



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
School of Nursing



Student Handbook 2013 - 2014

STUDENT HANDBOOK

Policies for Currently Enrolled Students

The information contained herein is not to be considered a contract and the TTUHSC SCHOOL OF NURSING reserves the right to make changes to the information and policies contained herein at such times as it deems appropriate. This handbook supersedes all previous editions. The provisions of the handbook 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 (SON).

The TTUHSC SCHOOL OF NURSING shall notify the student of any changes to the TTUHSC SCHOOL OF NURSING handbook occurring during the academic year.

.....	26
.....	26
Immunization Requirements.....	26
Liability Insurance.....	28
Licensure - RNs.....	28
Licensure Applications	28
Personal Appearance/Uniform.....	28
Personal Appearance: Classroom Attire....	30
Pre-requisites and Co-requisites	30
Scholarships	31
School Schedule/Academic Calendar.....	31

Academic Policies

Academic Advisement.....	32
<u>Traditional Undergraduate Department</u>	
Traditional BSN Program.....	32
<u>Non-Traditional Undergraduate</u>	
<u>Department</u>	
Second Degree BSN Program	32
RN-BSN Program.....	33
.....	33

.....	44
Independent/Individual Study Courses	44
Leave of Absence (LOA) and Return from Leave of Absence	44
.....	44
.....	45
NCLEX - RN Exam Eligibility	45
Non-Grade Complaint or Grievance	47
Pass - Fail Option	49
Placement in Clinical Facility	49
Placement in Course	49
Readmission	49
.....	49
.....	50
Registration	50
Suspension and Retention	50
Textbooks	50
Unsafe Student Practices	50

General Information

Access to Student Records (FERPA)	52
Americans with Disabilities Act (ADA)	52
Announcements and Related Information	53
Change of Contact Information	53
Confidentiality (HIPAA)	53
Counseling Services	54
.....	54
(A)	54
A	54
A	54
A	54
.....	54
.....	55
..... (A)	55
24-	55
.....	55
.....	55
.....	55
Criminal Background Checks	55

Drug Free Schools and Communities Act	56
Employment	56
Faculty Office Hours	56
Financial Information	57
Health Insurance	57
Health Services for TTUHSC Students	57
Interprofessional Education	57
Legal Services for Students	57
Library	58
Locker Information - Lubbock Campus	59
Media Authorization and Release	59
Mentoring Advanced Practices Students (MAPS)	59
Online Access	60
Parking/Vehicle Registration	60
Professional and Academic Conduct	60
Reference Letters/Recommendation Forms	60
Registration of Convicted Sex Offenders ..	61
Relocation (Moving) to a State Other than the State of Texas	61
Research	62
Safe Harbor	62
Safety	62
SAKAI	62
Semester Hours	62
Sexual Harassment	62
.....	63
Simulation	63
Social Media/Personal Web Sites and Web Logs - Guidelines for Students	63

</ActualText<5EFF002E>BDC197720 (Id (4)EM (6) 10/Span 19 (x)

State Privacy Policy	65
State Privacy Policy	66
Student Advisory Councils for Both Undergraduate and Graduate Departments	66
Student Affairs	66
Student Travel Policy.....	67
Tobacco Free Environment	67
Transcripts.....	67
Transfer Between Campuses.....	67
Tutoring	67
Withdrawal from the School of Nursing...	67
.....	67
.....	68

School of Nursing Administration

Michael L. Evans, PhD, RN, FAAN

Professor and Dean

UMC Endowed Chair for Excellence in
Nursing

Phone: (806) 743-2738

michael.evans@ttuhsc.edu

BUSINESS and FINANCE

Linda Lane

Assistant Dean, Business and Finance

Phone: (806) 743-2728

linda.lane@ttuhsc.edu

ACADEMIC DEPARTMENTS

Traditional Undergraduate Department

Traditional BSN Program

Kathryn Sridaromont, PhD, RNC, MSN

Associate Professor and Departm

ACADEMIC SERVICES

Alyce S. Ashcra , PhD, RN, CNE, ANEF
Professor and Associate Dean for Research
Roberts' Endowed Practiceship in Nursing
Phone: (806) 743-2730 ext 226
[alyce.ashcra @ttuhsc.edu](mailto:alyce.ashcra@ttuhsc.edu)

Christina R. Esperat, PhD, RN, FAAN
Professor and Associate Dean for Clinical
Services and Community Engagement
Phone: (806) 743-2736
christina.esperat@ttuhsc.edu

Yondell Masten, PhD, WHNP-BC, RNC-OB
Florence Elma Hall Endowed Chair for
Excellence in Women's Health
Professor and Associate Dean
Outcomes Management and Evaluation
Phone: (806) 743-2747
yondell.masten@ttuhsc.edu

REGIONAL SUPPORT

Permian Basin
Sharon Cannon, EdD, RN
Professor and Medical Center Hospital
Regional Dean Endowed Chair,
Co-Director, Center of Excellence in
Evidence-Based Practice
800 West 4th Street
Odessa, TX 79763
Phone: (432) 335-5150
Fax: (432) 335-5169
sharon.cannon@ttuhsc.edu

Abilene
Pearl Merritt, EdD, MSN, MS
Associate Professor and Regional Dean
1674 Pine Street
Abilene, Texas 79601
Phone: (325) 696-0503
Fax: (325) 676-3891
pearl.merritt@ttuhsc.edu

GRADUATE DEPARTMENT

MSN Advising and Admissions

Georgina Barrera

3601 4th Street, STOP 6264

Room 2C186

Lubbock, Texas 79430

(806) 743-2762 / (800) 493-3954

Fax: (855) 282-5826

georgina.barrera@ttuhsc.edu

MSN Enrolled Student Management

Heather Kruk

3601 4th Street, STOP 6264

Room 2C184

Lubbock, Texas 79430

(806) 743-2573 / (800) 493-3954

Fax: (855) 282-5826

heather.kruk@ttuhsc.edu

MSN Program Support

Veronica Garcia

3601 4th Street, STOP 6264

Room 2C185

Lubbock, TX 79430

(806) 743-2765 / (800) 493-3954

Fax: (855) 282-5826

veronica.garcia@ttuhsc.edu

Doctor of Nursing Practice Advising, Admissions, and Student Management

Lauren Sullivan-Dawson, MEd

3601 4th Street, STOP 6264

Room 2C179

Lubbock, Texas 79430

(806) 743-2748 / (800) 493-3954

Fax: (855) 282-5826

lauren.sullivan@ttuhsc.edu

AFFILIATION AGREEMENTS

Stephanie Jones

3601 4th Street, STOP 6264

Lubbock, TX 79430

(806) 743-1732 / (800) 493-3954

Fax: (806) 743-1648

stephanie.l.jones@ttuhsc.edu

SCHOLARSHIP APPLICATIONS and DATA MANAGEMENT

Tara Ferguson

3601 4th Street, STOP 6264

Lubbock, TX 79430

(806) 743-2730 ext 313 / (800) 493-3954

Fax: (806) 743-1648

tara.ferguson@ttuhsc.edu

STUDENT AFFAIRS REGIONAL STAFF

Abilene Campus

Kristin Wright

1674 Pine Street

Abilene, Texas 79601

(325) 696-0535

Fax: (325) 676-3981

kristin.wright@ttuhsc.edu

Permian Basin Campus

Cindy Shumard

800 West 4th Street

Odessa, Texas 79769

(432) 335-1900

Fax: (432) 335-5169

cindy.shumard@ttuhsc.edu

EDUCATION SUPPORT SERVICES

Information Technology

Joe Ferrer, Sr. Director

3601 4th Street, MS 6264

Lubbock, TX 79430

(806) 743-4248

Fax: (806) 743-1697

joe.ferrer@ttuhsc.edu

Recruitment and Career Center

Christy Meriwether, Sr. Director

3601 4th Street, MS 6264

Lubbock, TX 79430

(806) 743-4288

Fax: (806) 743-1697

christy.meriwether@ttuhsc.edu

OUTCOMES MANAGEMENT and EVALUATION

Paula Simpson, Director

3601 4th Street, MS 6264

Room 2B177

Lubbock, TX 79430

(806) 743-4648

Fax: (806) 743-1622

paula.simpson@ttuhsc.edu

Christy Bennink, Coordinator

3601 4th Street, MS 6264

Room 2B177

Lubbock, TX 79430

(806) 743-2711

Fax: (806) 743-1622

christy.bennink@ttuhsc.edu

MAINTAINING GOOD STANDARDS

If the student leaves the class, the student shall not receive credit for in-class activities that day. If such action results in a final grade the student believes is incorrect, the student should follow the process outlined in the policy for Academic Grade Challenges/Appeals.

Students should consider the use of electronic technology, such as laptop computers or tablets, during class as a privilege, not a right. The course instructor may withdraw such privileges on a case-by-case basis.

In addition, alleged disruptive behavior may be referred to the Department Chair by faculty or other students in accordance with the *Traditional Undergraduate Department BSN Program or DNP Program*.

Sanctions for disruptive behavior include but are not limited to dismissal from the SCHOOL OF NURSING.

COMPUTER REQUIREMENTS

Students spend a considerable amount of time utilizing resources available via the internet including but not limited to checking their TTUHSC e-mail while enrolled in the SCHOOL OF NURSING. Students must own a computer to succeed in the chosen area of study; and daily computer access is expected for all students. Students enrolled in the Traditional Undergraduate Department BSN Program or DNP Program are required to own a laptop to participate in classroom learning activities. Students enrolled in the Second Degree Program must have a webcam for online quiz/exam proctoring. The following website contains specific computer system requirements: <http://nursing.ttuhschool.edu/it/requirements>.

E-MAIL ACCOUNT (TTUHSC IT Policy 1.4.6)

The TTUHSC Information Technology Department assigns all students an official TTUHSC email address provided with an initial password code prior to new student orientation. TTUHSC will use this e-mail address for official communications between the institution and students. **Students must use the provided TTUHSC e-mail address while enrolled in the SCHOOL OF NURSING.** E-mails will not be redirected or forwarded to another non-TTUHSC account. Because students are responsible for monitoring and responding to any required information sent to this e-mail 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 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).
-

six months after graduation by completing the Alumni Assessment and asking the employer to complete the Employer Assessment. The SCHOOL OF NURSING mails the Alumni and Employer assessments to the permanent address listed with the TTUHSC Registrar's office at the time of graduation. Students should notify the Registrar of changes to 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

be canceled. The student is responsible
for ensuring payment is received in the

School of Nursing Requirements

ACADEMIC REQUIREMENTS

Students matriculated in 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 Undergraduate Department BSN Program, Non-Traditional Undergraduate Department (Second Degree and RN-BSN Programs), and the Graduate Departments: MSN Leadership Program, DNP Program (Executive Leadership and Advanced Practice Nursing track), MSN APRN Program and, Post-Masters APRN.

All progressions, probation, dismissal, suspension, and censure determinations are made based on information received from the TTUHSC Registrar's Office, the SCHOOL OF NURSING Dean's Office, or any other applicable SCHOOL OF NURSING committee or source.

In accordance with the SCHOOL OF NURSING, SCHOOL OF NURSING, and TTUHSC, the Undergraduate Programs Committees, Master of Science in Nursing (MSN), and Doctorate of Nursing Practice (DNP) Committees or Dean may choose or recommend one or more of the following potential actions, as appropriate:

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

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 student misconduct.

Graduate Department

Leadership Program (MSN and DNP)

Maintaining Minimum Academic Requirements - MSN Programs

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

- Graduate students must maintain a 3.0 GPA with grades at “B” or above in all graduate courses.
- Students earning a “C” or lower in a graduate 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/completion 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 MSN

Program will result from the following circumstances:

- Students earning a “C” or lower in two or more graduate courses in one semester.
- Students earning a “C” or lower in the same nursing course twice.
- Students earning a “C” or lower in a 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

MSN APRN Program (Nurse Practitioner and Nurse Midwifery Tracks)

Maintaining Minimum Academic Requirements

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

- 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 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 MSN**

**Program will result from the following
circumstances:**

- Students earning a “C” or lower in two or more graduate courses in one semester.
- Students earning a “C” or lower in the same nursing course twice.
- Students earning a “C” or lower in a second graduate course even though one graduate courses 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 student misconduct.

**Post Master’s APRN Certi cates of
Completion
Maintaining Minimum Academic
Requirements**

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

- 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
- Students earn 3.0 or cumulative

- Students earn 3.0 or cumulative GPA less than 2.0 for two consecutive semesters
- Students earning 3.0 or higher in all graduate courses
- Students achieving “C” or lower in a graduate course are eligible to repeat that course one time only pursuant to
- Students earning 3.0 or higher in all graduate courses

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.
is includes but is not limited to unsafe
clinical practice or student misconduct.**

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 for Traditional Undergraduate Department BSN Program students and administered in NURS 4310 for Second Degree Program students. If the student is not successful on the examination, the student is required to meet with the Department Chair to determine next steps in progression.

DEGREE REQUIREMENTS

Requirements for meeting expectations of

Undergraduate students are required to achieve at least a 2.0 overall cumulative GPA to graduate and complete appropriate graduation paperwork electronically at <http://www.ttuhschool.edu/studentservices/>.

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 <http://www.ttuhschool.edu/son/>). 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 webpages (<http://www.ttuhschool.edu/studentservices/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 and Nurse Midwifery 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 <http://www.ttuhschool.edu/son/>). Certificates are awarded at the end of the fall, spring, and summer semesters upon meeting certificate requirements (see SCHOOL OF NURSING <http://www.ttuhschool.edu/son/>). 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 Graduation 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 webpages (<http://www.ttuhschool.edu/studentservices/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 summer session(s) 5(o)(a)io)12(p)-9(o)1(r)-6(in)En(o co)nize**

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 29 years of age (22 years starting October 2013) or younger within the last five years.)
Tuberculin test (PPD)	At the beginning of the initial semester of enrollment and annually thereafter.
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)
Varicella (Chicken Pox)	At the beginning of the initial semester of enrollment. – two (2) doses of vaccine, physician's statement of disease, or titer showing immunity are required.

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 the TTUHSC Student Services <http://www.ttuhs.edu/studentservices/studenthealth.aspx>.

LIABILITY INSURANCE

All students (licensed and non-licensed)

PERSONAL APPEARANCE

Classroom Attire

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.ttuhschool.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 Financial Scholastic 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 SON 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

Student Affairs Coordinator, who will work closely with the Department Chair to assist students.

RN-BSN Program

Academic advisement for students enrolled in the RN to BSN program is directed by the Department Chair. The Student Affairs Coordinator will assist with academic advisement. The 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. The Student Affairs Coordinator, 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. 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 Department Chair to assist students.

RN-BSN Transferring Between Course Sections

Students are assigned to a section of a course based on availability of opening within each section. Students seeking to transfer to another section of a given course must make a request to the RN-BSN Coordinator prior to the end of the third class day of the semester. The RN-BSN Coordinator will determine if a transfer is feasible based on the space availability in an alternate course section. If a transfer is deemed feasible, the RN-BSN Coordinator will notify the Registrar, SON IT, and the affected faculty

by e-mail by the end of the business day the transfer is made.

Graduate Department

MSN Leadership Program and DNP Program

Academic advisement for students enrolled in the MSN Leadership Program or the DNP Program is directed by the Department Chair for Leadership Studies. The Graduate Student Affairs Coordinator will assist with academic advisement.

The 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. The Graduate Student Affairs Coordinator, 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. 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 MSN APRN (Nurse Practitioner Tracks and Nurse Midwifery Track) is directed by the Department Chair for Advanced Practice Registered Nurse (APRN) Program. The Graduate Student Affairs Coordinator will assist with academic advisement. The 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. The Graduate Student Affairs Coordinator, 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 Department Chair for APRN to assist students.

ACADEMIC MISCONDUCT

“Academic misconduct” involves any activity that tends to compromise the academic integrity of the University, or subvert the educational process, including, but 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. Refer to the TTUHSC Student Handbook Code of Professional Conduct Part II, D Misconduct, (19) Academic Misconduct.

Filing a Complaint

Any member of the University community

ACADEMIC GRADE CHALLENGES/ APPEALS

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

- Discuss the grade with the faculty who assigned it.
- If the grade is deemed correct, (no miscalculation of grade occurred) then the grade stands as issued. The faculty assigning the grade shall notify the student of the decision in writing within five (5) business days.
- If the grade issued was in error, (miscalculation of grade occurred) then the faculty corrects the grade and shall notify the student of the grade change within five (5) business days.

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

Final Grade Appeal

Only the **final course grade** may be appealed to the appropriate Programmatic Department Chair if the student believes

there is demonstrable evidence that prejudice, or arbitrary/capricious action on the part of the faculty has influenced the grade. **The burden of proof that such an influence has affected a final grade rests with the student.**

Prior to filing an official grade appeal, the student must meet with the faculty member to review how the faculty arrived at the final grade. If after the meeting with the faculty the student wishes to pursue filing a final grade appeal, the following procedures shall be followed.

To appeal a grade, the student shall:

- File the Final Grade Appeal Form (Attachment A), available on-line (www.ttuhs.edu/son/current), **within two (2) business days, of the date the final**

student's responsibility to keep the

Chair and the Chair of the appropriate Progressions Committee (or designee) will serve as ex officio members of the Committee and will not participate or be present at deliberations.

- The ADAC will be convened by the AADSA 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 e-mail 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 ADAC relative to the appeal at the time of the hearing. The ADAC 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 ADAC and student may call witnesses relevant to resolution of the appeal. Should information or witnesses be either repetitious or not relevant, the ADAC shall take action to expedite the proceedings. At the conclusion of the hearing, the ADAC shall forward its recommendation to the Dean and the AADSA within three (3) business days.
- Unless suspended for some justifiable reason pursuant to [SON 40.702](#) and/or [SON 40.703](#), the student shall remain on the class roll and may pursue appropriate didactic course work until the appeal is resolved.
- The decision of the Dean is final. The student, the Chair of the applicable Progressions Committee, the applicable Department Chair and the AADSA will

be notified in writing by the Dean within five (5) business days from receipt of the ADAC decision. The letter to the student will be mailed certified mail and/or e-mail.

- All notices required to be given shall be deemed received by the student upon mailing certified mail to the address on record with the school.

Appeals Procedure for Non-Dismissal Action(s)

- The appeal procedure for non-dismissal action(s) shall be the same as the Academic Dismissal Appeal process.

For more information:

Undergraduate students should review [SON OP 30.302](#).

Graduate students should review [SON OP 40.702](#).

ADDING A COURSE

Students are able to add a course or courses prior to the first day of class and should review the SCHOOL OF NURSING Academic Calendar for important deadlines (www.ttuhschool.edu/son/current) related to adding a course or courses.

To add a course to an existing schedule

- Contact the applicable Academic Advisor for approval and changes to the area of study plan.
 - Register for course(s) via the WebRaider Portal at <https://webraider.ttuhschool.edu>.
- After the semester begins, students are able to add 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).

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 Program. 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.

syllabus. Obtaining the course syllabi prior to the first day of class is highly

COURSE SYLLABI

Course Syllabi for each SCHOOL OF NURSING course are obtained from Sakai. Course requirements and student expectations are stated in each course

(see Withdrawal SCHOOL OF NURSING). When dropping to zero hours, a student's date of withdraw must be prior to the first class day according to the semester's academic calendar in order to receive a full refund. Thereafter, contact the Student Business Service office at (806) 743-7867 for the appropriate refund schedule or review the Student Financial Information online at [http://www. scal.ttuhs.edu/busserv/bursar/](http://www.scal.ttuhs.edu/busserv/bursar/).

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

EARLY ALERT UNDERGRADUATE STUDENT ASSISTANCE PROGRAM

Traditional Undergraduate Department *Traditional BSN Program*

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 for further assistance. Students may also voluntarily access the services of the Retention Counselor.

Non-Traditional Undergraduate Department

Second Degree BSN Program

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

The Academic Advisor Coordinator 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.

RN-BSN Undergraduate Program

The Early Alert Program provides resources and assistance to ensure success in earning the degree. The Department Chair requests all course faculty to submit the name of a student who may be in jeopardy of course failure to the Academic Advisor. The Academic Advisor will contact the student by e-mail encouraging the student to contact the Academic Advisor to discuss available services.

EARLY ALERT GRADUATE STUDENT ASSISTANCE PROGRAM

Graduate Department

MSN Leadership Program and DNP Program

The Early Alert Program provides resources and assistance to students to ensure success 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 undergraduate programs or 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.

Course Grade Policy

Undergraduate Courses

In order to pass a course, the average of all exams including the final must equal 75% (Traditional Undergraduate Department BSN Program), 70% (Second Degree

Grading Scale

Traditional Undergraduate BSN Program	Second Degree BSN Program	RN – BSN Program	MSN Leadership Program & DNP Program	MSN APRN Program
93 – 100 = A	90 – 100 = A	90 – 100 = A	90 – 100 = A	90 – 100 = A
84 – 92 = B	80 – 89 = B	80 – 89 = B	80 – 89 = B	80 – 89 = B
75 – 83 = C	70 – 79 = C	70 – 79 = C	70 – 79 = C	70 – 79 = C
66 – 74 = D	60 – 69 = D	60 – 69 = D	60 – 69 = D	60 – 69 = D
< 66 = F	< 60 = F	< 60 = F	< 60 = F	< 60 = F

INDEPENDENT / INDIVIDUAL STUDY COURSES

A student may choose to complete elective course requirements by enrolling in an

- Upon completion of the form, the student is to submit the form to their Program Department Chair for their review. Student must discuss the request for a leave with their Department Chair. The decision to allow a Leave of Absence rests with the 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 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 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 on-line at <http://nursing.ttuhs.edu/forms>.

NCLEX RN EXAMINATION ELIGIBILITY

The Texas Board of Nursing (BON) has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. The Petition for Declaratory Order (<http://www.bon.texas.gov/olv/pdfs/DOapp.pdf>) 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

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

(You may 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,

matff ts Boarmat requir, yod to wod (e)6.19(o)12(r)-6(m)3(the Texac-4.9(u.9(ci).9(o))3(a)19-7(t)-5(io)12(n19(t C)-15(c

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 the complaint informally with the faculty, staff, or student involved. The parties involved in the non-grade grievance are encouraged to resolve the misunderstanding, concern,

- The role of the DC/ADBF is to take evidence as described above, to listen to all parties, and make a final decision regarding the complaint. The DC/ADBF will have ten (10) business days to render a decision from the date of receipt of complaint form. Notification will be sent to the student filing the complaint as well as the faculty/staff member(s) or fellow student(s) via certified mail and/or via e-mail. All substantive decisions of the DC/ADBF are final.

Appeal to the Dean

The student filing the complaint may only appeal issues of procedural due process to the Dean of the SCHOOL OF NURSING. Within **five (5) business days** of the date of the decision of the DC/ADBF, the student filing the complaint must submit to the AADSA the form for procedural appeal (Attachment B). This form is located at http://nursing.ttuhschool.edu/forms/general/grievance_b.pdf. The decision of the Dean will be sent to the student and faculty/staff or fellow student via certified mail and/or via e-mail 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 Assistant 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 or who are taking courses out of sequence.

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 Undergraduate Program Committee (UPC) is responsible for overseeing all readmissions to the SCHOOL OF

UPC 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.

written warning, formal reprimand, failure, and/or dismissal. Every effort will be made to use progressive discipline; however, at the discretion of the faculty member, a student can be failed at any time during the semester for an unsafe practice as defined below.

- Violates or threatens the physical, psychological, microbiological, chemical, pharmacological or thermal safety of the patient.
- Violates previously mastered principles/ learning objectives in carrying out nursing care skills or delegated medical functions.
- Accepts assignments beyond knowledge, education, experience or competence.
- Fails to recognize or accept legal/ethical responsibility for actions as defined in the Nursing Practice Act for the State of Texas or the Code for Nurses of the American Nurses Association.
- Fails to carry out CDC Standard Precautions.

General Information

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 that their records be amended, to have limited control over the disclosure of information contained in their records, and to file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of FERPA.

The TTUHSC Student Handbook Code of Professional Conduct 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

t)

- 5.9(a)8(b)12(i).9(ee)]T9.9(i9)12(d)]T(v12(nTJT*o)12.1(r9(TU va.6(123112(f T)p)-(f)9(e(s a di)a)-5(l (s)5ce ADsl(wo)163valu

placed in the student's advising file located in the appropriate Department Chair's Office. Those who cannot show proof will not be allowed to attend clinical. In addition, release of confidential information (including verbal communications, written communications, or electronic communications with or about patients

- ***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

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

If an applicant believes the record is in error and gives written notification to the School

FINANCIAL INFORMATION

Contact TTUHSC Financial Aid Office at (806) 743-3025 or www.ttuhsc.edu/financialaid.

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 **only** waived 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.ttuhsc.edu/studentservices/studenthealth.aspx for further information.

HEALTH SERVICES FOR TTUHSC STUDENTS

Medical services for TTUHSC students are available at the Lubbock, Odessa, and Abilene campus. Refer to the TTUHSC Student Handbook Code of Professional Conduct online at www.ttuhsc.edu/studentservices/.

Incident/Injury Reporting and Investigation

Students are required to adhere to TTUHSC OP 75.14. Non-Employee Incident/Injury Procedures & 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 ED 1.6 (3)(10.1)1(B)460 0 0 sc

to advice and the preparation of simple documents. If courtroom representation is necessary, a referral service to members of the Lubbock County Bar Association is available. <http://www.depts.ttu.edu/sls/services.html>

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

LIBRARY

The [TTUHSC Libraries of the Health Sciences](#) provide facilities and learning/information resources with four physical sites in Lubbock, Amarillo, El Paso, and Odessa. The TTUHSC Library system collections presently contain more than 332,667 bound volumes, of which over 212,580 are located in Lubbock and Odessa. Over 42,778 electronic books are also available. The system has 434 print journal subscriptions and approximately 19,735 electronic journals available at all TTUHSC sites. Over 17,251 audiovisuals are also available system-wide. The libraries feature study carrels, interlibrary loan and photocopy services, reference services, and Internet access/connectivity.

The TTUHSC Library's provide electronic access to more than 400 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, MedlinePlus, EXAM MASTER online (NCLEX-RN), Web of Knowledge, Scopus, ERIC, OVID full-text, Cochrane Databases, MDConsult, Science Direct ejournals, as well as general and academic TexShare databases. To meet the needs of all TTUHSC users including distance education, the TTUHSC Libraries provide around-the-clock, seven-days-a-week access to several library resources and services. All electronic holdings of the

- individual study carrels.
- Library of the Health Sciences in Odessa, has 100 study seats, three (3) study rooms and one (1) computer classroom with 15 work stations.

LOCKER INFORMATION – (LUBBOCK CAMPUS)

Lockers are located on the first floor of the Academic Classroom Building for student use. If a student is interested in a locker, 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.

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.ttuhschool.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 [Handbook](http://www.ttuhschool.edu/student-services/documents/HSC-Handbook-2012-2013.pdf) (<http://www.ttuhschool.edu/student-services/documents/HSC-Handbook-2012-2013.pdf>), the TTUHSC Operating Policies and Procedures (<http://www.ttuhschool.edu/hsc/op/>), SCHOOL OF NURSING, and SCHOOL OF NURSING, as well as any other official University publications.

REFERENCE LETTERS

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 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 later than seven (7) days of beginning school. In addition, all such sex offenders who intend to volunteer, work or carry on a vocation (including full-time or part-time employees and employees of outside contractors) on any campus of Texas Tech University System for a consecutive period exceeding fourteen (14) days or for an aggregate period exceeding thirty (30) days in a calendar year are required to register with the campus police department within seven (7) days of beginning work

authorization http://www.ttuhschool.edu/son/prospective/state_authorization.aspx

RESEARCH

Research proposals that require access to the SCHOOL OF NURSING student population must be made to the SCHOOL OF NURSING Faculty Research and Clinical Services Committee 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 believe 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 rule [217.20](#) protects the nurse from licensure action by the BON as well as from retaliatory action by the employer. In the event during a clinical placement, a nurse assigned to a 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. Information regarding TTUHSC Safety Services can be found at www.ttuhschool.edu/admin/safety. New Student Safety Orientation information is located at 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 “ the hub”)

SAKAI is a web-based Collaboration Learning Environment (CLE) application used for online course delivery. It is a full-featured system that supports 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 announcement, messages, wikis, chat rooms and discussions forums.

SEMESTER HOURS

One 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 offense subject to a range of actions up to and including suspension or dismissal. Sexual harassment is a violation of TTUHSC OP 70.14. Refer to the <http://www.ttuhschool.edu/hsc/op/op70/op7014.pdf> at http://www.ttuhschool.edu/studentservices/documents/HSC_Handbook_2012-2013.pdf. Sexual harassment education is required for all students and is completed at the time of orientation. Contact the appropriate departmental office for further educational information and opportunities.

Filing a Sexual Harassment Complaint

Refer to the TTUHSC policy 70.14 at <http://www.ttuhschool.edu/hsc/op/op70/op7014.pdf> to review the policy and procedures and complete Complaint of Sexual Harassment form Attachment A at <http://www.ttuhschool.edu/hsc/op/op70/op7014a.pdf>.

SIMULATION

The simulation centers located at the various campuses provide unique learning environments. These realistic environments support experiential learning activities that promote 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 effective tools for exchanging information. The SCHOOL OF NURSING does not prohibit students from joining and participating in online communities as individuals. However, any online behavior violating the <http://www.ttuhschool.edu/hsc/op/op70/op7014.pdf> brought to the attention of school officials will be treated as any other violation of the Student Code of Conduct. Please contact the Assistant 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

•

cross contamination of different body sites.

- Use plain (non-antimicrobial) soap for routine hand washing.
- Use an antimicrobial agent or waterless antiseptic agent for specific circumstances (e.g., control of outbreaks or hyper endemic infections) as defined by the infection control program.

Linen

Handle, transport, and process used linen soiled with blood, body fluids, secretions, and excretions in a manner preventing skin and mucous membrane exposures and contamination of clothing and avoids transfer of microorganisms to other patients and environments.

Mask, Eye Protection, and Face Shield

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

Occupational Health and Blood-borne Pathogens

- Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. Never recap used needles or otherwise manipulate 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.

- 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 that the individual completes and files with the governmental body in either a paper format or an electronic format”, the paper forms or the Internet site used in connection with the electronic form must state:

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

If TTUHSC collects information about a website user on its Internet site, including 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 Student Advisory Council, the Graduate Dean's 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; it 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 which promote education, social and cultural opportunities and community engagement. To ensure highly skilled Student Affairs Program Coordinators serve our nursing students, continuing education activities like Green Zone and Ally trainings are provided to

them. In addition, Program Coordinators attend presentations which focus 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.

STUDENT TRAVEL POLICY

Students are required to adhere to the TTUHSC Student Travel Policy in the *TTUHSC Student Handbook* at http://www.ttuahsc.edu/student-services/documents/HSC_Handbook_2012-2013.pdf Part VIII, Student Travel Policy. TTUHSC OP 77.08 regulates any travel undertaken by one or more students presently enrolled at TTUHSC to an activity or event located more than 25 miles from the campus of TTUHSC or traveling abroad.

TOBACCO FREE ENVIRONMENT

The TTUHSC is committed to the health of our students, patients, faculty, staff, and the public in general. As an institution whose mission is to provide excellence in health care education and service, TTUHSC campuses, both indoors and outdoors are smoke-free. Violations will be treated seriously and violators will be subject to disciplinary action as prescribed by existing operating and Board of Regents policies. Refer to the TTUHSC OP 10.19

TTUHSC Student Handbook at http://www.ttuahsc.edu/student-services/documents/FINAL_HSC_2011-2012_Hndbk_for_Website.pdf, Part I, B Tobacco Free Environment.

TRANSCRIPTS

Copies of official transcripts may be obtained by written request at no charge from the TTUHSC Registrar's Office, Room 2C400 or by faxing request to (806) 743-3027. The written request must contain the following information: student's full legal name, name while enrolled, social security number, current mailing address, current phone number, school attended/enrolled, address(es) to send transcripts, number of copies requested, and signature. Requests can also be made via the web at <http://www.ttuahsc.edu/registrar/transcripts>

if the intention of the student is to **NOT** officially withdraw from the SCHOOL OF NURSING. Lack of enrollment in a course without a LOA form constitutes withdrawal from the SCHOOL OF NURSING. If a LOA form is not filed, students are required to file the "Official TTUHSC Withdrawal" form. Withdrawal from the program does not 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. Contact must be made with the applicable Undergraduate Coordinator and the appropriate Department Chair for completion of required documentation

Graduate Nursing Students

Withdrawal from all courses or non-registration/non-enrollment during any semester constitutes withdrawal from the SCHOOL OF NURSING. A student not planning to register for any courses in the next fall, spring, or summer semester is expected to withdraw from the program or take a leave of absence (See Leave of Absence section of [TTUHSC Catalog](#)) Students withdrawing from a graduate program are required to go through the full application process to return to the SCHOOL OF NURSING. Withdrawal for students enrolled in the SCHOOL OF NURSING is processed through the TTUHSC Registrar's Office.

- After talking with the applicable advisor and making the decision to withdraw, the student accesses the SCHOOL OF NURSING withdrawal form from the SCHOOL OF NURSING website: <http://nursing.ttuhsu.edu/forms/>
- Student completes and signs the form