



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

Gayle Greve Hunt School of Nursing

Student Handbook

2016-17

# Welcome to the Gayle Greve Hunt School of Nursing

## **Policies for Currently Enrolled Students**

The information contained herein is not to be considered a contract with the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Gayle Greve Hunt School of Nursing (GGHSON). The 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 El Paso, or the GGHSON.

The GGHSON shall notify students of any changes to the GGHSON Student Handbook that go into effect during the academic year. At any given time, the most current edition of the GGHSON Student Handbook and TTUHSC El Paso Institutional Student Affairs Handbook: Code of Professional and Academic Conduct will be available on the TTUHSC El Paso website at [elpaso.ttuhsoc.edu/son](http://elpaso.ttuhsoc.edu/son) and [elpaso.ttuhsoc.edu/son/studentaffairs](http://elpaso.ttuhsoc.edu/son/studentaffairs), respectively.

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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.

Texas Tech University Health Sciences Center El Paso  
Gayle Greve Hunt School Of Nursing Administration



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Associate Professor and Assistant Dean



Manuel Santa Cruz, D.N.P., R.N., M.B.A.  
Assistant Professor and Assistant Dean

# Academic Expectations for Students

## Maintaining Good Standards

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

- Keep apprised of and adhere to the rules and regulations of the TTUHSC El Paso Institutional Student Affairs Handbook: Code of Professional and Academic Conduct (see [elpaso.ttuhs.edu/studentervices](http://elpaso.ttuhs.edu/studentervices)), the TTUHSC El Paso Gayle Greve Hunt School of Nursing Catalog (see [elpaso.ttuhs.edu/son](http://elpaso.ttuhs.edu/son)), and the policies contained in this handbook.
- Demonstrate a systematic, safe, accurate, timely, and efficient approach to accomplishing 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 every aspect of their performance.
- Apply appropriate ethical behavior in accordance with the standards of a developing professional at all times, particularly in relation to maintaining the confidentiality of information regarding patients and clients.
- Maintain adequate personal health in order to accomplish the essential student/nursing functions as defined in the GGHSON catalog.
- Be aware of issues in professional nursing and have the ability to understand and define a personal position on these issues.
- Participate in the evaluation of their area of study as well as the GGHSON.
- If licensed, maintain all practice standards, as written by the Texas Board of Nursing (TBON) for the State of Texas Nurse Practice Act.

## Academic Integrity

All students entering the GGHSON are required to subscribe to and exemplify the standards and codes of the nursing profession. Gayle Greve Hunt School of Nursing students, as nursing professionals, are expected to adhere to the following guidelines:

- American Nurses Association (ANA) Code of Ethics for Nurses ([www.nursingworld.org](http://www.nursingworld.org))
- TBON Unprofessional Conduct Rules ([www.statutes.legis.state.tx.us](http://www.statutes.legis.state.tx.us))

Students who fail to uphold or comply with the aforementioned 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 Part II – E1 of the TTUHSC El Paso Institutional Student Affairs Handbook: Code of Professional and Academic Conduct at [elpaso.ttuhs.edu/studentervices](http://elpaso.ttuhs.edu/studentervices).



## **Classroom Behavior**

GGHSON students, as well as faculty, have a responsibility for creating and maintaining an appropriate learning environment in the classroom.

## **Disruptive Conduct**

The TTUHSC El Paso Institutional 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 Gayle Greve Hunt School of Nursing, refers to conduct that substantially or repeatedly interferes with either an instructor's ability to teach, or a student's 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 cellphones, for activities unrelated to class
- Distractive or inappropriate behavior in online discussion boards, emails, chat rooms, or any other online educational technology

## **Consequences of Disruptive Conduct**

Continued disruptive behavior after being notified by an instructor may result in removal from the class at the instructor's discretion. If the student believes this action is not merited, he/she may follow the process for reporting non-grade related grievances as outlined in this handbook (see Grievances, Non-grade related and Grievances, Grade-related).

Students who are removed from class or the clinical site for disruptive behavior will not receive credit for any in-class activities that day. If such action results in a grade that a student believes is not merited, the grade may be subject to the process outlined in the policy for grade challenges/appeals as set forth in the Gayle Greve Hunt School of Nursing Student Handbook.

The use of electronics, such as laptop computers, by students during class is a privilege and not a right. The course instructor may withdraw such privileges on a case-by-case basis.

Furthermore, alleged disruptive behavior may be referred to the associate dean by faculty or other students in accordance with the TTUHSC El Paso Institutional Student Handbook Code of Professional and Academic Conduct. Sanctions for disruptive behavior can include, but are not limited to, dismissal from the Gayle Greve Hunt School of Nursing.

## **Required Technology**

GGHSON students are required to spend a considerable amount of time utilizing online resources, including email. Owning a personal computer is required to succeed in this area of study, and daily computer access is expected of all students. For those in the Accelerated BSN

track, a laptop is required in order to participate in classroom learning activities. For information on recommended system requirements, please visit [nursing.ttuhs.edu/it/requirements](http://nursing.ttuhs.edu/it/requirements).

## **Email**

The TTUHSC El Paso Department of Information Technology administers official ttuhs.edu email addresses to all incoming students prior to new student orientation. All official instructor correspondence and school announcements are sent to this email account. Students are also encouraged to use their ttuhs.edu email for any communication with fellow students, faculty, or GGHSON administration. Students are responsible for monitoring and responding to any official requests or correspondence sent to their ttuhs.edu email account. In addition, faculty may correspond with students regarding course-related issues via Blackboard/Canvas Course Message and in Canvas, Inbox.

## **Nursing Equipment**

It is the student's responsibility to purchase and maintain required equipment (stethoscopes, penlight, blood pressure cuff, etc.). Any equipment requirements will be specified by faculty and listed on the course syllabus. Any equipment students check out from the GGHSON must be returned in the same condition that it was received in. Students will be responsible for replacing any damaged or misplaced GGHSON equipment.

## **Identification Badge (OP 76.02)**

All students are administered an official TTUHSC El Paso ID badge, which they are required to wear in a clear and visible manner at all times while on any TTUHSC El Paso campus or while participating in clinical studies. If lost, a replacement must be obtained immediately through the TTUHSC El Paso Police Department (915-215-7111). Refer to HSCEP OP 76.02 at [elpaso.ttuhs.edu/opp](http://elpaso.ttuhs.edu/opp) for more information.

In addition, students will wear their GGHSON name badges which will provide identification and any applicable credentials. If lost, a replacement must be purchased through the-GGHSON office of student affairs.

### ***Identification Badge Requirements – Distance Education Students***

Per TTUHSC OP 76.02, enrolled students are required to obtain an official student identification badge. This requirement also applies to distance education students even though they are not on campus. Should a distance education student be on campus, they must visibly wear the official student badge. See OP 76.02: [http://elpaso.ttuhs.edu/opp/\\_documents/76/op7602.pdf](http://elpaso.ttuhs.edu/opp/_documents/76/op7602.pdf)

All enrolled students to the R.N. to B.S.N. program are required to:

1. Complete and submit the following:
  - a. Notarized ID Verification form.
  - b. Identification/Security Access form.
2. Mail to:  
Texas Tech University Health Sciences Center El Paso  
Gayle Greve Hunt School of Nursing  
Office of Student Affairs  
210 North Concepcion

El Paso, Texas 79905

3. Submit a photo per the guidelines:
  - a. Follow the instructions for submission.
  - b. Students will receive an email if photo is not within the specified guidelines.
4. Once the Office of Student Affairs receives a completed notarized ID verification, **AND** a completed identification/security access form **AND** an acceptable electronic photo, the student will receive a student badge, via mail, to the address provided on the Identification/Security Access form.

Lost or Stolen student IDs are subject to a replacement fee. If you have any questions or need further clarification, please contact the Office of Student Affairs at 915-215-6124 or [GGHSON@ttuhsc.edu](mailto:GGHSON@ttuhsc.edu)

### ***On-Line/Distance Education Student Orientation***

Students are *required* to complete an on-line student orientation.

Please read the information on RN to BSN web page and use links to navigate through the orientation process and familiarize yourself with some of the services the school offers. Please be sure to review program specific information for additional orientation requirements.

### **Participation in Evaluations**

In an effort to promote continuous improvement, students are encouraged to participate in the faculty and course evaluation process at multiple times during the academic year. Links to the various types of surveys/evaluations are provided as needed. In addition, as members of the community of interest, graduates complete an alumni survey approximately six months after completion of the program.

### **Cellphones**

Cellphones should be placed on silent or turned off while students are engaged in any learning activity. Phone conversations on cellphones must occur outside of the clinical and classroom areas.

### **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, and 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 at the GGHSON integrate the continual development of communication skills throughout all aspects of study. High standards for communication (including written communication) are at the heart of professional nursing practice.

The nursing discipline continues to use the communication standards established by the American Psychological Association (APA) to guide clear and precise professional communication. APA format refers to a specific editorial style (grammar, quotations, etc.) of written communication. APA also presents standards for content organization and various methods for expressing ideas clearly, while minimizing biases in language. Knowledge and use

of the APA style recommendations help to hone written communication skills. Effective communication, both written and oral, leads to better patient service.

GGHSON students are required to purchase and use the most current publication of the APA handbook. See the APA website, [www.apastyle.org](http://www.apastyle.org), for the most current information.

### **Tuition and Fees**

Student registration is not complete and enrollment is not official until tuition and fees are paid. Failure to make payments on time can result in cancellation of the student's registration. It is the student's responsibility to ensure that payment is received in the Student Business Services 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 El Paso Student Business Services office at 915-215-5680. More information can be found at [elpaso.ttuhs.edu/elpaso/fiscal/businessaffairs/studentbusserv](http://elpaso.ttuhs.edu/elpaso/fiscal/businessaffairs/studentbusserv).

### **Graduation**

Students planning to graduate must complete the Intent to Graduate form. Students can designate the address to which they wish their diploma to be sent if not picked up at commencement via WebRaider.

Students must be enrolled at the time of graduation and registered for a least one credit hour.

# Student Requirements

## Academic Requirements

Students matriculated in the Gayle Greve Hunt School of Nursing are expected to maintain good academic standing while enrolled and in accordance with their area of study. Minimum academic requirements are detailed in this handbook.

All progression, probation, dismissal, suspension, and censure determinations are made based on information received from the registrar's or dean's office.

In accordance with the GGHSON catalog, the GGHSON Student Handbook, and the TTUHSC El Paso Institutional Student 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 in which the student is enrolled.
- Academic probation due to earned grade in required nursing course less than minimum grade required for enrollment in area of study.
- 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 Gayle Greve Hunt School of Nursing.
- Dismissal from the 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." The academic requirements for specific programs of study are outlined below.

## Accelerated BSN Track

Students in the Accelerated BSN program are required to meet the following minimum academic requirements: (see respective student catalog for other requirement details)

- Maintain a semester and cumulative GPA of at least 2.5.
- Earn a minimum grade of C in all nursing and non-nursing courses required for the degree.

Additional Academic Policies for the Accelerated BSN Program:

- Students who earn an F or WF in a nursing course are eligible to repeat that course one time only pursuant to the recommendation of the course faculty member.

- Students who earn a cumulative GPA or a semester GPA of less than a 2.5 in the semester of graduation are ineligible for graduation.

#### Qualifications for Academic Dismissal:

- Earning an F or WF in two or more nursing courses in one semester.
- Earning an F or WF in a second nursing course, even if the first F or WF has been replaced with a passing grade.
- Earning less than a 2.5 semester or cumulative GPA for two consecutive semesters.
- Earning an F or WF in the same nursing course twice.

#### RN to BSN Track

All RN to BSN applicants are required to:

- Maintain a 2.5 or higher cumulative grade point average in both the general education pre-requisites and the nursing courses is required for admission consideration. All general education prerequisite and nursing courses should be completed with a grade of “C” or higher prior to enrollment.
- Students must provide documentation of grades in general education prerequisite and nursing courses on official transcripts prior to enrollment in nursing courses at TTUHSC.
- Students must have passed the NCLEX prior to matriculation into the program for full admission.
- Submit verification of valid/current state RN licensure (includes out-of-state), in good standing with no restrictions or stipulations.
- Submit a completed application and non-refundable application fee to the Nursing Central Application System (NCAS) and TTUHSC Merlin for admission to the School of Nursing. The total application fee is \$85 if submitted prior to the application deadline.
- Submit original copies of official transcripts from all institutions in which the student has enrolled to Nursing Central Application System (NCAS).
- Submit appropriate documentation, such as TOEFL scores if an international student.
- Complete general education requirements prior to enrollment.

Failure to meet expected standards may result in academic dismissal at any time. These include, but are not limited to, unsafe clinical practice or student misconduct.

#### **Dual Enrollment – Brookhaven College**

Upon passing the NCLEX examination (RN licensure exam), you will be granted full admission to the TTUHSC EP RN to BSN program and may enroll in full-time studies. Students in the Dual Enrollment track are required to meet the TTUHSC EP requirements below:

- Maintain a 2.5 or higher cumulative grade point average in both the general education pre-requisites and the nursing courses is required for admission

consideration. All general education prerequisite and nursing courses should be completed with a grade of “C” or higher prior to enrollment.

- Students must provide documentation of grades in general education prerequisite and nursing courses on official transcripts prior to enrollment in RN to BSN courses at TTUHSC EP.
- Students must have passed the NCLEX prior to matriculation into the RN to BSN program for full admission.
- Submit verification of valid/current state RN licensure (includes out-of-state), in good standing with no restrictions or stipulations.
- Submit a completed application and non-refundable application fee to the Nursing Central Application System (NCAS) and TTUHSC Merlin for admission to the School of Nursing. The total application fee is \$85 if submitted prior to the application deadline.
- Submit original copies of official transcripts from all institutions in which the student has enrolled to Nursing Central Application System (NCAS).
- Submit appropriate documentation, such as TOEFL scores if an international student.
- Complete general education requirements prior to enrollment.

Failure to meet expected standards may result in academic dismissal at any time. These include, but are not limited to, unsafe clinical practice or student misconduct.

### **Attendance/Absences from Classes or Clinical Experiences**

Responsibility for participation in class and clinical experiences rests with the student. The effect of absences on grades is determined by the faculty, and is specified at the outset of the course (see course syllabi).

Faculty are responsible for reporting to students, in writing, absences that may jeopardize their standing in the Gayle Greve Hunt School of Nursing. Excessive absences can constitute cause for dropping a student from a class; in such a case, a 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 notified faculty should not penalize students for such absences, although the students remain responsible for the material/experiences missed.

### **Certification Requirements**

Gayle Greve Hunt School of Nursing students are required to be certified in first aid and basic life support (BLS) upon matriculation to the GGHSON. Specific requirements for each program track are listed below.

Failure to maintain proper certification(s) may result in the student being withheld from clinical settings, which can delay progress through the nursing program. In addition, an academic hold may be placed on the student's record, which can delay graduation.

First aid certification is required for enrollment in the first semester of accelerated track nursing courses, unless the student is currently certified and/or licensed as a health care provider. Documentation of the student's certification and/or licensure must be provided to the Office of Student Affairs prior to registration for classes.

Students are required to provide verification of current BLS certification to the Office of Student Affairs prior to enrollment in the first clinical course.

### **Comprehensive Exams**

Undergraduate (pre-licensure) students must earn a passing score on a standardized comprehensive exam administered during the last semester of the accelerated track. Students who do not achieve a passing score are required to complete a prescribed remediation program and to repeat the exam. Failure to earn a passing score the second time requires the student to meet with the associate dean to determine his/her next steps for progression.

### **Degree Requirements**

The expectations for meeting degree requirements are listed in the GGHSON Student Catalog. These requirements are specific to the current catalog at the time of enrollment.

A student may use the degree requirements from a different year only with the approval of the associate dean. Students may not select a catalog that is more than seven years old.

The GGHSON Student Catalog is published annually and its provisions are applicable during the following school year, September through August. However, a student who registers for the first time 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 for graduation and program curricula can be found in the GGHSON Student Catalog posted on the nursing website at [elpaso.ttuhs.edu/son](http://elpaso.ttuhs.edu/son).



# Graduation/Commencement/Diploma

## GGHSON Commencement Ceremony

Commencement is held at the end of the spring and fall semesters. Students who anticipate graduating in the summer are eligible to participate in fall commencement.

## Diploma

Diplomas for undergraduate studies are issued every semester in accordance with the following schedule:

Graduation Semester	Diploma Issued
Spring	May
Summer	August
Fall	January

## Accelerated and RN to BSN Track

Students who have fulfilled all requirements for graduation, including earning a cumulative GPA of 2.5 or higher, must complete appropriate graduation paperwork electronically at [ttuhsc.edu/student-services](http://ttuhsc.edu/student-services).

## Graduation with Honors

Honor designations are made for the following cumulative GPAs:

- 3.90 to 4.00: Summa Cum Laude
- 3.70 to 3.89: Magna Cum Laude
- 3.50 to 3.69: Cum Laude

The appropriate honor designation is made on the diploma. Only students completing an undergraduate degree are eligible to receive an honor designation.

## Immunization Requirements

Failure to maintain documentation of required immunizations can result in exclusion from clinical practice and a hold being placed on school records. Immunization records provided during the application process are subject to audit.

The following immunizations must be current and on file while the student is enrolled in the Gayle Greve Hunt School of Nursing:

- TB Skin Test
- Meningitis Vaccine (if 22 years old or younger)
- TDAP Vaccine
- Flu Vaccine (September 1)
- Hepatitis B Titers Test
- Varicella Titers Test
- Measles (Rubella) Titers Test

- Mumps Titers Test
- Rubella Titers Test

Unless otherwise indicated above, all vaccines must be current by the time the student attends new student orientation.

Students may be referred for other specialty-related immunizations or testing. Some additional vaccinations may be required by a clinical agency. All students are expected to personally maintain proper immunization requirements. The GGHSON is not responsible for notifying students if they fall out of immunization compliance.

Students can receive immunizations through the Texas Tech Physicians of El Paso Family Practice Clinic. Students will need to furnish their ID badge and personal immunization records.

To schedule an appointment, call 915-215-5500.

Students should keep personal immunization records in a safe place; these records are required for all health care workers. Because copies of personal immunization records provided to the GGHSON become the property of the GGHSON, students are advised never supply the GGHSON with original documents. A fee may apply for requesting a copy from the GGHSON.

### **Liability Insurance**

A fee will be automatically added to the student's tuition to pay for a blanket policy covering all students in the school. This policy covers students in all clinical activities. However, it does not cover students in work-related activities (students employed in clinical settings). Please note that this is not a general health insurance policy; it is for liability purposes only.

### **Applications for Licensure**

The associate dean and unit manager of the Office of Student Affairs are available to assist currently enrolled pre-licensure students with the TBON application process. Detailed registration instructions for the National Council Licensure Examination (NCLEX) are emailed to all graduation candidates in their final semester. Failure to meet the TBON deadlines or applicable deadlines set by other states can delay the licensure process. For further information concerning eligibility for licensure, refer to the Texas statutes regulating the practice of professional nursing (see NCLEX R.N. Examination Eligibility) or contact the Office of Student Affairs.

Students applying for licensure in other states must contact the respective state board of nursing for an application packet at the beginning of their planned 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 Gayle Greve Hunt School of Nursing be worn only for clinical activities. Students in the Accelerated BSN track must follow the standards listed below:

- Hospital/clinic uniform – Must be clean, neat, and pressed.
- Shoes – White leather with white or black shoelaces. White leather tennis shoes are acceptable.
- Socks/Hose – White or natural-colored and clean. Women may wear socks with pants; hose must be worn with skirts or dresses.
- Lab coat – White, clean and pressed. Lab coats should be worn during clinical work.
- GGHSON patch – Must be permanently affixed to the front of the lab coat and/or uniform. Graduate students receive a patch for their lab coats.
- Name tag and picture ID badge – Must be worn with the uniform or lab coat on all campuses and in all 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-colored (beige/pink) nail polish is acceptable. Artificial nails are not permitted.
- Jewelry – May be worn in moderation. Multiple rings and/or dangling bracelets, necklaces, or earrings are not permitted. Piercings other than one in each ear should not be visible.

The guidelines also apply to non-hospital settings and hospital preparation time with the following exceptions:

- Non-hospital/clinical and non-direct care hospital settings – Business casual attire (no denim material, jeans, shorts, miniskirts, bare chests, or midriffs are allowed).
- Lab coats – Must be worn with name tag and ID badge. Clothes must 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 by the individual faculty member. For safety purposes, some clinical facilities may set additional guidelines regarding uniforms.

### **Prerequisites and Co-Requisites**

Certain courses in the curriculum have pre- and/or co-requisites. These are designated in the GGHSON Student Catalog.

### **Academic Calendar**

A school calendar is available online at [elpaso.ttuhsc.edu/son](http://elpaso.ttuhsc.edu/son). Students can also access individual course schedules via Blackboard/Canvas or Canvas.

# Academic Policies

The Gayle Greve Hunt School of Nursing expects students, faculty, and administrators to adhere to TTUHSC El Paso and GGHSON policies and procedures. These policies and procedures are designed to enhance learning and promote a professional environment conducive to the mission of the school and the institution.

## Academic Advisement

The associate dean works closely with the unit manager of the Office of Student Affairs to ensure that all students are properly advised upon admission. Students are provided with information about their chosen academic program to facilitate informed decision-making. The associate dean and/or the unit manager in student affairs are available to advise students who wish to add/drop or withdraw from the GGHSON. However, students are ultimately responsible for seeking proper academic advice, meeting degree requirements, and enrolling in appropriate courses to ensure orderly and timely progress toward their degree.

## Accelerated BSN and RN to BSN Tracks

The student affairs unit manager advises students about registration dates two weeks prior to pre-registration. Students sign and receive a copy of their degree plan at new student orientation and are expected to follow this degree plan when registering for courses. The unit manager assists students with academic planning, staying informed of curriculum changes, and facilitating problem solving related to their progression through their degree plan. The unit manager also consults with faculty as needed to best meet student needs in regards to reasonable ADA accommodations.

Questions about the registration process, how to add/drop a course, or how to withdraw from the GGHSON should be directed to the student affairs unit manager or the associate dean.

## Academic Misconduct

Academic misconduct refers to any activity that compromises the academic integrity of the university or subverts the educational process, including, but not limited to, cheating, plagiarism, falsifying academic records, misrepresenting facts, or any act designed to give unfair academic advantage to the student or attempt to commit such an act. Refer to the TTUHSC El Paso Institutional Student Handbook Code of Professional and Academic Conduct Part II, D Misconduct, Academic Misconduct for more information.

## Filing a Complaint

Any member of the university community may file a complaint against a student or a student organization for violation(s) of the TTUHSC El Paso Institutional Student Handbook Code of Professional and Academic Conduct.

Prior to filing a formal complaint, 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 El Paso Institutional Student Affairs Handbook: Code of Professional and Academic Conduct Part II, F Disciplinary Procedures, Filing Complaint for more information.

For the Gayle Greve Hunt School of Nursing, the Assistant Vice President for Student Services is the Conduct Administrator. For additional information, contact the Office of the Dean at 915-215-6106 or campus student services 915-215-4370.

The timeline for filing a complaint related to academic misconduct is detailed in the TTUHSC El Paso Institutional Student Handbook Code of Professional and Academic Conduct. GGHSN timelines may be altered by the student conduct administrator at his/her discretion in consideration of extenuating circumstances that have been clearly documented and communicated to the individuals involved in the complaint.

### **Academic Grade Challenges/Appeals**

If a student wishes to contest a grade on a particular assignment (not a final course grade) he/she feels is not merited, there is an appeals process.

First, the student must discuss the grade with the faculty member who assigned it. If the grade is deemed to be correct (i.e., no miscalculation occurred), then the grade stands as issued. The faculty who assigned the grade must notify the student of the decision in writing within five business days.

If the grade issued was in error (i.e., was miscalculated), then the faculty must correct the grade and notify the student of the grade change within five business days.

If a student receives a grade of less than 80 percent for a written assignment, the student may request that another faculty member 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 days of the graded assignment being returned to the student.

After the second faculty member grades the assignment, the course facilitator and the two faculty evaluators will review and discuss the scores and reconcile the assignment grade. If the two faculty members cannot reach a consensus, the average of the two scores is used as the final assignment grade.

### **Final Grade Appeal**

Only final course grades may be appealed with 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 Process**

- To appeal a final grade, the student must first complete attachment A of the final grade appeal form from the Office of Student Affairs. Forms must be submitted within five days to the associate dean.
- The associate dean meets with the faculty and the student separately to review all materials pertinent to the grade appeal. If multiple students are involved, the associate dean may meet with the students either separately or jointly, at his/her own discretion.

- The associate dean has five business days from receipt of the grade appeal form to render a decision. The student(s) is/are notified of the decision via certified mail. A copy of the decision is forwarded to the associate dean of academics, administration and student affairs. All records related to the appeal are retained by the associate dean in the student's advising file for three years.
- If the student is not satisfied with the associate dean's decision, he/she then has five business days from receipt of the decision to file a request to convene an appeals committee with the senior director for administration and student affairs.
- Upon receipt, the associate dean of academic and student affairs directs the request to the assigned appellant associate dean. Associate deans are selected on a rotating basis to serve as the appellant associate dean to coordinate appeal requests for review before an appeals committee.
- In the event that the designated appellant associate dean is also the associate dean who just reviewed the appeal, the associate dean of academics and student affairs moves to the next associate dean on the list to conduct the next level of appeal.
- At this point, the appellant associate dean convenes an appeals committee to review the student's request. The student must submit to the associate dean of academic affairs six copies of all additional information to support the appeal.
- An appeals committee is then formed according to the following guidelines. Seven individuals — four faculty and three students — are selected for the appeals committee by the appellant associate dean. The appealing student is given the opportunity to strike one faculty member and one student from the list. The five remaining names are the five voting members of the committee. The committee elects one of the faculty members to serve as chair.
- The student may have advisory council present during the appeals committee hearing. Counsel will not be allowed to speak, argue, or conduct any questioning during the proceeding. If the student desires the presence of counsel, the student must provide written notice to the appellant associate dean at least five business days prior to the hearing. The student and members of the committee are supplied with copies of all materials pertinent to the appeal. (The 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 GGHSN may record the hearing, but not the committee deliberations.)
- After deliberations, the appeals committee makes its recommendations to the associate dean. The committee's written recommendation is then forwarded to the appellant associate dean within one business day of the conclusion of the hearing. All members must sign the recommendation indicating their vote in favor of or against the committee's recommendations.
- The appellant associate dean may accept or reject the recommendations, or make an alternative decision.
- Finally, the appellant associate dean's written decision is sent to the committee members and to the student via certified mail within 10 business

days of receipt of the committee's decision. All substantive decisions of the appellant associate dean are final.

- The student may only appeal issues of procedural due process to the dean of nursing by filing a written notice of appeal within five business days of the decision of the appellant associate dean. The decision of the dean is sent to the student via certified mail within ten business days of receipt of the notice of appeal. The decision of the dean is final.
- All records are retained in the offices of the senior director for administration and student affairs for three years.

### **Complaint and 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 El Paso 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 non-grade-related performance.

Such 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 involves both informal and formal processes. Prior to filing a formal written grievance, students are encouraged to address their complaint informally with the faculty, staff, or student involved. The formal complaint process is intended 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 in which the student's questions or concerns can be addressed and a satisfactory resolution developed.

The grievance process for non-grade-related issues is as follows:

- The student must meet with the appropriate faculty or staff member to discuss his/her concerns. If a 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 bring the concern to the attention of the faculty, staff, or student directly involved (or, when necessary, the associate dean) within 20 working days of the alleged occurrence, or the student will forfeit the opportunity to make a formal complaint.
- If the student is unable to arrive at a satisfactory conclusion to his/her concerns via the informal processes, a student complaint form may be filed. Detailed instructions are included on the form, which is available (among others) with the Office of Student Affairs.
- The student has 10 working days from the date of the last meeting with the appropriate faculty, staff, or student to file a formal complaint form with the associate dean for his/her area of study. If the time period exceeds 10

working 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, on an extension of the time period for extenuating circumstances. If the time period exceeds 10 working days and the student does not have a written extension agreement, the request for an investigation may be denied.
- The associate dean then conducts an investigation of the student's complaint. A written response to the student's formal complaint is mailed directly to the address the student listed on the complaint form no later than 14 working days from the date the form was received by 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 with the dean.

### **Appeal Process for Non-grade-related Grievances**

- The student has 10 working days from the date that he/she received formal notification of the decision of the associate dean to file a student complaint form with the dean's office. If the time period exceeds 10 working 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, on an extension of the time period for extenuating circumstances. If the time period exceeds 10 working days and the student does not have a written extension agreement, the request for an investigation may be denied.
- An investigation is then conducted by a representative from the Office of the Dean for any additional information about the student's complaint. A written response to the student's formal complaint is mailed directly to the address the student listed on the complaint form no later than 14 working days from the date the form was received by the Office of the Dean. All decisions are final.
- All written formal complaint forms and related correspondence are maintained in the GGHSON written complaint notebook housed in the dean's office. No party, committee member, or observer in the complaint/grievance process is permitted to 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 El Paso legal counsel.

Timelines for course-related grade appeals may be altered by the associate dean in consideration of extenuating circumstances.

Please note that a business day is defined as any day on which the GGHSON offices are open, typically Monday through Friday, 8 a.m. to 5 p.m., regardless of whether classes are in session.  
<http://el Paso.ttuhs.edu/studentservices/grievance.aspx>



## 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 through the American Nurses Association Publishing Company or downloaded a copy at [nursingworld.org/mainmenucategories/ethicsstandards/codeofethicsfornurses](http://nursingworld.org/mainmenucategories/ethicsstandards/codeofethicsfornurses).

## Course Loads

### Accelerated BSN and RN to BSN Tracks

Undergraduate enrollment in 12 or more credit hours per semester (six hours for each of the two summer sessions or 12 hours for both) is considered a full-time student. The number of semester credit hours a student may carry (i.e., 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 may register for courses via the WebRaider portal at [webraider.ttuhs.edu](http://webraider.ttuhs.edu). Please refer to the school calendar for important deadlines ([elpaso.ttuhs.edu/son](http://elpaso.ttuhs.edu/son)) applicable to adding courses.

To add a course to an existing schedule, students should contact their academic advisor for approval of changes to their study plan.

After the semester begins, courses may be added up until the twelfth day of classes for the fall and spring semesters, and the fourth day of classes for the summer semester. Late registration fees may apply.

When adding a course after the semester due date, students must contact Student Business Services at 915-215-5680 to make a payment. Payments must be made within two business days of registering.

Additional information regarding payments and registration deadlines can be found on the online at [elpaso.ttuhs.edu/elpaso/fiscal/businessaffairs/studentbusserv](http://elpaso.ttuhs.edu/elpaso/fiscal/businessaffairs/studentbusserv).

### Dropping a Course

Students may drop courses via the WebRaider portal at [webraider.ttuhs.edu](http://webraider.ttuhs.edu).

After the semester begins, students are able to drop a course up to the twelfth day of classes for the fall and spring semesters, and the fourth day of classes for the summer semesters, and still receive a full refund.

To drop a course, contact the course facilitator and/or course faculty member. Students must contact the unit manager in student affairs and the associate dean for approval of changes to their study plan.

Students must not drop to zero hours. If a student drops to zero hours, he/she is considered a withdrawal from the GGHSON (see Withdrawal From the Gayle Greve Hunt School Of Nursing). Please contact the associate dean on how to maintain minimum enrollment.

When dropping to zero credit hours (withdrawing), a student's date of withdrawal must come before the first day of classes, as indicated by the academic calendar, in order to receive a full refund. Thereafter, students who wish to withdraw must contact Student Business Services at 915-215-5680 or refer to the online student financial information catalog at [fiscal.ttuhsu.edu/busserv/bursar](http://fiscal.ttuhsu.edu/busserv/bursar) for the appropriate refund schedule.

Dropping any course may delay progression through the nursing program. See the Gayle Greve Hunt School of Nursing calendar for important deadlines.

### **Course Syllabi**

Syllabi for some courses are made available on the GGHSON Blackboard/Canvas one week before the classes begin. Course requirements and student expectations are stated in each course syllabus. It is highly recommended that students access all course syllabi prior to the first day of classes.

### **Textbooks**

Courses use information from various mediums, including textbooks. Students may have to purchase or rent specific textbooks. Each semester, the required and optional texts are listed for each course on Blackboard/Canvas/Canvas. Students are responsible for purchasing or renting books prior to the start of the course. Generally students may purchase or rent textbooks through a vendor of the student's choice.

### **Independent Study Course Contract**

Students 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 Office of Student Affairs and must be on file before the student can register for the course. For more information on independent study courses, contact your academic advisor.

### **Placement in Clinical Facility**

Every effort will be made to place a student in a clinical facility that is convenient for the student in terms of location and range of clinical experiences. Clinical placement decisions rest with the faculty member teaching the clinical course. A student may be removed from a clinical setting at any time if the faculty member teaching the course believes it is in the best interest of the student. Students are guests of the clinical facility and must adhere to all of its established policies and procedures.

### **Course Placement**

Students progressing through the program in a regular, uninterrupted sequence are assured space in the nursing courses.

However, due to limited resources and class sizes, students taking courses out of order or whose progress has been interrupted are not guaranteed space in nursing courses.

### **Dean's/President's List**

Full-time undergraduate students who earn a semester GPA of 4.0 are eligible for the President's List. Full-time students who earn a GPA of 3.5 to 3.99 are eligible for the Dean's List.

### **Dismissal**

Faculty members reserve the right to recommend, at any time, the dismissal of a student whose personal conduct, health, or scholastic standing make it inadvisable for him/her to remain in the program. Violations of TTUHSC El Paso or GGHSON regulations, or legal expectations may constitute cause for dismissal. Such information may be listed on the student's academic transcript (see Academic Requirements).

### **Enrollment out of Sequence**

Students in the Accelerated BSN track 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 the total number of semester hours of all courses taken at the GGHSON, exclude courses with a W grade (courses earning an F or WF must also be counted in the calculation).
Cumulative GPA	Divide the total number of grade points earned in all courses taken toward the GGHSON degree by the total number of semester hours of all courses taken toward the degree.

To determine the total semester grade points, multiply the course credit hours by the assigned grade point, and then add up all grade points.

## Grade Point Chart

Grade	Points	Grade Interpretations
A	4	Excellent; meets degree requirements
B	3	Good; meets degree requirements
C	2	Average; meets undergraduate degree requirements, but fails to meet graduate degree requirements
F	0	Failing; does not meet degree requirements
P	0	Passing
PR	0	In progress; given only when the work in a course extends beyond the semester term. It implies satisfactory performance and is used for students pursuing their thesis, dissertation, or Doctorate of Nursing Practice (D.N.P.)
I	0	Incomplete; given only when a student's work is satisfactory in quality but, due to reasons beyond his/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 how it can 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. In the event that the I remains on the student's record for a year without completion, it will automatically be replaced with an F. Withdrawal from the institution will not waive this policy, nor will it change the conditions under which the I may be removed.
W	0	Withdrawal; given for a course officially dropped within the first five weeks of a semester or, if dropped after the first five weeks, with passing work at the time the course was dropped.
WF	0	Withdrawal/failing; given for a course dropped 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.
CR	0	Credit
R	0	Repeated course (the GGHSON does not honor grade replacement for required courses)

X	0	No grade designated; given in the event that none of the above grades is reported by the faculty instructor. The designation X is not used in determining grade point averages.
NP	0	Given if the student has unpaid fees at the end of the semester. When delinquent fees are paid, the registrar's office is notified and appropriate grade designations are recorded (progression and/or graduation are postponed until all NPs are replaced with an appropriate grade).

## Grading Scale

The following scale applies to all courses at the GGHSON.

- • 90–100 = A
- • 80–89 = B
- • 75–79 = C
- • 74 or below = F

## Course Grading Policy

A minimum exam average, including the Final Exam and HESI specialty exam (where applicable), of 75% or greater must be earned to pass the course. In courses where additional requirements constitute a weighted portion of the grade, these additional requirements will only be calculated as part of the final course grade if the exam average is 75% or greater. If a student exam average is less than 75%, a grade of F is issued for the course. Additional course requirements are calculated as part of the final course grade if the student exam average is 75% or greater.

For courses with a clinical component, the clinical portion is graded on a pass/fail basis. Regardless of scores earned on exams or additional assignments, the student must pass the clinical portion of the course in order to pass the course. An unsatisfactory or failing clinical performance results in a final course grade of F, regardless of the didactic grade.

The final course grade must accurately reflect the grade earned according to course grading criteria.

Rounding of Final Grades: School policy does not allow for rounding of any grades.

## Grade Reports

Final course grades may be obtained electronically through the WebRaider portal at [webraider.ttuhs.edu](http://webraider.ttuhs.edu).

## Leave of Absence

Students enrolled in the Accelerated BSN track are not eligible for a leave of absence, and must withdraw from the program if unable to maintain the minimum course load. Students who withdraw are eligible to seek readmission according to the readmission policy for the Accelerated BSN track.

## NCLEX R.N. 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 more information, please refer to the following TBON webpage:  
[bne.state.tx.us/applications\\_graduates\\_and\\_nclex\\_examinations.asp](http://bne.state.tx.us/applications_graduates_and_nclex_examinations.asp)

### **Pass/Fail Option**

Courses taken on a pass/fail basis are not eligible for transfer credit toward any GGHSON program.

### **Readmission**

All requests for readmission must be made at least two months prior to the first day of the semester for which readmission is requested. The associate dean is responsible for overseeing all readmissions to the GGHSON. The minimum cumulative grade point average for readmission consideration is 2.5.

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:

- Eligible and admit
- Eligible, as space permits and in order of request (in relation to other applications for readmission)
- Not eligible

The associate dean may assign requirements to be met as a condition of enrollment, e.g., successful completion of a comprehensive examination. Readmission of a student who has been dismissed or who withdrew for academic or disciplinary reasons is subject to the discretion of the associate dean.

### **Registration**

Students may register for courses via the WebRaider portal. Specific instructions on how to register are provided by the unit manager of student affairs.

### **Unsafe Student Practices**

A student who demonstrates any unsafe practices as outlined below may be subject to disciplinary actions, depending on the severity of the practice. Disciplinary actions include, but are not limited to, verbal warning, written warning, formal reprimand, class failure, and/or dismissal.

Every effort is 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 engaging in any of the following unsafe practices:

- Violating or threatening the physical, psychological, microbiological, chemical, pharmacological, or thermal safety of the patient.
- Violating previously mastered principles/learning objectives in carrying out nursing care skills or delegated medical functions.
- Accepting assignments beyond his/her knowledge, education, experience, or competence.

- Failing to recognize or accept legal/ethical responsibility for actions as defined in the Nursing Practice Act of the state of Texas or the ANA's Code for Nurses.
- Failing to carry out CDC standard precautions.

# Financial Information

## Financial Aid

Grants and loans are available through the TTUHSC Financial Aid Office (806-743-3025) [www.ttuhs.edu/financialaid](http://www.ttuhs.edu/financialaid). All students interested in receiving grants, loans and scholarships are required to complete a Free Application for Federal Student Aid (FAFSA) to be sent to TTUHSC El Paso. The FAFSA must be completed to receive a scholarship from the GGHSON. The FAFSA can be completed on the FAFSA website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Financial aid award letters to other colleges and universities including TTU are not transferable to TTUHSC El Paso. Separate financial aid applications are required for TTU and TTUHSC El Paso. Contact the TTUHSC Financial Aid Office during the GGHSON application process.

## Scholarships

The GGHSON offers various scholarship opportunities for its nursing students. Applications are available from the Office of Student Affairs, and are valid for one academic year (fall, spring, and summer semesters). Students are welcomed to submit a new scholarship application every year.

The Free Application for Federal Student Aid (FAFSA), available at [fafsa.gov](http://fafsa.gov), must be completed before a student may be considered for scholarships.

Eligible scholarship applications are distributed to and awarded by the GGHSON Scholarship Committee. Eligibility requirements are determined by the GGHSON on an individual basis.

A non-resident or non-U.S. citizen student who holds a competitive scholarship of at least \$1,000 for the academic year or for a summer semester in which he/she is enrolled, is entitled to Texas resident tuition/fees without regard to the length of time he/she has resided in Texas. For more information, contact Jose Castaneda at **915-215-6120** or [jose.castaneda@ttuhsc.edu](mailto:jose.castaneda@ttuhsc.edu).



# 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, or to file a complaint with the U.S. Department of Education concerning alleged failures of the university to comply with FERPA requirements.

The TTUHSC El Paso Student Affairs Handbook serves as the annual notification that must be provided to students under FERPA, 34 C.R.F. 99.7, unless individual TTUHSC El Paso schools annually notify their students of FERPA rights through other means.

## Americans with Disabilities Act (ADA)

Students seeking accommodation on the basis of disability must register with the TTUHSC El Paso Office of Student Services at [elpaso.ttuhs.edu/student-services](http://elpaso.ttuhs.edu/student-services) and notify the TTUHSC El Paso director of academic support by calling 915-215-4365. The director of academic support then notifies the appropriate GGHSON associate dean of the student's need for accommodation.

Students are advised to review the TTUHSC El Paso ADA policy. ADA Guidelines apply to all qualified disabled persons. According to the ADA, a "qualified individual with a disability is one who, **with or without reasonable modifications** to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, **meets the essential eligibility requirements** for the receipt of services or the participation in programs or activities provided by a public entity." For further information, see [elpaso.ttuhs.edu/student-services/dss.aspx](http://elpaso.ttuhs.edu/student-services/dss.aspx).

## Announcements and Related Information

The Gayle Greve Hunt School of Nursing maintains information of student interest on the GGHSON web page ([elpaso.ttuhs.edu/son](http://elpaso.ttuhs.edu/son)), Blackboard/Canvas, and hallway bulletin boards.

This information may include:

- Job postings and career opportunities
- Brochures regarding counseling, computers, and testing
- GGHSON news announcements
- Tuition and fee information
- Institutional news and events

## Change of Contact Information

Students are required to maintain current addresses, (local, billing, etc.) and telephone number(s) in the TTUHSC El Paso WebRaider portal at [webraider.ttuhs.edu](http://webraider.ttuhs.edu).

Students must also notify the Office of Student Affairs via email of any changes to personal contact information made in WebRaider.

Contact the TTUHSC Office of the Registrar, Traci Gonzalez at 806-742-3027 for a name change form, which must be completed and submitted, along with required documentation.

### **Center for Advanced Teaching and Assessment in Clinical Simulation**

The Center for Advanced Teaching and Assessment in Clinical Simulation (ATACS) provides a unique simulation environment to facilitate student learning and evaluation. The ATACS center allows students to learn and develop clinical competencies in a realistic, yet controlled simulation environment.

### **Confidentiality/Health Insurance Portability and Accountability Act of 1996**

The Gayle Greve Hunt School of Nursing is dedicated to ensuring that each student is aware of current issues related to nursing practice and research. One such regulation includes the Health Insurance Portability and Accountability Act (HIPAA). Every year, medical students are required to provide proof of completion of HIPAA training.

Training requirements vary by program. Students receive information regarding HIPAA training and are asked to sign a confidentiality agreement during new student orientation. All proof of training is maintained in student files located in the appropriate associate dean's office.

Those who cannot show proof of HIPAA training will not be permitted to participate in clinical coursework. Furthermore, release of confidential information, including verbal communications, written communications or electronic communications with or about patients or disclosing patient health information to anyone who does not need the information for treatment, payment or health care operation, is 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 academic performance. If a student feels that he/she is experiencing excessive stress, the GGHSN highly recommends self-referral for counseling.

The Program of Assistance for Students (PAS) is available to all TTUHSC El Paso students. PAS is a professional, confidential, free counseling service for students and family members living in their households. The service includes five sessions (per household) per academic year from licensed counselors who can provide assistance for a variety of problems related to daily living, such as family and relationship problems, depression, alcohol and drug abuse, anxiety and stress. Counseling sessions are completely confidential and use of the program does not become part of the student's record.

PAS consultations are private and professional and students can call the PAS offices directly (806-743-1327 or 800-327-0328) to schedule an appointment.

For information on providers see <http://el Paso.ttuhs c.edu/student services/PAS.aspx>.

## 24-Hour Crisis Line

(800) 327-0328 or (806) 743-1327

The two numbers above serve as a 24-hour crisis line, available to any student or family member, whether or not you are currently receiving counseling through a PAS provider. The person answering your call will connect you with a PAS counselor who can assist you.

## Criminal Background Checks (HSCEP OP 10.20)

In accordance with HSCEP OP 10.20, all students of the GGHSON must have a criminal background check (CBC) completed prior to enrolling at the Gayle Greve Hunt School of Nursing ([elpaso.ttuhschool.edu/opp](http://elpaso.ttuhschool.edu/opp)). Students are responsible for the cost of the CBC and any additional fees. The CBC is conducted through the TBON. Detailed instructions are emailed to admitted students upon payment of the placement fee.

In accordance with HSCEP OP 10.20, an additional background check is required after a break in enrollment.

If an applicant believes that there is an error in his/her record and gives written notification to the school of intent to challenge the report, matriculation will be put on hold pending the outcome of the challenge. Should the applicant fail to notify the 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 a student is unable to provide proof of a cleared CBC, the offer of admission will be withdrawn.

## Drug-Free Schools and Communities Act

The unlawful possession, use or distribution of alcohol or illicit drugs on any institutional property or at any of its activities is prohibited. Refer to the TTUHSC El Paso Institutional Student Affairs Handbook: Code of Professional and Academic Conduct.

Information on psychiatric or substance use disorders assistance programs may be obtained from the Office of Student Services or the Texas Peer Assistance Program for Nurses (R.N.s and LVNs).

## Employment

The GGHSON strongly advises against working while enrolled in the ABSN program. While the decision to work while enrolled in the school ultimately rests with the individual student, the school assumes no responsibility for student employment.

A student employed in a health care agency is responsible, personally and professionally, for accepting and engaging in only those activities that fall under the position for which he/she is qualified. Students who are employed as nursing assistants or nurse technicians should not practice outside the scope of such position established 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 TBON's 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 (R.N. Delegation to Unlicensed Personnel and Tasks Not Requiring Delegation in Independent Living Environments for Clients with Stable and Predictable Conditions). This information can be accessed on the TBON website at [bon.state.tx.us](http://bon.state.tx.us).

### **Faculty Office Hours**

Faculty members maintain a schedule of office hours every semester. These hours are posted for student convenience. In the event of a scheduling conflict, individual appointments may be made. Some faculty members may choose to offer virtual office hours online.

### **Health Insurance**

The Gayle Greve Hunt School of Nursing requires all students enrolled in the ABSN track to maintain health insurance covering major medical, emergency and specialty care, as well as pharmaceutical services.

Students should note that many of the program's clinical training facilities require students to be covered by health insurance and that hospital or clinic personnel may ask for proof of coverage at any time. Students may be denied access to clinical experience, at the discretion of the facility, if not covered by health insurance.

The Office of Student Services can provide information on several insurance resources for students. Helpful health and safety resources are also available at [elpaso.ttuhs.edu/som/studentaffairs/healthresources.aspx](http://elpaso.ttuhs.edu/som/studentaffairs/healthresources.aspx).

### **Health Services for Students**

Students have access to medical services through TTUHSC El Paso. Refer to the TTUHSC El Paso Institutional Student Affairs Handbook: Code of Professional and Academic Conduct for more information.

For information on health insurance policies available through the institution, contact the TTUHSC El Paso Office of Student Affairs, Room 103 (915-215-6124) for more information.

## **Incident/Injury Reporting and Investigation (HSCEP OP 75.14)**

In the event of incidents or injuries not involving school employees, students are required to adhere to the reporting and investigation process outlined in HSCEP OP 75.14 ([elpaso.ttuhs.edu/opp](http://elpaso.ttuhs.edu/opp)).

## **Library Services**

The TTUHSC El Paso Delia Montes-Gallo Library of El Paso serves the Paul L. Foster School of Medicine, the Gayle Greve Hunt School of Nursing and health professionals throughout the U.S.-Mexico border area.

The campus library spans two buildings: The Academic Education Center (AEC) and the Medical Education Building (MEB). The AEC houses clinical sciences materials, while the MEB houses basic sciences materials.

Numerous online databases are available to students, 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, and 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 via a proxy server is available to all TTUHSC El Paso faculty, staff, and students. The libraries of the TTU System have a common online catalog for access to holdings at all TTU 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**

All TTUHSC El Paso students are asked to sign a media authorization and release form during new student orientation. This form allows the GGHSON to use the student's name and photographic image in TTUHSC El Paso and GGHSON promotional materials in all forms of media, including, but not limited to, press, radio, television, internet websites, and printed media. The signing of the release is voluntary. A student may indicate on the release that he/she does not wish the GGHSON to use his/her 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.

## **Parking (HSCEP OP 76.30)**

All motor vehicles (including motorcycles) operated or parked on campus at any time must be registered with Traffic and Parking Services ([elpaso.ttuhs.edu/parking](http://elpaso.ttuhs.edu/parking)). Compliance with the regulations set forth in the campus traffic and parking regulations is enforced. A pamphlet describing these regulations is available through Traffic and Parking Services.

## **Professional and Academic Conduct**

TTUHSC El Paso has a responsibility to maintain order within the university community and to hold those who violate its standards, rules and/or policies accountable.

Once enrolled, students have a duty to share in this responsibility. Students agree to abide by the standards, rules and/or policies set forth in the TTUHSC El Paso Student Handbook, TTUHSC El Paso Operating Policies and Procedures ([elpaso.ttuhsc.edu/elpaso/opp](http://elpaso.ttuhsc.edu/elpaso/opp)), and the Gayle Greve Hunt School of Nursing Catalog and Handbook, as well as any other official university publications.

### **Reference Letters**

Professional reference letters may 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 reference; at least a two week notice should be given. Reference letters are not maintained by the GGHSON. Reference letters requested after graduation should be requested in the same manner.

### **Registration of Convicted Sex Offenders**

Chapter 62 of the 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 at any campus of the TTU 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 seven days of beginning school.

In addition, all such sex offenders are required to notify campus police within seven days of terminating attendance on any campus of the TTU System. Failure to register, as required, may subject such individuals to criminal penalties. Questions about this requirement should be addressed to the TTUHSC El Paso Police Department:

4800 Alberta Ave.  
El Paso, TX 79905  
915-215-7111

### **Research**

Research proposals that require access to the GGHSON student population must be made to the dean and the Institutional Review Board (IRB) for approval prior to conducting research. Potential investigators must meet TTUHSC El Paso 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, and as listed in course syllabi or contained in the TTUHSC El Paso Safety Manual, as well as instructions outlined in clinical facility safety materials.

Students may complete the safety training education program for students (STEPS) and/or laboratory safety essentials training via this website.

## Semester Hours

The semester hour is the unit of measurement for determining course credit. Didactic contact hours are measured on a one-to-one basis, and clinical contact hours on a one-to-three basis. Faculty preparation is approximately two hours for each hour of didactic coursework and an appropriate relative amount of preparation for clinical activities are expected.

## Sexual Harassment – Title IX

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 HSC EP OP 51.03 see <http://el Paso.ttuhs c.edu/opp/ documents/51/OP5103.pdf>. Refer to the *TTUHSC Student Institutional Handbook: Code of Professional and Academic Conduct* at <http://el Paso.ttuhs c.edu/student services/ documents/TTUHSC EP%20Institutional%20Handbook%202016.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.

The university does not tolerate discrimination or harassment based on or related to sex, race, national origin, religion, age, disability, protected veteran status, genetic information, or other protected categories, classes, or characteristics. While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is the university's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on these bases.

The university is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination (SaVE) Act, and other federal and state law, the university prohibits discrimination based on sex and other types of sexual misconduct.

Questions regarding Title IX may be directed to the following contacts:

CONTACT	PHONE	ADDRESS	EMAIL
TTUHSC El Paso Title IX Coordinator  Rebecca Salcido Executive Director	915-215-4140	TTUHSC El Paso Human Resources Department Administrative Support Building 200 N. Concepcion El Paso, TX 79905	<a href="mailto:rebecca.salcido@ttuhsc.edu">rebecca.salcido@ttuhsc.edu</a>
Office of Civil Rights (OCR)	Customer Service Hotline 1-800-421-3481		<a href="http://www.ed.gov/ocr">www.ed.gov/ocr</a>

For reports or notices of discrimination and/or harassment against a student:

CONTACT	PHONE	ADDRESS	EMAIL
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TTUHSC El Paso Title IX Deputy Coordinator for Students  Kathryn V. Horn, M.D. Assistant Vice President for Student Services	915-215-4786	TTUHSC El Paso Office of Student Services 5001 El Paso Drive Room 2140E El Paso, TX 79905	<a href="mailto:kathryn.horn@ttuhsc.edu">kathryn.horn@ttuhsc.edu</a>
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For reports or notices of discrimination and/or harassment by or against employees:

CONTACT	PHONE	ADDRESS	EMAIL
TTUHSC El Paso Title IX Deputy Coordinator for Employees  Charlotte Bingham Managing Director of the Office of Equal Employment Opportunity	806-742-3627	TTU Office of Equal Employment Opportunity TTU Administration Building Room 210 Box 1073 Lubbock, TX 79409	<a href="mailto:eeo@ttu.edu">eeo@ttu.edu</a>

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.**

### **CDC 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 students during new student orientation. It is the student's responsibility to maintain compliance with these recommendations in all clinical settings.

During new student orientation, students receive an in-depth presentation and discussion on the CDC's recommended standard precautions, as well as a review of the GGHSON policies concerning communicable diseases.

Students also sign an acknowledgement consent form for adherence to the CDC's recommended standard precautions. This acknowledgement form is placed in student files in the appropriate program office. All students must sign this consent form in order to participate in clinical activities.

Because the potential diseases in a patient's blood and body fluids are not always known, blood, bodily fluid, and substance precautions recommended by the CDC should be adhered to for all patients and for all specimens submitted to the laboratory. Always follow standard precautions regardless of whether there is any evidence of a patient's infection status.



Routinely use barrier protection to prevent skin and mucous membrane contamination through secretions and excretions (except sweat), regardless of whether or not they contain visible blood or bodily fluids. This applies to all patients and specimens non-intact skin mucous membranes.

For a complete list of the CDC standard precautions, visit [cdc.gov](https://www.cdc.gov).

## **Environmental Control**

Follow all procedures for the routine care, cleaning and disinfection of environmental surfaces, beds, bed rails, bedside equipment and other frequently touched surfaces as established by the clinical facility.

## **Gloves**

Wear gloves (clean, non-sterile gloves are adequate) when touching blood, bodily fluids, secretions, excretions, or contaminated items. Put on clean gloves just before touching mucous membranes or 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 and before touching non-contaminated items or environmental surfaces and before going to another patient. Remove gloves and immediately wash hands to avoid transfer of microorganisms.

## **Gown**

Wear a gown (a clean, non-sterile 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, bodily 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, bodily fluids, secretions, excretions, or contaminated items, regardless of whether gloves were worn. Wash hands immediately after removing gloves, 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 only in specific circumstances (e.g., to control outbreaks or hyperendemic infections) defined by the infection control program.

## **Linens**

Handle, transport, and process used linen that has been soiled with blood, bodily fluids, secretions, and excretions in a manner that prevents exposure to skin and mucous membranes and contamination of clothing, and avoids transfer of microorganisms to other patients or environments.

## **Masks, Eye Protectors, and Face Shields**

Wear a mask, eye protector, 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, bodily fluids, secretions, and excretions.

## **Occupational Health and Blood-Borne Pathogens**

Take care to prevent injuries when handling needles, scalpels, and other sharp instruments after procedures, when cleaning used instruments, and when disposing of used needles. Never recap used needles or otherwise manipulate them using both hands or 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, bodily fluids, secretions, or excretions in a manner that prevents exposure to skin and mucous membranes, contamination of clothing, and transfer of microorganisms to other patients or environments. Ensure that reusable equipment is not used to care for other patients until it has been appropriately cleaned and reprocessed. Make sure all single-use items are properly discarded.

## **Patient Placement**

Place a patient who has contaminated 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.

## **State Privacy Policy**

When TTUHSC El Paso “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 website used in connection with the electronic form must state the following:

- On request, the individual is entitled to request what information the state governmental body collects about him/her (with some exceptions).
- The individual is entitled to receive and review the information.
- The individual is entitled to have the state governmental body correct information about him/her that is incorrect.

If TTUHSC El Paso collects information about a website user on its internet site, including his or her identity and computer network location, TTUHSC El Paso is required to post what types of information it is collecting about the user on the internet site, and a reasonable procedure in place to correct inaccurate information.

### **Student Travel Policy (HSCEP OP 77.08)**

All students are subject to the TTUHSC El Paso Student Travel Policy ([elpaso.ttuhsoc.edu/opp](http://elpaso.ttuhsoc.edu/opp)).

### **Tobacco-Free Environment (HSCEP OP 10.19)**

TTUHSC El Paso is committed to the health of our students, patients, faculty, and staff, and the general public. 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. Violators are subject to disciplinary action as prescribed by existing operating and Board of Regents policies ([elpaso.ttuhsoc.edu/opp](http://elpaso.ttuhsoc.edu/opp)).

### **Transcripts**

With written request, free copies of official transcripts may be obtained from the TTUHSC Registrar's Office, Room 2C400 or by faxing request to 806-743-3027. The written request must contain the following information: student's name, social security number, current mailing address, phone number, program information, and signature. Requests can also be made online at [www.ttuhsoc.edu/registrar/transcripts.aspx](http://www.ttuhsoc.edu/registrar/transcripts.aspx).

### **Blackboard/Canvas**

Blackboard/Canvas is an authoring tool for teachers, professors, and staff developers who create online courses, online conferences, or online training. TTUHSC El Paso has licensed Blackboard/Canvas for use in traditional classrooms and online distance programs. Instructors use Blackboard/Canvas to organize their course materials and communicate with students through its calendar feature, chat rooms, discussion forums, grade books, and quizzes.

### **Withdrawal from the Gayle Greve Hunt School Of Nursing**

Students in the Accelerated BSN and RN to BSN tracks who withdraw from all courses or who fail to register/enroll during any semester will automatically be considered a full withdrawal from the GGHSON.

Withdrawal from all courses or failure to register/enroll during any semester requires students to file a leave of absence (LOA) form. In the event that a student fails to enroll without an LOA, he/she is required to file an official withdrawal form.

Withdrawal from the program does not affect the policy regarding incomplete (I) grades. Any remaining I grade at the time of withdrawal is automatically converted to an F if left unresolved after the stated timeframe. The student is required to contact his/her advisor and the appropriate associate dean to complete the required documentation.

**Internet Access**

Internet access is required for all GGHSON courses. Students must be able to reference online nursing schedules, course syllabi, and other essential web resources in order to progress through the nursing programs.

Contact the Information Technology department at 915-215-4111 for information on internet training and education.