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Handbook Information

The 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.

This Student Handbook supersedes all previous editions. The provisions of the Student 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/

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Accreditation

TTUHSC Accreditation

Texas Tech University Health Sciences Center is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, doctoral, and professional degrees. Questions about the accreditation of Texas Tech University Health Sciences Center may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website www.sacscoc.org.

A member of the Texas Tech University System, TTUHSC has been accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as a separate institution from Texas Tech University since 2004. TTUHSC received its last reaffirmation of accreditation from SACSCOC in 2019. TTUHSC will submit a Fifth-Year Interim Report in the spring of 2025.

School of Nursing Accreditation

In November 1982, the undergraduate program received full accreditation from the Board of Nursing for the State of Texas and in December 1983, the National League for Nursing granted initial accreditation, which was retroactive prior to the first graduation in June 1983. The graduate program received initial accreditation in March 1992.

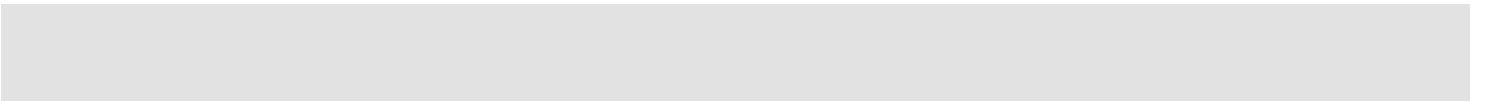
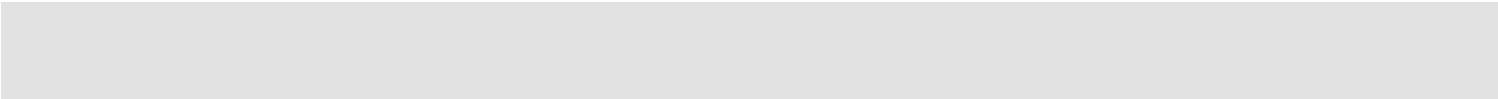
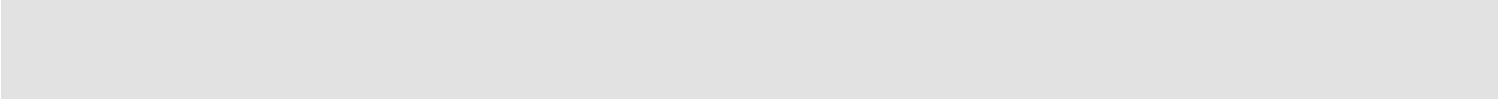
The baccalaureate degree program/master's degree program in nursing/Doctor of Nursing Practice program and/or post-graduate APRN certificate program at Texas Tech University Health Sciences Center is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

The TTUHSC School of Nursing Nurse Midwifery program is initially accredited by the ACNM Accreditation Commission for Midwifery Education (ACME) (formerly ACNM Division of Accreditation), 8403 Colesville Road, Suite 1550, Silver Spring, MD 20910-6374; Tel: (240) 485-1802, <https://www.midwife.org/acme>, acme@acnm.org.

Additionally, the School of Nursing is accredited by the Texas Board of Nursing, contact

School of Nursing Dean

Dean and Grover E. Murray Professor, UMC Endowed
Chair for Excellence in Nursing





Traditional BSN Admissions
Phone: (806) 743-3581
heather.griffin@ ttuhsc.edu

Graduate Programs

Advising, Application Coaching, and Admissions

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Cade Korchenko
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Section Coordinator
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Office of Student Affairs

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Lubbock, Texas 79430
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Enrollment Management

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Sindy Henderson
Preceptor & Clinical Learning Partnerships
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Student Affairs Regional Staff

Abilene Campus

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Abilene, Texas 79601
Phone: (325) 696-0556
theresia.rountree@ ttuhsc.edu

Mansfield Satellite Campus

Amanda Jenson
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Mansfield, Texas 76063
Phone: (214) 358-9045
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Abilene Campus

Deedee Caporale
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Amarillo, Texas 79106
Phone: (806) 414-9542
deedee.caporale@ ttuhsc.edu

Permian Basin Campus

Cindy Shumard Kager
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Education Technology

Joe Ferrer, MEd
Assistant Dean
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Customer Relations

Academic Expectations of Students

MAINTAINING GOOD STANDARDS

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

- Keep apprised of and adhere to the rules and regulations of **TTUHSC Student Handbook** at <https://www.ttuhs.edu/student-affairs/handbook.aspx>, the **School of Nursing Catalog** at <http://www.ttuhs.edu/nursing/student-affairs/student-catalog.aspx>, and policies contained in the most current version of the School of Nursing Student Handbook.
- Demonstrate a systematic, safe, accurate, timely, and efficient approach to

DISRUPTIVE CONDUCT

The **TTUHSC Student Handbook** prohibits actions against members of the University community, including, but not limited to, behavior disruptive to the normal operation of the University, including students, faculty, and staff.

“Disruptive conduct,” defined by the School of Nursing, means conduct that substantially or repeatedly interferes with the instructor’s ability to teach or student learning. Such conduct includes, but is not limited to:

- Excessive or disruptive tardiness
- Continuous distractive behavior during class presentations
- Utilization of electronic technology, such as laptop computers, tablets, cell phones, etc., during lectures or other learning environments for activities unrelated to class or instruction being provided.
- Distractive or inappropriate behavior in online discussion boards, emails, chat rooms, web and/or video conferences, or other online educational technology.

CONSEQUENCES OF DISRUPTIVE CONDUCT

If a student continues disruptive conduct after the course instructor notifies the student of the unacceptable conduct, the course instructor may request the student to leave class immediately. If the student believes the action is not merited, the student may follow the process for non-grade grievance as outlined in this publication (see Academic Grade Challenges/Appeals and Compliant or Grievance Resolution (Non-grade Related)). 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 applicable Associate Dean/Department Chair by faculty or other students in accordance with the **TTUHSC Student Handbook**. Sanctions for disruptive behavior include but are not limited to dismissal from the School of Nursing.

- Do not use the ideas or words of another individual as your own without citing the original source. Do not plagiarize.
- Do not forward emails or discussion postings without permission from the original author.
- If you want to send a personal message to the instructor or to another student, use the messages tab in the online learning platform rather than the discussions. Any personal/confidential issues should be directly communicated to the course instructor. Such items should not be posted on the public course discussion nor emailed to the entire class.

PARTICIPATION IN ASSESSMENTS

Student Feedback (SON OP 10.015)

The 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 TTUHSC 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 the Learning Management System. A reminder is sent to the TTUHSC email 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. The School of Nursing emails the links to the Alumni 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

Association (APA). School of Nursing students are required to purchase and use the most current Publication Manual 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.ttuhs.edu/apa/> or on the School of Nursing Current Student resources page at <https://student.ttuhs.edu/nursing/> under Writing Resources.

Resources to assist in the development of academic writing skills are also available 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.ttuhs.edu/WritingCenter/>.

TUITION and FEES

Student registration is not complete and enrollment is not official until tuition and fees are paid. If a student fails to make payment, the student's registration will be canceled. The student is responsible for ensuring payment is received in the Bursar's office by the established due dates announced each semester. Questions regarding tuition and fees (payments, returned checks, late fees, refunds, etc.) should be directed to the TTUHSC Student Business Service Office at (806) 743-7867. Refer to the TTUHSC Student Business Services website for more information at: <http://www.fiscal.ttuhs.edu/studentbusserv/>.

School of Nursing Requirements

ACADEMIC REQUIREMENTS

Students matriculating 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-Graduate Program and DNP Program.

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

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

- No progression in the area of study of enrollment until the specified course(s) is/are repeated and an acceptable grade is achieved. (Undergraduate: "C", Graduate: "B")
- Academic probation due to overall and/or semester grade point average below minimum required for area of study of enrollment. (Undergraduate: "C", Graduate: "B")
- Academic probation due to earned grade in required nursing course less than minimum grade required for area of study of enrollment.
- Administrative probation due to violation of professional conduct.
- Removal from probation.
- Censure by written letter. Censure is defined as the finding a student has committed an offense warranting discipline. It is a matter of record only.
- Warning by written letter.
- Suspension from the School of Nursing.
- Dismissal from the School of Nursing.

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

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

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

Post-Graduate APRN, Education and Informatics Certificates of Completion

Maintaining Minimum Academic Requirements

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

Academic Dismissal from the TTUHSC School of Nursing Post-Graduate Program will result from the following circumstances:

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

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

DNP Program (BSN to DNP, Post-Master's DNP, and Combined Post-Master's DNP with APRN Certificate)

Maintaining Minimum Academic Requirements

Grades are reviewed each semester and progression is determined by the Associate Dean/Department Chair, DNP Directors, and DNP Council.

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

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

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

ATTENDANCE REQUIREMENTS

Attendance/Inability to Attend Class and Clinical Experiences

Students are responsible for participation and attendance in class and clinical experiences.

- Instructors determine the effect of absences on grades at the outset of a given course (see course syllabus).
 - NOTE: Attendance requirements are mandatory.
- Faculty must report in writing to the student when absences may jeopardize the student's standing in the School of Nursing.
 -

Prior to enrollment in the Traditional BSN or Accelerated BSN Programs, a current Basic Life Support (BLS) for Health Care Providers card issued by the American Heart Association is required. Students MUST provide evidence of CURRENT Healthcare Provider status while enrolled for School of Nursing records.

CERTIFICATION REQUIREMENTS

MSN Leadership Program

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

- Hold American Heart Association or American Red Cross BLS certification for Healthcare Providers upon entering the program and provide evidence of current certification while enrolled in the program.

MSN APRN Program (Nurse Practitioner and Nurse Midwifery Tracks), Post-Graduate APRN Certificate (Nurse Practitioner Tracks)

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

- Hold American Heart Association or American Red Cross BLS certification for Healthcare Providers 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 MSN 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. The average cost for a yearly rate is around \$500 and students may select from a carrier of their choice.

DNP Program: BSN to DNP and Post-Master's DNP

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

- Hold American Heart Association or American Red Cross BLS certification for Healthcare Providers 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 or American Red Cross BLS certification for Healthcare Providers upon entering the program and provide evidence of current certification while enrolled in the program
 - Students in a Combined Post-Master's DNP with APRN Certificate must meet both the Post-Master's DNP requirements and the APRN certificate requirements.

COLLABORATIVE PROGRAM REQUIREMENT

Students enrolled in collaborative programs with other institutions are expected to comply with the general

COMPREHENSIVE EXAMS

Undergraduate (prelicensure) students must have a passing score on the comprehensive examination administered in NURS 4710, Professional Transitions of 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 Tracks, the comprehensive exams are included in the overall assessment of student performance in NURS 4325, Synthesis of Conceptual Nursing Knowledge, during the final semester of enrollment.

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 not complete a criminal background check are ineligible for progress in the nursing program. The TTUHSC SON utilizes the Texas Board of Nursing criminal background check process for all pre-licensure students. For RN to BSN, MSN and DNP students, the students will be required to use the institutionally approved vendor to process these background checks. Only those individuals with a BON Blue Card, a BON Declaratory Order with No Stipulations and approval from the Associate Academic Dean of Student Affairs will be allowed to matriculate into the program.

In accordance with [TTUHSC OP 10.20](#), students in the School of Nursing shall self-disclose relevant criminal history record information no later than five (5) business days following the charge of the crime to the Associate Academic Dean of Student Affairs. Failure to self-disclose may result in dismissal or withdrawal of acceptance from the university.

Additional background checks are required after a break in enrollment in accordance with [TTUHSC OP 10.20](#).

If an applicant believes the record is in error and gives written notification to the School of the intent to challenge the report, matriculation will be put on hold pending the outcome of the challenge. Should the applicant fail to notify the School of the intent to challenge or it is determined the record is accurate at the conclusion of a vendor challenge by an applicant, the admission offer will

than seven years old. The School of Nursing **Catalog** is published at least biennially and its provisions are applicable during the following academic year, September 1 through August 31. Other conditions of graduation and the curriculum program are contained in the School of Nursing **Catalog** posted on the nursing website at www.ttuhschool.edu/nursing/student-affairs/student-catalog.aspx.

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

Undergraduate students are required to achieve at least a 2.0 overall cumulative GPA to graduate (See School of Nursing **Catalog**). Graduation guidelines, deadlines, and forms are posted on the TTUHSC Student Affairs webpage <https://www.ttuhschool.edu/student-affairs/commencement/default.aspx>.

Full-time 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. Students enrolled in the RN to BSN Program whose degree plan reflects full-time status based on concurrent enrollment are eligible to graduate with honors.

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 cumulative GPA to graduate (See School of Nursing Catalog). Graduation guidelines, deadlines, and forms are posted on the TTUHSC Student Affairs webpage <https://www.ttuhschool.edu/student-affairs/commencement/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-Graduate Nurse Practitioner, Nurse Midwifery, Nursing Education and Nursing Informatics Certificates of Completion and Graduation

Post-Graduate students are required to achieve at least a 3.0 overall accumulative GPA to complete the Post-Graduate certificate (see School of Nursing **Catalog**). Certificates are awarded at the end of the fall, spring, and summer semesters upon meeting certificate requirements (see School of Nursing Catalog). Students may take part in the spring, summer, or fall School of Nursing Commencement ceremony upon the semester of completion of certificate requirements.

Post-Graduate certificate guidelines, deadlines, and forms are posted on the TTUHSC Student Affairs web pages <https://www.ttuhschool.edu/student-affairs/commencement/default.aspx>. Requirements and deadlines must be met to be eligible to complete the Post-Graduate certificate. **Failure to follow the deadlines listed in this website will delay in processing the Post-Graduate certificate and Board of Nursing forms.**

Graduation exercises are held at the end of the spring, summer, and fall semesters. Students awarded diplomas at the end of the spring semester are eligible to participate in the spring Commencement ceremony. Students awarded diplomas at the end of the summer semester are eligible to participate in the summer Commencement ceremony. Students awarded diplomas at the end of the fall semester are eligible to participate in the fall Commencement ceremony.

COVID-19 Vaccination

COVID-19 Vaccination may be mandatory at some clinical sites. At this time, TTUHSC does not require you to disclose whether or not you have received the COVID-19 vaccine. However, for those who do not receive the vaccine or obtain an appropriate COVID-19 vaccine waiver, if applicable, your ability to obtain required clinical hours necessary for program completion may be impacted. For those who wish to not disclose, it will be considered you have not received the vaccine for the purposes of adhering to clinical site requirements.

LIABILITY INSURANCE

All students (licensed and non-licensed) enrolled in the School of Nursing are required to carry student liability insurance. The School of Nursing provides a blanket policy covering students in any student-related clinical activity. The policy does not cover students in work-related activities (students employed in clinical settings not associated with the School of Nursing curriculum).

- A fee will be automatically added to the student's tuition to pay for the policy.
- The student liability insurance blanket policy is for liability purposes only and is NOT a general health insurance policy.
- Students enrolled in the Nurse Midwifery and Post-Graduate certificate Nurse Midwifery tracks are required to carry additional individual (self-purchased) liability insurance.

LICENSURE - RNS

MSN graduate students are required to have a current, unencumbered Texas RN License or Compact Multistate License. RN-BSN undergraduate students and DNP graduate students must have a current, unencumbered licensure as a registered nurse in the United States. Students must maintain a current, unencumbered license throughout enrollment in the School of Nursing. The appropriate Associate Dean/Department Chair and Program Director must be notified 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

The 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 application process. For the Traditional BSN Undergraduate Department (BSN Program), the Traditional BSN Undergraduate Associate Dean/Department Chair makes arrangements with faculty to meet with graduating students to discuss the procedures to register for the NCLEX-RN examination and to complete the licensure application forms. For Accelerated BSN Program: Second Degree BSN and Veteran to BSN students, information is posted electronically. Failure to meet the Texas BON deadlines or deadlines from licensing boards in other states will delay the licensure process. For further information concerning eligibility for licensure, refer to Texas Statutes Regulating the Practice of Professional Nursing (see the NCLEX-RN Examination Eligibility section of this **Student Handbook**) or contact the appropriate Associate Dean/Department Chair.

Students applying for licensure in other states are responsible for contacting the applicable Board of Nursing for an application packet at the beginning of the semester of graduation. Once the packet is received, students should make an appointment with the appropriate Associate Dean/Department Chair to review and process the required documents.

NCLEX-RN IDENTIFICATION REQUIREMENTS

<https://www.ncsbn.org/1221.htm>

National Council of State Boards of Nursing (CSBN) requires for admission to Pearson VUE test centers only the following acceptable forms of identification for domestic test centers:

- Passport books and cards
- Driver's license
-

Shoes	Footwear must be clean and in good repair, non-skid, and closed-toe. Impenetrable shoes are recommended. Open-toed shoes that expose the foot (e.g. Crocs) are not allowed.
Lab Coat	White, clean, and pressed with an embroidered logo affixed to left chest.

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	Additional requirements based on clinical agency policy will be communicated by Clinical Site Coordinators.
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.	

Non-Hospital Clinical Settings and Non-Direct Care Hospital Setting Clothing	
Clothing:	Dress reflective of a professional image (Neat and clean street clothing. No denim material, blue jeans, shorts of any kind, miniskirts, bare chests, or midriffs are allowed.)
Lab Coats:	Worn with name tag and ID badge (Street clothes extend below lab coats.)
Shoes:	Dress shoes or boots that are neat and polished.

Exceptions to the dress code may be made in individual courses if stated in the course syllabus or stated by the individual faculty member. For safety purposes, clinical facilities' policies regarding uniforms may require additional conformance.

NOTE: Psychiatric Mental Health Nurse Practitioner students do not wear lab coats, unless this is a common practice within the agency for health care providers.

PERSONAL APPEARANCE

Students are representatives of the TTUHSC School of Nursing and the nursing profession. Therefore, classroom attire is expected to project an image of professionalism. Minimal expectations are outlined below.

- Shirts:** Revealing clothing (e.g., spaghetti strap tops, halter tops, midriffs, work-out tops, muscle shirts, sheer or see-thru) is not permitted and proper undergarments shall be worn and not visible. Shoulders should remain covered at all times. T-shirts with inappropriate logos (advertisement of alcohol, cigarettes, drugs and risqué pictures/slogans) are not permitted.
- Skirts/Dresses:** Skirt and dress length shall be of an appropriate length (knee-length) and may not be tight fitting. Miniskirts are not permitted. Split skirts are permitted, provided they are not tight fitting and fall within the above guidelines.
- Shorts:** Shorts are not permitted in the classroom or on-campus for any occasion.
- Pants/Slacks:** Pants shall be properly fitting. Pants must be worn properly at the hips. Jeans with holes exposing the skin are not permitted. Sweatpants, pajama pants, and athletic pants are not permitted.

PREREQUISITES and COREQUISITES

Certain courses in the curriculum have pre and/or corequisites, which must be met. The prerequisite/corequisite courses are designated in the **School of Nursing Catalog**.

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.ttuhs.edu/nursing/scholarships/. The Scholarships & Scholarship Information page also contains announcements of all available scholarships and deadlines for

1. The use of illicit drugs, alcohol, or other substances with the potential for impairing clinical judgment and performance by students is prohibited. Failure to comply with this policy will subject the student to disciplinary action up to and including academic dismissal from the School of Nursing.
2. Drug screens will be conducted prior to placement in all clinical settings, as well as at random times and/or for cause during a student's time with the School of Nursing. Health care facilities affiliated with the TTUHSC School of Nursing require students

Traditional BSN and Accelerated BSN Students

Initial Screening

Prior to the start of clinical placement, student must pass a mandatory drug screening analysis in order to begin the clinical course. The students will not be made aware in advance when they are being tested.

Random Screening

Random periodic drug screening will occur on campus/site as determined by the TTUHSC SON administration throughout the academic year for Traditional and Accelerated BSN students. Failure of drug screen and/or refusal for drug screening will subject the student to actions described under Consequences.

Graduate Students

Initial Screening

Prior to the start of clinical placement and in compliance with facility affiliation agreement, students must pass a mandatory drug screening analysis in order to begin the clinical course. Students will be notified of the requirement and the three day turn-around for the mandatory drug screening.

All Students

Screening for Reasonable Suspicion of Drug/Alcohol Use

Any nursing student demonstrating suspicious behavior consistent with the use of drugs or alcohol, during a semester in which he or she is participating in a clinical experience will be subjected to drug testing (Faculty/Staff Report of Reasonable Suspicion of Drug/Alcohol Use, Attachment B).

The faculty member observing such behavior will first contact the Program Director, documenting in writing the observed behavior. The decision to refer a student for drug testing will be made in collaboration with the Associate Academic Dean for Student Affairs. The decision to test will be made as expediently as possible; no later than 24 hours after reported suspicion. Screening based upon suspicion will occur no later than 48 hours after the reported observation. See Attachment B for a listing of suspicious behaviors (inclusive yet not limited to).

Student Confidentiality

Maintenance of confidentiality and protection of the rights of the student are critical factors in drug-testing. Every effort will be made to protect the confidentiality of students under this policy, including those who test positive, undergo reasonable suspicions, testing, or enter treatment programs. Only persons with a need to know will be informed of the drug testing results. Under no circumstance will any TTUHSC personnel or anyone else associated with the drug testing program be permitted to discuss publicly any information acquired in their capacity.

Results Notification

The Associate Academic Dean of Student Affairs will receive results (positive and negative). All results will be handled using strict confidentiality. The Programmatic Department Chair and/or their designee will be notified in the case of a positive or dilute test.

Appeals Process

Students testing positive for a banned substance may contest the finding within 48 hours following receipt of notice. A written request for appeal must be submitted to the Associate Academic Dean of Student Affairs within the 48 hour time frame. The Associate Dean or his/her designee will request the laboratory to perform confirmation testing on the student's specimen. The

second test findings will be final. If the second test results are negative, the drug test will be considered negative. If the second test findings are positive, the student will be responsible for any costs incurred with analysis.

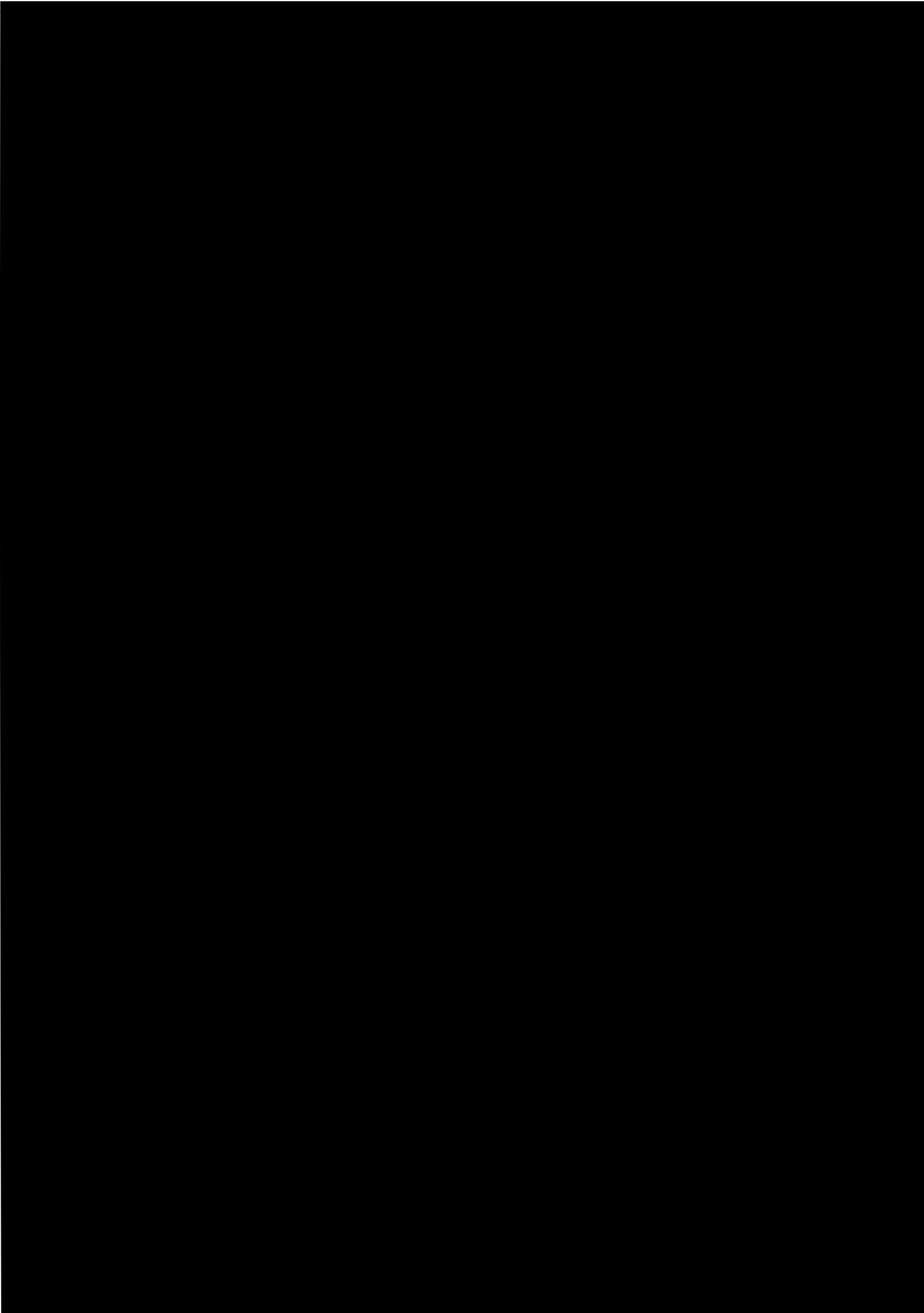
Right to Change Policy

TTUHSC School of Nursing reserves the right to change, modify, amend or rescind this policy in whole, or in part, at any time.

Filing a Complaint

Any member of the University community may file a complaint(s) against a student(s) or a student organization(s) for violation(s) of the **TTUHSC Student Handbook Code of Professional Conduct**

- Prior to filing a formal complaint by complainant (Faculty, Student, Administrator, Staff), a preliminary investigation/discussion with the Associate Dean/Department Chair should be conducted to determine if there is a basis for the complaint. Refer to the **TTUHSC Student Handbook Code of Professional Conduct** Part II, F Disciplinary Procedures, (3) Filing Complaint.
- If there is a basis for the complaint, refer to the [TTUHSC Student Handbook](#).
- The School of Nursing Student Conduct Administrator is the Associate Dean for Education Support Services and Student Affairs. For questions, contact the Office of Admissions and Student Affairs at (806) 743-2025.



CODE OF PROFESSIONAL CONDUCT (“STUDENT CODE”)

All students of the School of Nursing are expected to adhere to the **TTUHSC Code of Professional Conduct** section outlined in the **TTUHSC Student Handbook**. These 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 Program

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

RN to BSN Program

Semester Credit Hours and Course Loads

The number of semester credit hours a student may carry (course load) is regulated by the Associate Dean/Department Chair, taking into account the quality of prior scholastic work performed and the types of courses involved. Permission is needed to enroll in more than 18 semester credit hours. Students are highly encouraged to take no less than 12 semester credit hours each semester. Refer to example course loads in the sample degree plans for the RN to BSN student.

A full-time RN to BSN student has the opportunity to complete the degree in two semesters; however, students have the option to attend on a part-time basis. If a student elects to attend part-time, the student must complete the program in sixteen months (4 semesters) from the time of initial enrollment. Students are admitted in the fall, spring, and summer semesters.

Veteran to BSN (VBSN) Degree students are required to complete 59 hours of non-nursing courses and 61 hours of nursing courses. The degree plan for the VBSN Degree track requires students to enroll in 20 to 21 hours per semester. Permission is needed to enroll in more or less semester credit hours.

[MSN Leadership Program \(Administration, Education, and Informatics Tracks\)](#)

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 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.

[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 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 performed and the types of courses involved, and faculty-student ratios.

[DNP Program: BSN to DNP, Post-Master's DNP, and Combined Post-Master's DNP with APRN Certificate](#)

BSN to DNP and Post-Master's DNP 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 specified DNP Associate Dean/Department Chair or Program Director. In determining course load, the Director takes into account the quality of prior scholastic work performed and the types of courses involved, and faculty-student ratios.

COURSE SYLLABI

Course syllabi for each School of Nursing course are obtained from the online learning platform. Course requirements and student expectations are stated in each course syllabus. Course syllabi and schedules should be posted and available for students one week before classes begin. Students in the Graduate Program can expect the course syllabus to be available in the learning management system by the first official class day.

DEAN'S HONOR LIST / PRESIDENT'S LIST

Undergraduate Programs

Full-time undergraduate students who earn a GPA of 4.0 during a semester are eligible for the President's List. Full-time students who earn a 3.5-3.99 GPA are eligible for the Dean's List, based on information supplied from the Registrar's Office.

DROPPING A COURSE

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

To drop a course:

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.

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 Associate Dean/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. 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.

DNP Program: BSN to DNP and Post-Master's DNP

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

- The final course grade shall accurately reflect the grade earned according to course grading criteria. Exam grade averages and the final course grade will be rounded using classic rounding rules (2 decimal places). For example, a grade of 8

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

Undergraduate Students

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 and endeavors that contribute to the student's development/leadership within nursing profession or military obligations and is granted at the discretion of the Associate Dean/Department Chair. 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 of the student from the program.

Notification of a Leave of Absence

1. 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.
2. If student decides to request a leave of absence, the student may obtain the Leave of Absence form from <http://nursing.ttuhschool.edu/forms/general/loa.pdf>. It is the responsibility of the student to obtain, complete and submit the form for approval.
3. Upon completion of the form, the student is to submit the form to their Program 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 rests with the Associate Dean/Department Chair.
4. If approved, the Office of the Registrar will be informed via a SON Memorandum of the Leave of Absence 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.
5. 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.
6. Failure to file a Leave of Absence Form and/or failure to file a Return from Leave form and re-enroll will result in the student being administratively dismissed from the program. If the student is administratively dismissed due to these failures, the student must seek readmission.

Notification of Return from a Leave of Absence

1. When the student makes the decision to return from the leave of absence and enroll in courses, he/she must submit the Return from Leave Form. The student must complete the required form, which can be found at http://nursing.ttuhschool.edu/forms/general/loa_return.pdf, and turn it into their Student Affairs Program Coordinator. Failure to file a Return from Leave Form will delay or prevent enrollment depending on the proximity to the start of the semester that the student wants to resume classes.
2. The Return from Leave form will be forwarded by the Student Affairs Program Coordinator to the appropriate Associate Dean/Department Chair. A copy will be forwarded to the Registrar as official notification along with the Return from LOA Memorandum.
3. If a student does not re-enroll in the semester immediately following the declared expiration of the leave of absence, or for two semesters after the initial approval of leave of absence by the department chair, the student will be administratively dismissed from the program. Any courses with an incomplete will be treated in accordance with TTUHSC policy after the two semesters and will be rolled over to a grade of "F."

Graduate Students: MSN and DNP

Graduate students may request a leave of absence (LOA) for one, two, or three consecutive semesters. No more than three consecutive semesters (one year) may be taken during an LOA.

The student's first step when anticipating a leave of absence is to discuss the option with their graduate program advisor. Once a leave of absence is determined, the student is responsible for obtaining, completing and submitting the Leave of Absence Form. When the student makes the decision to return from the leave of absence and enroll in courses, they must submit the Return From Leave Form. Failure to file a Return From Leave Form will delay or prevent enrollment. Students who do not enroll in the semester following the declared expiration date of the leave of absence or must seek readmission through the relevant council.

Leave of Absence Request forms and Return From Leave forms are available online at

located on the BON's website <http://www.bon.state.tx.us/>.

The **Nurse Practice Act** was amended during the 2005 Texas legislative session, adding Texas Occupations Code § **301.4535**, to authorize the Board of Nursing to deny or revoke licensure to an individual for certain criminal offenses. Under the provision, the BON shall refuse or shall withdraw a license if the person has been convicted of an identified offense or has noted on his or her criminal record a plea of guilty or nolo contendere. The Texas Board of Nursing may consider eligibility for licensure of an applicant, who otherwise would be ineligible for licensure, after the fifth anniversary of the successful completion of and dismissal from probation or parole. The criminal offenses barring licensure, as defined by Texas Penal Code, include the following: murder, capital murder or manslaughter; kidnapping or unlawful restraint and the offense was punished as a felony; sexual assault; aggravated sexual assault; continuous sexual abuse of young child or children, or indecency with a child; aggravated assault; intentionally, knowingly, or recklessly injuring a child, elderly individual, or disabled individual; intentionally, knowingly, or recklessly abandoning or endangering a child; aiding suicide and the offense was punished as a state jail felony; an offense involving a violation of certain court orders or conditions of bond punished as a felony; an agreement to abduct a child from custody; the sale or purchase of a child; robbery; aggravated robbery; an offense for which a defendant is required to register as a sex offender; or an offense under the law of another state, federal law, or the Uniform Code of Military Justice for similar crimes.

NON-GRADE COMPLAINT or GRIEVANCE

It is the policy of the Texas Tech University Health Sciences Center School of Nursing to affirm the right of its students to a prompt and fair resolution of a complaint or grievance. The purpose of the Grievance Procedure for Non-grade Complaints is to establish a process for students to express and resolve misunderstandings, concerns, or grievances they have with any university employee or fellow student in a prompt, fair, and equitable manner. Actions that may be grieved under this procedure include (but are not limited to unless otherwise excluded as defined below) unfair, inequitable, or unprofessional treatment, improper application of school policy or procedure, or improper disclosure of grades (i.e. FERPA violation). Although the procedure encourages the resolution of the concern informally, a formal grievance is available should the concern not be resolved informally. The formal grievance process constitutes a formal complaint being filed.

Actions that MAY NOT be grieved under this procedure include: 1) misconduct actions by another student in accordance with the **TTUHSC Student Handbook**; 2) sexual harassment by an employee or student; 3) discrimination; and 4) American with Disabilities Act (ADA) compliance complaints. The above actions can be grieved through the TTUHSC **Title IX Coordinator**, or TTUHSC Student Affairs, **Student Disability Services**. Grade Disputes shall be grieved through the TTUHSC School of Nursing.

Non-Grade Complaint resolution procedures include both informal and formal processes. Students should use the formal complaint procedure only as a last resort. Prior to the informal process, it may be helpful for the student to consult with the Associate Academic Dean of Student Affairs to clarify the issues involved.

The goal of the informal process is to establish communication between the student and the 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 of Student Affairs (AADSAs) as appropriate. If the issue is not resolved informally, the student has the right to meet with the AADSAs regarding the process for filing a formal grievance.

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

- File a non-grade complaint utilizing the on-line process found at <https://www.ttuhschool.edu/student->

[affairs/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 AADSA 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

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.)

Undergraduate Programs

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 (academic or 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, any observations regarding academic performance and behavior during prior enrollment at the School of Nursing, 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 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 (academic or 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, any observations regarding academic performance and behavior during prior enrollment at the School of Nursing, and any available academic records including the most recent transcript to the chair of the Admissions and Progressions Committee.

The Admissions and Progressions Committee 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.

Graduate Programs

All requests for readmission must be made no later than the application deadline listed in the School of Nursing Catalog for the semester in which readmission is requested. The Graduate Program Associate Deans/Department Chairs and Program Directors are responsible for overseeing all readmissions to the School of Nursing Graduate Program. Readmission of a student dismissed or who withdrew for academic or disciplinary causes is also based upon the decision of the appropriate Associate Dean/Department Chair and Program Director.

A student seeking readmission must comply with the following:

- Submit a letter requesting readmission to the Graduate Program to the Program Director
- Meet all recommendations and requirements set forth by the appropriate Associate Dean/Department Chair and Program Director
-

student. Each semester, the required and optional texts are listed for each course on the following website:

<http://nursing.ttuhs.edu/textbooks/>. Students may purchase the texts through a vendor of the student's choice.

UNSAFE STUDENT PRACTICES

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

communications, or electronic communications with or about patients or involving patient health information to anyone who does not need the information for treatment, payment, or health care operation) is a cause for dismissal from the School.

COUNSELING SERVICES

As in all professional health fields, if stress is not dealt with effectively, it can interfere with optimal academic performance. For a student experiencing excessive stress, the SON highly recommends self-referral for counseling. Counseling services are available to all students on all campuses and to distance education students. Contact information is available [here](#).

The following counseling options are available for all School of Nursing students.

- Program of Assistance for Students (PAS) is a professional, confidential, no cost counseling service for students and family members living in their households. Five sessions (per household) per academic year are available from licensed counselors who can provide assistance for a variety of problems related to daily living, including: family and relationship problems, depression, alcohol and drug abuse, anxiety, excessive stress, and other problems. No information is released to anyone in the SON and use of the program does not become part of a student's record. For additional information, visit <https://www.ttuhschool.edu/centers-institutes/counseling/pas.aspx>.
- Therapy Assistance Online (TAO) - All students regardless of campus have access to TAO. <https://www.ttuhschool.edu/centers-institutes/counseling/tao.aspx>.
- A 24-hour crisis/help line - Available to all SON students and members of their household through the Program of Assistance for Students at 1-800-327-0328.

DIVERSITY and INCLUSION

The TTUHSC School of Nursing promotes, supports, and embraces diversity among our students, faculty, and staff as a foundational tenant to accomplishing the vision and mission of the School of Nursing. Therefore, the TTUHSC SON affirms and aligns with the TTUHSC Diversity Statement: The core foundational value of including the diverse cultures, lifestyles, personal beliefs, and ideas of all

to purchase AHP, please contact the TTUHSC Office of Student Life at (806) 743-2302 or email student.life@ttuhsc.edu. You may also visit <https://www.ttuhsc.edu/student-affairs/health.aspx> for further information.

HEALTH SERVICES FOR TTUHSC STUDENTS

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

Helpful Internet Addresses	Information found at site
http://www.ttuhs.edu	TTUHSC main website, access to all TTUHSC programs, schools, announcement page, etc.
https://www.ttuhs.edu/nursing/	School of Nursing main website, access to all SON information
https://student.ttuhs.edu/nursing/	Current Student Resources for Nursing Students
https://www.nursingworld.org/ancc/	American Nurses Credentialing Center (ANCC)
https://www.nursingworld.org/ana/	American Nurses Association (ANA)
http://www.bon.state.tx.us/	Texas Board of Nursing
https://www.ncsbn.org/contact-bon.htm	Contact a Board of Nursing outside Texas

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.ttuhs.edu/parking/>. Compliance with the regulations set forth in Campus Traffic and Parking Regulations is required. A pamphlet describing these regulations is available from the Traffic and Parking Office.

PROFESSIONAL and ACADEMIC CONDUCT

TTUHSC has a responsibility to maintain order within the University community and to discipline any person or people violating the standards, rules, and/or policies. Enrollment requires students to share the responsibility. Students agree to abide by the standards, rules, and/or policies set forth in the [TTUHSC Student Handbook](#), the [TTUHSC Operating Policies and Procedures](#), School of Nursing [Catalog](#), and School of Nursing [Student Handbook](#), 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

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 51.02](#) and [OP 51.03](#). Refer to the [TTUHSC Student Handbook](#) and the Title IX website located at <http://www.ttuhs.edu/title-ix/>. 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.

SIMULATION

The simulation centers located at the various campuses provide unique learning environments. These realistic environments support

- Body fluids of all patients and specimens
- Non intact skin
- Mucous membranes.

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

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

Wear a gown (a clean nonsterile gown is adequate) to protect skin and prevent soiling of clothing during procedures and patient care activities (splashes or sprays of blood, body fluids, secretions or excretions or cause soiling of clothing) are possible. Select a gown appropriate for the activity and amount of fluid likely to be encountered. Remove a soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other patients or environments.

- Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn. Wash hands before touching a patient, even if gloves will be worn. Wash hands immediately after gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. Washing hands between tasks and procedures on the same patient may be necessary to prevent 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.

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 avoid transfer of microorganisms to other patients and environments.

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.

- 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](#).

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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

