STUDENT HANDBOOK 2025-2026

The Student Handbook offers additional Cizik School of Nursing (CSON) information for students that relates to school-specific policies and procedures, and should be read in conjunction with the Cizik School of Nursing official 2025-2026 Catalog and the 2025-2026 UTHealth Houston General Information Catalog for all students. Students are responsible for knowing university and school policy information. CSON school policies can be found in the CSON Catalog, under Academic Standards, Policies, and Procedures.

STUDENT RESOURCES

https://nursing.uth.edu/students/
https://catalog.uth.edu/general-information/student-services/

Click on the links above to find information regarding: CSON Academic Catalog, Degree Requirements, TMC Library, UTHealth Houston Handbook of Operating Procedures (HOOP), School Policies, Program Policies, Student Affairs Office, Student Handbook, Calendars, Financial Aid, Work-Study-Scholarship Program, Scholarships, Traineeships, Forms, Graduation Information, Registrar's Office, Canvas, Webmail, Bookstore, Recreation Center, Student Health and Counseling Services, Helpdesk, Typhon, Tuition and Fees, Program Cost Sheets, ADA and ADA Request Forms, Emergency Information, UT Police, and Campus Maps.

POLICIES AND PROCEDURES
- UTHealth Houston Handbook of Operating Procedures (HOOP)
- UTHealth Houston CSON Academic Catalog
- CSON School and Program Policies
    - Student Policies apply to ALL Students
    - Program Policies apply to students in those programs
- School of Nursing Student Handbook
- Degree Plan
- Course Syllabi *(can supplant the catalog, policies, etc.)*

UTHealth Houston HANDBOOK OF OPERATING PROCEDURES (HOOP)
The University policies in the following segment apply to all students of the UTHealth Houston community.
https://www.uth.edu/hoop/

Student policies are published for each program offered at the CSON in addition to overall school policies. In order to view the policies for the program of your interest, please click on the appropriate program option.

ACADEMIC HONESTY
Students can visit the CSON website to review the "Academic Honesty" policy for more information.

ALCOHOLIC BEVERAGES
Students should review the HOOP Policy 9, Alcoholic Beverages for more information.

CONCEALED HANDGUNS on CAMPUS (commonly known as "Campus Carry Law")
Students should review the HOOP Policy 222, Concealed Handguns on Campus for more information.

DISABILITY AND PREGNANCY ACCOMODATION
Students may request reasonable accommodations prior to the time such an accommodation is needed. More information can be found here.

CSON 504 Coordinator: Dr. Cathy Rozmus, PhD, RN (Cathy.L.Rozmus@uth.tmc.edu)

GRADE GRIEVANCE
https://catalog.uth.edu/nursing/academic-standards-policies-procedures/

Students may submit a grade grievance (School Policy #S1660) regarding grades or evaluations..

- **APPEALING NON-ACADEMIC ISSUES**
  In attempting to resolve any student grievance of a non-academic nature, it is the obligation of the student first to make a serious effort to resolve the matter with the faculty member with whom the grievance originated. If the issue was not resolved at the faculty level, the student may address the issue with the faculty member's Department Chair. If the issue was not resolved at the Department Chair level, the student may address the issue with the Associate Dean for Academic Affairs. If the issue was not resolved at the Associate Dean for Academic Affairs level, the student may address the issue with the Dean. The determination of the Dean is final, and there is no further appeal. If the issue is not faculty and/or course related, the student should contact the Student Affairs Office for guidance and assistance.

GRADIING POLICY
Students must meet the respective grading policy for the program in which they are enrolled all of which can be found under Program Policies on our website. Students can also obtain the grading system in the online CSON catalog.

PROFESSIONALISM
Throughout this program and related activities, the student is responsible for familiarity and compliance with standards of professional behavior, as contemplated in CSON policies U4400 Professional Behavior (undergraduate student policy) (school policy for ALL students). Please see CSON catalog for more information pertaining to the school policy on professionalism.

Students are responsible for knowing and observing the University regulations concerning student conduct and discipline as set forth in HOOP Policy 186, Student Conduct and Discipline.

REPEATING A COURSE
https://nursing.uth.edu/academic-affairs/policies/documents/schoolpolicies/s1030.pdf

An undergraduate student must petition the Baccalaureate Degree Council to be allowed to repeat a course. If a student repeats a course the official grade is the last one earned. That official grade will be used in computing the grade point average and the failing grade will remain on record.

SOCIAL MEDIA
Students should review the HOOP Policy 219, Use of Social Media for more information.

STUDENT ACCOUNTABILITY
The Cizik School of Nursing will make an effort to distribute revisions, changes or updates to the policies via email; however, it is the responsibility of the student to read, keep abreast and adhere to the current University and Cizik School of Nursing policies. BSN, MSN, PhD and DNP program policies are located on the web at:
https://nursing.uth.edu/academic-affairs/policies/program-policies.

SCHOOL Policies which apply to all students, regardless in which program enrolled, are available on the web at: https://nursing.uth.edu/academic-affairs/policies/school-policies

myUTH
UTHealth Houston students access myUTH to register, add or drop classes, access final grades and the schedule of classes, change an address or phone number, order transcripts, etc.

ADVISOR/ADVISEE INTERACTION
- The student will have an advisor for the duration of enrollment.
- Students are responsible for initiating and maintaining contact with their advisors.
- Students must contact their advisors prior to changing their planned program of study.

ADVANCED PRACTICE APPLICATIONS
For information regarding advanced practice in the State of Texas, advanced practice application forms, etc., contact the Texas Board of Nursing (BON) at: http://www.bon.state.tx.us/.

APA FORMAT
All students enrolled at the CSON are required to write their papers in American Psychological Association (APA) format. Below are two websites which provide excellent information on APA format.
http://owl.english.purdue.edu/owl/resource/560/01/
http://www.vanguard.edu/psychology/faculty/douglas-degelman/apa-style/

AUDIT PROCEDURE FOR UTHEALTH HOUSTON STUDENTS
1) The AUDIT fee is $25 per course plus student services fees, and other applicable fees depending on the course.
2) All "HOLDS" apply (immunization, international, insurance, CPR, RN license, etc.)
3) Students enroll to audit a course by using an Add/Drop/Audit From. The Add/Drop/Audit form must be signed by the Faculty Instructor, Student Advisor and Director of Student Affairs before being submitted to the Registrar's Office.
4) Students who are auditing classes during a term in which they are officially enrolled in one or more classes will have access to the audited class via Canvas (if applicable) and will have access to UT School email.
5) Students who are auditing classes during a term in which they are not officially enrolled in one or more classes must:

a) request "guest access" to the UTHealth Houston School email and Canvas by contacting the Student Affairs Office.
b) ask their faculty members to add them as "guests" to the course on Canvas.

6) Students are responsible for meeting with their instructors to determine the requirement(s) for the AUDIT course in which they are enrolled utilizing the AUDIT form. The AUDIT Form must be signed by the student and instructor and submitted to the Student Affairs Office.
7) Students may be required to AUDIT courses previously taken.
8) Students enrolled in a School of Nursing program of study are not allowed to AUDIT a required course that is on their degree plans to be taken in the future.
9) Students who audit courses are not given college credit.
10) Audit courses do not appear on the UTHealth Houston transcript.
11) Students who do not meet expectations set forth by the instructor may not be allowed to progress in the program.

BOARD OF NURSING - TEXAS

The mission of the Texas Board of Nursing is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely. The Board fulfills its mission through the regulation of the practice of nursing and the approval of nursing education programs. This mission, derived from the Nursing Practice Act, supersedes the interest of any individual, the nursing profession, or any special interest group. You may access the BON via their website: https://www.bon.texas.gov/.

BOARD OF NURSING QUESTIONS REGARDING CRIMINAL OFFENSES, LICENSE ISSUES, MENTAL HEALTH AND CHEMICAL DEPENDANCY

1) [ ] No [ ] Yes *For any criminal offense, including those pending appeal, have you:
A. [ ] No [ ] Yes   been convicted of a misdemeanor?
B. [ ] No [ ] Yes   been convicted of a felony?
C. [ ] No [ ] Yes   pled nolo contendere, no contest, or guilty?
D. [ ] No [ ] Yes   received deferred adjudication?
E. [ ] No [ ] Yes   been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
F. [ ] No [ ] Yes   been sentenced to serve jail or prison time? Court-ordered confinement?
G. [ ] No [ ] Yes   been granted pre-trial diversion?
H. [ ] No [ ] Yes   been arrested or have any pending criminal charges?
I. [ ] No [ ] Yes   been cited or charged with any violation of the law?
J. [ ] No [ ] Yes   been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)
NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed may subject your license to a disciplinary order and fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See Texas Administrative Code)

NOTE: Orders of Non-Disclosure: Pursuant to Texas Government Code § 552.142(b), if you have criminal matters that are the subject of an order of non- disclosure you are not required to reveal those criminal

matters on this form. However, a criminal matter that is the subject of an order of non- disclosure may become a character and fitness issue. Pursuant to [Texas Government Code chapter 411](#), the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

2) [ ] No   [ ] Yes *Are you currently the target or subject of a grand jury or governmental agency investigation?

3) [ ] No   [ ] Yes   Has any licensing authority ever refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

BOARD OF NURSING -- BACKGROUND CLEARANCE

Audience
The information is intended for all CSON Pacesetter BSN students.

Requirement
The BON requires all new Pacesetter BSN nursing students to obtain a DPS/FBI background clearance to take the National Council Licensure Examination (NCLEX) for licensure upon completion of the program.

Procedure
- The Assistant Dean for Admissions and Student Affairs sends a roster of new students to the BON.
- Typically, within ten (10) business days, the BON issues a confirmation email to the Assistant Dean that the student information has been entered in the BON system and students on the roster can initiate the clearance process.
- IdentoGo sends instructions to new students via email to schedule fingerprinting. Please note that the BON process can take several weeks/months depending on the situation and students are advised to submit their fingerprints as early as possible.
- IdentoGo electronically submits the fingerprint scan to DPS to initiate the background check and transmit results directly to the BON.
- When the results are received, the BON will do one of the following:
  - Mail a blue postcard directly to those students who have a clear background check; **OR**
  - Correspond with students who have a rejected fingerprint scan and request another scan; **OR**
  - Correspond with students who have a positive background check and request they petition for a declaratory order (DO).; **OR**
  - Correspond with students that the Operations Team cannot approve their DO petition and they must pay a $150 review fee and their file will be transferred to the Enforcement Team.

Documentation of Clearance
- Students must obtain BON clearance prior to enrollment in their first semester.
- Students must provide Student Affairs Office a copy of their blue postcard or their letter of clearance from the DO process by the established deadline.

- Students will also be required to provide this documentation when registering for the NCLEX at the completion of the program.

Repeat Clearance
Students may be required by the CSON or BON to repeat a background check if any offenses occur while in the program.

NCLEX APPLICATION
For information regarding applying to take the NCLEX-RN examination in the State of Texas, please visit the BON website at http://www.bon.state.tx.us/.

DECLARATORY ORDERS
Students admitted to the Undergraduate Program must meet legal requirements for licensure to be eligible to take the licensing examination after graduation. Applicants and nursing students may voluntarily seek a declaratory order from the Board of Nurse Examiners in regard to convictions, mental illness, and/or chemical dependency in order to determine eligibility for licensure. Students are encouraged to confirm their eligibility as soon as possible. Information regarding the declaratory order process may be found at the BON website at: http://www.bon.state.tx.us/.

IMMUNIZATIONS AND CERTIFICATION DOCUMENTATIONS
The CSON website is using a system called E*Value and EXXAT system to track student immunizations and certifications. Please visit CSON website for information regarding immunization and certification documentations.

If students have questions about immunizations and other clinical requirements, please contact the Educational Programs Coordinator by calling 713-500-HEAL (4325) or email:
- BSN students can send emails to BSNEvalue@uth.tmc.edu
- MSN and Post-Graduate can send emails to MSNPMEvalue@uth.tmc.edu
- Doctorate (DNP and PhD) students can send emails to DoctoralEvalue@uth.tmc.edu

TUITION AND FEES

Tuition and fees can be found on the UTHealth Houston Bursar's webpage.

- FINANCIAL AID

- EMERGENCY LOANS

- INSURANCE-LIABILITY

FERPA
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. FERPA prohibits us from sharing any student information with any third party (parents, wives, husbands, sponsors, etc.) unless students specifically consent.

For more information, visit the university's website on FERPA at: https://www.uth.edu/registrar/current-students/student-information/ferpa.htm.

SCHOLARSHIPS
https://nursing.uth.edu/financial/scholarships

Academic and need-based scholarships are available at CSON to help the nurses and nurse leaders tomorrow pay for a high-quality education. Scholarships are offered for all degree programs from Bachelor of Science in Nursing to our Doctor of Nursing Practice and PhD programs.

INSURANCE – MAJOR/MEDICAL
https://www.uth.edu/auxiliary-enterprises/insurance/index.htm

The University of Texas System Board of Regents approved mandating health insurance for students enrolled in the UT System health components. The Board of Regents has authorized the assessment of a health insurance fee to each student who cannot provide evidence of continuing coverage under another approved plan.

Students will automatically have a health insurance hold placed on their records each term and must complete a health insurance certification form each term before they can register.

HONORS PROGRAM

The purpose of the Honors Program is to encourage scholarly achievement in talented and highly motivated students in nursing; promote a high level of achievement in nursing education and practice through curricular enrichment and freedom to work independently; provide mentorship to students to promote commitment to further education in nursing; stimulate creative and critical thinking; and facilitate acquisition of research and leadership skills. BSN and MSN students may participate in the School's Honors Program. Students must meet the eligibility requirements to apply.

Goals
- To provide opportunities for talented students to engage in nursing research
- To stimulate creative and critical thinking
- To facilitate acquisition of research and leadership skills
- To provide meaningful scholarly experiences for students
- To encourage growth and lifelong learning in the discipline of nursing
- To provide opportunities for interprofessional scholarly collaborations
- To provide students with opportunities for professional development

Eligibility Requirements
Students interested in participating in the Honors Program should meet the following requirements when applying:

- Be enrolled full-time as a BSN or MSN student at the CSON
- Must have completed at least one semester at the CSON with a minimum 3.7 cumulative GPA in CSON coursework
- Must be able to complete at least one semester in the Honors Program
- Submit an electronic application which includes an application statement. The application statement should be no longer than one page and should describe the candidate's career goals, the reason for applying to the Honors Program, and include a research interest. The candidate's interest will be used only to facilitate placement with a particular mentor. However, identifying a specific interest does

not guarantee placement with that type of research mentor.
- Two nursing faculty recommendations from didactic, clinical faculty, or clinical preceptors submitted electronically by the nursing faculty. Nursing faculty must have an email associated with a university/college to validate their role as nursing faculty.

Maintenance Requirements
- Maintain a GPA of 3.7 in nursing schoolwork
- Be enrolled full time as a BSN or MSN student in the School of Nursing

The Honors Program Coordinator will inform students each semester of when applications are due and the process of how to submit an electronic application and the electronic nursing faculty recommendations. Students who submit an incomplete application or who do not have two recommendations submitted from faculty will not be eligible for the program. Students who meet the selection criteria will be notified of acceptance into the Honors Program and mentor assignment by the start of the semester. During each of the semesters the students are in the Honors Program, students will enroll in a one credit-hour Honors Independent Study course, complete 45 contact hours (for BSN students) and 60 contact hours (for MSN students) each semester on mutually agreed upon activities with a faculty mentor and participate in dissemination activities with their mentor whenever opportunities are available.

GENERAL INFORMATION

ACADEMIC CALENDAR
The academic calendar for each term is located on the Registrar's webpage, here. You can view the Registration Schedule and other calendar information. Included are the dates of the term, add/drop deadlines, tuition payment deadlines, holidays, and other important deadlines.

The CSON calendar for specific dates for each semester is located on the school's webpage, here.

BOOKSTORE – UTHealth Houston Medical School Campus Store
Please visit the website for more information regarding the bookstore.

BUILDING ACCESS
The CSON Student Community Center Building does not have a security guard here after hours (after 6 pm on weekdays) and on days when the building is closed (Saturdays and Sundays). Therefore, it is unsafe for anyone to be in the building during those times. We want our students to enjoy our building and for it to serve their needs, but safety is paramount. Therefore, staying after 6 pm on weekdays and on weekends is prohibited. Truly, student safety is our number one concern.

DEAN'S LIST HONORS
Please visit the CSON catalog for information regarding the dean's list honors.

CANVAS
All students are required currently to learn and use Canvas to gain access to course documents, syllabi, course announcements, testing information, online discussions and more.

The UTHealth Houston Canvas is an easy-to-use online learning tool. Accessible at any time, via the Internet, it allows students and faculty to access class information as needed. You must have a username and password from UTHealth Houston or another UT System institution to enter this site.

CENTER FOR NURSING RESEARCH

https://nursing.uth.edu/research/

All students must adhere to UTHealth Houston polices for the conduct of research (See HOOP Policy 168, Conduct of Research).

CENTER FOR EDUCATION AND INFORMATION RESOURCES (CEIR)https://inside.uth.edu/nursing/technology/classroom/lrc-Students

The Center for Education and Information Resources (CEIR) is responsible for providing comprehensive and advanced technology solutions for the faculty and students of the CSON. Please visit website for more information.

COMPUTER REQUIREMENT AND RECOMMENDATIONS

Students are required to have a personal laptop that meets the computer requirements posted on the CSON website at https://nursing.uth.edu/students/new/computer-requirements, to access educational materials, UTHealth Houston approved educational applications, to reference material, for any off-campus proctored exams and for communication with faculty, staff, and other students. Students are strongly recommended to use Windows laptops. Tablets, Chromebooks and Apple computers are not supported and may not be compatible with software, systems, or resources utilized at the school. Use of Mac operating system laptops is also discouraged. Laptops must be equipped with a web camera, microphone and speakers. Students need to have headphones compatible with their system. CSON recommends that students purchase a laptop based upon the specifications noted above. Students might be required to purchase a privacy screen for their laptop.

CONTACT- CIZIK SCHOOL OF NURSING STUDENT AFFAIRS OFFICE

Please visit the online catalog website for a list of Student Affairs contacts:
https://catalog.uth.edu/nursing/about/contact/.

CLINICAL PACKET

All nursing students of UTHealth Houston CSON must satisfy clinical requirements before the first day of clinical. Contracts between UTHealth Houston and the clinical agencies guide these requirements. Students who do not meet clinical requirements will not be allowed to participate in clinical activities.

It is important that all students assemble a "Clinical Packet" to retain personal records of the requirements listed below -- as clinical agencies require actual proof/dates of completion of the following:

- Current CPR Training
- Current ACLS Training (Acute Care; Emergency, and Nurse Anesthesia students only)
- Current PALS Training (Emergency and Nurse Anesthesia students only)
- Criminal Background Check (Upon enrollment and required again if there is a break in enrollment)
- Drug Screen (Upon enrollment and required again if there is a break in enrollment. NOTE: Some agencies may require a drug screen within the past year or month.)
- Dates of Immunizations
- Varicella and Rubella Titers
- Tetanus diphtheria and Pertussis (Tdap)
- Measles (rubeola) vaccine (2 are required if born after 1/1/57) *or* Positive rubeola titer
- Mumps vaccine *or* Positive mumps titer

- Rubella vaccine *or* Positive rubella titer
- Hepatitis B vaccine series (3 injections) *or* Positive Hepatitis B surface antibody titer
- Hepatitis C antibody titer (negative)
- Varicella vaccine series (2 injections) *or* Chicken pox disease *or* Positive varicella titer
- Tuberculin skin test (PPD) within the last 12 months
- Flu Shot within the last 12 months
- Current RN License (for RN-BSN and graduate students)
- Color Acuity, Snellen Vision Test
- Social Security Number
- Driver's License Number

CHANGE OF ADDRESS, PHONE, NAME
If you need to change your address or phone number, do so by accessing myUTH.

DEGREE PLANS
https://catalog.uth.edu/nursing/academic-standards-policies-procedures/

Please visit CSON catalog in regards to degree plans.

- Revised Degree Plan and Petition for Reinstatement
  https://nursing.uth.edu/students/student-affairs/revised-degree-plan-and-petition-for-reinstatement

EMAIL – UTHEALTH HOUSTON STUDENT EMAIL
https://inside.uth.edu/itsecurity/idm/two-factor.htm

All University correspondence will be emailed to you via your UTHealth Houston student email. It is imperative that you check your university inbox and read your emails on a daily basis. Please visit CSON nursing website for more information.

GRADUATION
Students must apply for graduation by the 12th class day of the term in which they are expected to complete all of the course requirements for their degree plan. A one-time mandatory Graduation Fee of $150 is charged in the academic term a student applies for graduation.

Official commencement ceremonies are held each year in May. Graduates cannot participate in the commencement ceremony if all requirements for the degree have not been met.

GRADUATION WITH HONORS (UNDERGRADUATE STUDENTS ONLY)
To graduate with honors, an undergraduate student must have the following cumulative grade point average:

Highest Honors	3.90 - 4.00
High Honors	3.70 - 3.89
Honors	3.50 - 3.69

Only nursing course work taken at the CSON will be used in determination of honors.

HELPDESK
The UTHealth Houston I.T. Helpdesk supports students, staff and faculty regarding general and technical issues on University-wide applications.

ID BADGES
ID badges are used to gain access to the CSON building and should be visible at all times while in the CSON building. In addition, ID badges must be used at the UTHealth Houston Recreation Center, UTHealth Libraries, UTHealth shuttle, and for access to other UTHealth Houston campus buildings.

INACTIVE STATUS (UNDEGRADUATE)
Any student requesting inactive status must complete an "Inactive Form," which may be found online as noted in URL above and in the CSON Student Affairs Office. The student must secure clearance from the various offices noted on that form and must return the form to the CSON Student Affairs Office. A student remaining out of the program for more than one semester must notify the CSON Student Affairs and UTHealth Houston Registrar offices in writing when she/he wishes their enrollment reactivated. A student on inactive status for two or more semesters will be considered for readmission on a case- by-case basis.

INACTIVE STATUS (GRADUATE PROGRAMS)
A student in good standing who desires to take one semester off may do so without penalty. A student remaining out of the program for more than one semester must notify the CSON Student Affairs Office and Registrar's Office in writing when they wish for their file to be reactivated, and the student will be considered for readmission on an individual basis. Any student withdrawing or requesting inactive status must complete an Inactive Form, which may be found in the Student Affairs Office. This constitutes official inactivation.

LOCKERS
Student lockers are located on the 2nd floor. A student may obtain a locker by choosing a locker without a lock, putting a lock on it, and then registering that locker by submitting a completed Locker Registration Form to the SAO Front Desk.

PARKING
https://www.uth.edu/parking/
https://catalog.uth.edu/general-information/student-services/general-parking-information-students/

Parking is available through the TMC Parking Office and through the UTHealth Parking Office.   See the websites shown above for more information.

NEEDLESTICK AND/OR BODY FLUID/BLOODBORNE PATHOGENS EXPOSURE
https://www.uth.edu/studenthealth/student-health-services/needlesticks.htm

If you have an occupational exposure or needlestick at school please call or 24-hour hotline at 713-500-OUCH (713-500-6824). Please call the emergency hotline before going to the ER.

You will be given instructions on what to do and if post-exposure prophylaxis medications are needed.

PETITIONS FOR EQUIVALENCY CREDIT
https://nursing.uth.edu/students/student-affairs/docs/petition-equiv.pdf

Please see the [Academic Standards, Policies and Procedures in the CSON catalog](#) for more information regarding petitions for equivalency credit.

You may request "Course Substitution Credit" (CSC) for a course taken at CSON. You must complete a CSC form https://nursing.uth.edu/students/student-affairs/docs/course-substitution.pdf

PLAGIARISM
Please see [the Academic Standards, Policies and Procedures in the CSON catalog](#) for information regarding plagiarism.

RESIDENCY
https://www.uth.edu/registrar/current-students/student-information/policy-for-texas-resident-tuition.htm
All academic students are classified as a non-resident until a Residency Questionnaire is completed online and submitted to the Registrar's Office for a decision. Please call the Registrar's Office if you have questions regarding your residency status at 713-500-3388.

All students are required to reside in the state of Texas from the first date of enrollment through the date of graduation.

TIME LIMITS TO COMPLETE YOUR DEGREE
- Requirements for a single undergraduate degree must be completed within three years.
- Requirements for a single post-graduate completion certificate must be completed within three years.
- Requirements for a single MSN degree must be completed within five years.
- Requirements for a single PHD degree must be completed within ten years.
- Requirements for a single DNP degree must be completed within five years.
- Requirements for a single BSN-DNP Nurse Anesthesia degree must be completed within five years.

An extension may be granted if a written petition submitted by the student to the appropriate Council is approved.

TEXAS MEDICAL CENTER LIBRARY
http://www.library.tmc.edu/about/
https://catalog.uth.edu/general-information/about/texas-medical-center/texas-medical-center-library/
See more information about the Texas Medical Center Library with the website links provided.

ADD/DROPS
Students may add, drop and withdraw from courses with the approval of the instructor and advisor and within certain guidelines and deadlines. A student may be allowed to withdraw from the same course only twice. The policies regarding adding dropping, and withdrawing from courses may be found [here](#).

INCOMPLETE
https://nursing.uth.edu/students/student-affairs/docs/incomplete-grade.pdf
The grade of "I" can be granted when the student has not completed the assigned work in a course because of illness or other reasons satisfactory to the instructor. The work must be completed and the "I" grade in all courses must be converted to a letter grade by the end of the next term. A student failing to complete the assigned work to remove the "I" will receive an "F" for the course after one term.

WITHDRAWAL FROM COURSE
https://nursing.uth.edu/students/student-affairs/coursewithdrawal-system

If an undergraduate student has a grade of "C" or better at the time of withdrawal or if a graduate student has a grade of "B" or better at the time of withdrawal, the symbol "W" is recorded to indicate a drop without prejudice and penalty. See the "Schedule of Classes" for deadline date.

If, after the deadline for "W" grade, a graduate student (MSN, Non-degree post baccalaureate, Post-MSN, BSN-DNP or DNP) with a grade of "B" or above or "C" or above (for undergraduate students) wishes to withdraw, a grade of "W" will be recorded. PhD students receive a WF after the deadline to drop without penalty. If after the same time, a student with a grade less than "B" for graduate students or less than "C" for undergraduate students chooses to withdraw, a grade of "WF" will be recorded. WF is considered a failing grade and is used in calculating the GPA value. The "WF" grade is not applicable for doctoral students. See the Registrar's Office website for the academic calendar which includes the deadline dates for withdrawal.

Undergraduate students who withdraw from a course and wish to repeat it must have permission from the Baccalaureate Council to do so. Please see your advisor regarding how to appeal to the Baccalaureate Council. Submit revised degree plan request to https://nursing.uth.edu/students/student-affairs/revised-degree-plan-and-petition-for-reinstatement

Withdrawing from one or more classes does not constitute a withdrawal from the University unless the student drops or withdraw from all classes for which he or she is registered. If a student finds it necessary to withdraw from one or more classes it is necessary for the student to meet with his/her advisor, complete an Add/Drop/Audit form electronically using the Course Withdrawal System. The advisor and course faculty will receive an email notification requesting signatures of the advisor and course faculty. After signatures are completed, Student Affairs Office will send the form to the Registrar's Office. If a student is enrolled in one or more courses withdraws from all courses, the student must complete the Add/Drop/Audit form in addition to the Inactive and Resignation forms, which can be completed in the Course Withdrawal System. A student can cancel the withdrawal at any point before the completed status. A student can cancel the withdrawal through the electronic Course Withdrawal System. The completed status is when the form has been completed by the CSON's Student Affair's Office.

On the recommendation of the instructor and Department Chair and the approval of the Vice Dean for Academic Affairs, a student may be required to withdraw from a course at any time because of neglect or for lack of preparation. Under such circumstances, the symbol "WF" will be recorded.

MILITARY OBLIGATIONS AND MILITARY SERVICE WITHDRAWALS (Absences)
This information is found in the UTHealth Houston General Information Catalog under Student Policies, here.

SIMULATION AND CLINICAL PERFORMANCE LAB (SCPL) GUIDELINES

INTRODUCTION: It is the intent of the faculty and administration in the UTHealth Houston CSON to provide a safe learning experience for all students, staff and faculty.

The Following guidelines maintain safety while utilizing the Simulation and Clinical Performance Lab (SCPL). It is expected that all involved in Classrooms, Clinical Skills and Simulation activities will adhere to these guidelines. The SCPL will update the contents of this manual as needed. All students, staff and faculty will be advised of any updates to this document.

GENERAL GUIDELINES:
   A. All students must know and practice within safety guidelines at all times while using the SCPL. Failure to adhere to general guidelines may result in disciplinary action. This guide will be available in the lab and students will be provided a copy during course orientation. All students must read and agree to the terms of this document prior to usage of the SCPL.
   B. All labs are locked unless occupied by faculty, staff and/or students. Any breech in security must be reported immediately to the SCPL staff or UT Police if need be. No unsupervised students are allowed in the labs unless prior approval is given by SCPL staff. Unsafe behavior will not be tolerated and should be reported immediately to faculty or SCPL staff.
   C. Students are expected to come to lab prepared by having read course syllabus and scheduled lab objectives prior to the start of the lab period. Students will have their assigned equipment and supplies necessary for the lab in their possession prior to the lab experience.
   D. Students will adhere to the following dress code:
      a. No matter what, students are required at all times to have: closed toed shoes and a VISIBLE school ID badge. Students must wear professional attire suitable for a clinical setting:
         i. Business casual: slacks and a shirt (not T-shirt and jeans)
         ii. Casual: Jeans (no holes) and T-shirt
      b. **Clinical lab class and testing**: UTHealth CSON Clinical scrub uniform and lab coat
      c. **Classroom:** Business casual OR casual WITH lab coat
   E. Faculty and Students should be knowledgeable in the care, handling and proper use of equipment prior to using it in the laboratory. Equipment and supplies are to be used safely and for their designed purpose. Please report any malfunctioning or broken items to the SCPL staff.
   F. Students shall report any physical limitations to their instructors as soon as possible so that necessary precautions may be taken. A medical clearance is required before learners with physical injuries, illness, surgery, pregnancy, or communicable disease will be allowed to practice or return demonstrates in the SCPL. It is the responsibility of the faculty to determine whether a student with physical limitations is capable of safely performing the necessary skills.
   G. Children and unauthorized personnel are not allowed in the labs at any time.
   H. Access to the lab doors will be free from obstruction at all times.
   I. No loitering, running or yelling in the hallways. Please keep voices at a low level and minimize unnecessary conversation in the hallways to minimize classroom disruptions.
   J. Students given permission to be in a lab/classroom without supervision by faculty or staff must vacate the room 15 minutes prior to any scheduled courses start time.
   K. FOOD AND DRINK PROCEDURE:
      a. **Classroom, Lounge and Student Areas within the SCPL:** Food and drink is allowed as long as everything is thrown away and left clean. Spills must be cleaned up immediately. No liquids near electronic or computer equipment.
      b. **Clinical Simulation and Exam rooms:** No food or drink allowed.
      c. **ALL SPILLS MUST BE REPORTED IMMEDIATELY TO SCPL STAFF.**

GUIDELINES
   A. Sign up for Open Labs on appropriate sign-in sheets located in SCPL Office in the main hall. Follow the guidelines of the Open Lab signups as posted in the binder. Students will only be allowed to practice skills in the Open Lab that they have indicated on the sign-in sheet. SCPL staff reserve the

right to refuse entry into Open Lab for individuals who have not signed up on the sheet or dressed inappropriately.

B. Manikins are to be treated with the same respect as live patients.

C. ABSOLUTELY NO ink pens, felt-tipped markers, iodine, betadine, or KY jelly near the manikins. These items PERMANENTLY stain task trainers and manikin skins.

D. All electronics including cell phones, PDA's, cameras, camera phones and video recorders are to be turned off during simulations unless approved by SCPL staff or faculty.

E. All students will practice proper hand washing technique while using the SCPL. This helps to keep the manikins and equipment clean, reinforces the habit of hand washing and decreases the chance of cross-contamination.

F. Gloves will be worn by students during any contact with simulated body fluids.

G. Individual lab stations must be reviewed by an instructor/faculty before dismissal from lab.

H. All doors and cabinets to lab supplies/equipment shall remain closed when not in actual use. No items should be removed from drawers/shelves/supply closets unless instructed to do so.

I. At no time will lab supplies or equipment be removed from the SCPL premises.

J. The SCPL is not a health center for ill students/faculty and may not be used for clinical diagnosis or treatment.

K. Students may schedule lab time through the open lab procedures.

HAZARDOUS WASTE DISPOSAL

All sharps used in the SCPL will be disposed of in the approved receptacle (sharps containers). If the sharps containers are full please alert SCPL staff. No trash will be disposed of in the sharps containers.

PHYSICAL SAFETY

A. Students will be instructed in safe patient handling techniques prior to practice and demonstration. Students should use caution when practicing lifting skills and should not lift another student or manikin without assistance.

B. The wheels of all equipment (beds, stretchers, wheelchairs, etc.) are to be locked during practice and after use.

C. Students will not sit on the beds, stretchers or wheelchairs unless practicing that particular skill under supervision.

D. Safely use a step stool for items out of reach.

E. Fire extinguishers and emergency exits are marked throughout the facility.

F. No running in the hallways.

G. Accidents and injuries should be reported immediately to faculty or SCPL staff. The SCPL Educator will complete accident reports.

CLEANING OF LABORATORIES AND EQUIPMENT

A. **Simulation:** Students will leave the simulation labs at the end of the scenario clean with all equipment returned to its original place.

B. **Ward:** Students will be responsible for the cleanliness of the ward after use. Stools and chairs are to be placed back around the tables in an orderly fashion. Beds will be made and returned to the lowest level with side rails down. Tray tables will be cleaned and returned to the foot of the bed. Manikins will be covered with linens just like a real patient. The Ward/classroom will be free of debris. All soiled linen will be placed in hampers for laundry.

C. **Skills:** When finished in the skills labs, clean all work surfaced (tables, countertops, etc) with antiseptic disposable wipes. Leave the lab station clean and the room free of debris.

D. **Hallway and lounge area:** Throw away all trash and leave the area as you found it.

SCPL - EQUIPMENT USAGE WHILE IN THE LAB

The following guidelines will be used when faculty or staff utilizes equipment while in the Simulation lab. This process will help ensure accountability of the equipment and maintain a chain of custody until the equipment is returned.

This will also serve as a guideline for faculty who wish to check out equipment from the lab for in class demonstrations, health fairs etc.

Students who wish to utilize equipment during open lab will also follow this guideline.

GENERAL GUIDELINES:
A. Faculty, staff and students may check out equipment for use while in the Simulation lab.
B. Faculty may borrow SCPL equipment/teaching materials for classroom use.
C. Students are not allowed to check out any SCPL equipment/teaching materials. Students may borrow equipment for open lab use only.
D. SCPL equipment and materials are not to leave the building unless approved by the Simulation and Clinical Performance Lab Director.
E. SIMULATION AND CLINICAL PERFORMANCE GUIDELINES
   a. Faculty who wishes to utilize SCPL equipment while in the SCPL lab
F. Faculty will report to the SCPL 15 minutes prior to the start of their lab in order to verify lab and equipment set up.
G. Once faculty has verified the lab and equipment set up, they will sign the "Faculty Request for Simulation and Clinical Performance Lab Use", that was previous submitted.
H. Individual Pieces of equipment (blood pressure cuffs, otoscopes, ophthalmoscopes, etc).
   a. If faculty will be using equipment, they will sign off on their request form that the appropriate equipment has been set up.
I. Students will be monitored at all times during scheduled usage of the lab unless otherwise approved by SCPL staff.
J. Faculty will ensure all equipment and material is returned to its proper place prior to dismissing students.

Students who wish to borrow SCPL equipment during scheduled open lab time
   a. Students will be required to check out all equipment that they will be using during scheduled open lab time.
   b. Students will contact SCPL staff for the necessary equipment.
   c. Students must utilize the sign out sheet in the SCPL to obtain permission for equipment usage.
   d. Students must relinquish the UT ID in exchange for the equipment.
   e. The equipment must be returned to SCPL in the same condition as it was received.
   f. Any problems with the equipment must be brought to the attention of SCPL staff.
   g. Students' UT ID badge will be returned when all equipment and rooms are returned to the SCPL staff.

TESTING GUIDELINES—BSN STUDENTS
TESTING Guideline for **On-Campus BSN Based Testing**

All testing in the CSON BSN program follows the testing guidelines outlined in the CSON Student Handbook in order to provide fair and consistent testing for all students taking examinations on campus. Breaches of the testing guidelines is dealt with according to HOOP Policy 186, Student Conduct and Discipline (https://www.uth.edu/hoop/policy.htm?id=1448220) which may include academic consequences ranging from failing examination The to possible expulsion (permanent separation from the institution).

Audience	• This information is intended for all CSON undergraduate students with examinations on the CSON campus.
Rationale	• Testing guidelines are established to create fair and optimal conditions for all students to demonstrate their knowledge through testing. Professional conduct is demonstrated through compliance with the standards for behavior in the testing environment identified below.
Academic Integrity	• Cheating is a serious breach of academic integrity; therefore, students are expected to abide by HOOP Policy 186 Student Conduct and Discipline in regard to all testing situations.
Testing Room Procedures	1. Students must have one form of approved ID for admission to the testing room. Once checked in, the ID should be placed face up on the desk. 2. **All belongings** must be placed at the front, back, or wall, as directed by course faculty, of the testing room prior to the testing session. Students are required to remove any caps and scarves, except religious garments, and place them with their belongings. Faculty reserves the right to inspect any personal belongings of the student during testing. 3. If allowed by course faculty, the proctor provides blank scrap paper, which must be returned to the proctor upon leaving the exam room. Students may use simple function calculators if they are permitted by course faculty. 4. All electronic devices (cell phone, pager, iPad, smart watch, etc.) **must be set to the off position and placed with belongings**. Students found to have an electronic device in their possession during an examination receive a zero grade for that examination. 5. Students are seated as directed by faculty proctors. 6. Attempts to see other students' work or share one's own work are considered evidence of cheating. This includes positioning computer screen, sharing scratch paper, etc. 7. Students are strongly encouraged to take care of all comfort needs prior to entering the testing room. At the discretion of faculty, only one student is permitted to leave the examination room at a time. 8. Students are responsible for knowing how to use exam software, including entering their answers correctly, completing the test during the time scheduled, and knowing their log-on information. 9. Students are not allowed back into the testing room after they have completed their exam and are expected to leave the testing floor immediately after finishing the exam in consideration of students still testing. 10. For students taking exams electronically, students must show the proctor the exam was uploaded before leaving the exam room. 11. No food is allowed in the exam room. Items allowed at the testing station must be approved by course faculty.

Punctuality	• For scheduled tests, additional testing time is not provided in the event of tardiness. • If a student is late for an examination, or after the first student has completed the exam, the student is not permitted to take the examination at that time and will report to the course lead faculty member. The faculty follow the procedure outlined in course syllabus and/or CSON Policy U4980.
Absence from Exams	• Refer to CSON Policy U4980 regarding excused and unexcused absences.
Make-up Exams	• Make-up exams are at the discretion of the course faculty. Refer to CSON Policy U4980.
Test Scheduling	• Baccalaureate course examinations are given on a scheduled date at a designated time and place.
Deferral of Final Exams	• Refer to CSON Policy U4980.
Student Accommodation	• Refer to HOOP Policy 101, Disability and Pregnancy Accommodation

STUDENT HEALTH AND COUNSELING SERVICES
Please visit UTHealth Houston website for information regarding "Student Health and Counseling Services."

EMERGENCY RESPONSE PLAN FOR STUDENTS
In case of an emergency situation, CSON's leadership will **communicate** via multiple channels (meeting, University email, phone call, etc.) with the CSON's students regarding issues such as: building evacuation, reporting to work or class, clinical coverage, on-call schedules, patient care issues, teaching and research operations. Please visit UTHealth Emergency Communications for information regarding the emergency response plan for students.

UT POLICE

UT Police supports both of The University of Texas components in Houston: The University of Texas Health Science Center at Houston and The University of Texas MD Anderson Cancer Center. UT Police is the law enforcement agency for all UT properties in Houston (i.e., all properties owned, leased, or otherwise in the control of entities of the UT System.) UT Police website is located at https://www.utph.org/.

IMPORTANT NUMBERS:

- Emergencies (24-hour number): 911
- Service Calls including escort service (24-hour number): 713-792-2890
- Chief of Police and Administrative Offices: 713-792-3350
- Workplace Violence Prevention Program: 832-750-6606
- Police Technical Support Services: 713-792-8690
- Welfare Check (To have Police check on people or things, just for your safety):713-792-2890
- To Report a Crime or Suspicious Person: 713-792-2890

UTHealth School of Nursing
STUDENT HANDBOOK 2024-2025 AFFIDAVIT

I hereby verify that I have received and have had the document, "Student Handbook" explained to me. The purpose of the document is to provide general information pertaining to the programs offered by Cizik School of Nursing at The University of Texas Health Science Center at Houston and information regarding the policies, procedures, regulations and requirements by which students are bound.

I understand it is my responsibility as a student to read, know, and adhere to the most current Cizik School of Nursing and UTHealth Houston policies, procedures, regulations and requirements found in the official CSON School Catalog, UTHealth Houston General Information Catalog and the CSON Student Handbook.

PLEASE PRINT THE FOLLOWING INFORMATION:

Student Name: _____ Student ID# _____

Student Signature: _____ Date:_____