

STUDENT HANDBOOK 2017-2018

UTHealth Mission

As a comprehensive health science university, the mission of The University of Texas Health Science Center at Houston is to educate health science professionals, discover and translate advances in the biomedical and social sciences, and model the best practices in clinical care and public health.

We pursue this mission in order to advance the quality of human life by enhancing the diagnosis, treatment, and prevention of disease and injury, as well as promoting individual health and community well-being.

School of Nursing

Our Mission:

Uniquely positioned to advance the health and well-being within our diverse communities, we develop tomorrow's leaders in nursing practice, education and research.

Our Values Are:

- Respect
- Innovation
- Integrity
- Collaboration
- Accountability

Our Vision Is:

"To be sought out as a thought leader for creating health solutions."

ACADEMIC DISMISSAL AND APPEAL

If a student does not meet the academic criteria for progression in the program, a letter of academic dismissal will be sent to the student. The Councils (Baccalaureate Degree Council, Masters Degree Council, PhD Council and DNP Council) assist with decision-making and implementation of policies concerning the admission, readmission, progression, and graduation of students. If the student wishes to request that the appropriate Council reconsider its recommendation, the student must submit a written request within five working days after receipt of the recommendation, to the appropriate Council stating rationale in support of the request. The Council, upon receipt of the request, will review the request and render its final recommendation in writing to the Dean with a copy to the student within 15 working days. A student dissatisfied with the recommendation by the Council may then appeal directly to the Dean by submitting a written request with supporting evidence within five working days of receipt of the Council's recommendation. The student will be notified of the Dean's decision within five working days. The determination of the Dean is final and there is no further appeal.

ACADEMIC HONESTY

<https://nursing.uth.edu/acaddept/academicaffairs/documents/schoolpolicies/s1020-new.pdf>

Since the value of an academic degree depends on the absolute integrity of the work done by the student for that degree, it is imperative that a student maintains a high standard of individual honor in his or her scholastic work. The faculty and the students of The University of Texas Health Science Center at Houston School of Nursing expect that every student will maintain a high standard of individual honor and academic honesty while studying at this school. Any student who commits an act of academic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission of any work or materials for credit that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts, and taking material created in other courses or semesters by you or by others or by faculty and submitting it as if it was current or original work

ACCREDITATION

The baccalaureate degree in nursing, master's degree in nursing, and Doctor of Nursing Practice programs at The University of Texas Health Science Center at Houston (UT Health) School of Nursing are accredited by the Commission on Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791. <http://www.aacn.nche.edu/Accreditation/index.htm>

The Nurse Anesthesia program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs.

The University of Texas Health Science Center at Houston (UTHealth) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificate, baccalaureate, masters, doctoral and special professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-400 for questions about the accreditation of The University of Texas Health Science Center.

ADD/DROPS

<https://nursing.uth.edu/acaddept/academicaffairs/documents/schoolpolicies/s1030.pdf>

After registration, and during the add/drop period, students may add a course with the approval of the advisor and the course instructor. Students need to refer to the timetable each term for the deadline for adding courses. After registration, and during the add/drop period, students may drop one or more of

the courses in which they are enrolled. Students need to refer to the timetable each term for the deadline for dropping courses.

- Adding/Dropping Courses - After registration, and during the add/drop period, students may add/drop a course with the approval of the advisor and the course instructor.
- Refund for drops is dependent on time of drop. Students should consult the "Schedule of Classes" for deadline date.
- Withdrawal from Courses - After the add/drop period, students may drop a course with the approval of the instructor at any time before the last day of class in any term. Students should consult the "Schedule of Classes" for deadline date. No refund.
- "W" Grade = is not used in the calculation of the GPA
- "WF" Grade (no WF grade in the doctoral programs) = is used in the calculation of the GPA
- A student may be allowed to withdraw from the same course only twice.
- Students withdrawing from a nursing course may not be guaranteed subsequent placement in the course from which they withdrew.
- An undergraduate student must petition the Baccalaureate Council to repeat a course.
- A student may be required to withdraw from a course at any time because of neglect, lack of preparation, and/or unsafe clinical practice. Under such circumstances, the symbol "WF" will be recorded.

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 at: <http://www.bon.state.tx.us/>

AMERICANS WITH DISABILITIES ACT

Students may request reasonable accommodations prior to the time such an accommodation is needed. The availability of accommodations, if any, may be affected by the timing of the request and the necessary coordination of efforts. Students desiring an accommodation are responsible for initiating a request with the student's respective Section 504 Coordinator prior to the time such an accommodation is needed. Students must submit the following completed forms to the school of Nursing 504 Coordinator: Request for Reasonable Accommodation – Student and Request for Reasonable Accommodation Student (Medical) at: <https://www.uth.edu/hr/documents/hr-forms.htm>

SON 504 Coordinator: Dr. Cathy Rozmus
Cathy.L.Rozmus@uth.tmc.edu

APA FORMAT

ALL students in ALL programs are to write their papers in APA (American Psychological Association) 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 UT 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 Form. 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 UT 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 UT 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 (TBON) 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 TBON 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. been convicted of a misdemeanor?
- B. been convicted of a felony?
- C. pled nolo contendere, no contest, or guilty?
- D. received deferred adjudication?
- E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- F. been sentenced to serve jail or prison time? Court-ordered confinement?
- G. been granted pre-trial diversion?
- H. been arrested or have any pending criminal charges?
- I. been cited or charged with any violation of the law?
- J. 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 22 TAC§213.27)

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't 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 Gov't 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?

4) No Yes *Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder? If "YES" indicate the condition:

- schizophrenia and/or psychotic disorders,
- bipolar disorder,
- paranoid personality disorder,
- antisocial personality disorder,
- borderline personality disorder

5) No Yes *Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

BOOKSTORE - UTHealth

Faculty members determine books required for each course. Students should consult the syllabus for each course to determine the required books for each course. Students are strongly encouraged to purchase the required texts for each course. Textbooks may be purchased at the UT Bookstore located on the 2nd floor of the SON building.

BOOKSTORE HOURS/LOCATION

Hours: Monday – Thursday 8:30 am - 5 pm; Friday 8:30-4:30pm; Closed Saturday and Sunday

Location: 6901 Bertner / 2nd floor Houston, Texas 77030

Payment: Cash, Checks, Visa, MasterCard, Discover, American Express

Contact Information:

Voice: 713-500-9559

Fax: 713-500-0982

Email: Bookstore Manager - KSuarez@follett.com

BUILDING ACCESS

The School of Nursing Student Community Center Building does not have a security guard here after hours (after 9 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 9 pm on weekdays and on weekends is prohibited. Truly, student safety is our number one concern.

CALENDARS ON THE WEB

<https://www.uth.edu/registrar/current-students/>

The academic calendar for each term is located on the Registrar's webpage. Go to the Registrar's Office homepage and click on "Current Students", from there 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 two-year Academic Calendar showing the beginning and ending dates for all the School of Nursing terms is located at: <https://nursing.uth.edu/currstudent/acadcal.htm>

2017-2018 Academic Year

Fall 2017

Semester Begins August 28, 2017

Classes End December 8, 2017

Exams December 11-15, 2017

Spring 2018

Semester Begins January 8, 2018

Spring Break March 12-16, 2018

Classes End April 27, 2018

Exams April 30-May 4, 2018

Summer Sessions 2018- 12 Weeks

Session Begins May 21, 2018

Classes End August 13, 2018

Exams August 14-15, 2018

Summer Sessions 2018 - 1st 6 Weeks

Session Begins May 21, 2018

Classes End July 2, 2018

Exams July 3, 2018

Summer Sessions 2018 - 2nd 6 Weeks

Session Begins July 5, 2018

Classes End August 13, 2018

Exams August 14-15, 2018

CAMPUS CARRY

<https://www.uth.edu/hoop/policy.htm?id=aeb4da95-c86f-4e39-af0b-f7b6e4d228f2>

<https://www.uth.edu/campus-carry/Campus-Carry-Policies-at-UTHealth.pdf>

Section 411.2031 of the Texas Government Code, commonly known as the "Campus Carry Law," permits licensed holders to carry a concealed handgun on or about the license holder's person while the license

holder is on the campus of an institution of higher education. The law also provides that the President of an institution of higher education shall establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on the campus of the institution or on premises located on the campus.

CANVAS

<https://www.uth.edu/canvas/index.htm>

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 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 The University of Texas Health Science Center at Houston or another UT System institution to enter this site.

CATALOG

<https://nursing.uth.edu/prospstudent/applresources/documents/catalog.pdf>

The current School of Nursing catalog is available online. This catalog is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. However, it contains helpful information, course descriptions, program information, admissions requirements, etc.

CENTER FOR NURSING RESEARCH

<https://nursing.uth.edu/research/default.htm>

The School of Nursing provides research services through its Center for Nursing Research (CNR). The Associate Dean for Research, statistician, biostatistician, and the CNR staff assist faculty and students with preparation and submission of grant proposals for extramural funding, preparation of research manuscripts, design of research methods and statistical analyses, electronic entry and analysis of data, and processing of institutional review board and agency approvals. The CNR provides post-award support for faculty and students. The CNR sponsors research seminars and workshops; processes graduate student travel for research presentations funded through the School or grants to the School; and, informs faculty and students of funding opportunities and research conferences through the CNR's Website.

The Center for Nursing Research houses over 5,000 square feet of biobehavioral research laboratories: basic science, controlled environment, behavioral research, stress reduction, energy field, pre-clinical critical care laboratory, and biomedical engineering laboratories are available at the School of Nursing.

All students must adhere to the University of Texas Health Science Center at Houston (UTHealth) policies for the conduct of research (See HOOP 23.01). All proposals for extramural funding related to school work must be submitted through UTHealth by the CNR and awards made to UTHealth, regardless of where the work is being done. The CNR staff will advise the student on institutional policies on indirect cost recovery and review of research. Generally a minimum of one month is needed to process applications for extramural funding.

CEIR (CENTER FOR EDUCATION AND INSTRUCTIONAL RESOURCES)

<https://nursing.uth.edu/centers-progs/ceir/default.htm>

The Center for Education and Instructional Resources is responsible for providing the most comprehensive and advanced technology solutions for the faculty and students of the School of Nursing (SON). The CEIR researches and implements student application software, online assessment software, and state-of-the-art classroom instructional technology. The CEIR also provides information and resources regarding

educational media design and distance education. The learning resource center supports students and faculty with reference and reserve material, and with three computer labs.

CHAIN OF COMMAND – 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.

CHANGE OF ADDRESS, PHONE, NAME

If you need to change your address or phone number, do so by accessing myUTH. Go to https://my.uth.tmc.edu/psp/myuth/MYUTH/ENTP/h/?tab=UT_EP_NVT_SIGNON.

Make sure your cell phone and emergency numbers are on file in myUTH. That way, in case of an emergency, we can contact you.

CLINICAL EXPERIENCE

The School of Nursing is located in The Texas Medical Center where students have a variety of educational opportunities. Clinical learning experiences are available with other University of Texas affiliations in The Texas Medical Center, such as Memorial Hermann Hospital and The University of Texas System M. D. Anderson Cancer Center. The Memorial Hermann Hospital System, The University of Texas MD Anderson Cancer Center, The University of Texas Health Services, The Methodist Hospital, St. Luke's Episcopal Hospital, Texas Children's Hospital, St. Joseph's Hospital, Harris County Hospital District, The Institute of Rehabilitation and Research, The Veterans Affairs Medical Center-Houston, and Harris County Psychiatric Center, as well as a wide variety of other health care facilities, are utilized by the School of Nursing. In addition to these extensive hospital resources, students have opportunities for learning experiences in other facilities, such as neighborhood health centers, nursing homes, day care centers, city and county health departments, mental health facilities, and physicians' offices and clinics. A unique opportunity for clinical training exists in the UT Health Services-Houston, a nurse-managed clinic.

Students may be assigned clinical experiences outside the Texas Medical Center area, on non-traditional days, such as Saturdays and Sundays, and clinical times range from day clinical to night clinical. The faculty are unable to accommodate student preferences regarding car pools or regarding location, shift, and/or day of clinicals.

CLINICAL PACKET

All nursing students of UTHealth School of Nursing must satisfy clinical requirements before the first day of clinical. Contracts between UTHealth 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
- Drivers License Number

COMPUTER REQUIREMENT AND SPECIFICATIONS

<https://nursing.uth.edu/prospstudent/applresources/compreg.htm>

UT-Houston School of Nursing students are required to have a personal computer to access educational materials, reference material, and email for communication with faculty, staff, and other students. The School of Nursing recommends that students purchase a laptop since Internet access is available throughout the building. Please note: new technologies are constantly being implemented (such as online assessments) that may require the use of a laptop however students currently still have the option to purchase either a desktop or laptop system. Access the CEIR website for computer specifications required.

CPR AND RN LICENSE INFORMATION

CPR and RN License information must be kept current in E*Value. All students must make sure that the Student Affairs Office has your current CPR and RN License information. A hold will be placed on your record if this information is not current.

- It is the responsibility of each individual student to maintain a current BLS card and to provide documentation of current healthcare provider status to the Student Affairs Office.
- Students in the MSN and the BSN-DNP Nurse Anesthesia tracks and the Emergency concentration are required to maintain current ACLS and PALS training.
- Students in the Adult/Gerontology Acute Care Nurse Practitioner track are required to maintain current ACLS training.
- The CPR training database is maintained in E*Value. Students who require training will be notified via email. Failure to maintain current BLS training status will result in a hold being placed on the student's record.

CRIMINAL BACKGROUND CHECK AND DRUG SCREEN (excerpt)

<https://nursing.uth.edu/acaddept/academicaffairs/documents/schoolpolicies/s1270.pdf>

Criminal background checks should be valid for the duration of the student's enrollment in the program if the student has not had a break in enrollment. A break in enrollment is defined as not being enrolled as an "official student".

A student who has had a break in enrollment for two or more terms will be required to submit another background check and drug screen.

Enrolled students are required to disclose to Associate Dean for Academic Affairs any arrest(s) for and/or any criminal charges of any misdemeanor or felony offenses, and/or any misdemeanor or felony convictions and/or deferrals of adjudication, "pre-trial diversion," or probation or other referral to community supervision (other than minor (Class C) traffic violations) within 30 days of occurrence. Nondisclosure or falsification of this required information may be grounds for dismissal from the School.

DEAN'S LIST HONORS

Undergraduate students earning Dean's List Honors are recognized as having achieved a level of academic excellence by having a minimum term grade point average of 3.5 and being enrolled in more than four (4) hours during that term.

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 Texas Board of Nursing' website at: <http://www.bon.state.tx.us/>

DEGREE PLANS

The student is held responsible for knowing degree requirements and enrolling for courses that fit into her/his degree program. Students are also held responsible for knowing the School of Nursing's regulations in regard to the standard of work required for continuance in the program. It is the student's responsibility to complete the necessary paperwork (if requesting petition for equivalency credit) and plan ahead for when he/she will take certain courses, as some courses are offered only once a year. The students should confer with his/her advisor concerning the degree plan or any changes.

DRUG SCREENING

All new students are required to have a drug screen prior to enrollment. Students may be required to have additional drug screen testing if the clinical agency to which they are assigned requires drug screening. New students have their drug screening through Surscan. Students access Surscan through their website at: http://www.surscan.com/nursing_students.html

Drug screens should be valid for the duration of the student's enrollment in the program if the student has not had a break in enrollment. A break in enrollment is defined as not being enrolled as an "official student".

A student who has had a break in enrollment for two or more terms will be required to submit another background check and drug screen.

EMAIL – UTHealth STUDENT EMAIL

All IMPORTANT correspondence will be emailed to you via your UT Student Email. It is imperative that you read your emails on a regular basis. Email addresses are: First Name.MI.Last Name @ uth.tmc.edu.

Two-factor authentication is required to connect to Outlook on the Web outside of the UTHealth network.

On Campus Registration

1. Access our [Two-Factor Login](#) page.
2. Log in with your existing UTHealth credentials.
3. If you have never enrolled, you will be prompted to enroll with enrollment instructions for your device.

Off Campus Registration

1. Contact the UTHealth Help Desk at (713) 486-4848. The Help Desk operational hours are Monday through Friday from 7:00 a.m. to 11:00 p.m. and from 8 a.m. to 5:00 p.m. on weekends.

EMERGENCY LOANS AVAILABLE

<http://www.uthouston.edu/sfs/financial-aid/emergency-loans.htm>

Emergency Loan Details

Emergency loans (short-term, 90-day loans) are available for tuition payment and for living expenses (for GSBS students, living-expense emergency loans are due in 120 days). We cannot apply these funds to your personal bank account via direct deposit at this time. We cannot accept credit card payments to repay these funds.

General Eligibility Criteria:

- Must be enrolled at least 1/2 time for living expense emergency loans; may be enrolled less than 1/2 time for tuition payment emergency loans.
- Must be a U.S. Citizen or Permanent Resident. (International Students should inquire about emergency loans at the International Office.)
- Students must be in good academic standing and have no institutional holds on their records.

E*VALUE

<https://nursing.uth.edu/evalue/>

The School of Nursing is using a system called E*Value to track student immunizations and certifications. Students will be responsible for uploading digital copies of their immunization and certification documentation.

Newly admitted students must have accepted admission and paid the seat deposit before they will have access to E*Value. It may up to 2 weeks after acceptance of the admission offer and payment of the seat deposit before students are given access to the system. New students will receive an email when their account has been created. If you login to the E*Value system and see no immunization and certification requirements listed for your account, logout of E*Value and wait at least 24 hours before logging in again and attempting to upload your information. Students can login to E*Value through the website: <https://www.e-value.net/?s=uthealth>.

TUITION EMERGENCY LOANS

Tuition emergency loans are processed only for the amount of the tuition and bear interest at a 5% annual rate. This emergency loan is applied directly against the student's account. The student will have to stop by the Financial Aid Office to apply.

EMERGENCY RESPONSE PLAN FOR STUDENTS

In case of an emergency situation, the SON's leadership will **communicate** via multiple channels (meeting, UT email, phone call, etc.) with the SON'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.

- Students **not** on premises at the SON are instructed to visit the university's web site at <http://www.uthouston.edu/>. For updates or instructions regarding emergency situations. Students may **tune** in to any of these radio stations: KILT-AM 610, KILT-FM 100.3, KPRC-AM 950, or KTRH-AM 740. Local television stations KHOU 11, KHWB 39, KPRC 2, KRIV 26, KTRK 13, KXLN 45 and KTMD 47. Students may call **(713) 500-9996 for information**. If the Houston phone number listed above is out-of-order, please call toll-free, 1-866-237-0107 for university closure information.
- Students **on** premises at the SON during an emergency situation will be directed during the emergency by the Area Safety Liaison (ASL) on the floor in which they are located. The ASL will be identified by carrying a red emergency back pack and a red badge.
- Each student who needs building evacuation assistance is responsible for requesting it from the Student Affairs so that the Management Office can inform the Environmental Health and Safety Department at 713-500-8100.
- Each Department is responsible for students, visitors, and employees in their areas in the case of an emergency
- Note: Desktop Services is responsible for all school computer shut down.

IMPORTANT NUMBERS: (See additional information regarding **UT Police** included in this document.)

- Emergencies (24-hour number): 911 or 713-792-4357
- Service Calls including escort service (24-hour number): 713-792-2890

ESSENTIAL SKILLS FOR NURSES

Nurses must be able to demonstrate cognitive skills in critical thinking and logical/analytical thinking. Nurses must have psychomotor skills including fine motor dexterity, physical strength, coordination, and proper body mechanics. Observational skills are also required such as the ability to hear within the normal decibel range, the ability to read English in regular to extra-fine print, and the ability to palpate/auscultate.

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.
- However, even with the student's consent, we are not compelled to share information by the statute.

FINANCIAL AID

<http://www.uthouston.edu/sfs/>

All students must be enrolled at least half-time to be eligible for financial aid. Contact the Financial Aid for details.

Bachelor of Science Program - To be considered in good standing and making satisfactory academic progress for financial aid, a student must maintain a cumulative grade point average of 2.0 or greater

and be enrolled in at least 6 hrs during the Fall and Spring and 5 hrs in the Summer term. A student will immediately become ineligible for financial aid when his/her cumulative grade point average drops below 2.0 at the end of any term (trimester/semester).

Graduate Program (MSN, PhD, and DNP) - To be considered in good standing and making satisfactory academic progress for financial aid, a student must maintain a cumulative grade point average of 3.0 or greater and be enrolled in at least 5 hrs during the Fall and Spring and 3 hrs in the Summer term. A student will immediately become ineligible for financial aid when his/her cumulative grade point average drops below 3.0 at the end of any term (trimester/semester).

For those who began the PhD program prior to Fall 2006: To be considered in good standing and making satisfactory academic progress for financial aid, a student must receive a grade of "P" (Pass) in all courses attempted for the semester. A student who receives a grade of "F" (Fail) will immediately become ineligible for financial aid.

FIRE EMERGENCY PROCEDURE

1. **IMMEDIATELY:** Isolate the fire and smoke by closing all windows and doors if possible. **DO NOT LOCK THE DOORS.** **NOTE:** If you believe it to be an electrical fire turn room lights off.
2. Call 911 and UTPD 713-500-HELP (4357) and provide the following information:
 - a. **EXACT** location of the fire (building, floor, and room number).
 - b. Type of fire (electrical, flammable liquid, trash, etc.).
 - c. Extent of fire (severity of fire and/or amount of smoke).
 - d. Your name and the telephone number.
 - e. Activate the fire alarm system by pulling the nearest fire alarm pull station.
3. Evacuate the building using the nearest enclosed stairway or ground exit when advised by a UT-Houston Fire Warden, Facility Operations Personnel, UTHealth Safety Personnel, UTPD, HFD Personnel, or if YOU think it is necessary. Notify all personnel of the emergency (students, patients, visitors, & employees).
4. Re-enter the building only after the all clear is given by safety personnel or UTPD.
5. **ELEVATORS SHOULD NEVER BE USED DURING A FIRE.**

IMPORTANT NUMBERS: (See additional information regarding **UT Police** included in this document.)

- Emergencies (24-hour number): 911 or 713-792-4357
- Service Calls including escort service (24-hour number): 713-792-2890

GRADE GRIEVANCE

<https://nursing.uth.edu/acaddept/academicaffairs/documents/schoolpolicies/s1660.pdf>

- The student first makes a serious effort to resolve the matter with the faculty member. The faculty member's judgment is final unless compelling evidence suggests that an error, discrimination, or differential treatment occurred.
- If the evidence warrants appeal, the student must submit a request in writing with any and all supporting evidence within five business days from the first day of the following term to the appropriate Department Chair.
- The Associate Dean for Academic Affairs will review the Department Chair's recommendation and may request a meeting with the student. The Associate Dean for Academic Affairs will send the student a written notification of determination.

- Should the student request further appeal, the student must inform the Associate Dean for Academic Affairs in writing within five business days that he/she wishes to have an appeal. The Associate Dean for Academic Affairs will submit the written request to the Dean.
- The determination of the Dean is final, and there is no further appeal.

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.

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 School of Nursing will be used in determination of honors.

HONORS PROGRAM

The School of Nursing has an Honors Program in which senior level (3rd and 4th semester) BSN students may participate. The goals of the Honors Program are to:

- Encourage scholarly achievement in talented and highly motivated students.
- Promote a high level of achievement in nursing education and practice.
- Promote further education in nursing by providing faculty research mentors.
- Stimulate creative and critical thinking.
- Facilitate acquisition of research and leadership skills.

Approximately five percent of the class meeting the criteria below will be invited to participate in the Honors Program. These students will be identified and encouraged to apply at the end of the 2nd semester (spring) in the junior year on the basis of:

- Minimum of 3.5 GPA in SON coursework, including successful completion of N4512 Research Critique and Utilization with a grade of A.
- Merits of a proposal/statement for Honors participation. This should be no longer than 1 page double spaced using APA 5th edition guidelines, and should describe the candidate's career goals and reason for applying to Honors. If the candidate has a particular research interest it should be included in this paper. However, it is *not necessary* to have a predetermined research interest to be considered eligible, as the candidate's interest would be used only to facilitate placement with a particular mentor. *Please note that identifying a particular interest does not guarantee placement with that type of research mentor.*
- Faculty recommendation.

Participants will be selected by the Honors Program Advisory Council based on the above listed criteria. Once selected, students will be identified as Honors Students which will entitle them to a one on one mentorship opportunity with a faculty researcher, special recognitions, participation in various "special" activities, and additional scholarship opportunities. Students will be required to enroll in a 1 credit Honors Independent Study with the selected mentor for each of the semesters (fall & spring) and complete 45 contact hours per semester in mutually agreed upon activities, and present the Honors Project at the end of their fourth (last) semester.

Interested students who meet the above criteria should send the evidence of GPA and research grade (official transcript NOT necessary; grades may come from myUTH), the completed student letter, and at least 1 faculty recommendation letter to Dr. Martina Gallagher by the appropriate date according to second (2nd) semester enrollment:

Deadlines:

If second semester is in Spring, then deadline is April 1.

If second semester is in Summer, then deadline is July 1

If second semester is in Fall, then deadline is November 1

Please include a cover letter with student's name, address, e-mail, and best phone.

Students will be notified of acceptance into the Honors Program and mentor assignment by the end of the second semester.

HELPDESK

The I.T. Helpdesk supports UHealth regarding general and technical issues on University-wide applications. For assistance please call the Helpdesk at (713) 486-4848. The UHealth helpdesk hours are Monday - Friday, 7am - 5pm.

ID BADGES

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

INACTIVE STATUS

<https://nursing.uth.edu/acaddept/studentaffairs/forms/inactive-form.pdf>

A student remaining out of the program for more than one semester must notify the Student Affairs Office in writing when she/he wishes her/his file reactivated. A student on inactive status for two or more semesters will be considered for readmission on an individual basis. Any student requesting inactive status must complete an Inactive form from the Student Affairs Office. She/he must secure clearance from the various offices noted on that form and must return the form to the Student Affairs Office. This constitutes official inactivation.

INCOMPLETE

<https://nursing.uth.edu/acaddept/studentaffairs/forms/incomplete.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.

INSURANCE – LIABILITY

All nursing students will be required to pay The UTHealth liability insurance fee regardless of other coverage the student may have. Upon registration, nurse practitioner students and doctoral students will be assessed \$61 per year, nurse anesthesia students will be assessed \$110 per year and all other students will be assessed \$14.50 per year for their liability insurance. Graduate students who are members of the US Armed Forces on active military duty have professional liability coverage through their branch of service and will not be assessed this fee. Students who enroll mid-year will be charged a prorated amount. Liability insurance fees are non-refundable and are subject to change.

INSURANCE – MAJOR/MEDICAL

<https://www.uth.edu/auxiliary-enterprises/insurance/index.htm>

The Board of Regents of The University of Texas System approved mandating health insurance for students enrolled in the U.T. System health components, including students previously enrolled. 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.

LOCKERS

<https://nursing.uth.edu/acaddept/studentaffairs/forms/locker.pdf>

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. The forms are located at the website address shown above.

Military Obligations

(Excerpt from Page 46 of the General Information Section of the UTHealth Catalog 12-14)

For any academic term that begins after the date a student is released from active military service but not later than the first anniversary of that date, a school shall readmit the student, without requiring reapplication or charging a fee for readmission, if the student is otherwise eligible to register for classes. On readmission of the student under these circumstances, the School shall provide to the student any financial assistance previously provided by the institution to the student before the student's withdrawal if the student meets current eligibility requirements for the assistance, other than any requirement directly affected by the student's service, such as continuous enrollment or another similar timing requirement; and allow the student the same academic status that the student had before the student's withdrawal, including any course credit awarded to the student by the institution. The university may require reasonable proof from a student of the fact and duration of the student's active military service. Similarly, if a student enrolled in a school fails to attend classes or engage in other required activities because the student is called to active military service that is of a reasonably brief duration and the student chooses not to withdraw from school, the school shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination with a reasonable time after the absence.

Military Service Withdrawal

(Excerpt from Page 46 of the General Information Section of the UTHealth Catalog 12-14)

A student who withdraws as a result of being called to active military service may choose: (1) to receive a refund of tuition and fees for the semester; (2) if eligible, to be assigned an incomplete "I" in each course; or (3) at the instructor's discretion, to receive a final grade in courses where the student has completed a substantial amount of course work and has demonstrated sufficient mastery of the course material.

myUTH

Students access myUTH at

https://my.uth.tmc.edu/psp/myuth/MYUTH/ENTP/h/?tab=UT_EP_NVT_SIGNON to register, add or drop classes, access final grades and the schedule of classes, change an address or phone number, order transcripts, etc.

NCLEX APPLICATION

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

NEEDLESTICK AND/OR BODY FLUID/BLOODBORNE PATHOGENS EXPOSURE

<https://www.uth.edu/studenthealth/student-health-services/needlesticks.htm>

UT Student Health Services operates a Needlestick Hotline 24 hours a day, 7 days a week to expedite your treatment in case of needlestick or body fluid exposure. Regardless of the hospital or clinic where you are working, the procedure is the same. You should have a "Needlestick" sticker on the back of your student identification badge.

If you sustain a needlestick or have an accidental exposure to bloodborne pathogens...

page (713) 500-OUCH 24 hours a day

Do NOT go to the nearest emergency room. Your page will be answered promptly, and you will receive specific instructions and information. After you page the hotline, remain by the phone but do not use it or your call cannot be returned.

Most calls will be answered within 5-10 minutes. You will be asked to give a detailed description of the incident. Your baseline labs will be checked, as well as the labs on your source patient. Then you will be counseled on your overall risk, and if treatment is necessary. You will be given follow-up labs at defined intervals over the next 6 months to a year.

The costs associated with the Needlestick Hotline (your laboratory work and medications) are covered by the medical school. However, if you choose not to follow the Needlestick Hotline procedure and see your own physician (private or through an emergency department, for example), you will be personally responsible for all costs, and these will not be reimbursed by UT Student Health Services.

If you have any questions, please call the clinic at (713) 500-5171, or stop by UT Student Health Services, which is located in the UT Professional Building, Suite 1010.

NINETY-NINE (99) HOUR RULE

A resident doctoral student who has a total of 100 or more semester credit hours of doctoral work at an institution of higher education is required to pay nonresident doctoral tuition rates. Contact 713-500-3361 for more information.

Observance of a Religious Holy Day

(Excerpt from Page 46 of the General Information Section of the UTHHealth Catalog 12-14)

Students who wish to observe a religious holy day that interferes with classes, examinations or completion of assignments, must inform the instructor of each class to be missed and/or of the planned absences(s) not later than the fifteenth day of the semester. The notification must be in writing and may either be delivered by the student personally to each instructor, with receipt of the notification acknowledged and dated by each instructor, or mailed by certified mail, return receipt requested, to each instructor. Pursuant to Texas law, a request to observe a religious holy day may be denied if the student's absence will interfere with clinical care.

As noted, a student who follows these procedures and is excused from class for a religious holy day may not be penalized, but the instructor may respond appropriately if the student fails to satisfactorily complete a missed assignment or examination within a reasonable time after the absence. The full policy can be found in HOOP Policy Number 112, Observing Religious Holy Days (<http://www.uthouston.edu/hoop/policy.htm?id=1448072>)

PARKING

<http://www.texasmedicalcenter.org/parking/>

<https://www.uth.edu/parking/>

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

PETITIONS FOR EQUIVALENCY CREDIT

<https://nursing.uth.edu/acaddept/studentaffairs/forms/petition-equiv.pdf>

If you would like to transfer a course from another university, you must complete a "Petition for Equivalency Credit" form and attach the syllabus for the course you would like to transfer. Also, you must have an official transcript on file showing that you have completed the course with a satisfactory grade (B or above for graduate students and C or above for undergraduates). Courses cannot be transferred if more than 7 years (PhD), 5 years (MSN and DNP) or 3 years (BSN). Submit your request to the Student Affairs Office.

PLAGIARISM

Plagiarism is using another person's work or ideas without giving credit. Plagiarism is dishonest because it misrepresents the work of another as your own. This includes both copying the work verbatim or rephrasing the ideas of another without properly acknowledging the source. When preparing work for course requirements, such as papers, care plans, take home examinations, etc., students must be careful to differentiate between their ideas and language and information derived from other sources. Sources include but are not limited to published and unpublished materials, the Internet and information and opinions gained directly from other people including faculty or other students. Whenever ideas or facts are obtained from a student's reading and research, the sources must be properly cited according to standards set by the School of Nursing and contained in the current edition of Publication Manual of the American Psychological Association.

Plagiarism is considered a violation of academic integrity and professional honesty. Students who are found to have plagiarized may be subject to disciplinary action. Penalties may include but are not limited to failure on the assignment, failure in the course, suspension from the program or expulsion from the school.

Collaboration in the completion of written assignments is prohibited unless explicitly permitted by the instructor. Students must acknowledge any collaboration and its extent in all submitted course work.

(Adapted from Harvard Extension College, the University of Houston (Central Campus) and the Publication Manual of the American Psychological Association. 6/20/03)

POLICIES AND PROCEDURES

- UT System Regent Rules and Regulations
- UTHealth Handbook of Operating Procedures (HOOP)
- UT SON catalog
- SON School and Program Policies
 - School Policies apply to ALL Students
 - Program Policies apply to students in those programs
- Student Handbooks (*SON Student Handbook and Nurse Anesthesia Student Handbook*)
- Degree Plan
- Course Syllabi (*can supplant the catalog, policies, etc*)

HOOP (HANDBOOK OF OPERATING PROCEDURES)

The policies in the following segment apply to all students of the UTHealth community.

<http://www.uthouston.edu/hoop/>

SCHOOL OF NURSING

(These policies apply to ALL students, regardless in which program they are enrolled)

<https://nursing.uth.edu/acaddept/academicaffairs/schoolpolicies.htm>

BSN PROGRAM

These policies apply to all students seeking a BSN degree.

<https://nursing.uth.edu/acaddept/academicaffairs/programpolicies.htm>

MSN PROGRAM

These policies apply to all students seeking an MSN degree, Post-Masters certificate; or Post-Baccalaureate students.

<https://nursing.uth.edu/acaddept/academicaffairs/programpolicies.htm>

DNP PROGRAM

These policies apply to all students seeking a DNP degree.

<https://nursing.uth.edu/acaddept/academicaffairs/programpolicies.htm>

These policies apply to all students seeking a DNP degree in Nurse Anesthesia.

<https://nursing.uth.edu/acaddept/academicaffairs/programpolicies.htm>

PhD PROGRAM

These policies apply to all students seeking a PhD degree.

<https://nursing.uth.edu/acaddept/academicaffairs/programpolicies.htm>

PROFESSIONALISM

Throughout this program and related activities, the student is responsible for familiarity and compliance with standards of professional behavior, as contemplated in SON policies U4400 Professional Behavior (undergraduate student policy) and S2820 Student Conduct and Discipline (school policy for ALL students). Failure to maintain professional behavior standards may be grounds for academic action, including lowering of course grade, regardless of a student's performance with regards to other course academic standards.

Students are responsible for knowing and observing the University regulations concerning student conduct and discipline as set forth in the Regents' Rules and Regulations, Part One, Chapter VI, Section 3. Copies of the Regents' Rules and Regulations are available via the internet at: www.utsystem.edu/bor/rules and at the HAM-TMC Library.

REPEATING A COURSE

<https://nursing.uth.edu/acaddept/academicaffairs/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, which she/he has failed in the School of Nursing, 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.

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 713-500-3361.

SCHOLARSHIPS

<https://nursing.uth.edu/acaddept/studentaffairs/scholarships/default.htm>

Scholarship information is available online.

All applicants and recipients must be students

- a.) Enrolled in the UT-Houston, School of Nursing,
- b.) Be in good academic standing (minimum of 2.0 for BSN students, minimum of 3.0 for Graduate students), and
- c.) Enrolled at least half-time in the program (Undergrads = 6 hours for fall & spring, 5 hours for summer; Graduate level = 5 hours for fall & spring, 3 hours for summer).

SCPL GUIDELINES (SIMULATION AND CLINICAL PERFORMANCE LAB)

INTRODUCTION: It is the intent of the faculty and administration in the UTHealth School of Nursing 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 breach 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 SON 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

INTRODUCTION: It is the intent of the faculty and administration in the UT-Health School of Nursing to provide a safe learning experience for all students, staff and faculty.

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 wish 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.

Faculty who wish to borrow SCPL equipment/teaching materials for public relations events, classes not held in the SCPL, etc.

- A. Faculty will submit the “Request Form to Borrow Equipment/Teaching Materials” to sonskillslab@uth.tmc.edu, at least 7 days prior to the needed date.
- B. The Associate Dean, Academic Affairs approves all request.
- C. Faculty will need to comply with University procedures for obtaining approval to remove equipment from the facility. SCPL staff can guide faculty through the process.
- D. If request is approved, faculty may pick up the equipment/teaching materials in the SCPL.
 - a. Faculty will have to sign the “Request Form to Borrow Equipment/Teaching Materials” upon picking up the equipment/teaching materials.
 - b. SCPL staff will sign the “Request Form to Borrow Equipment/Teaching Materials” when the equipment/teaching materials are returned.
- E. 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.

STUDENT ACCOUNTABILITY

The student is held accountable for knowing degree requirements and enrolling for courses that fit into her/his degree program. Students are also held responsible for knowing the School of Nursing's regulations in regard to the standard of work required for continuance in the undergraduate and graduate programs. It is the responsibility of the student to become familiar with the various policies of the Health Science Center and the School of Nursing and to comply with them. The 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 most current University and School of Nursing policies. BSN, MSN, PhD and DNP program policies are located on the web at:

<https://nursing.uth.edu/acaddept/academicaffairs/programpolicies.htm>. SCHOOL Policies which apply to all students, regardless in which program enrolled, are available on the web at:

<https://nursing.uth.edu/acaddept/academicaffairs/schoolpolicies.htm>

STUDENT AFFAIRS OFFICE

6901 Bertner Avenue, Room 200
(2nd floor School of Nursing Building)
713-500-2100 phone 713-500-2107 fax
Hours: 8am – 5pm (closed on Thursdays from 9-10am)

Pressley, Diana

Executive Director, Student Affairs and Admissions
713-500-2101
Diana.J.Pressley@uth.tmc.edu

Rodriguez, Kristi

Director, Recruitment and Alumni Affairs
713-500-2048
Kristi.Rodriguez@uth.tmc.edu

Baker, Alan

Educational Programs Coordinator III
713-500-2108
Alan.R.Baker@uth.tmc.edu

Fairley, Philinese

Senior Support Assistant
713-500-2108
Philinese.K.Fairley@uth.tmc.edu

Haimour, Sharron

Educational Programs Coordinator III
713-500-2195
Sharron.Haimour@uth.tmc.edu

Mendoza, JoAnn

Administrative Coordinator, Admissions and Recruitment
713-500-2106
Joann.Mendoza@uth.tmc.edu

Reed, Keuchie

Senior Administrative Coordinator, Student Services

713-500-2014

Keuchie.M.Reed@uth.tmc.edu

Tyler, Tamika

Administrative Manager

713-500-2027

Tamika.R.Tyler@uth.tmc.edu

Young, Tarsha

Senior Administrative Coordinator, Admissions and Recruitment

713-500-2105

Tarsha.S.Young@uth.tmc.edu

STUDENT CONDUCT AND DISCIPLINE

Students are responsible for knowing and observing The University regulations concerning student conduct and discipline as set forth in Series 50101 of the Regents' *Rules and Regulations* and in the Handbook of Operating Procedures (HOOP) for The University of Texas Health Science Center. The HOOP regulations concerning Student Conduct and Discipline may be found on the web at: <http://www.uthouston.edu/hoop/policy.htm?id=1448220>

The Regents' *Rules and Regulations* concerning Student Conduct and Discipline may be found on the web at: <http://www.utsystem.edu/bor/rules/homepage.htm>

Unacceptable conduct that would subject a student to disciplinary action includes, but is not limited to the following:

- engaging in scholastic dishonesty such as cheating, plagiarism, collusion, submitting another person's work or materials for credit, taking an exam for another person, acting in a manner that would give unfair advantage to him- or herself or another student, or attempting to commit such acts;
- illegally using, possessing, or selling a drug or narcotic on campus
- endangering the health or safety of another person;
- altering or assisting in the altering of any official record of the university or UT System, or submitting false information or omitting information required for or related to application for admission, award of a degree, or any official record.

STUDENT HEALTH AND COUNSELING

<https://www.uth.edu/studenthealth/>

UT Student Health and Counseling Services serves as the medical home for all UTHealth students and provides both medical and mental health services. A portion of the student services fee funds the programs.

Medical Services:

The Medical health services are available for all UTHealth students and their dependents.

Dependents services are billed directly to their health insurance. Services available include immunizations required for matriculation into and through UTHealth, tuberculosis screening, physical examinations, well woman examinations, flu shots, travel medicine, treatment of acute and chronic medical problems, and referrals to specialists as necessary. The clinic manages a 24-hour a day hotline for needlesticks and other exposures to hazardous body fluids. An on-site Class D pharmacy offers many prescription medications

for common illnesses and oral contraceptives. The clinic is staffed by physicians who are board certified both in Internal Medicine and Pediatrics.

Low complexity office visits are covered by the student fees. Higher complexity visits can be charged to the student's insurance carrier. Immunizations may be covered by the student's insurance and are otherwise offered at near cost. Testing following blood or body fluid exposure while performing educational assignments is covered by the Needlestick Program as long as student reports incident to our Occupational Exposure Hotline at 713-500-OUCH. Any charges not covered by the student's insurance carrier are the responsibility of the student. These may include laboratory tests, radiological services, hospitalization and referred consultation, and pharmaceuticals.

Psychiatric and Counseling Services:

Balancing personal life with the demands of academia can be challenging. Psychiatric and counseling services are available for all UTHealth students at no additional cost. Available services include therapy sessions for a wide variety of concerns such as depression, anxiety, academic problems, alcohol/substance abuse, eating disorders, insomnia, relationship concerns, smoking cessation, suicidal thoughts, etc. Referrals are not required and students are strongly encouraged to call and make an appointment if they are in need of these services. Records are kept strictly confidential, subject to federal and state law. Staff is available for outreach and prevention programs for all UTHealth Schools.

Student Health Services is located in the UT Professional Building, Suite 130. Office hours are 8:30 a.m. to 5:00 p.m. Appointments are preferred but not required for acute illness and emergencies.

STUDENT PRIVACY NOTICE

At its discretion, the university may release Directory Information, which shall include the following: name, address (including UT email address), telephone numbers, date of birth, major field of study, dates of attendance, most recent previous educational institution attended, classification, degrees and awards received, date of graduation, and class schedules.

Students may have Directory Information withheld by notifying the Office of the Registrar in writing each semester during the first 12 days of class of a fall or spring semester or the first 4 class days of a summer session. Request for non-disclosure will be honored by the institution as a permanent request unless notified otherwise.

STUDENT RESOURCES

<https://nursing.uth.edu/currstudent/>

Click on the link above to find information regarding: Catalog, Degree Requirements, TMC Library, 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, Blackboard, Webmail, STT, Bookstore, Recreation Center, UT Student Health and Counseling, Helpdesk, Typhon, Tuition and Fees, Program Cost Sheets, ADA and ADA Request Forms, Emergency Information, UT Police, and Campus Maps

TESTING GUIDELINES—BSN STUDENTS

UTHealth SCHOOL OF NURSING
TESTING Guideline for **On-Campus BSN Based Testing**

All testing within the School of Nursing (SON) at UTHealth Houston follows the testing guidelines outlined in the SON Student Handbook in order to provide fair and consistent testing

for all students taking examinations on campus. Any breach of the testing guideline will be dealt with according to SON Undergraduate Written Exam Policy (U4980) and 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 grades to possible expulsion (permanent separation from the institution).

Audience	<ul style="list-style-type: none"> This information is intended for all UTHealth SON students with examinations on campus at SON.
Rationale	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Students are expected to abide by the Hoop policy 186 Student Conduct and Discipline in all testing situations. Cheating is a serious breach of academic integrity and will be dealt with according to HOOP Policy 186.
Testing Room Procedures	<p>Students must have two forms of approved ID for admission to the testing room. Once checked in, the badge should be placed face up on the desk.</p> <ol style="list-style-type: none"> All belongings must be placed at the front, back, or against 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 leave them with their belongings. However, faculty reserves the right to inspect any personal belongings of the student during testing. The proctor will provide blank paper and calculators if they are permitted. All electronic devices (cell phones/pager/iPad, smart watch, etc.) must be set to the off position and placed with belongings. Any students found to have an electronic device in their possession during an examination will receive a zero grade for that examination. Students will be seated in every other seat on every other row of the testing room or as directed by faculty proctors. All test materials are private and students are responsible for not placing a test/answer sheet/positioning computer screen where it can be viewed by another student. Attempts to see other students' work or sharing one's own work will be considered as evidence of cheating. Students are strongly encouraged to take care of all comfort needs prior to entering the testing room. In the rare instance a student needs to leave the testing room during an examination to go to the restroom, the student should come forward and hand his/her examination and answer sheet if applicable to the proctor and reclaim them upon returning. Only

	<p>one student will be permitted to leave the examination room at a time at the discretion of the faculty.</p> <ol style="list-style-type: none"> 7. Students are responsible for marking their answer sheets correctly and completing the test during the time scheduled. Students are responsible for knowing their log-on information. 8. If students have questions regarding test items, comments should be submitted in accordance to faculty directions. The faculty will review all comments prior to determining final grades for the examination. 9. Students will not be allowed back into the testing room after they have completed their test and are expected to not talk in the testing area/hallways and move to student lounge as a consideration to those still testing. Students need to leave the testing floor immediately after finishing the test. 10. Students may be given notice when there are five (5) to ten (10) minutes remaining in the testing period. At the end of the testing period, all remaining students will be instructed to put down their pencils and/or submit their answers if applicable. 11. The proctors will collect all tests and answer sheets, scratch paper if used. 12. No food allowed. Only clear water bottles will be allowed into testing area.
Punctuality	<ul style="list-style-type: none"> • For scheduled tests, additional testing time will not be provided in the event of tardiness. • If a student is 30 minutes late for an examination, or after the first student has completed the exam, the student will not be permitted to take the examination at that time and will report to the course lead faculty member. The faculty will follow procedure as outlined in course syllabus and/or policy U4980.
Absence from Exams	<ul style="list-style-type: none"> • Attendance is mandatory on the date of exam. Refer to Policy number U4980 regarding excused and unexcused absences.
Make-up Exams	<ul style="list-style-type: none"> • Make-up exams are at the discretion of the course faculty. Refer to Policy # U4980.
Test Scheduling	<ul style="list-style-type: none"> • Baccalaureate course examinations will be given on a scheduled date at a designated time and place.
Deferral of Final Exams	<ul style="list-style-type: none"> • All final examinations are mandatory. Refer to Policy #U4980.

TEXAS MEDICAL CENTER LIBRARY

<http://www.library.tmc.edu/about/>

The HAM-TMC Library was founded in the Texas Medical Center in 1949. At that time, two existing medical libraries -- the Houston Academy of Medicine and Baylor College of Medicine -- combined their collections to better serve the physicians in Harris County and the teaching and research programs of Baylor.

The HAM-TMC Library is located in the Jesse H. Jones Library Building in the Texas Medical Center. The street address of the Library is 1133 John Freeman Boulevard, Houston, Texas 77030.

TIME LIMITS TO COMPLETE YOUR DEGREE

Requirements for a single undergraduate degree 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 seven 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.

TUITION AND FEES

<https://www.uth.edu/registrar/current-students/registration/tuition--fee-schedule.htm>

Tuition and fee charges can be found on the UT Registrar's webpage.

UT POLICE

The University of Texas at Houston Police Department (The University Police) supports both of The University of Texas components in Houston: UT Houston Health Science Center and UT MD Anderson Cancer Center. They are the law enforcement agency for all U.T. properties in Houston. (owned leased or otherwise in the control of entities of the U.T. System.)

IMPORTANT NUMBERS:

- Emergencies (24-hour number): 911 or 713-792-4357
- Service Calls including escort service (24-hour number): 713-792-2890
- Chief of Police and Administrative Offices: 713-792-3350
- Crime Prevention: 713-563-7794
- Technical Services Group (Card Access and Closed Circuit TV): 713-745-2454
- 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
- FAX: 713-796-9726

WITHDRAWAL FROM COURSE

<https://nursing.uth.edu/acaddept/academicaffairs/documents/schoolpolicies/s1030.pdf>

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, DNP, or PhD) with a grade of "B" or above or "C" or above (for undergraduate students) wishes to withdraw, a grade of "W" will be recorded. 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.

A student may be allowed to withdraw from the same course only twice.

UTHealth School of Nursing STUDENT HANDBOOK 2017-2018 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 The University of Texas Health Science Center at Houston School of Nursing 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 School of Nursing and Health Science Center policies, procedures, regulations and requirements.

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PLEASE PRINT THE FOLLOWING INFORMATION:			

Student Name: _____ Student ID# _____

Student Signature: _____ Date: _____