

Gayle Greve Hunt School of Nursing (GGHSON)

2022-2023 GGHSON Student Handbook

The Gayle Greve Hunt School of Nursing (GGHSON) student handbook is published and designed for use by students, staff and faculty. The GGHSON reserves the right to change, at any time and without notice, any of its degree requirements, policies, course descriptions, and requirements, and any other information contained in this handbook. The information contained herein does not constitute a contract, express or implied, between any student and faculty member of the Texas Tech University System, Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) nor the Gayle Greve Hunt School of Nursing (GGHSON).

GGHSON reserves the right to make changes to the information and policies contained herein at such times, as it deems appropriate. Students should refer to the GGHSON website and the TTUHSC El Paso website for the current version of the student handbooks for the institution and their given program <http://el Paso.ttuhs c.edu/son/> and <http://el Paso.ttuhs c.edu/student services/>.

This handbook supersedes all previous editions and it is the student's responsibility to ensure they are meeting the requirements set out in the most current version of the student handbooks.

The TTUHSC El Paso and GGHSON is committed to fostering and supporting an educational culture inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact.

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TTUHSC El Paso Gayle Greve Hunt School of Nursing Dean of Nursing Message

Congratulations on your admission to the Gayle Greve Hunt School of Nursing. Welcome! The GGHSON prides itself in providing excellence in nursing education to prepare our students to meet the challenges of today's complex healthcare environments.

This handbook is for all students and provides a road map for success as you begin your nursing career. As you go through the process of orientation and general assimilation to being in nursing school, you will encounter expectations about how you should conduct yourself in the academic and clinical setting. Note, many of these policies are based on rules in place to protect the public that are guided by the American Nurses Association (ANA) standards of practice, ANA Code of Ethics as well as the Texas Board of Nursing's Practice Act and Regulations.

As a nursing student, it is imperative that you consider the rigor of the program, strive for deep learning and use available resources for success. This handbook begins with a general overview of the program. It is followed with information about the policies that highlight the importance of professionalism in the RN role. Lastly, it provides you with information about academic expectations and supportive resources to help you progress and manage challenges that may emerge.

The Gayle Greve Hunt School of Nursing administration, faculty, and staff are committed to helping you succeed in the program. Please make sure you read this manual to get the answers to everyday questions you may have about starting and successfully progressing through the program. If you have more questions that are not answered herein, we will be happy to address your needs on an individual basis. I wish you much success!

Cordially,

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General Academic Policies

- Professional Conduct
- Academic Conduct
- Learning Environment Conduct
- Dress Code
- Safety & Security
- Grading Policies
- Testing/Exam Administration
- Resources for Student Success
- Leave of Absence

Professional Conduct

Ethical practice and academic integrity are foundational elements of the trust and respect patient's hold for professional nurses. As such, our profession and college has developed codes of conduct meant to support a student's development of these core skills. It is important for students to review these codes and understand that failure to uphold or comply with the codes may be grounds for disciplinary action up to and including inability to obtain a nursing license and dismissal from the program.

Institutional Academic and Professional Rules

During your nursing school journey, you will be accountable to the academic and professional code of conduct in the TTUHSC EP Student Handbook.

Texas Board of Nursing Academic and Professional Conduct Rules

The Texas Board of Nursing may deny an applicant entry to the licensing examination for lack of fitness and unprofessional conduct listed in the Grounds for Disciplinary Action in section 301.452 (a) and (b) in the Nursing Practice Act. Please refer to the following link to the Texas Board of Nursing (TBON) Nurse Practice Act (NPA) and Regulations for additional information:

https://www.bon.texas.gov/rr_current/217-12.asp

American Nurses Association Academic and Professional Conduct Rules

The American Nurses Association (ANA) Code of Ethics for Nurses, which describes the values and standards, required to maintain the level integrity necessary to practice nursing. Please refer to the following link for additional information: <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/>

Dismissal

As per the Texas Administrative Code section 213, nursing students may be dismissed from the program for:

- Behavior evidencing actual or potential harm to patients, clients or the public.
- Criminal behavior that could affect licensure, as set forth in §213.28 (relating to Fitness to Practice) of this title.
- Lack of current fitness to practice nursing, as set forth in §213.29 (related to Fitness to Practice) of this title.
- Failure to maintain good professional character, as set forth in §213.27 (relating to Good Professional Character) of this title.

Social Media Policy

An online presence is inevitable for students as a natural consequence of scholarly activity as well as professional and personal expression. Online activity without proper restraint and thoughtful judgment can impact patient privacy, HIPAA, FERPA, the program, nursing student and nurse. The professional conduct that is expected in online courses, on campus and clinical setting apply to social networking. When participating in social medial applications be aware of the TTUHSC El Paso Operating Policy and Procedure for Use of Social Media found in HSCEP OP 67.03 In addition to the institutional policy, the GGHSON also expects students to follow the standard set forth in the ANA's Principles for Social Networking and the Nurse

Prevention Tips for Students

THINK before you post. The Quality and Safety in Education for Nurses (QSEN) organization suggests you ask yourself:

T - Is it true?

H - Is it helpful?

I - Is it Inspiring?

N - Is it necessary?

K- Is it kind?

- Maintain honesty in your online communications: Make sure your content has been verified and that you are not perpetuating mere gossip.
- Protect your private online information: Information you post that portray you in a negative light may still be seen in the public domain indefinitely and can potentially damage your professional reputation.
- Maintain Patient Privacy and Confidentiality: Patient and Student confidentiality must be maintained at all times. You should not transmit images of patient information, referring to patients in disparaging manner, taking photos or videos on any personal devices unless there is a written consent. Remember that confidentiality is the backbone of the HIPAA law and its violations can result in heavy fines for the organization and, for the student, possible expulsion from nursing school.
- Maintain Profession Boundaries: You should use caution when communicating online with "prospective and current students, faculty, residents, employers, colleagues, and current or former patients".
- General Communication: You should not post content that is obscene, defamatory, threatening, inappropriate or injurious as it may have an impact on GGHSON's professional code of conduct and current or future employment relationships. Do not use TTUHSC El Paso intellectual property (logos, pictures, slogans, etc.) on personal social media sites.

Academic Conduct

Knowledge acquisition is a key component of being successful in nursing school and on the nursing boards post-graduation. As such, academic integrity is a core ethical value in nursing education. "Academic misconduct" involves any activity that tends to compromise the academic integrity of the university, or subvert the educational process, including but not limited to, cheating, plagiarism, falsifying academic records misrepresenting facts, lying, unauthorized use of proprietary materials, selling or purchasing previously submitted work or assignments written by others, and use of aids for exams without expressed permission. Any act designed to give unfair academic advantage to the student or the attempt to commit such an act may be a violation of the academic integrity policies. All students entering TTUHSC EP are required to adhere to related academic integrity policies that prevent cheating, plagiarism and other integrity violations (TTUHSC EP Institutional Student Handbook: Code of Professional and Academic Conduct). It is important for students to read and understand these policies as violations are serious and can place your academic standing in jeopardy. Violations of academic integrity will be subject to sanctions in accordance with the TTUHSC El Paso Institutional Student Handbook: Code of Professional and Academic Conduct up to an including dismissal from the program.

Misconduct Prevention Tips for Students

- Report observed misconduct to faculty or advisor or other administrative person.
- Don't share assignments, papers, quizzes, answers to exams, or personal password.
- Clarify assignments and course expectations with faculty.
- Be certain that the work you submit is your own and not bought or obtained from a third party.
- If you see something, say something.

Learning Environment Conduct

Attendance

In order to be successful in nursing school, participation in the classroom, online and clinical experiences is important. Attending class, participating and being on time are part of demonstrating professional behaviors and expectations are specified at the outset of the course in your course syllabus under the heading of professional acumen. However, your faculty recognizes that you may not be able to attend due to unforeseen circumstances. Habitual tardiness or absenteeism to class may have a negative impact on your grade and may constitute a violation of the GGHSN professional code of conduct and/or violation of academic expectations. If you need to be tardy or absent, you should know these attendance rules.

Classroom

Attendance in all classes will support your ability to be successful in the program and is part of your professional acumen score. If you cannot attend class, contact your instructor ahead of time and arrange to obtain notes from a peer. Know the specific attendance requirements for each course and follow course procedures.

Lab/Simulation Attendance

Lab/Simulation attendance is required to meet course expectations. Notify your faculty member ahead of time if you cannot attend. Absences in clinical may require a plan for remediation or make-up day. Make-ups may not be allowed if the absence is considered unexcused. An excused absence will require the student to provide a note or other form of documentation from a United States credentialed health care provider.

Clinical Attendance

Students must complete all assigned clinical hours in order to successfully complete the clinical rotation. Please notify the course director, clinical faculty and/or clinical preceptor at least 2 hours prior to the beginning of the clinical experience if you will be tardy or absent from the clinical experience. Notify course faculty if a clinical day is canceled by the nurse preceptor or agency. Changes in scheduling clinical days may only be made up in cases of emergency if agreed upon by the course director. More than two clinical absences may put you in jeopardy of failing the clinical course. Makeup of absences is contingent upon availability of clinical sites, dates/times and faculty. If a student is unable to makeup an absence prior to the end of a semester, an incomplete may be issued if the student meets criteria. If you are ill, do not attend clinical. Notify your clinical faculty member and the course director prior to the start of the clinical rotation. Documentation of illness from a United States credentialed health care provider may be requested.

Online/Distance Education Attendance

In order to be successful in an online/distance education setting, participation in online and clinical experiences is important. Participation and being on time for synchronous activities are part of demonstrating professional behaviors. Expectations are specified at the onset of the course in your course syllabus under the heading of professional acumen. If you need to be tardy or absent, you should know the following:

- Faculty will state in course syllabi the minimum participation requirements and deadlines to meet per week for a given course. Know the specific participation requirements for each course and follow course procedures.
- Your attendance is determined from your level of participation in online assignments and meeting deadlines as scheduled for online discussion boards and/or assignments, will put you in jeopardy of failing the course.
- You have to notify faculty in a timely manner any participation challenges, including an emergency that may impact your ability to meet a course deadline or technical failures.

- Tardiness includes submission of assignments late and lack of engagement/participation in the online activities. Habitual tardiness or absenteeism to class may have a negative impact on your grade and may constitute a violation of the GGHSON professional code of conduct and/or violation of academic expectations.

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 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 an instructor's ability to teach, or student learning. Such conduct includes, but is not limited to:

- Excessive or disruptive tardiness.
- Continuous distractive behavior during class presentations.
- Utilization of electronic technology, such as laptop, computers, tablets and cellphones for activities unrelated to class.
- Distractive or inappropriate behavior in online discussion boards, emails, chat rooms, or any other online educational technology.
- Disruptive behavior that continues after the student has been informed by the faculty member that the behavior is not acceptable, may be referred to the assistant dean for the program for investigation. Should the assistant dean find that there is basis for complaint against the student, a form complaint will be filed 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 Gayle Greve Hunt School of Nursing.

Dress Code

Non Clinical/Non Patient Care Settings

Students should prepare themselves for transitioning into a professional role that will require them to dress differently than they would in a more casual setting.

Clinical/Patient Care Settings

Students in uniform are representatives of TTUHSC El Paso, the GGHSON and the nursing profession. It is important that in the community, our students are seen as professionals and are a healthy and positive influence on our community. Approved uniform must be worn when in a clinical/simulation patient care setting.

The following clinical dress code policy has been established by the faculty and our clinical partners:

UNIFORM/DRESS CODE for NURSING STUDENTS
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Nursing students are accountable for being knowledgeable and compliant with and being knowledgeable of the Uniform/Dress code requirements and maintaining a professional appearance at all times. Each student's appearance should be appropriate to convey the level of professionalism, hygiene and grooming consistent with TTUHSC EP university standards.

Nursing students in **Clinical/Patient care settings**, whether on *or* off campus, are expected to maintain a professional image at all times. All students **are required** to follow the uniform/dress code standards listed below which includes attending labs, clinical rotations, or any activity that occurs in a patient care setting:

CLINICAL /PATIENT CARE SETTINGS	
Clinical/Patient Care settings uniform (Scrubs) and Personal Protective Equipment (PPE)	<p>Uniform (scrubs) approved by TTUHSC EP Gayle Greve Hunt School of Nursing must be clean, neat and pressed. Uniform may not be overly snug or tight and must allow for free mobility. Bottoms must be straight leg, not tapered, and extend to cover the entire ankle.</p> <p>Mental Health Facilities: Students attending clinical rotations at mental health facilities and some community clinical sites may wear a black polo shirt and khaki pants approved by TTUHSC EP. When choosing a patient, students may wear the approved polo shirt and khaki pants provide they also wear their white coat to the facility.</p> <p>At the direction of the course/clinical faculty and/or the health care affiliate, students are required to wear and maintain PPE as instructed. Facial hair cannot interfere with N-95 mask seal and surgical caps may not possess what they deem as offensive symbols or wording.</p>
Shoes	White or black, non-porous material. Neat, clean and well kept. Completely enclosed shoe that covers entire foot and heel areas. Crocs or shoes with heel straps are not permitted.
Socks/Hosiery	White or natural colored and clean. Hosiery may be worn with uniform skirts or dresses.
Lab Coat	White, clean and pressed. At faculty's request, lab coats may be worn in the clinical setting. Only a white lab coat may be worn over the uniform while in a clinical health care setting. A white or black, plain (without pattern), long sleeved shirt may be worn under scrub top.
TTUHSC EP GGHSON Nursing Patch	Must be permanently affixed to the left pocket area of the uniform (scrubs) and front lab coat.
ID badge with photo	Per HSCOP OP 76.02, students are required to <i>visibly wear</i> (above the waist, at the chest area, and facing forward at all times) the official TTUHSC EP identification badge <i>at all times</i> while on or off-campus, in clinical patient settings or as designated by the school.
Professional Nursing Pins	Refrain from wearing at clinical settings.
Hair and Head Coverings	Clean and neat. Hair that extends past the chin must be pulled back and secured to not obstruct peripheral vision or contaminate a sterile field. Hair colors may not be ornamental in nature, e.g. pink/blue/purple, etc. Beards must be clean and neatly trimmed. Facial hair must not interfere with N-95 mask seal. No excessive ornaments or non-approved head coverings may be worn.
Makeup and Eyelashes	In moderation to promote a professional image. Neutral colored face and eye makeup only. Neither false eyelashes nor eyelash extensions of any kind are permitted.

Nails	Clean and well groomed (fine motor skills should not be limited by nail length). No nail polish, of any kind, is permitted. No artificial nails or gel manicure. Fingernails cannot extend more than 1/4 inch past the tip of the finger.
Jewelry and Body Art	Worn in moderation, i.e. one non-dangling earring and/or small stud per ear. Multiple rings and or high gem mounting and/or dangling bracelets, necklaces and earrings are not permitted. Recommend single band rings. Ear gauges - colored disks must be removed. Will permit ear gauges that are clear in color. Body art must be covered and not visible in the clinical/simulation lab setting.

Exceptions to the uniform/dress code may be stated in individual course syllabi, per individual GGHSON faculty member(s) or per clinical facility requirements. Clinical facilities may require additional conformance to their policy regarding uniforms.

Nursing students in **Non-clinical/Non-patient care or Classroom** settings are expected to maintain a professional image at all times.

All students are to follow the personal appearance guidelines described below:

NON-CLINICAL/NON-PATIENT CARE On-Campus Settings	
Non-Clinical/Non-Patient or Classroom setting clothing	Business casual, uniform/dress that is reflective of a professional image. Neat and clean. Denim material, i.e. jeans, are permitted but may not be torn, in any way, or overly tight. Shorts, sweats, athletic wear, spaghetti straps, miniskirts, bare chest or midriffs, low cut top/blouses, of any kind, are not allowed.
ID badge with photo	Per HSC EP OP 76.02, students are required to <i>visibly wear</i> (above the waist, at the chest area, and facing forward at all times) the official TTUHSC EP identification badge at all times while on or off-campus in a clinical patient settings or as designated by the school.
Footwear	Footwear must be neat and clean. Completely enclosed shoe, e.g. no flip-flops or slippers.

** TTUHSC EP Pride Day - Friday. Students are allowed to show their pride by wearing black or red and/or the TTUHSC polo shirt, dress shirt, etc., with the official logo etc. Jeans must be neat, clean, not overly tight or torn in anyway.*

GGHSON faculty, administrators, and managers are responsible for enforcing dress code policy. Students not complying with the Dress Code policy may be sent home and/or further disciplinary action.

Essential Functional Requirements for Nursing Students

Essential functions required for completion of a nursing degree consists of the minimum physical and cognitive abilities needed to admission, progression, and graduation with or without reasonable accommodation. Clinical facilities may impose additional requirements for participation in clinical rotations at their site. In the event that a clinical site cannot provide necessary accommodations or requires additional essential functions that a student is unable to meet, every effort will be made to determine if an alternate site is available. In the event that another suitable site that is able to provide the necessary accommodations is not available, the student may not be able to complete the program or may be assigned an incomplete if the concern is temporary (e.g.: cast, crutches, walking boot, etc.). The essential functional requirements are outlined in the GGHSON catalog.

Safety & Security

Parking and Transportation

Students utilizing the parking facilities at TTUHSC El Paso are required to have a current parking permit displayed at all times. Information regarding parking regulations and obtaining a permit can be located at the Parking and Transportation Services website.

Medication Error/Clinical Incidents

In the event you are involved in a safety incident or medication error or exposed to blood and bodily fluids in the clinical facility, you must report the incident to the clinical faculty and/or preceptor, the RN assigned to the patient and the course director. The student and faculty must follow facility reporting policies as well as GGHSN reporting procedures and documentation.

Smoke and Tobacco Free Environment Policy (HSCEP OP 10.19)

As an institution whose mission is to provide excellence in health care education and service, TTUHC El Paso is a smoke-free campus, both indoors and outdoors. Failure to follow the policy may be grounds for disciplinary action.

Drug-Free Schools and Communities Act

An educational program has a duty to report to the board of nursing, reasonable suspicion that a nursing student's ability to perform nursing services is impaired by chemical dependency as per Duty of Nursing Educational Program to Report, Section 301.404 of the NPA. You are prohibited from consuming alcohol or illicit drugs on campus. Failure to follow the policy may be grounds for disciplinary action. Refer to the TTUHSC El Paso Institutional Handbook for more information regarding this policy. Faculty of the GGHSN has discretion to require a drug screen of any student who attends class, clinical or a school function that they suspect is impaired. Drug screening can be conducted at any time during a student's tenure. Non-negative results may result in withdrawal of admission offer or dismissal from the program.

Safe Practice Clinical Behaviors

The following are expected student safe practice clinical behaviors:

- **Be Prepared:** You are responsible for planning in advance of the scheduled shift. Read your syllabus to determine what prep work you are required to complete for each clinical rotation. Students are responsible for maintaining the skills and abilities they have learned throughout the semester and to be ready to apply those skills and abilities in subsequent clinical or simulation experiences.
- **Reporting/ Documenting:** You are expected to, in a complete, accurate and timely manner, report and document nursing assessments or observations, the care provided for the patient and the patient's response to that care in the appropriate record and to the appropriate practitioner and faculty and report any changes in patient condition. You will adhere to error reporting policies.
- **Safe Environment:** You will promote and implement measures to promote a safe environment for each patient.
- **Boundaries:** You must establish and maintain professional boundaries with each patient.
- **Privacy and Respect:** You are expected to provide privacy during examination, treatment and personal care as well as treat each patient with dignity, courtesy and respect and adhere to HIPAA.
- **Scope of Practice:** You are expected to adhere to the appropriate scope of practice as set forth in all applicable TBON laws and regulations for a registered nurse.
- **Standard Precautions:** You are expected to be aware of and in compliance with all infection control policies and standard precautions regarding hand washing including how this applies to blood borne pathogens.

- **Clinical Agency Policies:** You must adhere to all clinical agency policies while participating in clinical experience even if they are above and beyond GGHSON policies.
- **Reporting Medication Error/ Clinical Incidents:** In the event you are involved in a safety incident or medication error or exposed to blood and bodily fluids in the clinical facility, you must report the incident to the clinical faculty and/or preceptor, the RN assigned to the patient and the course director. The student and faculty must follow facility reporting policies as well as GGHSON reporting procedures and documentation.
- **Stay on Premises:** You must stay on the agency's premises during your clinical experience shift. You may take meal breaks for 30 minutes as appropriate.
- **Sanctions for violation of Clinical Safe Practice**
- **Failure to abide by these expected clinical behaviors may result in an unsatisfactory clinical performance rating, failure of the course and/or dismissal from the program.**

Note, students may be immediately dismissed for egregious behavior including, but not limited to:

- Evidence of actual or potential harm to students, patients or the public.
- Criminal behavior whether violent or non-violent, directed against persons, property or public order.
- Use or abuse of drugs during clinical, diagnosis or treatment for chemical dependency, mental illness or diminished mental capacity.
- The lack of good professional character as evidenced by a single incident or a pattern of personal, academic and/or occupational behavior, including but not limited to, behaviors including honesty, accountability, trustworthiness, reliability and integrity.

Grading Policies

Grade Modes, Interpretation and Grading Points

The grade mode and the method of determining the grade will be included in the course syllabus as presented to the students at the beginning of the semester. For additional information regarding assignment of letter grades on official transcripts, please refer to HSCEP OP 77.19 Grading Procedures and Academic Regulations.

Rounding of Grades

There is no rounding of any grades and fractional points will be dropped. For more information, see progressions policy, SON OP 30.130.

Reporting of Final Grades

Final course grades may be obtained electronically through the Web Raider portal at webraider.ttuhsu.edu.

Grade Change

Information regarding the process for grade changes is included in the TTUHSC El Paso HSCEP OP 77.19.

Testing/Exam Administration

Testing is only one form of evaluation of student learning utilized by nursing faculty at the GGHSON. In order to ensure students have every opportunity for success, they should read and be prepared to follow all exam administration procedures.

Starting the Exam

- Students must arrive prior to the scheduled testing time or they will not be allowed to test.
- Students shall remain outside the testing room until admitted by the proctor.
- Students shall have their TTUHSC EP student ID on them at all times during the exam.
- All personal property including keys, backpacks, cell phones, books, papers and non-approved electronic devices, including all types of smart devices and watches, must be **turned off and stored** at the periphery of the testing room.
- Only approved computer hardware may be utilized for face-to-face testing sessions. Students should ensure that the device is set-up with the appropriate software and lockdown browsers prior to the start of the exam.
- Approved devices should be fully charged and appropriate cables should be brought with you.
- Ear plugs and scratch paper will be provided, at the student's request, by the exam proctor.

During the Exam

- No talking is allowed and no questions will be answered by the proctor.
- Save every answer before proceeding to the next question.
- Students should raise their hand to notify the proctor if they encounter technical issues. Issues that are not disclosed during the exam will not be reviewed after the exam.
- Monitor your time, the exam will be force-closed at the end of the designated testing period.

After the Exam

- Students should not congregate in the hallways discussing the exam as this process can disturb students who are still testing.
- Faculty will release exam grades after completing a review of the exam.
- Students have two weeks after the exam to meet with the faculty member to review or ask questions.
- Students who achieve a score of less than 75% on an exam must meet with their advisor.
- Some courses may have lecture after the designated testing time. Please check with instructor ahead of time to determine what time lecture will begin.
- All testing material must be returned to the proctor prior to leaving the testing room.

Make Up Exams

- Students who miss exams for a university sponsored event shall provide documentation to the faculty at least 48 hours in advance to be eligible to make up an exam.
- Students who miss exams for other reasons may be allowed to make up the exam at the discretion of the course facilitator. Documentation may be required and any make up exam will be scheduled at the convenience of the course facilitator.

Academic Grade Challenges/Appeals

Academic Grade Challenges - Assignment Grades

Assignment grade appeals and grade errors may be resolved by the course instructor or responsible assistant dean. Every effort should be made by the student to resolve concerns informally. This process should be utilized to appeal a grade a student does not feel is justified and could not be resolved informally.

Appeal to the faculty member who issued the grade in writing within 5 business days of the grade being posted. The faculty member will provide a written response to the student within 5 business days of receipt of the appeal.

If the student is not satisfied with the response, he/she has 5 business days from receipt of the faculty member's response to submit a written appeal and all supporting documentation to the program Assistant Dean. The Assistant Dean will provide a written response to the student within 5 business days of receipt of the appeal. Decisions rendered will be final.

Academic Grade Appeals - Final Course Grades

Final course grades are the only grades that are subject to the appeal process. Other grade concerns are addressed under Academic Grade Challenges. A final course grade can be formally appealed only when there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. Only final course grades may be formally appealed to the responsible academic dean. Earlier grades may be formally appealed to the responsible academic dean. Earlier grades and other academic grievances may be discussed with the instructor involved and with the chair/assistant dean for the program involved. Final grade appeals will be resolved by the GGHSO dean or his/her proxy (TTUHSC El Paso Institutional Student Handbook Code of Professional and Academic Conduct).

To appeal a final grade, the student must first complete the final grade appeal form from the Office of Student Affairs (Final Grade Appeal form). Forms must be submitted within 5 business days of the final grade being posted.

Appeal to the faculty member who issued the grade in writing within 5 business days of the grade being posted. The faculty member will provide a written response to the student and the Assistant Dean for the program within 5 business days of receipt of the appeal.

If the student is not satisfied with the response, he/she has 5 business days from the receipt of the faculty member's response to submit a written appeal and all supporting documentation to the program Assistant Dean. The Assistant Dean will provide a written response to the student and the Associate Dean within 5 business days of the receipt of the appeal.

If the student is not satisfied with the response, he/she has 5 business days from receipt of the Assistant Dean's response to submit a written appeal and all supporting documentation to the Associate Dean. The Associate Dean will provide a written response to the student and the Dean within 5 business days of receipt of the appeal.

If the student is not satisfied with the response, he/she has 5 business days from receipt of the Associate Dean's response to submit a written appeal and all supporting documentation to the Dean. The dean or his/her proxy has 5 business days from receipt of the grade appeal to render a decision. The decision of the dean is final.

Resources for Student Success

Student Affairs

The Office of Student Affairs works closely with the Office of the Dean to ensure that all students are properly advised upon admission. Student Affairs provides students with support with the admission process, degree plan, registration and academic planning.

Student Affairs also keeps students informed of curriculum changes, facilitate progression related problem solving and consults with faculty as needed to best meet student's The Americans with Disabilities Act (ADA). In addition, the Student Affairs team can assist with identification of resources for financial or social needs. Please refer to the Office of Student Services and Student Affairs for more information on the Health and Wellbeing Resources

(<https://el Paso.ttuhsc.edu/student services/SCS.aspx>) or the Raider-Aid Food Pantry (<https://el Paso.ttuhsc.edu/student services/raider-aid-food-pantry.aspx>) for example.

Course Syllabi

Early review of access to course syllabi is key to student success. Course requirements and student expectations are stated in each course syllabi prior to the first day of classes or earlier if they are available and begin to work on required readings.

Textbooks

To get the most out of your classes, you must read your course textbooks. Each semester, the required and optional texts are listed for each course on Canvas. Students are responsible for purchasing or renting text books prior to the start of the course through a vendor of their choice.

Health Insurance Coverage

Students are expected to maintain a general state of good health. The Gayle Greve Hunt School of Nursing does not provide health insurance for students or their dependents. Students are required to maintain health insurance coverage for each semester of enrollment and be prepared to provide proof of coverage at any time during a semester per HSCEP OP 77.22 Mandatory Student Health Insurance Requirement. Failure to maintain coverage can result in exclusion from clinical practice, holds on records and potential course failure(s). Medical bills incurred by a student are the responsibility of the student.

Health insurance coverage must meet the following criteria: a U.S. employer health insurance plan, marketplace plans (bronze, silver, gold, platinum plans) or Medicaid/Medicare plan that is compliant with the Affordable Care Act (ACA). To ensure compliance, starting with the 22-23 academic year, all students will be charged for health insurance fee to cover this cost. To assist students in meeting this requirement, Academic Health Plans (AHP) has been selected to administer the Student Health Insurance Plan (SHIP) underwritten by AETNA <https://ttuhscep.myahpcare.com/>. For more information on AHP, see below on to enroll or how to provide proof of insurance to reverse this health insurance fee.

Academic Health Plans (AHP)

The Texas Tech University Health Sciences Center El Paso offers health insurance coverage to enrolled students. Students may enroll in the plan if they are registered in seven (7) or more credit hours. For information on AHP visit <https://ttuhscep.myahpcare.com/>. Below is information on how to enroll with AHP.

All students must select one of two options on the AHP Insurance Dashboard:

1. Confirm the SHIP option by clicking the ENROLL button, or
2. Provide proof of an existing health insurance plan by clicking the WAIVE button

To confirm your enrollment in the Student Health Plan:

1. Go to ttuhscep.myahpcare.com/waiver
2. Select the blue button labeled 'Click here to Waive or Enroll', then log in to the system by entering:
 - Login - Student ID.
 - Password - Date of Birth in MMDDYYYY format.
 - After successful login, select the "ENROLL" button located under "I Need Health Insurance".
 - Review the Terms and Conditions and complete the required fields for submission.

Students that are covered by a health insurance plan that is comparable to or exceeds the TTUHSC Student Health Insurance Plan (SHIP) can waive out of this coverage by completing an online waiver request form before the deadline. To receive a waiver, students must submit proof of their alternate health insurance that is currently active prior to the established deadline.

NOTE: Travel plans, short term plans, indemnity plans, minister plans, healthcare sharing plans or plans that require you to pay for treatment yourself and apply for reimbursement will NOT be acceptable for waiving the Texas Tech University HSC El Paso Student Health Plan requirement.

Library Services

Texas Tech University Health Sciences Center El Paso (TTUHSC EP) Libraries, accredited in 2018, with two libraries, the Delia Montes-Gallo Library of Health Sciences located in the Academic Education Center (AEC) and the Doris F. Eisenberg Library of the Health Sciences located in the Medical Education Building (MEB). The TTUHSC EP Libraries of the Health Sciences form one of the resource libraries of the National Library of Medicine/South Central Region. The TTUHSC EP Libraries of the Health Sciences support the schools of medicine, nursing, allied health, pharmacy, dentistry, as well as the Graduate School of Biomedical Sciences. The Libraries of the Health Sciences exist to meet the curricular, research, and patient care information needs of the students, faculty, and staff of TTUHSC, as well as the information needs of the larger biomedical and health care community of the U.S. - Border area. For a full listing of the numerous online databases and resources available to students, go to: <http://el Paso.ttuhs.c.edu/libraries/>

Student Lounge & Fitness Center

Student Lounge areas are available to provide a place for students to relax, meet with classmates, network, socialize and study. They are equipped with online access, charging ports and vending machines. As an enrolled student, you also have access to the fitness center located on campus on the 1st floor of the Medical Education Building (MEB). Using the fitness center is an optimal way to keep healthy and reduce the stress of schoolwork.

Training and Educational Center for Healthcare Simulation (TECH)

The Training and Educational Center for Healthcare Simulation (TECHS) on the campus of Texas Tech University Health Sciences Center El Paso was created in February 2019 as a program expansion from the Gayle Greve Hunt School of Nursing (GGHSON) simulation program, the Center for Advanced Teaching and Assessment in Clinical Simulation (ATACS), and the Regional Simulation and Training Center. TECHS has over 24,000 square feet of simulation laboratory space to provide experiential learning through task training, high-fidelity simulation experiences, virtual reality simulators, and standardized patient experiences.

Suggested Study Hours

How you manage your time will impact your success in the program. Successful students come to class prepared. Student participation ought to be approximately 2 hours for each hour of coursework. Thus, if you are taking a 3 hour-per-week course, you should be studying about 6 hours per week for that class. Study rooms are available on campus that are equipped with Wi-Fi and WebEx access.

Academic Faculty Advisors

All enrolled students are assigned a faculty advisor. Your advisor will help guide your academic journey by providing support for your academic success throughout the program. You are encouraged to establish and maintain a relationship with your advisor. *NOTE: If your advisor reaches out to you to schedule an appointment, please respond promptly. Any student who does not respond after three (3) attempts by their advisor or faculty will not be able to return to clinical or class until they have met with their academic faculty advisor and are cleared to return.*

Faculty Office Hours

An important step to being successful in a nursing program is maintenance of contact with the faculty team. Full-time faculty list their available hours on the course syllabus. Students may schedule appointments to meet with the faculty members during these times. We encourage students to take advantage of office hours to keep a pulse on their progress and for individual help. Additionally, students should maintain contact with clinical faculty.

Student Participation in Evaluations

In an effort to promote continuous program 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. Information provided by students is anonymous and enhances the program's ability to facilitate changes to promote a positive learning experience for our students. In addition to the surveys administered throughout the program, graduates are asked to complete an alumni survey approximately 6 to 12 months after completion of the program.

Leave of Absence

Requesting a Leave of Absence

Students enrolled may request a leave of absence for up to one (1) year. A Leave of Absence form may be obtained from the Office of Student Affairs and must be submitted for review as soon as the student identifies the need for an absence longer than five (5) consecutive days or two (2) total clinical days. Students will be granted one (1) leave of absence during their enrollment in the program. Failure to file a Leave of Absence will result in an institutionally initiated withdrawal.

Returning from a Leave of Absence

Prior to or at the end of one (1) year, a student on an approved leave of absence must file a Return from Leave form. The form can be obtained from the Office of Student Affairs. All petitions for return from a Leave of Absence must be submitted in writing to the Office of Students Affairs following the published application deadlines. The Admissions Committee may assign requirements to be met as a condition of readmission, e.g. successful completion of a comprehensive examination, renewed criminal background check and drug screening, etc. 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. Readmission requirements are listed in the section heading "Readmission".

Technology Requirements

Personal Computer/Laptop

You are required to spend a considerable amount of time utilizing online resources, including email. Therefore, you are required to own a personal computer. Daily computer access is expected of all students. A laptop is necessary in order to participate in classroom learning activities and to take examinations. For information on recommended system requirements, please contact GGHSO Office of Student Affairs or log on to Canvas for details.

Email Access

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 GGHSO administration. Students are responsible for monitoring and responding to any official requests or correspondence sent to their TTUHSC email account.

Internet Access

You are required to have internet access for all GGHSO courses to access online nursing schedules, course syllabi, and other essential web resources. High speed internet is recommended and dial up connections will not work with most applications. Contact the Information Technology Department Help Desk at 915-215-4111 for information on internet training and education.

Canvas Learning Management System (LMS)

TTUHSC El Paso has licensed CANVAS® for use in traditional classrooms and online distance programs. It is a learning management system (LMS) that faculty use to organize course materials, post assignments, post grades, assess student work and communicate with students. Students must have access to CANVAS® for most of their coursework and are expected to learn how to use it take quizzes, exams, turn in assignments and communicate using discussion boards, chat rooms, and communication tools.

Calculators

If the student is allowed by the instructor to use a calculator during testing it shall be a simple, stand-alone model. Hand held computers (smart devices, etc.) and programmable calculators shall not be allowed during testing periods. Students shall not be allowed to share calculators during any testing period.

Mobile Device/Cellphone Use

You may be allowed to use mobile devices during learning activities, at the faculty's discretion. Unless authorized to use for a learning activity, cell phones should be placed on silent or turned off while students are engaged in any learning activity, cell phones should be placed on silent or turned off while students are engaged in any learning activity. Phone conversations on cell phones must occur outside of classroom areas.

Cell phones shall be used according to the clinical agency's policy/preference on electronic devices during clinical rotations. The devices, if allowed, will be on vibrate mode and used only outside of clinical areas. Students are not to receive personal calls or overhead pages while in the clinical area. Receipt of personal calls or overhead pages are disruptive and may result in the student being asked to leave the clinical site.

Withdrawals and Leave of Absence

Institution/All program courses

Circumstances may arise when a student feels they need to withdraw from the program. In the event that this occurs, the student should meet with an advisor from the Office of Student Affairs to discuss their options. Students who withdraw themselves from all courses or who fail to register/enroll during any semester will automatically be considered a full withdrawal from the GGHSO. Financial aid may be impacted by withdrawal from courses including need to return disbursed funds. Student considering withdrawals should speak with a financial aid representative prior to finalizing to withdraw.

Withdrawals and "I" Grades

Withdrawal from the program does not relieve the student of their responsibility to complete requirements for courses in which an incomplete (I) grade has been assigned. If the course requirements are not completed within the agreed upon timeframe, any remaining "I" grade at the time of withdrawal is automatically converted to an "F" per

SON OP 30.111. The student should contact his/her advisor, the course faculty of record or the program's Assistant Dean to complete the required documentation.

Requesting a Leave of Absence or Returning from a Leave of Absence

Refer to Leave of Absence section or the undergraduate and graduate sections of this handbook for more information.

Medical Withdrawal

In some cases, a student may find that an unexpected illness will prevent them from meeting the minimum essential requirements or reduce their probability of successful course completion. If this occurs, the student should meet with the GGHSO Office of Student Affairs to determine their options. In the event that a medical withdrawal is determined to be necessary, an administrative withdrawal request may be submitted to the Office of the Registrar by the respective Dean or Associate Dean.

Readmission Requirements

Students who have taken a leave of absences or withdrawn for any reason must petition for readmission. All petitions for readmission must be submitted in writing to the Office of Students Affairs following the published application deadlines. The Admissions Committee may assign requirements to be met as a condition of readmission, e.g. successful completion of a comprehensive examination, renewed criminal background check and drug screening, etc.

Consideration for readmission of students who have withdrawn is based on the following criteria:

- 3.0 cumulative nursing GPA
- Space available

Student Identification Requirements

University Identification Badge (OP 76.02)

All students are issued an official TTUHSC El Paso identification badge, which they are required to wear in a clear and visible manner with lanyard or securely clipped to uniform top 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.

Lost ID Badge

If your ID badge is lost or stolen, you are required to report it to security immediately and you may be asked to pay a replacement fee. If you have any questions or need further clarification, please contact the office of student affairs at 915-215-6124 or GGHSO@ttuhsc.edu.

Identification Badge Requirements - Distance Education Students (RN-BSN & MSN)

All TTUHSC El Paso students are required to obtain a student ID. Please follow the steps outlined in the on-line orientation link: <https://elpaso.ttuhsc.edu/son/rntobsn/online-orientation.aspx>. 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 ID badge. Distance students may be required to wear a TTUHSC EP ID badge during clinical site rotations. For more information, refer to HSCEP OP 76.02.

To submit a photo per TTUHSC El Paso guidelines go to: <https://el Paso.ttuhs c.edu/son/rntobsn/online-orientation.aspx> under TTUHSC El Paso Student ID

Name Tag

You will be issued a GGHSON name tag to wear on your uniform while in the clinical setting. Students may be instructed to also wear their GGHSON ID Badge to provide further identification and applicable credentials. If lost or stolen, it is your responsibility to obtain a replacement. Failure to do so in a timely manner may result in a dress code violation. Name tags are purchased through the GGHSON office of student affairs. Note, this name tag does not take the place of the official TTUHSC El Paso identification (ID) badge.

Required Training Before You Can Register

TUHSC El Paso Training Requirements

All students accepted to TTUHSC El Paso must complete three modules of required training prior to enrolling in classes. Use your Web Raider login to access Campus Clarity to complete the required training: <https://everfi.com/partners/colleges-universities/?rd=home.campusclarity.com&rp=/>

- Sexual Harassment Prevention Training
- Mental Health Training
- Prescribed Drug Abuse Training

GGHSON Training Requirements

Students completing clinical rotations are required to maintain certification in basic life support for healthcare providers (BLS) while enrolled. Proof of current BLS certification must be submitted to the Office of Student Affairs prior to enrollment in the first clinical course and throughout the program prior to the cards date of expiration. Additional requirements are listed in the Student Health and Wellness section of the GGHSON Catalog.

Failure to maintain proper certification(s) may result in the student being withheld from clinical settings, which can delay progress through the nursing program.

For ABSN Students Only- City Wide Orientation (CWO)

Prior to starting clinical, you will be required to obtain a Community Wide Orientation (CWO) certificate is an annual requirement. The program is completed online at: <https://www.epcc.edu/Admissions/Orientation/community-wide-orientation>.

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 is a federal law that limits the disclosure of patient health information. You will receive HIPAA training in the CWO program. Proof of this training is required to be permitted to participate in clinical coursework. Release of confidential information, including verbal communications, written communications or electronic communications with or about patients is forbidden. Disclosing protected health information in violation of HIPAA may lead to disciplinary action up to and including dismissal from the school.

Pre-Clinical Compliance Requirements

For All Students

GGHSON students must meet all pre-clinical compliance requirements prior to established deadlines to be cleared for placement at a clinical institution for clinical rotations. Clinical clearance requirements are set by various regulatory agencies and the policies/procedures of clinical partner sites. The clinical coordinator, faculty and program administrative assistants work with our clinical partners to ensure students meet clinical compliance requirements by posted deadlines. Any student who is unable to show proof of compliance prior to posted deadlines may not be able to begin or resume clinical rotations.

Information on requirements for drug screening, immunizations and health insurance coverage is included in the GGHSON Catalog.

Criminal Background Check Clearance and Declaratory Orders

- Declaratory Order of Eligibility (DO)
- Criminal Background Check
- Liability/Malpractice Insurance

Declaratory Order of Eligibility (DO)

An individual who is planning to enroll, is enrolled or is planning to apply for licensure by examination and has reason to believe they may be ineligible for licensure has the right to petition the Board for a DO (TOC §301.257). The board has authority to impose discipline (TOC §301.453- 301.469), refuse licensure (TOC §301.453), temporarily suspend or restrict license (TOC §301.455), and subpoena to request information (TOC §301.465).

Criminal Background Check

All undergraduate ABSN students must complete a Criminal Background Check (CBC) process through the Texas Board of Nursing (TBON). CBC instructions are provided upon acceptance to all incoming undergraduate students and reiterated at new student orientation. If your CBC is clear, you will receive a blue postcard (Blue Card) from TBON in the mail that you will present to the GGHSON. If you are unable to provide proof of a cleared CBC by presenting the TBON Blue Card two weeks prior to your first clinical rotation, you will have to drop your clinical courses. You may remain enrolled in non-clinical courses and if a TBON clearance is not resolved by the end of the first semester, student may request a leave of absence for up to six months or withdraw and reapply to the ABSN program. For specific details by nursing program, please refer to GGHSON Catalog.

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 invalid, and a new Criminal Background Check is required. In accordance with HSCEP 10.20, additional background checks are required after a break in enrollment. Students are responsible for the cost of their own CBC and any associated fees.

For criminal background check questions, please contact the TBON at:

Texas Board of Nursing
333 Guadalupe, Suite 3-460 Austin, TX 78701-3944
P: (512) 305-7400; | F: (512) 305-7401
Or go to:
https://www.bon.texas.gov/licensure_eligibility.asp

Liability/Malpractice Insurance

Students do not need to obtain liability/malpractice insurance. A blanket liability policy is purchased and maintained by the school and is paid for by a fee that will be automatically added to your tuition. 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. This policy for liability purposes to cover primarily against professional negligence claims.

Progression

Once admitted, students must meet minimal academic requirements for their program of study to enroll in courses for the following semester. Each program has minimum requirements for progression that are included under the headings related to the program. Inability to maintain minimum progression requirements may result in dismissal from the program.

Students who are having difficulty meeting minimum requirements for progression may be required to meet additional requirements in order to progress or remain enrolled in the nursing program. Students who wish to challenge an assignment grade or final grade may refer to the Academic Grades Challenges/Appeals section of this handbook.

GGHSON Undergraduate Academic Program Goals and Student Learning Outcomes (SLO)

Goal 1:

The GGHSON baccalaureate program curriculum demonstrates that graduates will be able to deliver safe, patient-centered care for individuals, families, and communities.

- SLO 1a: Accelerated B.S.N. students will demonstrate competence (e.g., application and integration of clinical evidence based upon the patients' changing condition, safe medication administration, monitoring of patients' vital signs, assessing for patient fall risk) for generalist baccalaureate nursing practice.
- SLO 1b: R.N. to B.S.N. students will be able to synthesize theories and concepts from the arts, humanities, and the social sciences in professional practice.

Goal 2:

The GGHSON baccalaureate program is based on the elements of scholarly inquiry and models for applying evidence-based clinical practice.

- SLO 2a: Accelerated B.S.N. students will assess clinical data, ascertain its validity, and use findings to inform practice in order to make sound clinical judgments.
- SLO 2b: R.N. to B.S.N. students will demonstrate the ability to comprehensively assess a patient, family, or community in order to determine level of clinical need or priority.

Goal 3:

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

- SLO 3a: Accelerated B.S.N. students will develop a plan of care with the patient/family and health care team.
- SLO 3b: R.N. to B.S.N. students will demonstrate the ability to utilize the nursing process when providing care to individuals, families, and communities.

Goal 4:

The GGHSON baccalaureate program integrates technology to enhance pedagogical methods that support active learning.

- SLO 4: Accelerated B.S.N. and R.N. to B.S.N. students will demonstrate the use of information management, computer technology, and the use of information systems in nursing practice.

Accelerated BSN & RN-BSN Tracks

- Office of Admission
- Admission Requirements
- GGHSON Grading Scale
- Course Grading
- Employment
- Readmission
- Progression
- Minimum Academic Requirements
- Conditions for Academic Dismissal
- Requesting a Leave of Absence
- Returning from a Leave of Absence

Offer of Admission

Offers of admission will be made approximately 8 to 10 weeks following the application deadline. Applicants are required to respond to the offer of admission by the deadline stated in the letter. Acceptance of the offer is established once the student pays the non-refundable placement fee. Failure to respond by the deadline will result in withdrawal of the offer of admission. Request for deferment must be submitted in writing to the Office of Student Affairs by the deadline stated in the offer letter. If granted, deferment can occur one time and not exceed one semester beyond intended admission. Deferment petitions are reviewed by the Admissions Committee along with new applicants. Deferred students may or may not receive an offer of admission based on review.

Admission Requirements

See GGHSON student catalog for information on admission requirements for respective tracks.

GGHSON Grading Scale

The following scale applies to all courses at the GGHSON.

Total Points Earned in a Course	Letter Grade Assigned
90-100	A
80-89	B
75-79	C
74 or below	F

Course Grading

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 be calculated as part of the final course grade ONLY if the exam average is 75% or greater. If a student's exam average is less than 75%, a grade of F is issued for the course.

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.

Employment

Accelerated BSN students are urged to be cautious about working while enrolled because of the fast pace and rigor of the program. While work may provide a way to finance your education and support your household, it can also present insurmountable challenges. You should also think about the impact the demands of a work schedule will create as far as time management and your school obligations.

If you are employed in a health care agency, as a nursing assistant or technician, you should not practice outside the scope of the position's job description. Part-time work opportunities at the university may be available. If you work for the university, make sure you can balance the job obligations and academic performance.

Readmission

Consideration for readmission of students who have withdrawn is based on the following criteria:

- 3.0 cumulative nursing GPA
- Space available

All petitions for readmission must be submitted in writing to the Office of Students Affairs following the published application deadlines. The Admissions Committee may assign requirements to be met as a condition of readmission, e.g. successful completion of a comprehensive examination, renewed criminal background check and drug screening, etc.

Progression

Once admitted, students must meet minimal academic requirements during this program of study. Inability to do so can result in dismissal from the program.

Minimum Academic Requirements

- Earn a minimum grade of 75 in all required nursing courses.
- A failure in any nursing course requires review with recommendations from the Admissions and Progressions Committee.

Conditions for Academic Dismissal

- Two F's or WF's earned in nursing courses.

Requesting a Leave of Absence

Students enrolled may request a leave of absence for up to one (1) year. A Leave of Absence form may be obtained from the Office of Student Affairs and must be submitted for review as soon as the student identifies the need for an absence longer than five (5) consecutive days or two (2) total clinical days. Failure to file a Leave of Absence will result in an institutionally initiated withdrawal. Students may only request one (1) leave of absence during their time in the program.

Returning from a Leave of Absence

Prior to or at the end of one (1) year, a student on an approved leave of absence must file a Return from Leave form. The form can be obtained from the Office of Student Affairs. All petitions for return from a Leave of Absence must be submitted in writing to the Office of Students Affairs following the published application deadlines. The Admissions Committee may assign requirements to be met as a condition of readmission, e.g. successful completion of a comprehensive examination, renewed criminal background check and drug screening, etc. 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. Readmission requirements are listed in the section heading "Readmission".

Dropping Courses

Students may only drop a singular course inclusive of the clinical rotation during their time in the program. Students may not drop the same course more than one (1) time for any reason, including a leave of absence.

GGHSON Graduate Academic Program Goals

Program Goal 1: Prepare students to translate and integrate theory and evidence into the practice of leadership in organizations and healthcare systems (Essentials II, IV & V).

- SLO 1: Students will effectively lead the integration of solutions to advance nursing practice within healthcare systems based on the critical evaluation of theories, research, and evidence based practice.
- SLO 2: Students will apply theory, evidence and standards of advance practices to continually improve quality and safety in nursing care for patients across the lifespan.

Program Goal 2: Prepare students to apply advanced practice knowledge to improve patient care and organizational outcomes. (Essentials I, III, V, VII & VIII)

- SLO 2: Students will apply theory, evidence and standards of advanced practices to continually improve quality and safety in nursing care for patients across the lifespan.
- SLO 3: Students will effectively lead the planning, delivery, management, and evaluation of key organizational processes utilizing advanced nursing practice knowledge.

Program Goal 3: Prepare students to influence healthcare policy and practice to impact care for the diverse populations. (Essentials VI)

- SLO 2: Students will apply theory, evidence and standards of advanced practices to continually improve quality and safety in nursing care for patients across the lifespan.
- SLO 4: Students will employ advocacy strategies to influence healthcare policy for vulnerable and diverse populations.
- SLO 5: Students will be prepared as nurse leaders to serve as change agents that participate in the development and implementation of policy to improve practice.

Program Goal 4: Students will demonstrate leadership skills in the design, delivery and evaluation of healthcare systems. (Essentials II, III, V, VIII & IX)

- SLO 3: Students will effectively lead the planning, delivery, management, and evaluation of key organizational processes utilizing advanced nursing practice knowledge.
- SLO 5: Students will be prepared as nurse leaders to serve as change agents that participate in the development and implementation of policy to improve practice.
- SLO 6: Students will model professional behaviors and communication, by incorporating complex decision-making and utilizing advanced nursing knowledge required to facilitate the delivery of safe, quality healthcare.

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

- Admission
- Admission Requirements
- Student Criminal Background Checks
- Previous Education
- Readmission
- Progression
- Minimum Academic Requirements
- Conditions for Academic Dismissal
- Requesting a Leave of Absence
- Returning from a Leave of Absence

Admission

Offers of admission are made approximately 8 to 10 weeks following the application deadline. Applicants are required to respond to the offer of admission by the deadline stated in the letter. Acceptance of the offer is established once the student pays the non-refundable placement fee. Failure to respond by the deadline will result in withdrawal of

the offer of admission. Request for deferment must be submitted in writing to the Office of Student Affairs by the deadline stated in the offer letter. If granted, deferment can occur one time and not exceed one semester beyond intended admission. Deferment petitions are reviewed by the Admissions Committee along with new applicants. Deferred students may or may not receive an offer of admission based on review.

Admission Requirements

All applicants to the MSN program must complete online applications listed on the M.S.N. website. Students must meet the minimum requirements listed below to be considered for admission:

Prerequisite Coursework: All applicants are required to have completed a three-semester-credit-hour or four-quarter-credit-hour statistics course with a B or better from an accredited college or university.

Previous Education: A bachelor's in nursing degree (B.S.N.) from a regionally accredited college or university with nursing program accreditation from the Commission on Collegiate Nursing Education (CCNE) or the American Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC).

Grade Point Average (GPA): A minimum 3.0 cumulative undergraduate GPA in nursing coursework. Provisional admission can be offered to applicants with a GPA that falls between 2.85 and 2.99 in nursing coursework. Students admitted under provisional status must achieve a 3.0 GPA in the first three (3) courses of the major to progress in the graduate program.

R.N. License: A valid and unencumbered R.N. license in the state of the applicant's residency. Students must have successfully passed the National Council Licensure Examination-Registered Nurse (NCLEX-RN) prior to starting their M.S.N. coursework.

Student Criminal Background Checks

In compliance with TTUHSC El Paso and Texas Board of Nursing policy, all applicants who have received offers of admission will be required to clear a criminal background check. A history of criminal conduct or convictions may result in withdrawal of the admission offer. See the "Criminal Background Checks" section of the GGHSON Student Handbook for the GGHSON policy pertaining to criminal background checks. TTUHSC El Paso policy is outlined in HSCEP OP 10.20.

Previous Education:

A bachelor's in nursing degree (B.S.N.) from a regionally accredited college or university with nursing program accreditation from the Commission on Collegiate Nursing Education (CCNE) or the American Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC).

Readmission

Consideration for readmission of students who have withdrawn is based on the following criteria:

- 3.0 cumulative graduate nursing courses GPA
- Space available

All petitions for readmission must be submitted in writing to the Office of Students Affairs following the published application deadlines. The Admissions Committee may assign requirements to be met as a condition of readmission,

e.g. successful completion of a comprehensive examination, renewed criminal background check and drug screening, etc.

Progression

Once admitted, students must meet minimal academic requirements during this program of study. Inability to do so can result in dismissal from the program.

Minimum Academic Requirements

- Maintain a least a 3.0 cumulative grade point average (GPA) in graduate nursing coursework.
- Grade of B or above in all graduate nursing coursework.
- Students achieving a C in graduate course must repeat the course and earn a grade of B or better.
- Students may only repeat one (1) graduate nursing course.

Conditions for Academic Dismissal

- Earning less than a 3.0 semester or cumulative GPA in graduate nursing coursework.
- Earning two (2) C grades or lower.
- Earning an F in any graduate nursing coursework.

Requesting a Leave of Absence

Students enrolled may request a leave of absence for up to one (1) year. A Leave of Absence form may be obtained from the Office of Student Affairs and must be submitted for review as soon as the student identifies the need for an absence longer than five (5) consecutive days or two (2) total clinical days. Students will be granted one (1) leave of absence during their enrollment in the program. Failure to file a Leave of Absence will result in an institutionally initiated withdrawal.

Returning from a Leave of Absence

Prior to or at the end of one (1) year, a student on an approved leave of absence must file a Return from Leave form. The form can be obtained from the Office of Student Affairs. All petitions for return from a Leave of Absence must be submitted in writing to the Office of Students Affairs following the published application deadlines. The Admissions Committee may assign requirements to be met as a condition of readmission, e.g. successful completion of a comprehensive examination, renewed criminal background check and drug screening, etc. 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. Readmission requirements are listed in the section heading "Readmission".

Graduation/Commencement/Diploma

Degree Requirements:

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. The student is responsible for ensuring courses taken meet requirements for graduation and that they are meeting all requirements for receipt of their degree. We suggest that the student run a degree audit at

the end of each semester after final grades are posted and seek assistance from the Office of Student Affairs for any questions or concerns. Other conditions for graduation and program curricula can be found in the GGHSON Student Catalog posted on the nursing website. Graduation from the program does not guarantee licensure or employment.

Graduation/Diploma:

When you are eligible to graduate, you must complete the Intent to Graduate Form via WebRaider. You can designate the address to which you wish your diploma to be sent if not picked up at commencement. Note that you must be enrolled at the time of graduation and registered for a least one credit hour.

Diplomas are issued each semester in accordance with the following schedule:

Graduation Semester	Diploma Issued
Spring	May
Summer	August
Fall	January

Graduation with Honors:

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

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. Students must have met all degree requirements and have submitted an application for their degree to participate in commencement. Participation in commencement does not guarantee that a student has met all requirements.

DAISY in Training Awards

Students who demonstrate excellence in clinical practice may be nominated for the Daisy in Training Award. One student will be honored at graduation. See CANVAS for nomination announcements and nomination forms.

Gaphalon Bearer

At each graduation ceremony, a student is selected to carry the program Gaphalon/Banner for the graduating cohort. In order to be considered, a student must submit an application to the nursing Office of Student Affairs by the deadline and meet all submission requirements. Contact the nursing Office of Student Affairs for more information.