



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

Gayle Greve Hunt School *of* Nursing

**Student Handbook**  
**2017-18**

## **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 Handbook: Code of Professional and Academic Conduct will be available on the TTUHSC El Paso website at [elpaso.ttuhs.edu/son](http://elpaso.ttuhs.edu/son) and <http://elpaso.ttuhs.edu/studentervices/>, respectively.

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## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

### **Institutional Accreditation**

Texas Tech University Health Sciences Center is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, doctoral, and professional degrees. Texas Tech University Health Sciences Center El Paso is a part of Texas Tech University Health Sciences Center and is currently seeking separate accreditation by the Southern Association of Colleges and Schools Commission on Colleges. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas Tech University Health Sciences Center.

### **Programmatic Accreditation**

The baccalaureate degree in nursing at the Texas Tech University Health Sciences Center El Paso Gayle Greve Hunt School of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE). <http://www.aacn.nche.edu/ccne-accreditation>.

Obtained full approval on September 12, 2012.

The master's degree program in nursing at the Texas Tech University Health Sciences Center El Paso Gayle Greve Hunt School of Nursing is pursuing initial accreditation by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

Applying for accreditation does not guarantee that accreditation will be granted.

### **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 the TTUHSC El Paso Gayle Greve Hunt School of Nursing (GGHSON) 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 Academic Program Goals - Undergraduate**

- Goal 1:** The GGHSON baccalaureate program curriculum demonstrates that graduates will be able to deliver safe, patient-centered care for individuals, families, and communities.
- Goal 2:** The GGHSON baccalaureate program is based on the elements of scholarly inquiry and models for applying evidence-based clinical practice.

**Goal 3:** The GGHSON baccalaureate program will provide opportunities for students to engage in the delivery of safe and competent nursing care.

**Goal 4:** The GGHSON baccalaureate program integrates technology to enhance pedagogical methods that support active learning.

### **Gayle Greve Hunt School of Nursing Academic Program Goals - Graduate**

**Goal 1:** GGHSON will provide M.S.N. students with a rigorous educational opportunity to learn and apply nursing science essential to graduate-level advanced nursing practice.

**Goal 2:** GGHSON M.S.N. curriculum will prioritize quality nursing science and evidence based practice principles.

**Goal 3:** GGHSON M.S.N. students will impact care provided to individuals and populations.

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



Jeanne M. Novotny, Ph.D., R.N., FAAN  
Dean and Professor



William Michael Scott, D.N.P., FNP-BC, FAANP  
Associate Dean of Academic Programs and Professor



Penny L. Cooper, D.N.P., R.N., APRN  
Associate Professor  
Assistant Dean and Chair, Graduate Programs



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



## 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 Handbook: Code of Professional and Academic Conduct (see [elpaso.ttuhs.edu/student-services](http://elpaso.ttuhs.edu/student-services)), 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 student 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. GGHSON 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))
- Texas Board of Nursing (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 Handbook: Code of Professional and Academic Conduct at [elpaso.ttuhs.edu/student-services](http://elpaso.ttuhs.edu/student-services).

### Learning Environment Behavior

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

## **Disruptive Conduct**

The TTUHSC El Paso Institutional Student 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 B.S.N. 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).

**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.

**Email**

The TTUHSC El Paso Department of Information Technology administers official ttuhsc.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 ttuhsc.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 ttuhsc.edu email account. In addition, faculty may correspond with students regarding course-related issues via Canvas Course Message and in Canvas inbox.

**Canvas**

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 Canvas for use in traditional classrooms and online distance programs. Instructors use Canvas to organize their course materials and communicate with students through its calendar feature, chat rooms, discussion forums, grade books, and quizzes.

**Educational Equipment**

Any equipment requirements will be specified by faculty and listed on the course syllabus. It is the student's responsibility to purchase and maintain required equipment (stethoscopes, penlight, blood pressure cuff, etc.). Any equipment students check out from the GGHSON must be returned in the same condition that it was received. 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 identification 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 settings. If lost, a replacement must be obtained immediately through the Texas Tech Police Department (915-215-7111). Refer to [HSCEP OP 76.02](#) for more information. Students will also wear their GGHSON name tag which will provide further 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 [HSCEP 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 [HSCEP OP 76.02](#).

All distance enrolled students (i.e., RN to B.S.N.) and graduate programs (i.e. M.S.N.) students are required to:

1. Complete and submit the following:
  - a. Notarized identity verification form
  - b. Identification/Security Access form
2. Mail original form 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 identify verification form, **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).

### **Distance Education Student Orientation**

Distance education students are **required** to complete the designated student orientation.

Please read the information on GGHSON webpage 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 to 12 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 (e.g., 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 (e.g., payments, returned checks, late fees, refunds, etc.) should be directed to the TTUHSC El Paso Student Business Services Office at 915-215-5680. Additional information can be found at [elpaso.ttuhs.edu/elpaso/fiscal/businessaffairs/studentbusserv](http://elpaso.ttuhs.edu/elpaso/fiscal/businessaffairs/studentbusserv).

Texas Tech University Health Sciences Center El Paso is committed to providing students and their families a range of options for paying their educational expenses. For many years, we have accepted credit cards as a form of payment, and as a result, have paid the associated processing charges imposed by credit card companies on those transactions. As the use of credit cards for making payment has increased, the transaction fees assessed have become extremely expensive for the university. Therefore, a service fee on credit card transactions in the amount of 2 percent (\$3.00 minimum service fee) of the credit card payment will be charged by TTUHSC El Paso's third party processor, Touchnet PayPath®. For more information may be found at <http://elpaso.ttuhs.edu/fiscal/businessaffairs/studentbusserv/resources/credit-card-service-fee.aspx>

## **Graduation**

Students planning to graduate must complete the Intent to Graduate form via WebRaider. On this form, students can designate the address to which they wish their diploma to be sent if not picked up at commencement. Students must be enrolled at the time of graduation and registered for a least one credit hour.

## **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.ttuhs.edu/registrar/transcripts.aspx](http://www.ttuhs.edu/registrar/transcripts.aspx).

## **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 student 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 GGHSON.
- Dismissal from the GGHSON.

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 B.S.N. Track**

Students in the Accelerated B.S.N. track are required to meet the following minimum academic requirements (see respective student catalog for other requirement details):

- Maintain a 2.5 minimum semester and cumulative GPA.
- Earn a minimum grade of C in all nursing courses.

Additional academic policies for the Accelerated B.S.N. track:

- 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.

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.

### **R.N. to B.S.N. Track**

All R.N. to B.S.N. applicants are required to:

- Maintain at least a 2.5 semester and cumulative grade point average (GPA).
- Earn a minimum grade of C in all nursing courses.
- If an F or WF is earned in any nursing course, the student is eligible to repeat the course one time only pursuant to the recommendation of course faculty.
- If a student's cumulative GPA or semester GPA falls below a 2.5 in the semester of graduation, he/she is ineligible for graduation.

Conditions for academic dismissal:

- F or WF earned in two or more nursing courses taken in one semester.
- Earning F or WF for the third time — even if the first two failing grades were replaced with a passing grade by retaking the course.
- 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.

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.

## Master of Science in Nursing (M.S.N.) in Leadership Program

All M.S.N. applicants are required to:

- Maintain at least a 3.0 semester and cumulative grade point average (GPA).
- Earn a minimum grade of C in all graduate program coursework.
- If an F or WF is earned in any graduate course, the student is eligible to repeat that course one time only pursuant to recommendation of course faculty.
- If a student cumulative GPA or semester GPA falls below a 3.0 in the semester of graduation, he/she is ineligible for graduation.

Conditions for academic dismissal:

- An F or WF earned in two or more nursing courses taken in one semester.
- Earning an F or WF in a graduate course for the second time — even if the first failing grade was replaced with a passing grade by retaking the course.
- Earning a C or lower in the same graduate course twice
- Earning a C or lower in a second graduate even though one graduate course has been retaken and a satisfactory grade of B or better has been obtained.
- Earning less than a 3.0 semester or cumulative GPA for two consecutive semesters.
- Earning an F or WF in the same nursing course twice.

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.

### Undergraduate and Graduate

#### Attendance in Learning Activities or Clinical Experiences

Responsibility for participation in learning activities 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 (Hospital)/Lab/Simulation Attendance, Participation, and Responsibilities

Specific procedures for notifying course faculty and agencies about absences are given during each course's orientation session. The rules for attendance are as follows:

1. Clinical (Hospital)/Lab/Simulation attendance is mandatory.
2. Unexcused absences will not be accepted. Excused absences are those defined in the course syllabus and examination policies of the relevant clinical courses. Students are referred to their course syllabi, which establish the maximum number of absences that are allowed for a given course. Students who have more than two clinical absences, whether excused or unexcused, are in jeopardy of not passing the course.
3. The student is expected to notify the appropriate persons regarding any absences, including an emergency requiring tardiness or absence from the class or clinical experience. Notification procedures are identified in specific course syllabi. This notification must occur in a timely manner; that is, prior to the beginning of clinical



experience. The student should be aware of the specific requirements for each course and to follow course procedures. All absences will require a plan for remediation at the discretion of the instructor.

4. Habitual tardiness to clinical (hospital)/lab/simulation, defined as more than one occurrence, may result in course failure.

Students participating in approved course related travel 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.

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

All students are subject to the TTUHSC El Paso Student Travel Policy, [HSCEP OP 77.08](#).

### **Certification Requirements**

Gayle Greve Hunt School of Nursing students are required to maintain certification in basic life support (BLS) while enrolled. 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. Students are required to provide verification of current BLS certification to the Office of Student Affairs prior to enrollment in the first clinical course and throughout the program.

### **Comprehensive Exams**

Accelerated B.S.N. 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. The GGHSON Student Catalog is published annually and its provisions are applicable during September through August of the following academic year. 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 spring semester immediately preceding that summer semester. Other conditions for graduation and program curricula can be found in the GGHSON Student Catalog posted on the nursing website at <http://el Paso.ttuhsc.edu/son/handbooks-and-catalogs/>.

## **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 are issued each semester in accordance with the following schedule:

Graduation Semester	Diploma Issued
Spring	May
Summer	August
Fall	January

### Graduation – All Programs

Students planning to graduate must complete the Intent to Graduate form via WebRaider. On this form students can designate the address to which they wish their diploma to be sent if not picked up at commencement. Students must be enrolled at the time of graduation and registered for a least one credit hour.

### 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

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 1st)
- 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 GGHSN 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 (TTP El Paso, 4801 Alberta Ave.). 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 GGHSO become the property of the GGHSO, students are advised to never supply the GGHSO with original documents. A fee may apply for requesting a copy from the GGHSO.

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.

### **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 Texas Board of Nursing (TBON) application process. Detailed registration instructions for the National Council Licensure Examination (NCLEX-RN®) 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 additional information concerning eligibility for licensure, refer to the Texas statutes regulating the practice of professional nursing (see NCLEX-RN® 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 or as otherwise specified by faculty

Students in the Accelerated B.S.N. track must follow the standards listed below:

- Hospital/clinic uniform - Must be clean, neat, pressed and allow free mobility.
- Shoes - White or black leather with white or black shoelaces. Athletic shoes that meet criteria 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.
- GGHSO patch - Must be permanently affixed to the front of the lab coat and/or uniform.

- Name tag and picture identification 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 identification 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 or proper attire.

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

Certain courses in the curriculum have pre- and/or co-requisites. Information on this and core curriculum requirements are found in the GGHSON Student Catalog.

For information on the undergraduate TTHUSC El Paso institutional core curriculum policy refer to [HSCEP OP 77.16](#)) Core Curriculum Policy.

### **Academic Calendar**

An academic calendar is available online at [elpaso.ttuhs.edu/son](http://elpaso.ttuhs.edu/son). Students can also access individual course schedules via 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.

### **Undergraduate and Graduate Programs Academic Advisement**

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 Americans with Disabilities Act (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.

### **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 Institutional Student Handbook: Code of Professional and Academic Conduct, TTUHSC El Paso Operating Policies and Procedures ([elpaso.ttuhs.edu/elpaso/opp](http://elpaso.ttuhs.edu/elpaso/opp)), and the Gayle Greve Hunt School of Nursing Catalog and Handbook, as well as any other official university publications.

### **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 Handbook](#): Code of Professional and Academic Conduct Part II, F Disciplinary Procedures, Filing Complaint for more information.

For additional information, contact the Office of the Dean at 915-215-6106 or campus Student Services at <http://elpaso.ttuhs.edu/studentservices/grievance.aspx>.

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. GGHSON 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.

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

### **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 the final grade appeal form from the Office of Student Affairs. Forms must be submitted within five days of final grade posting 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 the office of 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 GGHSON 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)**

It is the policy of the Texas Tech University Health Sciences Center El Paso to affirm the right of its students to a prompt and fair resolution of a complaint or grievance involving allegations of inappropriate behavior by other TTUHSC El Paso students or personnel toward students. Policies and procedures exist for the following areas of student complaints:

- Complaints regarding the general or academic misconduct of another student
- Complaints regarding discrimination
- Complaints regarding student records
- Complaints regarding employment at TTUHSC El Paso
- Complaints regarding grades or grading
- Complaints regarding other types of mistreatment
- Other institutional-level student complaint procedures

For complete information on student grievance policies, refer to:

<http://el Paso.ttuhsc.edu/student services/grievance.aspx>

Please note that a business day is defined as any day on which the GGHSO offices are open, typically Monday through Friday, 8 a.m. to 5 p.m., regardless of whether classes are in session.

### **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 download a copy at [nursingworld.org/mainmenucategories/ethicsstandards/codeofethicsfornurses](http://nursingworld.org/mainmenucategories/ethicsstandards/codeofethicsfornurses).

### **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.

### **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. Student preparation is approximately three to four hours for each hour of didactic coursework and an appropriate relative amount of preparation for clinical activities are expected.

### **Course Loads**

#### **Accelerated B.S.N. and R.N. to B.S.N. 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.

### **Master of Science in Nursing Program**

Graduate enrollment in six credit hours per semester is considered full time enrollment in fall, spring, and summer semesters. 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.

### **Adding a Course**

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

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. 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 start 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 online at [elpaso.ttuhs.edu/elpaso/fiscal/businessaffairs/studentbusserv](http://elpaso.ttuhs.edu/elpaso/fiscal/businessaffairs/studentbusserv).

### **Dropping a Course**

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

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.

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.ttuhs.edu/busserv/bursar](https://fiscal.ttuhs.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 academic calendar](#) for important deadlines.

### **Withdrawal**

Students 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. These forms may be found with the GGHSON Office of Student Affairs.

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. See [GGHSON OP 30.111](#). The student is required to contact his/her advisor and the appropriate associate dean to complete the required documentation.

### **Course Syllabi**

Syllabi for some courses are made available on 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 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 their choice.

### **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 sequence or whose progress has been interrupted are not guaranteed space in nursing courses.

## Dean's/President's List

Full-time 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 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 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, and 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 (DNP)
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 GGHSN 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 GGHSN.

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

### Course Grading Policy

#### Accelerated B.S.N. Track

A minimum exam average, including the Final Exam and HESI specialty exam (where applicable), of 75 percent 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 percent 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 percent 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.

### **R.N. to B.S.N. Track**

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.

### **Rounding of Final Grades:**

School policy does not allow for rounding of any grades.

### **Graduate Program**

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.

### **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**

### **Accelerated B.S.N. Track**

Students enrolled in the Accelerated B.S.N. 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 B.S.N. track.

### **R.N. to B.S.N. Track**

Students enrolled in the RN to B.S.N. track may request a leave of absence for up to one semester. Students who do not re-enroll in the semester following the declared expiration of the leave of absence or for one year must seek readmission. Failure to file a Leave of Absence and failure to re-enroll will result in an institutionally initiated withdrawal. Failure to file a Return from Leave form may delay or prevent enrollment.

### **Graduate Program**

Students enrolled in the graduate program may request a leave of absence for up to one (1) year. Students who do not re-enroll in the semester following the declared expiration of the leave of absence or for one year must seek readmission. Failure to file a Leave of Absence and failure to re-enroll will result in an institutionally initiated withdrawal. Failure to file a Return from Leave form may delay or prevent enrollment.

### **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 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.

### **Transfer of Credit**

For information on awarding transfer credit in accordance with the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for all TTUHSC El Paso degree programs refer to [HSCEP OP 77.17](#), Transfer of Credit policy.

### **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 for the undergraduate program and 2.7 for the graduate program. 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.

### **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**

Every student needs to be proactive and find ways to fund their education and keep their debt under control. Our financial aid liaison will assist students to seek financial support, and will also offer ways to live within reasonable budget. Students interested in applying for financial aid (grants and loans) should complete the Free Application for Federal Student Aid (FAFSA). Apply online at [FAFSA.gov](https://fafsa.gov) using the TTUHSC school code: **016024**.

After receiving financial aid, to continue receiving it, you must meet the requirements of the [Satisfactory Academic Progress Policy](#). The TTUHSC Financial Aid Office abides by the [National Association of Student Financial Aid Administrator's Code of Conduct](#), which offers ethical principles and a code of conduct.

#### **Overview**

- [Financial Aid and Payment Fact Sheet \(2017 - 2018\)](#)

#### **Financial Aid Information**

- [Nursing Student](#)

#### **Quick Links**

- [Studentloans.gov](https://studentloans.gov)
- [NSLDS](https://nslds.gov)
- [AAMC.org](https://aamc.org)
- [IRS.gov](https://irs.gov)
- [Studentaid.gov](https://studentaid.gov)

#### **Services**

- [Student Business Services Website](#)
- [Student Resources](#)
- [Payment Information](#)
- [TTUHSC Financial Aid Office \(Lubbock\)](#)

#### **Contact Us**

Medical Education Building, 1210  
5001 El Paso Dr. El Paso, TX 79905  
Phone: [915-215-4923](tel:915-215-4923)  
Fax: 915-783-5145  
[elp.financialaid@ttuhsc.edu](mailto:elp.financialaid@ttuhsc.edu)

## Scholarships

The Gayle Greve Hunt School of Nursing (GGHSON) offers various scholarship opportunities for its nursing students. Applications are available from the GGHSON Office of Finance at 915-215-6120 and are valid for one academic year (fall, spring, and summer semesters). Students are welcomed to submit a new scholarship application every year.

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

Any student who is a non-resident or non-U.S. citizen and 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 GGHSON Office of Finance at 915-215-6120.

## General Information

### **Access to Student Records - Family Educational Rights and Privacy (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 Institutional Student 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.

### **Disability Support Services**

The Office of Disability Support Services (DSS) is committed to providing equitable access to learning opportunities for all student with documented disabilities (e.g. mental health, attentional, learning chronic health, sensory, or physical). Accommodations are not provided retroactively and students are encouraged to register with the DSS office as soon as they begin their academic program. TTUHSC El Paso encourages students to access all resources available for consistent support and accommodations. Please contact Dr. Tammy Salazar, Director of the Office of Disability Support Services, to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom, laboratory, and/or clinical settings. For more information, you can also visit the [DSS website](#).



## **Announcements and Related Information**

The Gayle Greve Hunt School of Nursing maintains information of student interest on the GGHSON webpage ([elpaso.ttuhschool.edu/son](http://elpaso.ttuhschool.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.ttuhschool.edu](http://webraider.ttuhschool.edu).

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

Contact Juan Camacho, Office of the Registrar, at 915-215-4925 for a name change form. Form must be completed and submitted, along with required documentation.

## **GGHSON Clinical Simulation Center (CSC)**

The Gayle Greve Hunt School of Nursing (GGHSON) Clinical Simulation Center (CSC) is located on campus and provides a unique simulation environment to facilitate student learning and evaluation. The CSC provides a realistic learning environment where students learn and develop clinical competencies in a safe, controlled environment. Faculty and students from the GGHSON, Paul L. Foster School of Medicine (PLFSOM), and Allied Health use the facilities, simulators, manikins, equipment, and supplies available in the CSC.

## **Confidentiality/Health Insurance Portability and Accountability Act (HIPAA) 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 GGHSO highly recommends self-referral for counseling.

## **Program of Assistance for Students**

As a member of TTUHSC El Paso community, you are provided with FREE, CONFIDENTIAL COUNSELING through the Program of Assistance for Students (PAS). These services are provided by community mental health providers that are not associated with Texas Tech University. You may self-refer to this program by calling any of the providers on the list and letting them know you are a TTUHSC El Paso student. You can also call 800-327-0328 or 806-743-1327, Monday through Friday between 8:00 a.m. and 5:00 p.m. to request a list of providers in our community to access confidential counseling. These numbers also serve as a crisis hotline. Students are provided up to five free visits per academic year and anyone in your household may use these visits. For more information, please visit: <http://elpaso.ttuhs.edu/student-services/pas.aspx>.

For information on providers see <http://elpaso.ttuhs.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, which is 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 GGHSO must have a criminal background check (CBC) completed prior to enrolling at the GGHSO. 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 GGHSO 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.

**HSCEP OP 10.20** also states the following:

Students, trainees, and residents shall timely self-disclose relevant criminal history

record information no later than five (5) business days following the charge of a crime. "Criminal history record information" (CHRI) means information collected about students, trainees or residents by a criminal justice agency that consists of identifiable descriptions and notations of arrests, detentions, indictments, information, and other formal criminal charges, and their dispositions.<sup>2</sup> If self-disclosure reveals CHRI, the individual must then undergo a contemporaneous CBC, which may include fingerprinting. The report will be made available to the appropriate Dean or his/her designee. Failure of students, trainees or residents to disclose information which is subsequently found on a background check may result in dismissal or withdrawal of acceptance from the university.

While enrolled, students are required to disclose arrests or detentions regardless of the outcome of the charges. If arrested or detained while enrolled, any previous clearance becomes null and void, and a newly cleared Criminal Background Check is required. Refer to the TTUHSC El Paso [Institutional Student Handbook](#): Code of Professional and Academic Conduct.

### **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 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**

#### **Accelerated B.S.N. Track**

The GGHSON strongly advises against working while enrolled in the Accelerated B.S.N. track. The decision to work while enrolled in the school ultimately rests with the individual student. 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 Texas Board of Nursing.

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).

#### **R.N. to B.S.N. Track**

There are no employment restrictions for this track.

#### **Graduate Program**

There are no employment restrictions for this program.

### **Faculty Office Hours**

Faculty members maintain a schedule of office hours every semester either posted or by appointment. Faculty members may choose to hold virtual office hours online.

### **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 GGHSO. Reference letters requested after graduation should be requested in the same manner.

### **Health Insurance**

The Gayle Greve Hunt School of Nursing requires all students 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.ttuhsoc.edu/som/studentaffairs/healthresources.aspx](http://elpaso.ttuhsoc.edu/som/studentaffairs/healthresources.aspx).

### **Health Services**

Students may opt in to the medical services fee that will allow them to be seen at Texas Tech Physicians of El Paso at Hague St. Contact Business services if you would like to participate in that fee. Please refer to the brochure at [http://elpaso.ttuhsoc.edu/som/studentaffairs/\\_documents/Student%20Health%20Brochure.pdf](http://elpaso.ttuhsoc.edu/som/studentaffairs/_documents/Student%20Health%20Brochure.pdf)

For information on health insurance policies available through the institution, contact the Office of Student Affairs at 915-215-6124 or <https://ttuhscep.myahpcare.com/>.

### **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.ttuhsoc.edu/opp](http://elpaso.ttuhsoc.edu/opp)).

**Library Services**The TTUHSC El Paso Delia Montes-Gallo Library of the Health Sciences (AEC Library) serves the Paul L. Foster School of Medicine, the Gayle Greve Hunt School of Nursing, the Graduate School of Biomedical Sciences, and health professionals throughout the U.S.-Mexico border area.

The library is located in two buildings: The Academic Education Center (AEC) houses Clinical Sciences materials, while the Medical Education Building (MEB) houses basic science materials.

For a full listing of numerous online databases and resources available to students, go to <http://elpaso.ttuhschool.edu/libraries/>.

### **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 GGHSN to use the student's name and photographic image in TTUHSC El Paso and GGHSN 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 GGHSN 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 Parking and Transportation Services ([elpaso.ttuhschool.edu/parking](http://elpaso.ttuhschool.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 Parking and Transportation Services.

### **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.

### **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 Texas Tech Police Department:

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

### **Sexual Harassment - Title IX**

The TTUHSC El Paso 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](#). Refer to the TTUHSC El Paso Institutional Student Handbook: Code of Professional and Academic Conduct at [http://elpaso.ttuhs.edu/student-services/\\_documents/TTUHSC-EP-Institutional-Handbook.pdf](http://elpaso.ttuhs.edu/student-services/_documents/TTUHSC-EP-Institutional-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. 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
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>

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 IS NOT TOLERATED.**

**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.

**Smoke and 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.ttuhsce.edu/op](http://elpaso.ttuhsce.edu/op)).