contact with the instructor who gave the "I" to ensure the work is completed, graded, and the change to a letter grade is finalized.. The "I" will be replaced with an "F" after the incomplete has remained on record for a year without completion. Withdrawal from the institution will not change the conditions under which the "I" may be removed nor waive the replacement with an "F" after the "I" has remained on the record for a year without completion.
W	0	Withdrawal: given for a course officially dropped during the first five weeks of a term and for a course officially dropped afterwards, provided the student's work is passing at the time the course is dropped.
WF	0	Withdraw Failing: given after the first five weeks of a semester when the student's work is not passing at the time the course is dropped or when the student is required by the Associate Dean/Department Chair to drop the course for failure to attend the class. Considered as a failing grade ("F") in calculating GPA.
CR	0	Credit
R	0	Repeated course (TTUHSC SON does not honor grade replacement for required nursing courses.)
X	0	No Grade Designated: given in those instances where one of the above grades is not reported by the faculty. The designation "X" is not used in determining grade point averages.
NP	0	Given if the student has not paid fees by the end of the semester. When delinquent fees are paid the Registrar's Office will be notified and appropriate grade designations will be recorded. (Progression and/or graduation will not occur until "NP" is replaced by an appropriate grade.)
NOTE: The School of Nursing does not honor grade replacement for required nursing courses.		

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 student and faculty meet to define specific objectives and complete an Independent/Individual Study Agreement Form. Independent/Individual Study Agreement forms are available online at http://nursing.ttuhsc.edu/forms/ and must be on file with the applicable Coordinator in the Student Affairs office and the Registrar PRIOR to registering for the course. For more information on Independent/Individual Study Courses, contact the appropriate academic advisor.

LEAVE OF ABSENCE (LOA) and RETURN FROM LEAVE OF ABSENCE

Under certain circumstances, the TTUHSC School of Nursing may grant permission for an undergraduate student to go on an official leave of absence. Such a leave may be granted only for personal or family emergency situations, military obligations, or professional development and is granted at the discretion of the appropriate Associate Dean/Department Chair. A Leave of Absence will only be granted to an individual who is in good academic standing at the time of the request for the leave. A Leave of Absence will only be allowed for a period of two semesters. Failure to file a Leave of Absence Form and failure to re-enroll will result in the administrative dismissal from the program.

Leave of Absence Procedure

- The student upon initial consideration of a leave of absence must contact their appropriate Student Affairs Program Coordinator to discuss the process to request said leave.
- If student decides to request a leave of absence, the student may obtain the Leave of Absence form (Attachment A) at http://nursing.ttuhsc.edu/forms/. It is the responsibility of the student to obtain, complete and submit the form for approval.
- Upon completion of the form, the student is to submit the form to their Associate Dean/Department Chair for their review. Student must discuss the request for a leave with their Associate Dean/Department Chair. The decision to allow a Leave of Absence rest with the Associate Dean/Department Chair.
- If approved, the Office of the Registrar will be informed via a SON Memorandum of the Leave of Absence (Attachment C) to close matriculation. The required signature on the Memorandum will be the dean and/or his representative and the Associate Dean/Department Chair. A copy of the Leave of Absence form along with the Memorandum will be maintained in the student's file.
- A Leave of Absence will only be granted for a period of two semesters. Students who do not re-enroll in the semester following the declared expiration of the Leave of Absence will be administratively dismissed from the program.
- Failure to file a Leave of Absence Form and failure to re-enroll will result in the student being administratively dismissed from the program and must seek readmission.

Graduate: Doctoral

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 dismissal. Failure to file

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appropriate faculty/staff member or student for the purpose of providing a forum where the student's questions or concerns can be addressed and a satisfactory resolution developed.

Prior to filing a formal written grievance, students are encouraged to first address their complaint informally with the faculty, staff, or student involved. The parties involved in the non-grade grievance are encouraged to resolve the misunderstanding, concern, or grievance through discussion. If, after meeting with the faculty/staff or student involved in the grievance, the student remains unsatisfied, the next step in the informal process is for the student to discuss the issue with their Associate Dean/Department Chair, Regional Dean, or the Associate Academic Dean for Education Support Services and Student Affairs (AADESSA) as appropriate. If the issue is not resolved informally, the student has the right to meet with the AADESSA regarding the process for filing a formal grievance.

Formal Process
To file a non-grade grievance, the student shall:
- File a non-grade complaint utilizing the on-line process found at https://www.ttuhsc.edu/student-services/grievances.aspx. This is to be filed within ten (10) business days from the date of the last meeting with the appropriate faculty, staff or fellow student with the AADSA. The student must include in the complaint form a written statement including any information regarding attempts at resolution, and basis for the allegation that was unfair and the expected remedy or outcome by filing the grievance.

- The AADESSA will submit the complaint form and any accompanying evidence to either the Associate Dean/Department Chair (ADDC) responsible for the faculty member(s) or fellow student involved or the Associate Dean for Business and Finance (ADBF) for the staff member involved. The ADDC/ADBF shall notify all parties

to the complaint and convene an informal meeting with the faculty/staff or fellow student and student filing the complaint separately and review all materials pertinent to the complaint. If two or more students are involved, the ADDC/ADBF may elect to meet with the students either separately or jointly.

The role of the ADDC/ADBF is to mediate the dispute. If the ADDC/ADBF is the faculty/staff member cited in the grievance,

decision of the Dean will be sent to the student and faculty/staff or fellow student via certified mail and/or via email within five (5) business days of receipt of the appeal. The decision of the Dean is final. All records will be retained in the Office of the Associate Academic Dean for Education Support Services and 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. Traditional BSN students may be required to take a Pass-Fail course for remedial purposes. For graduate students, courses previously taken as Pass-Fail will not transfer for credit if the course is required for a School of Nursing Degree unless approved by the applicable Graduate Program Associate Dean/Department Chair and/or Program Director.

PLACEMENT IN CLINICAL FACILITY (Undergraduate Students)

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

Students who are members of active United States military under mandatory military obligations, or Reservists and members of the National Guard unable to complete a semester due to having been called to active duty shall be re-admitted and re-enrolled as a student without penalty or re-determination of admission eligibility within two years following release from active military service. If the student does not seek re-admission within two years of active service, the student will be required to complete the admissions process to determine eligibility. (See [TTUHSC Operating Policy 77.16](#), Military Service for additional considerations.)

Traditional BSN Program

Any student who has been dismissed or who withdrew for academic or disciplinary causes or as a result of a Complaint of Misconduct is ineligible for readmission to the Traditional BSN Program.

Accelerated BSN Program: Second Degree BSN /Veteran to BSN

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 Accelerated BSN Program Council is responsible for overseeing all readmission requests via the Admissions and Progressions Committee. A student who left 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 Admissions and Progressions Committee 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 left with a record not in good standing for disciplinary causes must complete

and submit a readmission application to the appropriate Student Affairs Coordinator along with a letter explaining the circumstances resulting in the withdrawal/dismissal 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 Admissions and Progressions Committee.

The Admissions and Progressions Committee 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 Admissions and Progressions Committee may assign requirements to be met as a condition of enrollment, i.e. readmission on a part-time degree plan.

RN to BSN Program

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 RN to BSN Program Council is responsible for overseeing all requests for readmission via the Admissions and Progressions Committee. A student who left in good standing and seeking readmission shall complete and submit a readmission application showing the expected entry point to the appropriate]TJTǎ40 (uden)19.1 (t: 1)9 ([(s)5 (ta)9 (m C-t)- (t, i)6 (.e)6 (. r)8 (s a)9 (n)4 (d P)9 (r)13

GENERAL INFORMATION

ACCESS TO STUDENT RECORDS (FERPA)

interview attire
- National job search database allows you to apply online

 e CSC o ce is physically located on the Lubbock Campus in room 2C200 and is also available by phone and web cam upon request. Contact the CSC at soncareer@ttuhsc.edu or 1-800-493-3954 with questions or suggestions or visit http://www.ttuhsc.edu/son/career/.

CHANGE OF CONTACT INFORMATION
Address(s) / Telephone Number(s) / Name
Students are required to:
- Maintain a current address(s) (i.e. permanent, local, billing, etc.) and tel[(h)19.1 (t)1nne12 (n(A)26 a/oyu)12 (n Y.488.5 0 Tdder P)3 (um)(g)8 (e TDEMC 1.5
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1-800 (6)1 33(onfg0)5nS(i-nejFrI)Kc1 3.(h (r))1 5P()In23py8(neo)TDEMC4 d4gl8r-6)8g(i)1nS(m)njENf(3t.3f9e5 1(2h ()8 (g0900

- **Lubbock students** have two options for counseling services: the Program of Assistance for Students (PAS)or the Student Counseling Center (SCC). For information for PAS, visit https://www.ttuhsc.edu/student-services/mental.aspx or contact (806) 743-1327 or 1-800-327-0328. For information on the SCC go to the website http://www.depts.ttu.edu/scc/.

- **Permian Basin students** should contact the Samaritan Counseling Center of West Texas, (432) 563-4144.

- **San Antonio area students** should contact the Institute for Couple and Family Enhancement, (210) 496-0100.

- **Off-campus distance education students** who want to receive counseling services should contact the Lubbock office of the Program of Assistance for Students at 1-800-327-0328 or (806) 743-1327 to inquire about the availability of area counseling services.

A 24-hour crisis/help line is available to all SON students and members of their household through the Program of Assistance for Students at 1-800-327-0328.

- ☒ – Services are provided by Substance Abuse Professionals in the Southwest Institute for Addictive Disease (SWIAD) http://legacy.ttuhsc.edu/centers/SWIAD/behavioralhealth/contact.aspx.

CRIMINAL BACKGROUND CHECKS
A Criminal Background Check (CBC) must be completed prior to enrollment at TTUHSC School of Nursing in compliance with TTUHSC OP 10.20 and SON OP 60.081. Each student is responsible for the cost of the CBC and any additional fees.

All applicants, once offered provisional admission, must complete a criminal background check prior to the first day of class. Those who do no0 0 12 311.760t9 U(O)9 (P 12dP (e)-9 (n)17 (ti)-3 (o)3 (n1 (s

Statement: e 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

   e 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   , C l   ,,' ,,   ,,' , ,

prior to matriculation into the program.

TTUHSC provides students the opportunity to purchase health insurance. Students may contact the TTUHSC Office of Student Services at (806) 743-2300 for more information. The TTUHSC Office of Student Services can provide information on several insurance resources for students or visit https://www.ttuhsc.edu/student-services/health.aspx for further information.

HEALTH SERVICES FOR TTUHSC STUDENTS

Medical services for TTUHSC students are available at the Abilene, Amarillo, Dallas, Lubbock, and Permian Basin campuses. Visit https://www.ttuhsc.edu/student-services/health.aspx or refer to the TTUHSC Institutional Student Handbook.

INCIDENT/INJURY REPORTING and INVESTIGATION

Students are required to adhere to TTUHSC OP 75.14. Non-Employee Incident/Injury Procedures and Reporting. The purpose of this Health Sciences Center Operating Policy and Procedure (TTUHSC OP) is to establish procedures for responding to and documenting incidents involving and/or injuries incurred by persons on TTUHSC property including, but not limited to, visitors, patients, volunteers, and students in non-clinical areas.

INTERPROFESSIONAL PRACTICE and EDUCATION (IPE) CORE CURRICULUM

In accordance with the TTUHSC Institutional Student Handbook, all TTUHSC students, regardless of school affiliation, are required to complete the TTUHSC IPE core curriculum prior to graduation. The TTUHSC IPE core curriculum is composed of two components including successful completion of a non-credit online course (>70% accuracy on the knowledge post-test) and successful participation in at least one registered TTUHSC IPE learning activity. Failure to complete the TTUHSC IPE core curriculum

system collections presently contain more than 275,265 bound volumes and over 88,678 electronic books. e system has 209 print journal subscriptions and approximately 22,235 electronic journals available at all TTUHSC sites.

e libraries feature quiet and group study carrels and rooms, anatomy models, two 3D printers, computer labs, interlibrary loan and photocopy services, reference services, and Internet access.

e online Ask A Librarian service (http://ttuhsc.libanswers.com/ask) allows students to email, text, or chat with a reference librarian for article and searching assistance. Step-by-step online guides to library services and resources are available at http://ttuhsc.libguides.com.

e TTUHSC Libraries provide on and o -campus electronic access to more than 558 databases including but not limited to: MEDLINE, PubMed, CINAHL Plus with Full Text, Nursing Reference Center, Anatomy. tv, Health and Psychosocial Instruments, LEXICOMP, MICROMEDEX, PsycINFO, EXAM MASTER online (NCLEXRN), Scopus, ERIC, OVID, Cochrane Databases, ClinicalKey as well as general and academic TexShare databases. Bibliographic tools such as RefWorks and Endnote, full-text electronic journals, and a full array of electronic books are also accessible through the Libraries' homepage: http://www.ttuhsc.edu/libraries/ via the TTUHSC e-Raider account. To meet the needs of all TTUHSC users including distance education, the TTUHSC Libraries provides online forms for ILL requests, search assistance, 3D prints, and library cards.

- Preston Smith Library of the Health Sciences in Lubbock features 31 group study rooms and 16 computers in the Learning Resource Center (LRC). An additional 14 public computers are located throughout the second and third oors along with seating for 394 individuals.
- Harrington Library of the Health Sciences in Amarillo, has two computer areas with 13 stations, 106 seats and 3 study rooms.
- Library of the Health Sciences in Odessa, has

63 study seats, 3 study rooms and 1 computer classroom with 18 work stations.

LOCKER INFORMATION (LUBBOCK CAMPUS)

Lockers are located on the rst oor of the Academic Classroom Building for student use. If a student is interested in a locker, please contact Classroom Support (o ce located on the second oor of the Academic Classroom Building). Locker assignments are made on a rst-come rst-served basis. All lockers must be cleaned out at the end of each semester. TTUHSC is not responsible for items le in lockers.

MEDIA AUTHORIZATION and RELEASE

e 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 Images(s) or information for patient treatment or payment purposes (as de ned under HIPAA). De nition 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. e 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. e 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. e media authorization and release form is kept in the student's le 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.fiscal.ttuhsc.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 TTUHSC Institutional Student Handbook, the TTUHSC Operating Policies and Procedures, School of Nursing *C* , and School of Nursing , 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.ttuhsc.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 who intend to be students or attend classes on or at any campus of the Texas Tech University System are required to register (or verify registration) with the campus police

department in accordance with article 62.153
of the Texas Code of Criminal Procedure no

student(s) invokes Safe Harbor, that student is to immediately notify the faculty.

SAFETY
Exercise caution when traveling to and from cars, buildings, clinical sites, etc. Follow all safety instructions given by faculty members, listed in course syllabi, and contained in the TTUHSC Safety Handbook as well as those in clinical facility safety materials. Visit https://www.ttuhsc.edu/safety-services/default.aspx for information regarding TTUHSC Safety Services and student safety training including STEPS (Safety Training Education Program for Students) and/or Laboratory Safety Essentials training.

SEMESTER HOURS
e 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 C   for the speci c 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.

e School of Nursing considers sexual harassment in all forms to be a serious o ense subject to a range of actions up to and including suspension or dismissal. Sexual harassment is a violation of TTUHSC OP 51.02 and OP 51.03. Refer to the TTUHSC Institutional Student Handbook and the Title IX website located at http://www.ttuhsc.edu/title-ix/. Sexual harassment education is required for all students and is completed at the time of orientation. Contact the appropriate departmental o ce for further educational information and opportunities.

SIMULATION
e simulation centers located at the various campuses provide unique learning environments.

ese realistic environments support experiential learning activities promoting the development and maintenance of intra-professional and interprofessional competencies. Faculty and students from the School of Nursing, School of Medicine, School of Allied Health Sciences, School of Pharmacy, and Graduate School of Biomedical Sciences are engaged in simulation-based activities supported by these centers.

SOCIAL MEDIA / PERSONAL WEB SITES and WEB LOGS
Guidelines for Students
TTUHSC School of Nursing recognizes social media sites such as Facebook, LinkedIn, Twitter, YouTube, etc., and personal Web sites, Web logs, or blogs, can be e ective tools for exchanging information.   e School of Nursing does not prohibit students from joining and participating in online communities as individuals. However, any online behavior violating the   C   brought to the attention of school o cials will be treated as any other violation of the Student Code of Conduct. Contact the Associate Academic Dean of Education Support Services and Student A airs for questions regarding the interpretation of the "Student Code of Conduct." In addition please reference TTUHSC OP 67.03 Use of Social Media.

e 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/.

other patients and environments.

Mask, Eye Protection, 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 (splashes or sprays of blood, body fluids, secretions, and excretions) are possible.

Handling Sharps and Resuscitation Devices

- 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 the needle 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 where the items were used. Place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area. Refer to [SON OP 60.095](#).
- 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, student advisory councils exist to maintain open communication between

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 30.865](), Transfer Between Campuses is only applicable to students in the Traditional BSN Undergraduate Program and Accelerated BSN Program who are in good standing.

WITHDRAWAL FROM SCHOOL OF NURSING

Withdrawal from all courses or non-registration/