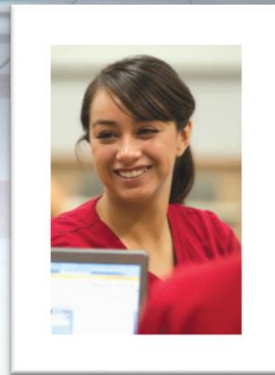
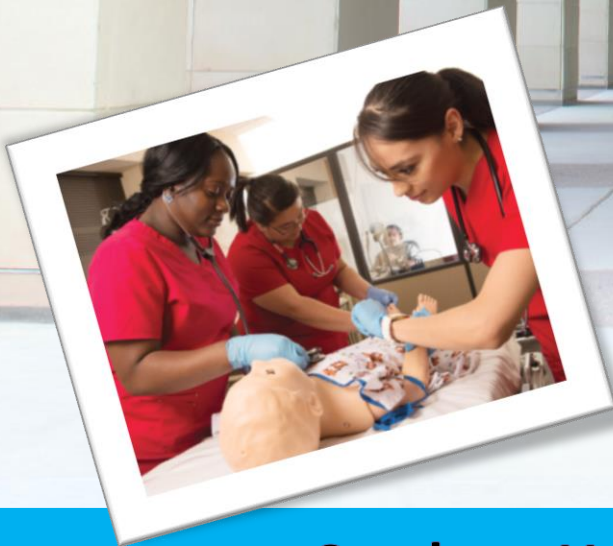




TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

Gayle Greve Hunt School of Nursing



Student Handbook 2015-2016



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER EL PASO
GAYLE GREVE HUNT SCHOOL OF NURSING

STUDENT HANDBOOK

Policies for Currently Enrolled Students

The information contained herein is not to be considered a contract with the Texas Tech University Health Sciences Center (TTUHSC EP) Gayle Greve Hunt School of Nursing. The TTUHSC Gayle Greve Hunt School of Nursing (GGHSON) 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 this Handbook do not constitute a contract, express or implied, between any student or faculty member of the Texas Tech University System, TTUHSC, or the TTUHSC Gayle Greve Hunt School of Nursing.

The TTUHSC GGHSON shall notify students of any changes to the TTUHSC GGHSON *Student Handbook* which occur during the academic year. At any given time, the most current edition of the TTUHSC GGHSON *Student Handbook and TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* will be available on the TTUHSC website, <http://www.ttuhsoc.edu/elpaso/son/> and www.ttuhsoc.edu/studentervices.

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TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Institutional Mission Statement

The mission of Texas Tech University Health Sciences Center at El Paso is to improve the lives of people in our State and our community by focusing on the unique health care needs of socially and culturally diverse border populations through excellence in integrated education, research, and patient care.

Gayle Greve Hunt School of Nursing Mission Statement

The primary mission of Texas Tech University Health Sciences Center Gayle Greve Hunt School of School of Nursing is to provide quality educational programs and advance excellence in health care for diverse populations through programs of scholarship, research, practice, and service.

GAYLE GREVE HUNT SCHOOL OF NURSING ADMINISTRATION

Jeanne M. Novotny, PHD, RN, FAAN
Dean and Professor

William Michael Scott, DNP, FNP-BC, FAANP
Associate Dean of Academic Programs and Professor

ACADEMIC EXPECTATIONS OF STUDENTS

Maintaining Good Standards

Students are expected to meet the objectives of each area of study and are required to:

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

Academic Integrity

All students entering into the TTUHSC Gayle Greve Hunt School of Nursing are required to subscribe to the standards and codes of the profession. TTUHSC Gayle Greve Hunt School of Nursing students, as nursing professionals, are expected by patients and society as a whole to adhere to the:

- American Nurses Association (ANA) Code of Ethics for Nurses (available on-line at <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx>)
- Texas Board of Nursing Unprofessional Conduct Rules (available on-line at <http://www.bon.state.tx.us/disciplinaryaction/pdfs/217-11-12-old.pdf>)
- Students who fail to uphold and/or comply with the above codes and standards for safe and professional nursing practice will be considered in violation of the law and/or professional nursing standards.

For more information about student expectations and policies related to academic integrity, refer to the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* at www.ttuhschool.edu/student-services/ Part II, E, Other Professional and Ethical School Standards, (2) TTUHSC Gayle Greve Hunt School of Nursing.

Classroom Behavior

TTUHSC Gayle Greve Hunt School of Nursing students, as well as faculty, have a responsibility for creating and maintaining an appropriate learning environment in the classroom. As stated in the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct*, "An environment in which the privileges of citizenship are protected and the obligations of citizenship are understood fosters freedom of discussion, inquiry and expression. Accordingly, the University community has developed standards of behavior pertaining to students and to student organizations."

Disruptive Conduct

The *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* prohibits actions against members of the University community, including, but not limited to, behavior that disrupts the normal operation of the University, including its students, faculty and staff.

“Disruptive conduct,” as defined by the TTUHSC Gayle Greve Hunt 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 and telephones, for activities unrelated to class.
- Distractive or inappropriate behavior in online discussion boards, emails, chat rooms or other online educational technology.

Consequences of Disruptive Conduct

If the student continues disruptive conduct after the course instructor notifies the student of the unacceptable conduct, the course instructor may request the student to leave class immediately. If the student believes this action is not merited, the student may follow the process for non-grade grievance as outlined in this publication (see *grievances-non grade related* and *grievances-grade related*). If the student leaves the class, the student shall not receive credit for in-class activities that day. If such action results in a grade that a student believes is incorrect, the grade may be subject to the process outlined in the policy for grade challenges/appeals as set forth in the *TTUHSC Gayle Greve Hunt School of Nursing Student Handbook*.

The use of electronic technology, such as laptop computers, by students during class is a privilege, not a right. In his/her sole discretion, the course instructor may withdraw such privileges on a case-by-case basis.

In addition, alleged disruptive behavior may be referred to the Associate Dean by faculty or other students in accordance with the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct*. Sanctions for disruptive behavior include but are not limited to dismissal from the TTUHSC Gayle Greve Hunt School of Nursing.

Computer Requirements

A considerable amount of time will be spent utilizing the resources available via the internet in all TTUHSC Gayle Greve Hunt School of Nursing studies, including email. Owning a personal computer is required to succeed in the chosen area of study; and daily computer access is expected for all students. A laptop is required for students in the Accelerated track in order to participate in classroom learning activities. The following website has specific computer system requirements:

<http://nursing.ttuhschool.edu/it/requirements>

Email

The TTUHSC Information Technology Department assigns all students an official e-mail address, which is provided with initial password code prior to new student orientation. All official electronic TTUHSC correspondence is sent via this e-mail address; as a result students are required to use this e-mail address while enrolled at TTUHSC Gayle Greve Hunt School of Nursing. Students are responsible for monitoring and responding to any required information sent to this email address. In addition, faculty may correspond with students regarding course-related issues via Blackboard email

Equipment

It is the student's responsibility to purchase and maintain certain pieces of equipment (stethoscopes, etc). Equipment requirements will be specified by faculty and listed in the course syllabi. Equipment owned by TTUHSC Gayle Greve Hunt School of Nursing which is checked out to students, must be returned to TTUHSC in the same condition as it was received. When equipment is damaged or misplaced while in a student's possession, it is the student's responsibility to replace or pay TTUHSC for the replacement

Identification Badge (OP 76.02)

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

TTUHSC Gayle Greve Hunt School of Nursing Name Badge - The TTUHSC Gayle Greve Hunt School of Nursing name badge provides identification of the student and any applicable credentials. If lost, a replacement must be purchased through the appropriate office.

Participation in Evaluations

In an effort to promote ongoing improvement in the TTUHSC Gayle Greve Hunt School of Nursing students are expected to participate in the evaluation process at a variety of points throughout the curriculum. Forms for the various types of evaluation, such as orientation, studies and course satisfaction evaluation tools, are available online. In addition, as members of the community of interest, students and employers are encouraged to complete a satisfaction evaluation approximately six months after graduation.

Phones and Pagers

Phones and pagers should be placed in the silent mode or turned off when students are in attendance at any learning activity at the TTUHSC Gayle Greve Hunt School of Nursing. Phone conversations on cell phones must occur outside of the clinical and classroom areas.

Professional Writing/APA - Vision Statement on Professional Writing in Nursing

- Writing is an essential component of the communication skills that help define professional nursing practice. The clear, precise, logical, appropriate expression of ideas, opinions, and values in nursing is required for the provision of quality care to clients, families, and communities. To become proficient in written communication, students need to continually develop their technical, analytical, and persuasive skills.
- Course activities should integrate the continual development of communication skills throughout the curricula of all studies in the TTUHSC Gayle Greve Hunt 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 continues to use the standards established by the American Psychological Association (APA) to guide clear and precise professional communication. APA format refers to the popular 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 that in turn enhance the profession of nursing and the health of populations served by nurses.
- TTUHSC Gayle Greve Hunt School of Nursing students are required to purchase and use the most current Publication of the American Psychological Association (APA).

Tuition and Fees

Student registration is not complete and enrollment is not official until tuition and fees are paid. Failure to make payment when due will result in cancellation of the student's registration. It is the student's responsibility to ensure that 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 Bursar's Office at 806-743-7867. Refer to the TTUHSC Bursar information at <http://www.fiscal.ttuhsu.edu/busserv/bursar/>.

Graduation

Students planning to graduate **MUST** complete the *Intent to Graduate*. Students should create a "Diploma" address in WebRaider so their diploma will be mailed to the proper address. The diploma address will only be used if the diploma is not picked up at commencement.

Students must be enrolled at Texas Tech University Health Sciences Center in the term in which they plan to graduate. TTUHSC GGHSON requires students to be registered for a minimum of 1 hour.

STUDENT REQUIREMENTS

Academic Requirements

Students matriculated in the TTUHSC Gayle Greve Hunt School of Nursing are expected to maintain good academic standing while enrolled in the TTUHSC Gayle Greve Hunt School of Nursing in accordance with the area of study requirements in which the student is matriculated. Minimum academic requirements are detailed in this Handbook.

All progressions, probation, dismissal, suspension and censure determinations are made based on receipt of information from the TTUHSC Registrar's Office or the TTUHSC Gayle Greve Hunt School of Nursing Dean's Office.

In accordance with the *TTUHSC Gayle Greve Hunt School of Nursing Catalog*, *TTUHSC Gayle Greve Hunt School of Nursing Student Handbook*, and *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct*, the Dean may 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 a passing grade is achieved.
- Academic probation due to overall and/or semester grade point average below minimum required for area of study of enrollment.
- 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 that a student has committed an offense warranting discipline. It is a matter of record only.
- Suspension from the TTUHSC Gayle Greve Hunt School of Nursing.
- Dismissal from the TTUHSC Gayle Greve Hunt 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 studies academic requirements are outlined below:

Accelerated Track

Maintaining Minimum Academic Requirements

- Maintain a 2.5 GPA for each semester and overall cumulative.
- A minimum grade of "C" in all nursing and non-nursing (degree required) courses is required.
- Students earning an "F" or "WF" in a nursing course are eligible to repeat that course one time only pursuant to recommendation of course faculty.
- Students earning an overall cumulative GPA or a semester GPA less than a 2.5 in the semester of graduation are ineligible for graduation.

Academic Dismissal

- Students earning an "F" or "WF" in two or more nursing courses in one semester is cause for academic dismissal.
- Students earning an "F" or "WF" in a second nursing course, even when the first "F" or "WF" have been replaced by a passing grade upon retaking those courses.
- Students earning less than a 2.5 or cumulative GPA for two consecutive semesters.
- Students earning an "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.

ATTENDANCE REQUIREMENTS

Attendance/Inability to Attend Class & Clinical Experiences

- Responsibility for class participation and clinical attendance rests with the student.
- The effect of absences on grades is determined by the instructor who will specify those effects at the outset of a given course (see course syllabus).
- Faculty are responsible to report in writing to the student (see Mid-Term Warning sections of this handbook) absences that may jeopardize the student's standing in the TTUHSC Gayle Greve Hunt School of Nursing. Excessive absences can constitute cause for dropping a student from class; in such a case the grade of WF will be given. WF is calculated in the cumulative GPA.

Clinical Attendance, Participation and Responsibilities

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

CERTIFICATION REQUIREMENTS

TTUHSC Gayle Greve Hunt School of Nursing students are required to be certified in one or more of the following upon entry to the TTUHSC Gayle Greve Hunt School of Nursing: First Aid and Basic Life Support. Specific requirements for each TTUHSC Gayle Greve Hunt School of Nursing degree are listed below.

Failure to maintain proper certification could result in being withheld from clinical settings, which would delay progress through the nursing program, and/or result in a hold being placed on records and/or a delay in graduation.

Accelerated BSN

First Aid Certification is required for enrollment in the first semester of Accelerated Track nursing courses, unless currently certified and/or licensed as a health care provider. Documentation must be provided to the Office of Student Affairs prior to registration for classes.

BLS is required prior to the first clinical course. Students must provide verification of current BLS while enrolled in the TTUHSC Gayle Greve Hunt School of Nursing Office of Student Affairs.

Comprehensive Exams

Undergraduate (pre-licensure) students must have a passing score on a standardized comprehensive examination administered during the last semester of the Accelerated Track. If a student is not successful on the examination, he/she will be required to complete a prescribed remediation program and to repeat the examination. If the student is not successful a second time, he/she will be required to meet with the Associate Dean to determine next steps in progression.

Degree Requirements

Requirements for meeting expectations of all degrees offered at the TTUHSC Gayle Greve Hunt School of Nursing are specified in the *TTUHSC School of Nursing Catalog* in effect at the time the program was entered.

GRADUATION/COMMENCEMENT/DIPLOMA

A student is expected to complete the degree requirements set forth in the *TTUHSC School of Nursing Catalog* in effect at the time the student enters the program. Only with the specified approval of the Associate Dean may a different *Catalog* be selected. In no case may a student complete the requirements set forth in a *Catalog* more than seven years old. The *Catalog* is published at least biennially and its provisions are applicable during the following school year, September through August. However, a student who registers for the first time at TTUHSC during a summer semester is subject to the degree requirements set forth in the *Catalog* effective for the fall semester immediately following that summer semester. Other conditions of graduation and the curriculum program are in the *TTUHSC School of Nursing Catalog* posted on the nursing website at <http://www.ttuhschool.edu/elpaso/son/>.

TTUHSC Commencement Ceremony

Commencement Exercises are held at the end of the spring semester. Students who are awarded diplomas at the end of the previous fall semester and the current spring semester or anticipated completion in summer semester may take part in the Spring Commencement ceremony.

Diploma

Diplomas for undergraduate studies are issued per semester as follows:

- Spring graduation: Diploma will be issued in May
- Summer graduation: Diploma will be issued in August
- Fall graduation: Diploma will be issued in January

Accelerated BSN Track

Undergraduate students are required to achieve at least a 2.5 overall cumulative GPA to graduate and complete appropriate graduation paperwork electronically at <http://www.ttuhschool.edu/student-services/>.

Graduation with Honors

Undergraduate students who complete their 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.

IMMUNIZATION REQUIRMENTS

Students are expected to maintain a general state of good health. Failure to maintain documentation of the following immunization requirements in the appropriate area of study office can result in exclusion from clinical practice and a hold being placed on school records. Immunization records provided during the application process will be audited. The following information must be on file for a complete immunization record while enrolled in the TTUHSC Gayle Greve Hunt School of Nursing.

Vaccine/Titers Test	Due by:
TB Skin Test	New student orientation
Meningitis Vaccine (if 30 years old or younger)	New student orientation
TDAP Vaccine	New student orientation
Flu Vaccine	September 1 st
Hepatitis B Titers Test	New student orientation
Varicella Titers Test	New student orientation
Measles (Rubeola) Titers Test	New student orientation
Mumps Titers Test	New student orientation
Rubella Titers Test	New student orientation

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 area of study office for every semester the student is enrolled at TTUHSC – **NO notification will be sent.**

Immunizations may be obtained through the TTUHSC Family Practice Clinic as follows:

- Make an appointment with a Family Practice Clinic Nurse by calling 215-5500. Personal Immunization
- Records should be taken to the appointment so that injections can be documented
- Take student ID badge

Remember to keep personal immunization records in a safe place, as they are required for all healthcare workers. All copies of Personal Immunization Records provided to the TTUHSC Gayle Greve Hunt School of Nursing become the property of the TTUHSC Gayle Greve Hunt School of Nursing. Never supply the TTUHSC Gayle Greve Hunt School of Nursing with original documents. There may be a fee charged to receive a copy of the immunization records from TTUHSC Gayle Greve Hunt School of Nursing files.

LIABILITY INSURANCE

All students (licensed and non-licensed) enrolled in the TTUHSC Gayle Greve Hunt School of Nursing are required to carry student liability insurance. A fee will be automatically added to the student's tuition to pay for a blanket policy, which will cover all students in the School. The policy covers students in any student related clinical activity. The policy does not cover students in work related activities (students employed in clinical settings). Note, this is not a general health insurance policy; it is for liability purposes only.

LICENSURE APPLICATIONS

The Associate Dean and Unit Manager of Student Affairs Services will assist currently enrolled pre-licensure students with the Texas Board of Nursing (TBON) application process. Detailed registration instructions for the NCLEX will be emailed to all graduation candidates in their final semester. Failure to meet the TBON deadlines or those deadlines from 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 Eligibility to take NCLEX-RN Examination section of this handbook) or contact the Office of Student Affairs.

Students applying for licensure in other states are responsible for contacting those states' Board of Nursing for an application packet at the beginning of the semester of graduation.

PERSONAL APPEARANCE/UNIFORM

Nursing students are expected to maintain a professional image at all times while in the clinical setting. It is the expectation that the professional uniform of the TTUHSC Gayle Greve Hunt School of Nursing shall be worn only for clinically related activities. BSN (Accelerated) students must follow the standards listed below:

Hospital Clinical Settings Uniform	Uniform approved by TTUHSC Gayle Greve Hunt School of Nursing must be clean, neat and pressed.
Shoes	White leather (including white leather tennis shoes) with white or black shoelaces.
Socks/Hose	White and clean (Women may wear socks with pants. White or natural color hose must be worn with skirts or dresses.)
Lab Jacket	White, clean and pressed.
TTUHSC Gayle Greve Hunt Nursing Patch	Permanently affixed to the front of the lab jacket and/or uniform. Grad students get a patch for lab coats. Lab coats should be worn during clinicals.
Name Tag & Picture ID Badge	Worn with the uniform or lab jacket at all campuses and clinical settings.
Professional Nursing Pins	May be worn on the lab coat or uniform.
Hair	Clean and neat (long hair must not obstruct peripheral vision when bending forward or over a sterile field).
Makeup	In moderation to promote a professional image.
Nails	Clean and well groomed (fine motor skills should not be limited by nail length). Natural or pale (beige/pink) colored nail polish is acceptable. No artificial nails.
Jewelry	In moderation. Multiple rings and dangling bracelets, necklaces and earrings are unacceptable. Piercings other than one in each ear should not have jewelry or other adornments visible.

Hospital Clinical Setting guidelines apply in non-hospital settings and hospital preparation time except as stated below.

Non-Hospital Clinical Settings and Non-Direct Care Hospital Settings 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 may require additional conformance to their policy regarding uniforms.

PRE-REQUISITES AND CO-REQUISITES

Certain courses in the curriculum have pre and/or co-requisites, which must be met. These are designated in the *TTUHSC SCHOOL OF NURSING Catalog*.

SCHOLARSHIPS

Applications for all scholarships are available from the Office of Student Affairs at the TTUHSC Gayle Greve Hunt School of Nursing. Students interested in being considered for scholarships should complete the application instructions that the Office of Student Affairs at the TTUHSC GGHSN disseminates for consideration. Students are encouraged to complete a new application when their financial or other circumstances change.

The Free Application for Scholastic Aid (FAFSA) <http://www.fafsa.gov> **must** be completed before students are considered for scholarships. The completed applications are submitted to the TTUHSC Financial Aid Office.

TTUHSC Gayle Greve Hunt School of Nursing scholarships are competitive scholarships requiring students to compete with other students, including Texas residents, and the scholarships are awarded by the TTUHSC Gayle Greve Hunt School of Nursing scholarship committee.

Eligible scholarship applications are distributed to the SON Scholarship Committee. Eligibility for the scholarship is based upon the criteria as established by each donor and the TTUHSC Gayle Greve Hunt School of Nursing.

A student who holds a competitive scholarship of at least \$1,000 for the academic year or summer for which the student is enrolled and who is either a non-resident or a citizen of a country other than the United States of America is entitled to pay the fees and charges required of Texas residents without regard to the length of time the student has resided in Texas. For more information please contact the scholarship office at <http://www.ttuhschool.edu/son/scholarships>.

SCHOOL SCHEDULE

The TTUHSC Gayle Greve Hunt School of Nursing calendar is posted on the TTUHSC Gayle Greve Hunt School of Nursing website <http://www.ttuhschool.edu/elpaso/son/> and the TTUHSC Gayle Greve Hunt School of Nursing course schedules are posted at on corresponding Blackboard platform.

ACADEMIC POLICIES

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

ACADEMIC ADVISEMENT

The Associate Dean works with the Unit Manager in Student Affairs to ensure that all students are advised upon admission. This allows students to receive information about the academic program and to assist in making informed decisions. The Associate Dean and/or the Unit Manager in Student Affairs are available for consultation during pre-registration, for adding/dropping a course and withdrawing from the TTUHSC Gayle Greve Hunt School of Nursing. However, students are ultimately responsible for seeking adequate academic advice, meeting degree requirements, and enrolling in appropriate courses to ensure orderly and timely progress toward the degree.

Accelerated Track

The Unit Manager Student Affairs advises students about registration dates two weeks prior to pre-registration. Students sign and receive a copy of their degree plan at orientation, and are expected to follow this degree plan when registering for courses. The Unit Manager in Student Affairs assists students with academic planning, staying informed of curriculum changes, and facilitating problem-solving related to their progression through the degree plan. The Unit Manager in Student Affairs consults with faculty as needed to best meet student needs. Any question the student has about registration, adding/dropping a course and withdrawing from the TTUHSC Gayle Greve Hunt School of Nursing should be directed to the Unit Manager in Student Affairs and the Associate Dean.

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 Affairs Handbook Code of Professional and Academic Conduct* Part II, D Misconduct, (19) Academic Misconduct.

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 Affairs Handbook Code of Professional and Academic Conduct*.

- Prior to filing a formal complaint by complainant (Faculty, Student, Administrator), a preliminary investigation/discussion with the Associate Dean should be conducted to determine if there is a basis for the complaint. Refer to the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* Part II, F Disciplinary Procedures, (3) Filing Complaint.
- If there is a basis for the complaint, refer to the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* at <http://www.ttuhschool.edu/StudentServices/doc/Handbook.pdf>.
- The TTUHSC Gayle Greve Hunt School of Nursing Conduct Administrator is the Lead Specialist in Student Services. For questions contact the Office of the Dean at 915-215-6106.

Timeline

The timeline for filing a complaint related to academic misconduct is detailed in the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct*. Within the TTUHSC Gayle Greve Hunt School of Nursing, timelines for managing the academic misconduct complaint may be altered by the Student Conduct Administrator at his/her discretion when extenuating circumstances exist and are clearly documented and communicated to individuals involved with the complaint.

ACADEMIC GRADE CHALLENGES/APPEALS

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

- Discuss the grade with the faculty who assigned it.
- If the grade is deemed to be correct (no miscalculation of grade occurred) then the grade stands as issued. The faculty who assigned the grade shall notify the student of the decision in writing within five (5) business days.
- If the grade issued was in error (miscalculation of grade occurred) then the faculty corrects the grade and shall notify the student of the grade change within five (5) business days.
- If a student receives a grade of less than 80 (B) for a written assignment, the student may request another faculty member to conduct a second, independent, blinded evaluation of the assignment. Students seeking a second evaluation of a failing written assignment must make the request to the course facilitator within five (5) days of the graded assignment being returned to the student. After the second faculty member grades the assignment, the course facilitator and the two evaluators will review and discuss the scores and reconcile the assignment grade. If the two faculty graders cannot reach a consensus grade, the average of the two scores will be used as the assignment grade.

Final Grade Appeal

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

Appeal a grade procedure – the student shall:

- File the final grade appeal form (**Attachment A**), available in student affairs, and submit to the Associate Dean within five (5) business days of the final grade posting date as indicated in academic calendar.
- Upon receipt of the required form, the Associate Dean shall meet with the faculty and student separately and review all materials pertinent to the grade appeal within five (5) business days. If two or more students are involved, the Associate Dean, in his or her sole discretion, may meet with the students either separately or jointly.
- After review of all materials, the Associate Dean shall, within five (5) business days from receipt of the grade appeal form, render a decision. Student shall be notified of decision via certified mail and electronic correspondence to the student's TTUHSC e-mail address. A copy will be forwarded the office of student affairs.
- All records related to appeal shall be retained by the office of student affairs for three (3) years.

If the student is not satisfied with the Associate Dean's decision:

- The student may file a Procedural Appeal request form (**Attachment B**) to convene an appeals committee. The form is available in student affairs and must be submitted to the Assistant Dean of Undergraduate Programs within five (5) business days after receipt of the Associate Dean's decision. Along with attachment B, the student will submit five copies of all original (no new data) information to support the appeal to the Assistant Dean of Undergraduate Programs to include a copy of the Associate Dean's decision.
- The Assistant Dean of Undergraduate Programs shall convene an appeals committee to review the student's request within three (3) business days.

An appeals committee is formed, use the following guidelines:

- The Assistant Dean of Undergraduate Programs will appoint a four member appeal committee within three (3) business days after receipt of the procedural appeal form. The appeal committee is comprised of two faculty and two students and will consist of five members to include the Assistant dean of Undergraduate programs.

The Assistant Dean will notify the appealing student of the five member appeals committee within three (3) business days. The appealing student may strike one faculty member and one student from the list and reply to the Assistant Dean of Undergraduate programs within two (2) business days.

The appealing student is notified by the Assistant Dean of the final appeal hearing date within five (5) business days. The appealing student will confirm attendance for the scheduled hearing date within two (2) business days. The final appeal committee members will serve as voting members of the committee and select one appointed faculty to serve as chair within five (5) business days of receiving the final hearing date.

- The appealing student may have advisory council present during the appeals committee hearing. Advisory counsel will not be allowed to speak, argue or conduct any questioning during the proceeding. If the student desires the presence of advisory counsel, the student shall give written notice at least five (5) business days prior to the hearing to the Assistant Dean of Undergraduate Programs. The student and members of the committee will receive copies of all materials pertinent to the appeal.
- The TTUHSC Gayle Greve Hunt School of Nursing reserves the right to provide the student and members of the committee copies of all materials pertinent to the appeal prior to the date of the hearing. The TTUHSC Gayle Greve Hunt School of Nursing shall record the hearing, but not the committee deliberations.

The appeals committee will make recommendations to the Dean of Nursing

- The committee's written recommendation(s) shall be forwarded to the Dean of Nursing within one (1) business day of the conclusion of the hearing. All members shall sign the recommendation indicating their vote in favor of or in dissent of the committee's recommendations. The Dean may accept or reject the recommendation(s) or make a different decision. The Dean's written decision is sent to the committee members and to the student via certified mail and/or electronic correspondence to the student's TTUHSC e-mail address within ten (10) business days of the receipt of the committee's decision.
- All substantive decisions of the Dean of Nursing are final.
- The student may only appeal issues of procedural due process to the Dean of Nursing by filing a written notice of appeal to the office of the Dean within five (5) business days of the decision of the appeals committee. The decision of the Dean will be sent to the student via certified mail and/or electronic correspondence to the student's TTUHSC e-mail address within ten (10) business days from the receipt of notice of appeal.
- The decision of the Dean is final.
- All records will be retained in the office of the Dean and Student Affairs for three (3) years.

Complaint or Grievance Resolution (Non-Grade Related)

- Students have the opportunity to register complaints about non-grade related issues through a formal procedure. It is the policy of the Texas Tech University Health Sciences Center TTUHSC Gayle Greve Hunt School of Nursing to affirm the right of its students to a prompt and fair resolution of a complaint or grievance. This applies to specific written grievances arising from matters affecting students' academic standing and performance, other than grades. Such non-grade related matters include a dispute or concern regarding some aspect of academic involvement arising from an administrative or faculty decision the student claims is unjust or from faculty, staff, or fellow student interaction(s).
- Complaint resolution procedures include both informal and formal processes. Prior to filing a formal written grievance, students are encouraged to first address their complaint informally with the faculty, staff, or student involved. Students should use the formal complaint procedure only as a last resort.
- The goal of the informal process is to establish communication between the student and the appropriate staff member for the purpose of providing a forum where the student's questions or concerns can be addressed and a satisfactory resolution developed.
- The student must meet with the appropriate faculty or staff member and discuss his/her concerns. If resolution cannot be reached by talking to the appropriate faculty or staff member or when contact with the faculty or staff member would be unduly distressful or embarrassing, the student may discuss alternatives with his/her Associate Dean.

- The student must discuss the concern with the faculty, staff, or student directly involved (or, when necessary, the Associate Dean) within twenty (20) business days of the alleged occurrence or the student will lose the opportunity to make a formal complaint. If students are unable to arrive at a satisfactory conclusion to their concerns via informal processes, they should complete and file a Student Complaint Form – Department. The form provides guidance for completing the form and how to file the form. All forms are available in the office of student affairs.
- The student has ten (10) business days from the date of the last meeting with the appropriate faculty, staff, or fellow student to file a written formal complaint form with the Associate Dean of their area of study. If the time period exceeds ten (10) business days, an explanation of the reason for the delay must be attached to the complaint form along with a request for an extension of the timeline. The Associate Dean considering the written complaint and the student must agree, in writing, upon an extension of the time period for extenuating circumstances. If the time period exceeds ten (10) working days and the student does not have a written extension agreement, the request for an investigation may be denied.
- The Associate Dean will conduct an investigation of the student's complaint within 5 business days. A written response to the student's formal complaint will be mailed directly to the address the student listed on the complaint form no later than fourteen (14) business days from the date the complaint form was received in the Office of the Associate Dean. Students who are not satisfied with the decision of the Associate Dean and have additional information to be considered may appeal the decision to the Dean.

Appeal Procedure for Non-Grade Grievance

- The student has ten (10) business days from the date of receiving formal notification of the decision of the Associate Dean to file a Student Complaint Form - Dean with the Dean's Office. If the time period exceeds ten (10) business days, an explanation of the reason for the delay must be attached to the complaint form along with a request for an extension of the time. The Dean and the student must agree, in writing, upon an extension of the time period for extenuating circumstances. If the time period exceeds ten (10) business days and the student does not have a written extension agreement, the request for an investigation may be denied.
- An investigation will be conducted by a representative from the Office of the Dean for any additional information about the student's complaint within 5 business days. A written response to the student's formal complaint will be mailed directly to the address the student listed on the complaint form no later than fourteen (14) business days from the date the complaint form was received in the Office of the Dean. All decisions are final.
- All written formal complaint forms and related correspondence are maintained in the TTUHSC Gayle Greve Hunt TTUHSC Gayle Greve Hunt School of Nursing Written Complaint notebook housed in the Dean's Office. No party, committee member, other participant, or observer in the complaint/ grievance process shall reveal any facts, documents, or testimony gained through participating in or observing the complaint/grievance process to any other person, unless required by a court of law to do so or upon the advice of the TTUHSC legal counsel.

Timeline

Due to documented extenuating circumstances, timelines for course related grade appeals might be altered by the Associate Dean.

Note: A business day is defined as a Monday-Friday from 8:00 a.m. to 5:00 p.m. when the TTUHSC Gayle Greve Hunt School of Nursing offices are open even though students may not be attending classes or clinical assignments.

CODE OF ETHICS

Students are expected to function within the framework of the American Nurses Association (ANA) Code for Nurses. Students may purchase the Code for Nurses by contacting the American Nurses Association Publishing Company or it can be downloaded at <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/codeofEthicsforNurses>.

COURSE LOADS

Accelerated Track

Undergraduate enrollment in 12 or more credit hours per semester (6 hours in each summer session or 12 hours in a full summer session) is considered a full time student. The number of semester credit hours a student may carry (course load) is regulated by the Associate Dean. In determining this load, the Associate Dean 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.

ADDING A COURSE

Students are able to add a course(s) prior to the first day of class and should review the TTUHSC Gayle Greve Hunt School of Nursing Calendar for important deadlines (www.ttuhschool.edu/son/current) related to adding a course(s).

To add a course to an existing schedule

- Contact the Academic Advisor for approval and changes to the area of study plan.
- Register for course(s) via the WebRaider Portal at <http://WebRaider.ttuhschool.edu>.
- After the semester begins, students are able to add course(s) up to the 12th class day for Fall and Spring semesters and 4th class day for Summer semester. Late registration fees may apply.
- When adding a course(s) after the semester's due date contact the Bursar's office at (806) 743-1880 to make payment. Payment must be made within two business days.
- Additional payment and due date information can be found at the Bursar website http://www.fiscal.ttuhschool.edu/busserv/bursar/financial_info.2008-2009.aspx

DROPPING A COURSE

After the semester begins, students are able to drop course(s) up to the 12th class day for Fall and Spring semesters and 4th class day for Summer semesters and receive a full refund.

To drop a course

- Contact course facilitator and/or course faculty
- Contact the Unit Manager in Student Affairs and Associate Dean for approval and changes to area of study plan.
- Student cannot drop to zero hours. Contact the Associate Dean for options. See TTUHSC Gayle Greve Hunt School of Nursing Calendar Important Dates at <http://www.ttuhschool.edu/son/current/> for deadlines dates.
- Dropping a course may delay progression through the program. Students dropping a course to the point of "zero hours" of enrollment are considered to be withdrawing from the TTUHSC Gayle Greve Hunt School of Nursing (see Withdrawal from the TTUHSC Gayle Greve Hunt School of Nursing section of this handbook).
- Drop course(s) via the WebRaider Portal at <http://webraider.ttuhschool.edu>
- When dropping to zero hours a student's date of withdraw must be prior to the first class day according to the semester's academic calendar in order to receive a full refund. Thereafter contact the Bursar's office at 806-743-1880 for the appropriate refund schedule or review the Student Financial Information on-line catalog at <http://www.fiscal.ttuhschool.edu/busserv/bursar/>.
- Review tuition and fees information at <http://www.fiscal.ttuhschool.edu/busserv/bursar/> or contact the TTUHSC Bursar's office for more information at 806-743-1880.

COURSE SYLLABI

Syllabi are obtained on the TTUHSC Gayle Greve Hunt School of Nursing Blackboard website for specific courses and are available one week before the course begins. Course requirements and student expectations are stated in each course syllabus. It is highly recommended that the course syllabi be obtained prior to the first day of class.

TEXTBOOKS

Courses utilize information from various mediums, including textbooks. Specific textbooks may be required to be purchased by the student. Each semester, the required and optional texts are listed for each course on the following website: <http://nursing.ttuhsu.edu/textbooks>. Students may purchase the texts through a vendor of their choice.

INDEPENDENT STUDY COURSE CONTRACT

A student may choose to complete elective course requirements by enrolling in an independent study course. For such courses the student and faculty meet to define specific objectives and complete an Independent Study Contract. Independent Study Contracts are available in the appropriate office and must be on file in the office prior to registering for the course. For more information on Independent Study Courses contact the appropriate academic advisor.

PLACEMENT IN CLINICAL FACILITY

Every effort will be made to place a student in a clinical facility which is 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 guest of the facility where their clinical experiences will 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 TTUHSC GAYLE GREVE HUNT SCHOOL OF NURSING from assuring immediate placement in nursing courses to students whose progress through the program has been interrupted or who are taking courses out of sequence.

DEAN'S LIST/PRESIDENT'S LIST - Undergraduate Studies

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 Registrars [sic] Office.

DISMISSAL

Faculty members reserve the right to recommend at any time the dismissal of a student whose personal conduct, health, or scholastic standing makes it inadvisable for him/her to remain in the program. Violations of regulations of TTUHSC, the TTUHSC GAYLE GREVE HUNT SCHOOL OF NURSING or legal expectations may constitute cause for dismissal. Such information may be listed on the academic transcript (Also see Academic Requirements section of this handbook).

ENROLLMENT OUT OF SEQUENCE

Students in the Accelerated Tracks may request to take a course out-of-sequence. Approval by the student's advisor, affected course facilitator(s) and the Associate Dean must be obtained through the appropriate programmatic office prior to enrollment.

GRADING POLICIES

Grade Point Average

Type	Formula (use Grade Point Chart to calculate grade points)
Overall Semester GPA	Divide the total number of grade points acquired during the semester by total number of semester hours of all courses taken at TTUHSC, exclude courses with a W grade. (F & WF courses must be counted in the calculations.)
Cumulative GPA	Divide the total number of grade points earned in all courses taken in the degree program at TTUHSC by total number of semester hours of all courses taken in the degree

(Multiply the course credit hours by the assigned grade point, and then add all grade points to determine total semester grade points.)

Grade Point Chart

Grade	Assigned Points	Grade Interpretations
A	4	Excellent, meeting degree requirements
B	3	Good, meeting degree requirements
C	2	Average, meeting undergraduate degree requirements; failing to meet graduate degree requirements.
D	1	Inferior, failing to meet degree requirements
F	0	Failure, failing to meet degree requirements
P	0	Passing
PR	0	In Progress: given only when the work in a course extends beyond the semester of term; it implies satisfactory performance and is used in thesis, dissertation; or DNP
I	0	Incomplete: given only when a student's work is satisfactory in quality but, due to reasons beyond his or her control, has not been completed. It is not given in lieu of an F. The instructor assigning the grade will stipulate, in writing, at the time the grade is given, the conditions under which the I was given and may be removed. It is the student's responsibility to obtain a grade change form from the appropriate program office and to obtain signatures from the appropriate faculty. The "I" will be replaced with an F after it has remained on record for a year without completion. Withdrawal from the institution will not change the conditions under which the I may be removed nor waive the replacement with an F after the "I" has remained on the record for a year without completion.
W	0	Withdrawal: given for a course officially dropped during the first five weeks of a term and for a course officially dropped after that time, provided the student's work is passing at the time the course is dropped.
WF	0	Withdraw Failing: given after the first five weeks of a semester when the student's work is not passing at the time the course is dropped or when the student is required by the Associate Dean to drop the course for failure to attend the
CR	0	Credit
R	0	Repeated course (TTUHSC SON does not honor grade replacement for required
X	0	No Grade Designated: given in those instances where one of the above grades is not reported by the faculty. The designation X is not used in determining grade point averages.
NP	0	Given if the student has not paid fees by the end of the semester. When delinquent fees are paid the Registrar's Office will be notified and appropriate grade designations will be recorded. (Progression and/or graduation will not occur until NP is replaced by an appropriate grade.)

NOTE: The TTUHSC Gayle Greve Hunt School of Nursing does not honor grade replacement for required nursing courses.

Grading Scale

Accelerated Track	RN –BSN Program
90 – 100 = A	90 – 100 = A
80 – 89 = B	80 – 89 = B
75 – 79 = C	75 – 79 = C
60 – 74 = D	60 – 69 = D
< 60 = F	< 60 = F

Course Grade Policy

In order to pass a course, the average of all exams including the final must equal 75% (undergraduate) or greater.

- In courses where additional requirements are a weighted portion of the grade, the additional course requirements will only be calculated as part of the final course grade if the average of all exams including the final.
- For courses with a clinical component, the clinical portion is graded on a pass/fail basis. Regardless of scores earned on exams or additional assignments, the student must pass the clinical portion of the course in order to pass the course. An unsatisfactory or failing clinical performance will result in a final course grade of F, regardless of the didactic grade.
- The final course grade shall accurately reflect the grade earned according to course grading criteria. At the discretion of the faculty, grades will not be rounded.

Grade Reports

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

LEAVE OF ABSENCE

Students enrolled in the Accelerated Track are not eligible for Leave of Absence. Students who are unable to maintain an acceptable course load must withdraw from the program. Students who withdraw are eligible to seek readmission according to the Readmission policy for the Accelerated Track.

NCLEX RN EXAMINATION ELIGIBILITY

The Texas Board of Nursing (TBON) has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas.

For information, please refer to the Texas BON site below:

http://www.bne.state.tx.us/applications_graduates_and_nclex_examinations.asp

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 TTUHSC GAYLE GREVE HUNT SCHOOL OF NURSING degree.

READMISSION

All requests for readmission must be made no later than two months prior to the first day of the semester in which readmission is requested. The Associate Dean is responsible for overseeing all readmissions to the TTUHSC GAYLE GREVE HUNT SCHOOL OF NURSING. The minimum cumulative grade point average is 2.5 for the Undergraduate Studies. The Associate Dean reviews all such requests and may take one of the following actions regarding readmission of a student who withdrew in good standing: 1) eligible and admit, 2) eligible pending space available in nursing courses and in sequence to date of action in relation to other readmission applicants, 3) not eligible. The Associate Dean may assign requirements to be met as a condition of enrollment, i.e. successful completion of a comprehensive examination. Readmission of a student who has been dismissed or who withdrew for academic or disciplinary causes is based upon the decision of the Associate Dean.

REGISTRATION

Students register for courses via the Web Raider Portal on the days identified by the TTUHSC Registrar's Office, generally based on student classification. Specific information on how to register is provided by the Unit Manager of Student Affairs.

SUSPENSION AND RETENTION

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

UNSAFE STUDENT PRACTICES

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

- Violates or threatens the physical, psychological, microbiological, chemical, 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.A. Section 1232g) affords certain rights to students concerning their educational records. FERPA grants students the right to inspect and review their educational records (with exceptions), to request that their records be amended, to have limited control over the disclosure of information contained in their records, and to file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of FERPA. The *TTUHSC Student Affairs Handbook* shall serve as the annual notification that must be provided to students under FERPA, 34 C.R.F. 99.7, unless individual TTUHSC schools annually notify their students of FERPA rights otherwise.

AMERICAN WITH DISABILITIES ACT (ADA)

Students seeking accommodation on the basis of disability must register with the office of TTUHSC Student Services at www.ttuhs.edu/student-services and the TTUHSC Director of Academic Support (915) 215-4365. They will notify the appropriate TTUHSC GAYLE GREVE HUNT SCHOOL OF NURSING Associate Dean of the student's need for accommodation. Review the TTUHSC ADA policy located on the TTUHSC Student Services website. For further information, see www.ttuhs.edu/student-services/ada.

ANNOUNCEMENTS & RELATED INFORMATION

The TTUHSC Gayle Greve Hunt School of Nursing maintains information of student interest both on the TTUHSC Gayle Greve Hunt School of Nursing web page <http://www.ttuhs.edu/el Paso/son/> TTUHSC Gayle Greve Hunt School of Nursing Blackboard student announcements, and hall-way bulletin boards. The information maintained may include:

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

CHANGE OF CONTACT INFORMATION Address(s) / Telephone Number(s) / Name

Students are required to:

- Maintain a current address(s) (i.e. permanent, local, billing, etc.) and telephone number(s) in the TTUHSC Portal at <http://webraider.ttuhs.edu>.
- Notify academic Office of Student Affairs via email of changes made to WebRaider Portal.
- Contact the TTUHSC Registrar's office at 806-743-2300 for name change form to be completed and submitted with required documentation.

CLINICAL SIMULATION CENTER

The Clinical Simulation Center (CSC) provides a unique environment where student learning and evaluation are facilitated through simulation. The CSC provides a realistic learning environment where students learn and develop clinical competencies in a non-stressful environment. Faculty and students from the TTUHSC Gayle Greve Hunt School of Nursing, Medicine and Allied Health use the facilities, simulators, mannequins, equipment and supplies available in the CSC.

CONFIDENTIALITY/HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT OF 1996 (HIPAA)

The TTUHSC Gayle Greve Hunt School of Nursing is dedicated to ensuring each student is current in issues as they relate to nursing practice and research. One such regulation includes the Health Insurance Portability and Accountability Act (HIPAA). Annually, each student is required to provide proof of education in HIPAA training. The training requirements vary by program; the student will receive information regarding HIPAA training and will be asked to sign a Confidentiality Agreement during New Student Orientation. All proof of training will be placed in the student's advising file located in the appropriate Associate Dean'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 or involving patient health information to anyone who does not need the information for treatment, payment or health care operation) is a cause for dismissal from the School.

COUNSELING SERVICES

As in all professional health fields, if stress is not dealt with effectively, it can interfere with optimal academic performance. If a student feels that he/she is experiencing excessive stress, the TTUHSC GGHSON highly recommends self-referral for counseling. The following are the counseling options that are available:

- **Program of Assistance for Students (PAS)** - The PAS is a professional, confidential, no cost counseling service for students and family members living in their households. Five sessions (per household) per academic year are available from licensed counselors who can provide assistance for a variety of problems related to daily living, including: family and relationship problems, depression, alcohol and drug abuse, anxiety and stress. No information is released to anyone in the TTUHSC GGHSON and use of the program does not become part of a student's record TTUHSC. To schedule an appointment for yourself or a member of your household, please call the Lead Specialist at 915 545 9700 and identify yourself as a TTUHSC GGHSON student. Daytime and evening appointments are available.

- **El Paso students** can receive counseling through the Program of Assistance for Students (PAS). The contact person for PAS services in El Paso is Alex Garcia, 915-215-4363.

CRIMINAL BACKGROUND CHECKS (OP 10.20)

A Criminal Background Check (CBC) must be completed prior to enrollment at TTUHSC Gayle Greve Hunt School of Nursing in compliance with TTUHSC OP 10.20, <http://www.ttuhschool.edu/hsc/op/op10/op1020.pdf>. Each student is responsible for the cost of his/her CBC and any additional fees. The CBC will be conducted through the Texas Board of Nursing. Detailed instructions are emailed to admitted students upon payment of placement fee.

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

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

If student is unable to provide proof of cleared CBC, the offer of admission will be withdrawn.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

The unlawful possession, use or distribution of alcohol and illicit drugs on any institutional property or at any of its activities is prohibited. Refer to the *TTUHSC Student Affairs Handbook and Code of Professional and Academic Conduct*. Information on assistance programs may also be obtained from the TTUHSC Student Services Office or the Texas Peer Assistance Program for Nurses (RNs & LVNs).

EMPLOYMENT

The GGHSON strongly advises against employment while enrolled in the program. A student's decision to work while enrolled in the TTUHSC GAYLE GREVE HUNT SCHOOL OF NURSING rests with the individual student; the school assumes no responsibility for student employment. A student employed in a healthcare agency has responsibility, personally and professionally, to accept and engage in only those activities that fall within the position description for which he/she is qualified. Students who are employed as nurse assistants or nurse technicians should not practice outside the scope of such position set forth under the Nursing Practice Act. Students currently licensed as registered nurses assume the responsibility for clinical practice under their own professional license issued by the TBON.

All students should be thoroughly familiar with the Texas Board of Nursing, Nursing Practice Act – Rules §§224 (Delegation of Nursing Tasks by Registered Professional Nurses to Unlicensed Personnel for Clients with Acute Conditions or in Acute Care Environments) and 225 (RN Delegation to Unlicensed Personnel and Tasks Not Requiring Delegation in Independent Living Environments for Clients with Stable and Predictable Conditions). You can access this information on the Texas Board of Nursing website at <http://www.bon.state.tx.us/>.

FACULTY OFFICE HOURS

Faculty members maintain a schedule of office hours each semester. These hours are posted for students' convenience. Appointments should be made if posted office hours are inconvenient. Some faculty may choose to have virtual office hours via the Internet.

FINANCIAL INFORMATION

Contact TTUHSC Financial Aid Office at 915-545-9700 or www.ttuhs.edu/financialaid.

HEALTH INSURANCE

Students are **required** by TTUHSC to show proof of medical insurance coverage while enrolled in the program.

TTUHSC and the TTUHSC Gayle Greve Hunt School of Nursing **requires** each student maintain health insurance to cover major medical, emergency care, specialty care and pharmacy services. Students should note that many of the facilities where students receive their clinical training **require** each student to be covered by health insurance. Hospital or clinic personnel may ask you 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. The HSC Office of Student Services can provide information on several insurance resources for students or you can visit www.ttuhs.edu/student-services/studenthealth.aspx for further information.

HEALTH SERVICES FOR TTUHSC STUDENTS

Medical services for TTUHSC students are available at the El Paso campus. Refer to the *TTUHSC Student Affairs Handbook and Code of Professional and Academic Conduct* online at www.ttuhs.edu/student-services/.

TTUHSC provides students the opportunity to purchase health insurance. Students may contact the TTUHSC Office of Student Services, Room 2C400 (743-2300) for more information.

Incident/Injury Reporting & Investigation (HSC OP 75.14)

- Students are required to adhere to TTUHSC OP 75.14 See <http://www.ttuhs.edu/hsc/op/op75/op7514.pdf>
- Non-Employee Incident/Injury-Students are required to adhere to OP 75.14

LIBRARY (Preston Smith Library)

The TTUHSC Libraries of the Health Sciences in Lubbock, Amarillo, El Paso, and Odessa 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 Preston Smith Library of the Health Sciences, a 50,000 square foot facility on the Lubbock campus, features 27 group study rooms and a 64 station Learning Resource Center (LRC).

Numerous online databases are available for use including: MEDLINE, PubMed, CINAHL Plus with Full Text, Anatomy.tv, Natural Medicines, Health and Psychosocial Instruments, International Pharmaceutical Abstracts, MICROMEDEX, PsycINFO, MedlinePlus, Web of Knowledge, Scopus, Netter Presenter, ERIC, as well as general and academic TexShare databases.

Ovid full-text Nursing Collections, MDConsult with full-text, Science Direct full-text electronic journals, RefWorks and Endnote Web bibliographic tools, and a full array of electronic books are also accessible. Off-site access to licensed electronic resources is available via a proxy server to all TTUHSC faculty, staff, and students. The libraries of the TTUHSC system have a common online catalog for access to holdings at all TTUHSC libraries. Nursing students also enjoy access to the TTU Library, with more than 1.5 million items, including U.S. Government documents and science holdings.

MEDIA AUTHORIZATION AND RELEASE

During new student orientation for each academic program, students are asked to sign a media authorization and release form. The signing of this form allows the TTUHSC GGHSON to use the student's name and photographic image in TTUHSC GGHSON promotional materials in all forms of media including, but not limited to press, radio, television, internet websites and printed mediums. The signing of the release is voluntary. A student may indicate on the release that they do not wish the TTUHSC GGHSON to use their name and/or photographic image in the School's promotional materials. The media authorization and release form is kept in the student's permanent record for each program.

PARKING (OP 76.30)

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 those who violate its standards, rules and/or policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules and/or policies set forth in the TTUHSC Student Handbook <http://www.ttuhschool.edu/student-services/documents/HSCHandbook2012-2013.pdf>, the TTUHSC Operating Policies and Procedures (<http://www.ttuhschool.edu/hsc/op/>) and the TTUHSC Gayle Greve Hunt School of Nursing catalog and handbook, as well as any other official University publications.

REFERENCE LETTERS

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 refer at least two weeks' notice should be given. Reference letters are not maintained by the TTUHSC GAYLE GREVE HUNT SCHOOL OF NURSING. Reference letters requested after graduation should be requested in the same manner.

REGISTRATION OF CONVICTED SEX OFFENDERS

Chapter 62, 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 62.0624 of the Texas Code of Criminal Procedure within 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 7 days of beginning work on any campus of Texas Tech University System. In addition, all such sex offenders are required to notify campus police within seven (7) days of terminating attendance or work on any campus of Texas Tech University System. Failure to register, as required, may subject such individuals to criminal penalties. Questions about this new requirement should be addressed to the Texas Tech University Police Department, 2901 4th Street, Lubbock, TX, 79409, (806)742-3931.

RESEARCH

Research proposals that require access to the TTUHSC GAYLE GREVE HUNT SCHOOL OF NURSING student population must be made to the TTUHSC GAYLE GREVE HUNT SCHOOL OF NURSING Dean 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.

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 Manual 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.

SEMESTER HOURS

The semester hour is the unit of measure for credit purposes. Didactic contact hours are measured on a one-to-one basis; clinical contact hours on a one-to-three basis. 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 (OP 70.14)

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 TTUHSC Gayle Greve Hunt School of Nursing considers sexual harassment in all its forms to be a serious offense and one that is subject to a range of actions up to and including suspension or dismissal. Sexual harassment is a violation of TTUHSC OP 70.14 see <http://www.ttuhschool.edu/hsc/op/op70/op7014.pdf>. Refer to the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* at <http://www.ttuhschool.edu/StudentServices/doc/Handbook.pdf>. Sexual harassment education is required for all students and is completed at the time of orientation. Contact the appropriate program 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>.

STANDARD PRECAUTIONS

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

During orientation to the TTUHSC Gayle Greve Hunt School of Nursing, time is allowed for the following:

- Presentation and discussion of the CDC's Recommended Standard Precautions and'
- An in-depth review of the TTUHSC GAYLE GREVE HUNT SCHOOL OF NURSING's policies dealing with communicable diseases.
- Students will not be allowed into the clinical area until they have signed the Consent for Adherence to the
- CDC's Recommended Standard Precautions. This consent form will be placed in the student's file in the appropriate program office.

Because the potential diseases in a patient's blood and body fluids cannot be known, blood and body fluid and substance precautions recommended by the CDC should be adhered to for all patients and for all specimens submitted to the laboratory. These precautions, called "standard precautions", should be followed regardless of any lack of evidence of the patient's infection status. Routinely use barrier protection to prevent skin and mucous membrane contamination with

- secretions and excretions, except sweat, regardless of whether or not they contain visible blood
- body fluids of all patients and specimens
- non intact skin
- mucous membranes.

Environmental Control

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

Gloves

Wear gloves (clean non-sterile 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 that may contain a high concentration of microorganisms. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces and before going to another patient. Wash hands immediately to avoid transfer of microorganisms to other patients or environments.

Gown

Wear a gown (a clean nonsterile gown is adequate) to protect skin and prevent soiling of clothing during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions or excretions or cause soiling of clothing. Select a gown that is 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.

Hand Washing

- Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are 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. It may be necessary to wash hands between tasks and procedures on the same patient 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.

Linen

Handle, transport, and process used linen soiled with blood, body fluids, secretions and excretions in a manner that prevents 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 that are likely to generate splashes or sprays of blood, body fluids, secretions and excretions.

Occupational Health and Blood-borne Pathogens

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

Patient Care Equipment

Handle used patient care equipment soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been appropriately cleaned and reprocessed and single use items are properly discarded.

Patient Placement

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

STATE PRIVACY POLICY

When TTUHSC “collects information about an individual by means of a form that the individual completes and files 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 his or her identity and computer network location, we must post what types of information we are collecting about the website user on the Internet site. Finally, TTUHSC must establish a reasonable procedure to correct information about an individual.

STUDENT TRAVEL POLICY (OP 77.08)

Students are required to adhere to TTUHSC Student Travel Policy in the *TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct* at <http://www.ttuhs.edu/hsc/op/op77/op7708.pdf>, Part VIII, Student Travel Policy.

TOBACCO FREE ENVIRONMENT (OP 10.19)

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, we are a smoke-free campus, both indoors and outdoors. 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 Affairs Handbook Code of Professional and Academic Conduct* at <http://www.ttuhs.edu/hsc/op/op10/op1019.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 name, social security number, current mailing address, phone number, program information and signature. Requests can also be made via the web at <http://techsis.admin.ttu.edu/student/>.

BLACKBOARD

Blackboard is an authoring tool for teachers, professors, and staff developers who create online courses, online conferences or online training. Blackboard is one of the most popular authoring tools of its kind. Texas Tech University and TTUHSC have licensed Blackboard for use in the traditional classrooms and online distance programs. Instructors use Blackboard to organize their course materials and make use of the study and communication tools offered by Blackboard, including course content, an online calendar, chat rooms, discussion forums, grade books and quizzes.

WITHDRAWAL FROM TTUHSC GAYLE GREVE HUNT SCHOOL OF NURSING

For students enrolled in the **Accelerated Track** who withdraw from all courses or who fail to register/enroll during any semester will automatically be considered to have incurred withdrawal from the TTUHSC Gayle Greve Hunt School of Nursing. Withdrawal from all courses or non-registration/enrollment during any semester requires students to file a "Leave of Absence" (LOA) form. Lack of enrollment in a course without a LOA form constitutes withdrawal from the TTUHSC GAYLE GREVE HUNT SCHOOL OF NURSING. Students are then required to file the "Official HSC Withdrawal" form. Withdrawal from the program does not affect the policy regarding incomplete "I" grades. Grades that are "I" at the time of withdrawal will automatically convert to an "F" if they are not resolved in the original timeframe as stated. Contact must be made with the Advisor and the appropriate Associate Dean for completion of required documentation.

WORLD WIDE WEB

Computer access to the TTUHSC Gayle Greve Hunt School of Nursing Web page is required in all TTUHSC Gaylge Greve Hunt School of Nursing courses. Access to nursing schedules, course syllabi and other essential health related links are necessary to proceed through the TTUHSC Gayle Greve Hunt School of Nursing programs. Internet access accounts can be purchased through any Internet provider or through TTUHSC Information Technology for use on a home computer. Computer access can also be gained through the TTUHSC Library. TTUHSC Information Technology offers education on how to use the WWW and access information relating to the TTUHSC Gayle Greve Hunt School of Nursing. Contact the Information Technology Department for more information on Internet training and educational opportunities at 806-743-2875. TTUHSC WWW Addresses:

WWW Address	Information found at site
http://www.ttuhs.edu	TTUHSC main website, access to all TTUHSC programs, schools, announcement page, etc. can be gained from this site.
http://www.ttuhs.edu/el Paso/son/	TTUHSC GAYLE GREVE HUNT SCHOOL OF NURSING main website, access to all SON information can be gained from this site.
http://www.nursingworld.org http://www.bon.state.tx.us/	ANCC/ANA Texas Board of Nursing

WRITING STYLE MANUALS

The official format style for the TTUHSC Gayle Greve Hunt School of Nursing is the current edition of the Publication Manual of the American Psychological Association (APA). Individual copies should be purchased and are available at most bookstores.