

COLLEGE OF NURSING

Guide for Baccalaureate Students

THE UNIVERSITY OF TEXAS AT TYLER

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DISCLAIMER

This handbook is a general information publication only. It is not intended to nor does it contain all regulations that relate to nursing students. The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant, student or faculty member and The University of Texas at Tyler or The University of Texas System. The University of Texas at Tyler reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

HISTORY

Introduction

Welcome to the College of Nursing at the University of Texas at Tyler. This handbook has been prepared to introduce you to the nursing program. The guide offers information specific to the nursing program and should be used in conjunction with the general catalog of The University of Texas at Tyler and the University Student Guide. It is the student's responsibility to know the official University regulations as well as the specific requirements for nursing and to comply with them. This information will assist you in fulfilling your educational goals at The University of Texas at Tyler in the College of Nursing.

History

The Division of Nursing was established in 1975 on the campus of Texas Eastern University in response to local and regional needs for baccalaureate prepared nurses in East Texas. The original program was designed for admission of Registered Nurses to complete the BSN degree. In 1979, Texas Eastern University became The University of Texas at Tyler, a component of The University of Texas System. In October 1979, The University of Texas Board of Regents approved a proposal to reorganize the Division to provide a basic program leading to a Bachelor of Science in Nursing. The proposal was approved by the Texas Higher Education Coordinating Board, Texas College and University Systems and the Texas Board of Nurse Examiners. The program offered the first classes in the fall of 1982.

In April 1988, the Texas Higher Education Coordinating Board officially approved a program leading to the Master of Science in Nursing (MSN) degree. The first courses were offered in the spring of 1989, and initial accreditation was received in fall, 1992. Since its inception, the Master's program has added Nursing Education, Nursing Administration, and Nurse Practitioner tracks as well as a dual degree of MSN with Master of Business Administration (MBA). The MBA is offered in conjunction with the College of Business at UT Tyler. The Nurse Practitioner program is offered in collaboration with the College of Nursing at Texas Tech Health Science Center in Lubbock. Students in the program complete courses taught by UT Tyler College of Nursing faculty and faculty at Texas Tech. Nurse practitioner specialty options include family, geriatric, pediatric, and acute care. Clinical experiences are accomplished with primary care providers in the East Texas region. A similar partnership with The University of Texas at Arlington facilitates the following specialty tracks for NP students: Acute Care, Pediatrics, Psychiatric, and Gerontology.

The Palestine Distance Education Initiative (DEI) was approved in fall 1995. This site offers generic students and licensed nurses, from the surrounding area, the opportunity to complete the BSN program in their immediate geographic area. Students at the Palestine site complete the entire course of study through interactive video classes and clinical experiences in Palestine health care facilities.

The spring and summer of 1997 marked more milestones for the nursing program. In May 1997 the Division of Nursing received status as a School of Nursing. The change in status made the program an independent component within the structure of The University of Texas at Tyler, and the Director position was elevated to Dean status. In addition, the Mobility in Nursing Education (MINE) track admitted the first RNs and LVNs to another proposed DEI in Longview for the spring 1997 semester. In July 1997 the Texas Board of Nurse Examiners granted permission for the MINE track to be offered in Longview. The addition of the Longview site was restricted to the MINE track and permitted RNs and LVNs to acquire the BSN without having to leave the Longview area. The Corsicana extension campus was approved for fall 1998; this site was designated for RN-BSN students only. The Corsicana site was closed in spring 2001 when Navarro College remodeled the Health Sciences area and discontinued ITV access to the site. In spring 1999 the School of Nursing designation was elevated to that of a College of Nursing (CON). Also at this time the RN-MSN option was added to the graduate program.

The summer of 2001 was also a time of growth and change for the CON. In July 2001 the Texas Board of Nurse Examiners approved a proposal to admit generic students to the nursing program at the Longview DEI and to allow currently enrolled students that lived in the Longview area the opportunity to take courses at the site. Reorganization of the structure of the university created a name change for the CON to the College of Nursing and Health Sciences effective August 2001. This meant the addition of faculty and programs related to health and kinesiology and allied health.

The plans for the new College of Nursing building named after the benefactors, David G. and Jacqueline M. Braithwaite, were finalized in summer 2001. Groundbreaking was held in fall 2001 and the building was occupied in fall 2003.

In spring 2005 the College of Nursing was granted authority to develop a doctoral program that admitted the first class in fall 2008. The degree is a PhD and is the first doctoral program at The University of Texas at Tyler.

CONCEPTUAL FOUNDATIONS

PURPOSES

The purposes of the Bachelor of Science in Nursing program are to provide students with the opportunity to acquire knowledge useful to nurses as generalists at the baccalaureate level, to improve the quality of nursing care in the community, and to provide students with the opportunity to acquire a base for graduate study.

The Master of Science in Nursing program is designed to prepare individuals for careers in advanced practice. Emphasis is given to developing the leadership/management skills necessary to provide expert nursing care either directly to patients (service) or indirectly through the avenues of administration, research, or education. The program also provides a basis for doctoral education.

The Doctor of Philosophy in Nursing program is designed to prepare nurse leaders for careers in education and research with an emphasis in health priorities that have applicability nationally and internationally.

MISSION STATEMENT

The University of Texas at Tyler College of Nursing prepares professional nurses who provide leadership for global health care in a variety of roles. Graduates address the challenges of a dynamic society and health care delivery system by initiating resourceful solutions for health promotion, risk reduction, and disease management.

To accomplish this mission, the faculty has identified the following goals:

TEACHING

- To pursue excellence in teaching
- To effectively role model in clinical practice
- To recruit and retain students and faculty from diverse populations

SCHOLARSHIP AND RESEARCH

- To value and model life long learning
- To contribute to professional nursing's knowledge base

UNIVERSITY AND COMMUNITY SERVICE

- To actively participate in university governance and academic affairs
- To contribute to the community through active involvement in community groups and activities

PROFESSIONALISM

- To model ethical practice and caring behaviors
- To maintain expertise in selected specialty areas and in teaching
- To actively participate in professional groups for professional growth

Approved: 3/6/98;

Reviewed: 9/17/99, April 2003

PHILOSOPHY

The philosophy of the College of Nursing reflects the mission and purpose of the University of Texas at Tyler. Human caring is the foundation for the eclectic conceptual framework used by the College of Nursing. Embedded within this scope of human caring are components that are integrated throughout the curriculum: patient, environment, health and nursing. The faculty believe that nursing education is based on integrity, respect for human dignity, critical thinking, and accessibility for representatives of the diverse population of the service area. Learning is a unique, dynamic process that results in affective, cognitive, and psychomotor changes; this process is influenced by attitudes, beliefs, resources and interactions with others. Each individual is responsible for his/her learning. Nursing education, at both undergraduate and graduate levels, is based upon interpersonal caring and critical thinking, as well as the theoretical and research contributions of nursing scholars. Nursing education prepares the nurse to be self-directed, utilizing his/her expert knowledge and skills to facilitate self-care; and to empower the patient toward fulfillment of physical, psychological, social, and spiritual health and well-being. As a community of scholars, faculty members serve as role models for students through participation in academic, professional, and community activities and organizations as well as clinical practice.

Baccalaureate education prepares students to practice as generalists within the health care system. This level of education is based on core knowledge and clinical competency, applied through a unique blend of critical thinking and human caring in multiple settings. Health promotion, risk reduction, and disease management are the focus of the care provided. The curriculum emphasizes the development of values relevant to ethical nursing practice, with recognition of the impact nursing judgments have on patients. As generalists, graduates are prepared to deal with personal and professional lives of chaotic change, to be partners in decision-making, to be professionally accountable, to provide comprehensive care in any setting, and to assume personal responsibility for life-long learning.

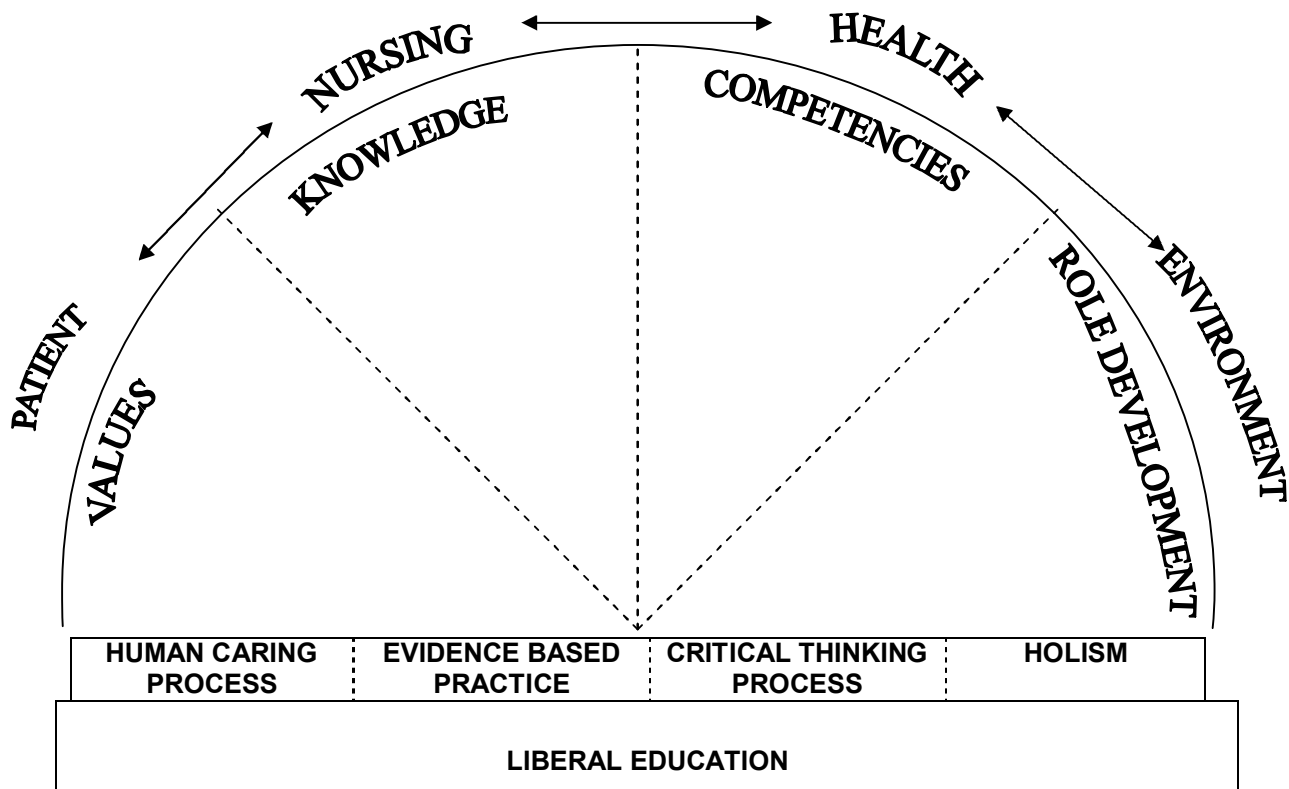
Master's education is built upon the baccalaureate educational core elements, and enhances strong critical thinking and decision-making skills. The MSN nurse is prepared as a visionary leader and manager to assume advanced roles in a variety of settings. Graduates are prepared to promote evolving practice patterns based on global perspectives, which requires a deep understanding of moral and ethical responsibility. Masters prepared nurses initiate and use research findings to enhance outcomes in their advanced practice settings. A sophisticated knowledge base of health promotion, health care policy, organization, and financing is blended with the realities of the changing practice environment. Graduates are thus prepared to collaborate, and to create policies in response to trends in nursing and in health care. Graduate education

prepares the nurse to evaluate personal and organizational perspectives and values, and utilize ethical decision-making modes to impact patient care. Graduates will be able to evaluate and utilize a variety of theories from nursing and other disciplines in their practice settings. Professional role development, an ongoing component throughout graduate education, enhances graduates' ability to create effective interdisciplinary relationships and to recognize role ambiguity and boundaries, thereby facilitating successful transition into the advanced practice role.

Doctoral education is built on a model of strengths and provides advanced education to prepare nurse educators and researchers for the future. The doctoral program builds on the educational foundation obtained through baccalaureate and master's core elements. It also builds on the current program's strengths in offering educational opportunities in an online format and providing research and teaching experiences that incorporate sensitivity to diverse populations in essential and priority needs of health services.

Approved: 3/6/98
Reviewed: 6/18/98
Revised & Approved by FO: 9/17/99
Reviewed: 9/00
Revised: 3/03, 8/07

CONCEPTUAL FRAMEWORK



The meta paradigm concepts are: **Patient, Nursing, Health, and Environment.** Pervasive concepts are the concepts that must be in all courses in all levels to some degree. Pervasive concepts include the **human caring process, evidence based practice, critical thinking process, and holism.**

Sequential concepts are those that either build upon each other throughout the curriculum, or are emphasized in selected courses. The four sequential concepts in the conceptual framework are **values, knowledge, competencies, and role development.** The broken lines indicate that although content is identified under one of the major concepts, there is some overlap. Each concept is dependent on the other three to be complete; e.g. competencies content is based on basic knowledge, an understanding of how the nurse incorporates this knowledge into his/her role, and an appreciation of professional values associated with the competencies. The content listed under these sequential concepts increases in depth and breadth across the curriculum.

CONCEPTUAL FRAMEWORK

The conceptual framework is a dynamic document that describes a frame of reference or map to guide future curricular decisions. The model of the conceptual framework follows the descriptions of the concepts involved.

HUMAN CARING PROCESS:

Caring is a foundation concept within the profession of nursing. Human caring reflects a client-centered, creative, responsive, honest, and authentic sharing approach that facilitates holistic growth for both the nurse and the client. Caring encompasses both the nurse's empathy for and connection with the client, and the nurse's ability to translate these affective characteristics into compassionate, sensitive care. Professional values and behaviors are critical to performance as a caring nurse.

EVIDENCE BASED PRACTICE:

Evidence based practice is defined as the incorporation of theory, clinical decision-making, judgment, and knowledge of research to evaluate scientific evidence followed by the application of the best, most effective and clinically meaningful evidence to nursing practice. Although research utilization is a component, EBP requires a larger and more complex skill set and knowledge base.

CRITICAL THINKING PROCESS:

Critical thinking is defined as a process and cognitive skill used to identify problems and opportunities for improvement; to generate, examine and evaluate alternatives. Critical thinking is the basis for clinical judgment and ethical decision-making. The professional nurse must employ critical thinking to engage in creative problem solving, and in collaborative decision-making processes.

HOLISM:

Holism refers to the interrelationship of bio-psycho-social-spiritual dimensions of person where the whole is greater than the sum of its parts. Holism involves understanding the individual as a unitary whole in mutual process with the environment. The focus of care is on the whole person, not merely on symptoms. The holistic nurse becomes a therapeutic partner with the individual, family and community while drawing on nursing knowledge, research, expertise, intuition, and creativity.

PATIENT:

Concern and care for the client is the profession's reason for being, and is at the center of the College's philosophy. Clients may function as individuals, families, aggregates, communities and/or society in order to meet their needs. The client is viewed as complex and multidimensional, in constant interaction with others and with the environment. The client possesses inherent dignity, worth and autonomy; s/he is able to make decisions, effect change, and assume responsibility for his/her own decisions. The interrelationship of biophysical, psychosocial, ethno-cultural and spiritual aspects are core planning elements utilized by the nurse to assist clients in their quest for growth and development, for self-actualization, and to meet death with dignity.

ENVIRONMENT:

The environment is made up of physical, psychological, spiritual, cultural, social, technological, economic, geographic, and political forces. These forces are the result of the interplay of structure, resources and aesthetics. The continuing interaction between internal and external environments can facilitate as well as inhibit the client's ability to grow and develop. The nurse facilitates the client's interaction with the environment through the application of health promotion, maintenance, restorative and supportive interventions.

HEALTH:

Health is a dynamic state influenced by values, attitudes, beliefs, experiences and resources in the context of a global society and culture. Clients experience many levels of physical, psychosocial, mental, spiritual, and developmental health. Health is influenced by the ability of the client to facilitate and transform ways of thinking and living toward a state of optimal well-being.

NURSING:

Nursing is a science and an art. As health professionals, nurses base their practice on nursing models and theories as well as on a firm foundation of liberal arts and sciences. The profession of nursing is directed by a code of ethics and standards of practice, encompassing a variety of roles and settings. Nursing is caring for culturally diverse human beings in response to their health needs, with the goals of promotion of optimal health, prevention of and recovery from illness and assurance of dignity in the process of dying. Nursing achieves these goals through the synthesis of a unique combination of knowledge and skills utilized through the application of critical thinking processes. New knowledge derived from research guides the practice of nursing. Nursing is a vital force that is responsive to ever-changing global health care needs.

VALUES:

Education for professional nursing facilitates the development of professional values and value-based behaviors. Guided by these values, the nurse demonstrates ethical decision-making and behaviors in the provision of safe, humanistic health care. The nurse provides empathic, sensitive and compassionate care for the client, is honest and accountable, and is aware of social and ethical issues. The nurse must be aware of his/her own value system as well as that of others.

COMPETENCIES:

Education for professional nursing provides the knowledge and skills for critical thinking, communication, assessment, and technical skills. Graduates are prepared to serve as competent, efficient and effective providers of care, coordinators of care and members of a profession.

KNOWLEDGE:

Education for professional nursing requires knowledge of health promotion, risk reduction, and disease prevention, illness and disease management, information and health care technologies, ethics, human diversity, global health care, and health care systems and policy.

ROLE DEVELOPMENT:

Education for professional nursing provides a foundation of theory and research-based knowledge and skills that enable the graduate to practice as a provider of care, as a designer/manager/coordinator of care, and as a member of the profession. Graduates are aware that professional nursing practice encompasses lifelong learning, incorporates professionalism into practice, and enforces the values of the profession.

Approved: 5/1/98

Reviewed: 6/98

Approved and Revised FO: 9/17/99

Reviewed: 9/00

Reviewed: 3/03

Revised: 7/04, 8/07

BSN ACADEMIC INFORMATION AND POLICIES

Terminal Objectives for the BSN Program

Based on the philosophy and mission statements of both the university and the College of Nursing, the following behaviors reflect expected outcomes (terminal objectives) for the program. Graduates of the baccalaureate nursing program will:

1. Provide comprehensive, personalized care for patients, utilizing the critical decision making process to promote health, reduce risk, and manage disease.
2. Synthesize research findings and other relevant information from scientific and humanistic disciplines with nursing theory as a basis for providing quality care.
3. Coordinate patient care by applying knowledge of information technology, leadership principles, and the management process.
4. Integrate nursing roles in structured and unstructured settings.
5. Display responsibility and accountability for professional interactions to reflect human caring and critical thinking while providing care to a diverse population across the lifespan.
6. Exemplify and promote professional values based on the historical, moral, ethical, and legal aspects of nursing practice responding to the evolving health needs in a changing society with global implications
7. Participate in life-long learning and professional development.

Approved by Faculty Organization 9/17/99

Good Professional Character Policy

(Excerpt, Texas Board of Nurse Examiners)

Good professional character is the integrated pattern of personal, academic and occupational behaviors, which, in the judgment of the faculty, indicates that an individual is able to consistently conform his/her conduct to the requirements of the Nurse Practice Act, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating: honesty, accountability, trustworthiness, reliability, and integrity. A person who seeks to obtain or retain a license to practice professional nursing shall provide evidence of good professional character which, in the judgment of the Texas Board of Nursing (BON) is sufficient to insure that the individual can consistently act in the best interest of patients/patients and the public in any practice setting. Such evidence shall establish that the person:

1. is able to distinguish right from wrong;
2. is able to think and act rationally;
3. is able to keep promises and honor obligations;
4. is accountable for his/her own behavior;
5. is able to practice nursing in an autonomous role with patients/patients, their families and other significant others and members of the public who are or who may become physically, emotionally, or financially vulnerable;
6. is able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting; and,
7. is able to promptly and fully self-disclose facts, circumstances, events, errors and omissions when such disclosure could enhance the health status of patients/patients or the public or could protect patients/patients or the public from unnecessary risk or harm.

The faculty members support the above excerpt from the BON Rules & Regulations relating to Professional Nurse Education. Failure to demonstrate competency in the above criteria can result in a rating of “unsafe clinical performance and not meeting professional conduct standards”, as defined in the syllabus of each clinical nursing course.

PROFESSIONAL BEHAVIOR

Any statement or behavior that is perceived to be a threat to the safety of students, staff, faculty, and patients will be taken seriously, and reported to the appropriate authorities for follow-up.

BSN General Information

6-Semester Completion Requirement

Effective Fall 2008 students will be required to complete the baccalaureate course of study in the College of Nursing in a maximum of 6 regular semesters. Failure to do so will require petition to the Admissions and Progression Committee for continuation.

Approved 9/2007: UG Studies Committee & FO

Declaratory Order Form

All generic and LVN professional nursing students are required to submit a Declaratory Order if they have any history related to criminal activity, alcohol/substance abuse, or mental illness. Go to the Texas Board of Nursing web site to read the guidelines to determine if a form must be submitted (www.bon.state.tx.us), click on Forms, then scroll down to find the Declaratory Order information.

It is the student's responsibility to read and respond, if needed, to the Order. Failure to file the Order with the BON in a timely manner could prevent the student from being eligible to take the NCLEX-RN[®]. All information provided the BON is confidential.

In addition, Rusk State Hospital, used for NURS 3513, Mental Health, clinical experiences, requires that all students that could answer yes to any of the questions on the Order **must** have filed the Order prior to beginning NURS 3513. Failure to comply could lead to failure of the course and/or academic disciplinary action.

If unsure about whether an Order should be filed contact the Associate Dean for Undergraduate Nursing Programs.

RN-BSN/MSN Licensure Requirement

All Registered Nurses in the MINE track must have a current, active license to practice in the state in which they reside in order to be eligible to enroll in the MINE track.

Undergraduate Transient Form

After a student is admitted to UT Tyler, he or she cannot register for any course(s) at any other institution until approval is granted by the Registrar's Office. Approval by the student's Adviser, Department Chair, Dean and the University Registrar is required to assure that the course taken at another institution will count toward the student's degree. A student should not register at another institution until the request for undergraduate transient admission form has been completed and approved. Forms for this purpose are available in the Office of the Registrar, ADM 221.

Class Attendance Site

Effective Fall 1997, all nursing students are required to attend all nursing classes on the campus/extension site to which they are admitted. Clinical assignments are made according to availability of experiences and number of students.

Students may petition the College of Nursing Admissions and Progression Committee, **in writing**, for individual extenuating circumstances that may necessitate the student attending class at another site. The student will be notified of the decision by the chair of the Admissions and Progression Committee in a timely manner.

Cumulative Grade Point Average

Undergraduate students must maintain an overall Grade Point Average (GPA) of **2.0** and must achieve a minimum grade of **C** in all required nursing courses to graduate from the University. Personnel in the Registrar's Office can verify a student's GPA.

Undergraduate Student Employment

Students should discuss scheduling conflicts or developing problems with their instructor. The faculty will assist students in problem solving related to their educational endeavors; however, students must remember that the quality of education is of utmost importance. Students will not be dismissed early or allowed to miss clinical experiences due to personal work schedules.

Undergraduate Student Achievement Examinations

In addition to fulfilling the academic requirements of the University and the College of Nursing, undergraduate students are required to complete achievement examination(s) administered throughout the program in order to graduate.

NCLEX - RN[®] Exam

During the final semester of study, undergraduate students are informed of each step in the NCLEX application process during NURS 4631 (Professional Synthesis). The process must be completed by specified dates. It is imperative that the student follows the directions in a timely manner. Failure to follow all directions and respond appropriately could prevent the graduate from meeting the requirements to take the NCLEX-RN[®]. Students that should have filed a Declaratory Order prior to this time could have their application process delayed by the Board of Nurse Examiners for as much as six (6) months to a year.

The web site for the Texas Board of Nursing is:

www.bon.state.tx.us

All forms that are required to apply for licensure are obtained from this site.

The National Council of State Boards of Nursing can be accessed through:

<https://www.ncsbn.org/cps/rde/xchg/ncsbn/hs.xsl/index.htm?rdeStandardPropertyPage=yes>

This site provides information pertaining to the NCLEX-RN.

Academic Performance and Dismissal

Nursing students will conduct themselves in a professional manner, not only in interaction with patients, but also with peers, faculty and staff of The University of Texas at Tyler, and the community in general. In addition to conventional academic tests and measurement criteria for assessment, nursing students will be evaluated on issues relating to their professional conduct/judgment according to the standards of the College of Nursing program and the nursing profession.

In order to pass a clinical course, the student must pass both the theory and the clinical component of that course. Unsafe and unsatisfactory clinical performance is defined in each course syllabus. Each course in the nursing program has a required syllabus that contains pertinent information for that particular course.

Progression and Retention

The curriculum is designed so that the student will progress from simple to complex learning through the articulation of the nursing courses that are described in the general university catalog and on the website at <http://www.uttyler.edu/catalog/>

The following criteria have been established by the College of Nursing for progression and retention:

1. A minimum grade of “C” is required in all upper division nursing courses. Students in theory, laboratory or clinical components of a nursing course will be notified in writing at mid-semester of unsatisfactory progress.
2. When nursing courses are to be graded with a theory and clinical component, the student must pass both components in order to successfully complete the course and progress in the program. If the failed course is a clinical course the student must repeat both theory and clinical components.
3. All courses in one level must be successfully completed before progressing to the next level. Special considerations may be made by written appeal to the Admissions and Progression Committee for the College of Nursing
4. **Withdrawing From a Required Nursing Course**
 - a. Students are allowed one (1) withdrawal in the nursing curriculum. (see WEB site for withdrawal procedure: www.uttyler.edu/registrar/withdrawals)
 - b. Students may be required to also withdraw from co-requisite course/s. The Admission and Progression Committee will take the co-requisite course withdrawals into consideration when reviewing the individual case.
 - c. Students are required to consult with their academic advisor and/or course faculty prior to withdrawing; failure to do so may jeopardize continuation in the program.
 - d. A **Request for Continuance Form** obtained from the student’s faculty advisor must be submitted to the undergraduate administrative assistant in BRB 2015

prior to the end of the academic semester. The Form will be forwarded to the Admissions and Progression Committee for review.

- e. A **Withdrawal Letter** form must also be filed with the Request for Continuance. Course faculty input will be requested and taken into consideration in the committee decisions.
- f. Consideration for continuation will be made according to space available in the course for the next academic semester.
- g. The student will be notified, **in writing**, of decisions within 10 working days of the committee deliberations.
- h. Students withdrawing from a required nursing course cannot assume they may repeat the course in the next academic semester.
- i. Students not submitting a *Request for Continuance* prior to the Admissions and Progression Committee scheduled meeting will not be considered for the subsequent semester's enrollment.

5. **Failure of One Required Nursing Course**

- a. Any student failing one (1) required nursing course **must** petition for continuation in the nursing program, no matter the circumstances.
- b. A **Request for Continuance Form** obtained from the student's faculty advisor must be submitted to the undergraduate administrative assistant in BRB 2015 prior to the end of the academic semester. The Form will be forwarded to the Admissions and Progression Committee for review.
- c. Consideration for continuation will be made according to space available in the course for the next academic semester. Students failing a required nursing course cannot assume they may repeat the course in the next academic semester.
- d. The student will be notified, **in writing**, of decisions within 10 working days of the committee deliberations.
- e. Students not submitting a *Request for Continuance* prior to the Admissions and Progression Committee scheduled meeting will not be considered for the subsequent semester's enrollment.

6. **Failure of 2 or More Required Nursing Courses**

- a. Students will not be permitted into or to continue in the Nursing Program, or to enroll in additional nursing courses if they:
 1. receive a grade of "D" or "F" in more than one nursing course (including the two prerequisite nursing courses, Concepts and Theories and Pathophysiology);or
 2. receive any combination of "D" or "F" on two attempts of the same nursing course
- b. **A student who has failed a nursing course two times or failed two nursing courses will not be considered for continuation in the program.**

7. Students in the College of Nursing are subject to additional approved policies related to academic standards and progression, test taking rules, grading policies, required medication administration policy, achievement examination requirements, professional standards of conduct, substance abuse policy, and clinical dress codes as fully detailed in this handbook.

Revised spring 2007: summer 2008

RE-ADMISSION OF NURSING STUDENTS

This policy outlines the process that will be followed when a student requests re-admission to the College of Nursing after non-continuing status for 1 year or more. ***This is specifically for the student, who although successful, had chosen to withdraw from the nursing program.*** Admission to clinical courses is contingent upon space available.

A student wishing to re-enter the nursing program after being out for more than one year must complete the following steps:

1. The student must contact the University Admissions office and activate the re-enrollment process in the university,
2. Submit a written petition to the Admissions and Progression (A&P) Committee for the College of Nursing seeking permission to be re-admitted,
3. If approval is granted, the A&P Committee will develop an expected plan of action for the student to follow, based on the level of courses completed at the time of withdrawal.
4. The student must demonstrate proficiency in the listed competencies in order to progress and/or be readmitted to particular courses. If unable to do so, the student will complete a Deficiency Plan, as specified by the A&P Committee, to correct areas of weakness prior to re-admission.

Approved: A&P Committee-Fall 1999

Reviewed: June 2002

ACADEMIC ADVISEMENT

A nursing faculty advisor is assigned to each student upon admission to the nursing program. The advisor serves as the primary academic counselor to the student. Once admitted to the program students are only to consult with their assigned advisor or the Associate Dean for issues related to courses or progression.

The student and advisor will sign a degree plan before the end of the first semester. Students are responsible for contacting their advisor each semester to review their progress. No student will be allowed to register for the next semester unless all transcripts are received, all immunizations are documented, and CPR is current. **The student is ultimately responsible for meeting the requirements for graduation.**

Students are encouraged to meet with faculty during office hours and are requested to make appointments with faculty by phone (voice mail is available 24 hours per day), and/or E-mail.

Responsibilities:

The Faculty Will:

1. Review the student's permanent file, which includes an approved degree plan (approved during the student's first semester in the program), and maintain dated notes of contacts with students.
2. Be available to students during posted office hours and respond to requests for appointments.
3. Provide academic advisement regarding course selection, requirements for progression and graduation, and resources and referrals as needed.
4. Identify potential scholarships/awards nominees.
5. Complete degree plans and graduation evaluations.

The Student Will:

1. Review and sign a degree plan during the first semester.
2. Maintain a current name, address and telephone number in their file from time of admission through graduation. Failure to maintain current contact information could delay receipt of important CON messages.
3. Promptly submit transcripts to the Registrar's Office in Tyler for courses completed at other colleges/universities prior to the end of the first semester of admission.
4. Prior to registration each semester make an appointment with the designated faculty advisor. If unable to keep the appointment, faculty must be notified, and the appointment rescheduled. If faculty is unable to keep the appointment, student must be notified, and the appointment rescheduled.
5. **Prior to withdrawing from a course, students are required to consult with the academic advisor. Student's failure to consult with academic advisor prior to withdrawal, will jeopardize the student's continuation in the program.**
6. **If encountering difficulties in academic or clinical matters, seek guidance, resources and/or referrals from the course faculty and the academic advisor.**
7. Notify the appropriate Associate Dean in writing when:
 - a. part time enrollment will delay progress

- b. requesting to return after withdrawing or failing a nursing course.
- c. desiring to resume one's nursing studies after an absence from the University

BSN Course and Clinical Information and Policies

Prerequisites for Entry to all Courses

All students are required to submit and update when required, copies of the following to the College of Nursing in order to be released for registration:

- American Heart Association, Health Care Provider, CPR
- Immunizations as described below.

Failure to present copies will prevent the student from registering, attending class and clinical experiences until written proof can be obtained.

Immunizations and Documentation Requirements

Any student enrolled in any 2 or 4 year institution of higher education (colleges, universities) listed in the Texas Higher Education Coordinating Board's list are required to have the following immunizations. This is applicable to all students enrolled in health related courses which will involve direct patient contact in medical or dental facilities regardless of: number of courses taken, number of hours taken and classification of student. Students considered to be provisionally enrolled cannot be provisionally enrolled without receipt of at least one dose of MMR vaccine if direct patient contact will occur during the provisional enrollment. These requirements must be completed prior to students beginning their first nursing semester.

Students enrolled in nursing courses are required to certify immunity to or to certify immunization of the following vaccines:

Hepatitis B Series: A complete series (3 injections) is required. One vaccine must be complete and date documented in writing and signed by a physician, registered nurse or public health personnel prior to the first day of scheduled classes for the semester.

Measles: Students born on or after January 1, 1957, must have 2 doses of measles vaccine on or after their first birthday and 30 days apart prior to any direct patient contact. If a second dose has not been received, this must be completed as quickly as possible, but does not prevent the student from having direct patient contact. Physician validated histories of measles illness or serological confirmation are acceptable in lieu of vaccine.

Mumps: Students born on or after January 1, 1957 must have received one dose of mumps vaccine on or after their first birthday. Physician validated histories of mumps illness or serological confirmation are acceptable in lieu of vaccine.

Rubella: Students must have one dose of rubella vaccine administered on or after their first birthday or serological confirmation of immunity prior to any direct patient contact.

Tetanus/Diphtheria (Td): One dose of Td must have been administered to the student within the past 10 years.

Polio: Although the polio vaccine is not required for any student, nursing students are encouraged to ascertain that they are immune to poliomyelitis.

Tuberculosis Screening Requirements

Students enrolled in nursing courses are required to submit written verification of an annual TB skin test with the date and results verified by a physician or public health personnel. Students with known positive skin tests must submit a yearly release from a physician or nurse practitioner. Students who have taken BCG must submit written documentation from their physician and/or Nurse Practitioner regarding current status. Acceptable documentation of required immunization or proof of immunity is as follows:

1. Any validated document of immunization is acceptable, provided it shows the day, month, and year when each immunization was received. The documents must be signed by a physician or public health personnel.
2. Physician validated histories of measles or mumps illnesses that are presented in lieu of vaccines, must be supported by a written statement from a physician licensed to practice medicine in the United States. The physician's statement should contain wording such as: "This is to verify that (name of student) had measles or mumps illnesses on or about (date) and does not need measles or mumps vaccine." If the student is unable to submit a physician validated statement, then the vaccine is required.
3. A physician's statement of rubella disease without serological verification of immunity will not be accepted and the student must receive the rubella vaccine.

Exclusions from immunization compliance are allowable on an individual basis for medical contraindications, religious conflicts, and active duty with the armed forces of the United States. Requirements for polio, measles, rubella, mumps and hepatitis B vaccine are waived during pregnancy.

1. Students with medical contraindications must submit written verification from a physician or Nurse Practitioner that the immunization required would be injurious to the health and well-being of the student or any member of the student's family or household. Unless a lifelong condition is specified, the verification is valid for only one year from the date signed by the physician.
2. Students whose religious beliefs forbid the use of vaccines must present an affidavit signed by the applicant stating that the immunization conflicts with the tenants and practice of a recognized church or religious denomination of which the applicant is an adherent or member.
3. Pregnant female students who submit written documentation of a positive pregnancy test are not required to take any of the above listed vaccines with the exception of Td. If the student has not had a Td within the last 10 years, it is best to delay administration of Td until the second trimester. There are no contraindications to Td during pregnancy after the first trimester.

Professional liability insurance fees will be added to the bill at registration.

Licensure Verification for RN and LVN students

All licensed nurses (RN and LVN) current licensure in the state will be verified before admission is considered. Any licensed nurse with a current license restriction or who receives a subsequent restriction after admission to the CON must contact the associate dean for undergraduate nursing programs. Progression in the program will be contingent upon the nature of the restriction.

CRIMINAL BACKGROUND CHECK FOR UNDERGRADUATE STUDENTS

Effective Spring 2006 all applicants who are admitted to the College of Nursing, undergraduate level are required to complete a criminal background check. No student will be allowed entry to a nursing course without a clear report or a letter from the Texas Board of Nursing (BON) certifying that any criminal history is not a danger to the public. The following policy spells out the requirements.

1. Students admitted to the Undergraduate Nursing Program are required to obtain the electronic fingerprints required by the Texas Board of Nursing (BON).
2. The background check is performed by the FBI and results are reported to the BON.
3. No confidential information about the results of the check are available to any faculty member or staff of the College of Nursing.
4. The Associate Dean for Undergraduate Nursing Programs receives weekly memos from the BON with the names of the students and only an indication of whether the check is clear or has a hit.
5. The BON is responsible for notifying the student that paperwork is required through a Declaratory Order.
6. Any student with a positive background check is required to submit a copy of the letter from the BON to the Associate Dean for Undergraduate Nursing Programs prior to entry into classes.

Effective Spring 2009

Test-Taking Rules

Nursing students are expected to comply with the following rules governing examinations that are taken in the classroom:

1. Students will be notified of the requisite test materials by the course instructor.
2. Exams will start promptly. Once the exam has been distributed, the doors will be closed and no one will be admitted without prior notification. Admission is at the discretion of the course instructor.
3. All books, notes and personal items are to be left at the front of the classroom unless otherwise directed by the instructor. **All hats/caps** will be removed during testing.
4. Students are expected to refrain from talking, gesturing, or communicating in any manner with other students during the examination.
5. Students may not leave the room during testing without permission.
6. Students are asked to cooperate in maintaining the integrity of examinations and encouraged to inform the instructor when cheating occurs in the examination.
7. Test instruments must be returned to the test administrator at the conclusion of the exam period.
8. Make-up exams will be administered only at the discretion of the instructor. Any student taking the exam at another time will receive an alternate form of the test.

Grading Policy

Calculation of course grades involves a two-step process:

1. If the simple (unweighted) average of exam grades is less than 75%, the student does not pass the course. The grade will be documented according to the result of the simple average of the exams. No further calculations will be done (weighting of exams, project/paper grades, etc.).
2. If the average of the major exam grades is 75% or higher, faculty will proceed with calculating the final grade according to all course requirements and weighting specified in the syllabus. Grades of 74.5 to 74.9 will not be rounded.

Make-up work or extra credit will not be done in order to allow student to attain a passing grade.

Test Review:

1. Class reviews will be done at the discretion of the faculty group. Group reviews will be conducted at faculty discretion.
 2. Students may review an exam during the 2 weeks from the date of the exam results returned to the student.
 3. Students will make appointments with faculty during office hours for exam review.
- Approved: FO 11/00

Medication Administration Exam

1. All clinical course syllabi specify that the medication administration exam may be attempted 2 times for a passing grade of 90%.
2. If the student does not achieve a grade of 90% or higher after **2 attempts**, she/he has failed the clinical component of the course and must withdraw from the course for the semester.
3. An automatic grade of "W" is recorded on the student's transcript, however, the grade is documented in the student's file, in the College of Nursing, as a course failure.

College of Nursing Student Medication Administration Policy

Philosophy: Nurses are legally and ethically bound to provide safe care to the patients/patients they serve. Schools of nursing strive to develop curricula to prepare student nurses for this professional role. Schools of nursing promote graduates' abilities to achieve success on the NCLEX as well as to model values to be safe clinicians. Concerns of faculty and findings from recent studies and reports highlight the increased need for improved patient safety. The College of Nursing requires that all nursing students assume accountability for the safe administration of medications in their student nurse role and in preparation for their professional role. In conjunction with this expectation, the College of Nursing advocates a supportive and sound teaching-learning environment for all students. Components of this environment include appropriate identification of student learning needs and subsequent enhancement and remediation opportunities to help students meet course standards. The College of Nursing advocates positive approaches to learning.

Purpose: The purpose of this policy is to provide a means of ensuring that students are competent in medication administration. Learning and evaluating emphases will be in two major areas. One will be on the development of competent medication administration skills that includes abilities in basic mathematics and conversion measurement systems for the accurate calculation of medication dosages. Second will be the emphasis on students' competencies in critical thinking, assuming responsibility, being accountable for their actions, and understanding the serious consequences of medication errors to patient safety.

Definition: A medication error is a dosage of medication that differs from that ordered by physicians or other providers holding prescriptive authority or from that of facility policy and procedure. Categories of medication errors are: wrong patient, omission of medication, unauthorized drug, wrong dose, wrong route, wrong rate, incorrect administration technique, wrong time, wrong preparation of a dose, improper transcription, improper documentation, disregard for allergy history, and failure to recognize and heed specific nursing implications for drugs.

Student Policy:

Level 1 and LVN-MINE Students will:

1. achieve a 90% or higher on medication calculation competency test prior to beginning clinical rotation or as part of a course challenge examination.

Level 2, 3, and 4 Students will:

1. achieve a 90% or higher on course specific medication administration competency test either prior to the first day of class or before practicing in the clinical area.

Level 1, LVN-MINE and Level 2, 3, and 4 Students will:

1. have two opportunities to achieve 90%. After one failed attempt and prior to retaking competency test, students will show written evidence of remediation of diagnosed difficulty with faculty-designated individual per explicit learning prescription (contract).
2. withdraw from the course with "W" on student's transcript and as a course failure in the student's College of Nursing file if 90% on second attempt is not achieved.
3. administer medications safely to patients according to established requirements of the College of Nursing and clinical facilities.
4. face possible consequence of clinical failure if safety criteria are violated by committing medication error(s) in the clinical area.
5. risk dismissal or inability to progress in nursing program if one or more medication errors occurs in the clinical area.

All Students: Medication competency grades and clinical medication errors will be documented in College of Nursing files.

Approved FO: 5/00

Undergraduate Clinical Dress Requirements:

General: It is the philosophy of the College of Nursing that the student has a responsibility to be neatly groomed and modestly dressed. Appearances should promote good health, safety and general well-being of the student. Clothing should avoid brevity and/or design that is offensive to the dignity and rights of others. School officials have the right and responsibility to counsel with the student or take any other corrective action. Types of clothing (other than those specified in this document) may be worn at the direction of the nursing instructor for special events.

Classroom: Casual or every day business wear is recommended. This includes but is not limited to the following: Slacks or skirt; sweater, blouse, and shirt. Jeans as well as conservative shorts (mid-thigh or longer) may be worn, but avoid overly frayed or soiled. Shoes must be worn. See items to be avoided below.

Professional Presentations, Ceremonies/ Graduation: Business or dressy day social: suit, dress, dressy separates, jacket, ties, nice fabrics. Dress shoes. Avoid denim, jeans, t-shirt or other casual clothes. For workshops/seminars attended by students, business attire will be worn.

Laboratory: The school clinical laboratory setting is designed to simulate the health care clinical area. Students will wear clean white lab coats with name tag and UT Tyler school patch on the front left uniform jacket. Classroom attire will be worn under the lab coat.

Pre or Post-clinical Experiences in the Health Care Setting: Students may be required to attend conferences or visit the clinical areas as part of their course requirements. Students should wear lab coat with name tag and UTT school patch. The following items will be avoided in the clinical areas: jeans, shorts, sandals, jogging/athletic suits, t-shirts, ball-caps, etc.

Clinical Experience: When attending any clinical experience students are required to wear the standardized student uniform and white uniform jacket with name badge and school patch. Street clothes will be worn in appropriate clinical settings as directed by the clinical faculty with the white uniform jacket, name tag and school patch (see items above to be avoided in clinical areas). Students are to remember that whenever they are visiting a clinical agency or any clinical site, they represent UT Tyler and the College of Nursing and are expected to be professional in appearance and behavior at all times.

When student uniforms are required for clinical experiences, as specified by the course, the following guidelines must be adhered to:

- a) School patch on the front left of the uniform jacket and the top of the standardized uniform.

- b) The UTT name badge will be worn in all clinical setting. Name tag must be worn above the waist, so name and title are clearly visible.
- c) White or neutral nylon hose are worn with dress/skirt; nylon hose, knee highs or white socks with pants. Socks must cover ankle.
- d) Clean, white clinical shoes or white leather athletic shoes should be worn (shoes may be mostly white and if stripes or logos are on shoes, these must be minimal and light colored). No canvas shoes or athletic shoes with colored stripes or large logos.
- e) Jewelry: wedding or engagement rings only; single stud earrings and only 1 in each lobe (no dangling or hoops); no rings or studs in the nose, tongue, lip or any other facial or body piercing (other body piercing must be covered or removed); and, no necklaces or bracelets (only Medic Alert). Must have a watch with a second hand.
- f) Make-up, hair, and grooming should be conservative. Hair shoulder length or longer must be pulled neatly back in a pony tail or bun. Hair clips, bands, etc. shall be functional, not decorative (no bows). Mustaches and beards will be neatly groomed, clean and trimmed.
- g) Tattoos must be covered and not visible.
- h) Nails are to be clean and neatly trimmed to no more than fingertip length, with clear or no polish. No artificial nails in OR or L & D.
- i) No perfume, after-shave or other strong scents since this causes nausea and /or difficulty in breathing for many patients.
- j) Gum chewing is not allowed
- k) Any question concerning adherence to the dress code should be directed toward the clinical instructor.

Failure to comply with the above requirements may result in an unexcused clinical absence and/or negative clinical evaluation

Items to be avoided in all School-related Functions (including but not limited to):

Overly frayed, worn or soiled garments. Costume look, transparent blouses, bare mid-driff shirts, tank tops, spaghetti straps, muscle shirts, overtly sexual, gang colors or logos, facial or body piercing, obscene slogans or pictures, bedroom wear, short-shorts, short skirts, or clothing that may be offensive to others.

If the dress code rules are broken and a change of clothes is not available, the student may be removed from the school-related function for the remainder of the day.

Appropriate disciplinary action will be taken for repeated violations of this code.

Undergraduate Student Clinical Responsibilities

Each student has the responsibility to be present and punctual for all agency and patient appointments. **Students will not be excused early from clinical to go to work.** If the student is unable to go to the agency or visit a family, as assigned, due to **illness** or **emergency**, it is the student's responsibility to work with faculty/preceptor to achieve objectives of the missed clinical experience.

Unsafe Clinical Performance

Any act, omission or commission that may result in harm to the patient is considered unsafe clinical practice. An unsafe clinical practice includes, but is not limited to, the following:

1. Harm or threats to harm the physical, psychological, microbiological, chemical, or thermal safety of a patient;
2. Disregard of previously mastered principles, learning, or objectives in carrying out nursing skills and/or delegated medical functions;
3. Inappropriate independence in action or decisions;
4. Lack of adherence to current CDC guidelines for infection control.
5. Failure to recognize ones own limitations, incompetence and/or legal responsibilities;
6. Failure to accept moral and legal responsibility for ones own actions, thereby violating professional integrity as expressed in the Code of Nurses, Good Professional Character policy.
7. Arrival at clinical setting in an impaired condition as determined by clinical instructor.

NOTE: An evaluation denoting unsafe clinical performance results in immediate dismissal from the practicum experience with a failing grade. A failure in the clinical portion of the course results in failure of the course regardless of theory grades.

Clinical Information

Clinical facilities: The nursing program utilizes numerous clinical facilities in the East Texas area and surrounding geographic area. Students can expect to be placed in a variety of facilities during their enrollment in the program. Students are to speak with their clinical faculty member to request clinical sites not already approved by the College of Nursing. Students are not to be the initiator of any clinical contracts. Only faculty can initiate this process.

Transportation: Students are responsible for their own transportation to clinical sites. Undergraduate students are not to transport patients in their own vehicles. This protects both the student and the patient. When a patient is in need of transportation for health purposes, there are volunteers and agencies that provide this service. The faculty may be contacted for further information.

Narcotic Acquisition By Students In Clinical

Students may only access narcotics for patient use with a licensed nurse. At no times shall a student have possession of the narcotic keys or narcotic cabinet unsupervised by a licensed nurse. When signing for narcotics, student signatures must always be co-signed with a licensed nurse.

Approved: 2/95

Vidoe/Audio Taping of a Classroom Lecture

All students video and/or audio taping any classroom lectures must sign the Agreement found on the next page.

Any student wishing to record a class must sign this agreement no later than the second week of classes each semester. An agreement must be signed for each course every semester.

**COLLEGE OF NURSING
THE UNIVERSITY OF TEXAS AT TYLER**

AUDIO/VIDEO-RECORDING AGREEMENT

I have been given permission to record the following class, **NURS** _____. I understand that, the recordings are for **my personal studies only**. I realize that lectures recorded **may not be shared** with other people without the written consent of the faculty member. I also understand that recorded lectures may not be used in any way against the faculty member, other lecturer, or students whose classroom comments are recorded as part of the class activity.

I am aware that the information contained in the recorded lectures is protected under federal copyright laws and may not be published or quoted without the expressed consent of the lecturer and without giving proper identity and credit to the lecturer. I agree to abide by these guidelines with regard to any lectures I record while enrolled as a student at The University of Texas at Tyler.

Due to the confidential nature of some course content, I agree to provide written documentation of the erasure of any recordings made during the current semester. Failure to return this written documentation to the faculty by the date of the final examination will result in a grade of "I" (Incomplete).

Print Student Name

Date

Signature of Student

NURS

I have erased all recordings made during this current semester in NURS

Signature of Student

Date

BSN

GENERAL INFORMATION

GENERAL INFORMATION

Library Resources

The Robert R. Muntz Library has holdings in nursing and related fields. The nursing and medical indices are extensive. The nursing periodicals which support the program of study are available in-house and on-line. In addition to the main library, the Longview and Palestine DEIs have libraries with comparable holdings.

The media collection (models, slides, films, film strips, audiocassettes, and video tape cassettes, and CD/DVDs) has the same strengths as the library collection. Because of media production facilities and technical assistance, some nursing materials will be produced to meet specific course needs. Students must present their university student identification card when using the library and media facilities.

Library facilities at other sites are available to students currently enrolled in the College of Nursing. Students have been permitted to use the collection at the following facilities: East Texas Medical Center, Tyler; and The University of Texas Health Center at Tyler; Longview Public Library; Trinity Valley Community College Library in Palestine and the Palestine Public Library.

The Louise Herrington Patriot Center is one of the university's premiere buildings. At 127,312 square feet, this academic/recreational facility is the largest on campus. Features of the facility include classrooms, laboratories, faculty offices, a gymnasium/convocation area with basketball and volleyball courts and seating for over 2,000, indoor walking/jogging track, aerobics and free weights areas.

WEB address: www.uttyler.edu/hpc or email: hpc@uttyler.edu

The University of Texas at Tyler Health Clinic

A partnership between UT Health Center at Tyler and UT Tyler, The University of Texas Health Clinic is dedicated to the highest quality treatment and care of the students, faculty, and staff of UT Tyler. Immunizations required by the CON can be obtained at the Clinic. For information about services provided and hours of operation, go to <http://www.uttyler.edu/clinic>

Student and Faculty Communication

The College of Nursing ascribes to an "open door" policy of communication whenever possible. Faculty office hours are posted outside each door. Communication boards are maintained at each site by the College of Nursing for posting events. Blackboard WEB sites for both undergraduate and graduate students as well as bulletin boards on all campuses serve as an avenue for communication between faculty and students.

Effective fall 2006 all UT Tyler students must use the student emails as a means of communication with faculty and other entities on campus. Information

concerning the College of Nursing can also be accessed through the nursing home page at www.utt Tyler.edu/nursing.

It is the student's responsibility to keep informed of general and special notices on the Blackboard WEB sites and campus bulletin boards. Students are expected to review these regularly. Student's wishing to post messages on campus bulletin boards must be approved first through the College office or student association officers to assure that all postings comply with the Regents' Rules.

Maintaining Current Student Information

The current name, address and telephone number of each student is essential information kept in each of the three offices of the College of Nursing from the time of admission, through graduation. Students will inform the appropriate nursing office and the Registrar's Office of any change in name, address or telephone number while enrolled in the nursing program. See WEB site:

www.utt Tyler.edu/registrar/namechange.htm

Student Paper Re-grading

Student papers will not be re-graded for a better grade. At the instructor's discretion, a draft may be written for review.

APA: Required Format for Papers

The American Psychological Association (APA) Publication Manual, current edition, is the official writing guide for use in **all** nursing courses. The manual can be purchased in the bookstore.

Maintaining Student Papers

All submitted written material (papers, assignments, examinations, etc.) are the property of the College of Nursing. They will be maintained in an archived file in the College of Nursing.

Students With Special Needs Disability Accommodations

The procedure for accommodating a student who may have medical, psychological, learning or physical special needs is as follows:

1. It is the student's responsibility to communicate with the faculty concerning their disability/special needs.
2. The faculty refers the student to the Coordinator of the Counseling and Testing Center located in the University Center. Can contact at 903-566-7079 or www.utt Tyler.edu/disabilityservices/
3. The Coordinator of the Counseling and Testing Center will forward to the faculty an accommodation report once it has been determined the student has special needs. This should be taken care of 30 days prior to the start of classes each semester to prevent delay in initiation of accommodations.

If you have received testing accommodations while in the nursing program go to this link and see what you need to do when you get ready to take NCLEX.

www.bon.state.tx.us

Release of Student Information

Students must sign an authorization to release information from their file for recommendations or references when requested. No student information is released regarding student's status or performance without this signed authorization.

Approved: Fall 1995

Nursing Student Organizations

The University of Texas at Tyler Nursing Students Association (UTTNSA) was established in the fall of 1981. Each BSN nursing student is encouraged to actively participate in his or her professional organization for personal growth and professional identity as well as strengthening the local chapter. Opportunities are provided for UTTNSA members to attend and to participate on the state and national level. Publications on all three levels are included in membership dues in addition to information about scholarships, discounts on equipment, and employment opportunities. Members of UTTNSA function on the local level as the nucleus of the organization of the students in the College of Nursing. They select a health-related community program to support, participate in social functions within the College of Nursing, sponsor the selection of The Student Nurse of the Year, participate in fund-raising projects which benefit nursing students, and provide programs for professional growth and social interchange. Members have an opportunity for exchange with other nursing students through state and national conventions and projects.

UTTNSA participates with other campus organizations in University-wide projects. Such opportunities provide interdisciplinary student association. The UTTNSA utilizes a mailbox in the office of the College of Nursing.

Graduates are encouraged to maintain current addresses with the University so that communication about the Alumni Association may take place.

The **Nurses Christian Fellowship (NCF)** chapter was organized in spring 1996. The NCF is a professional organization concerned about the nurse as a whole person and advocates quality nursing care. All student nurses are eligible for participation and membership.

Honor Society of Nursing, Sigma Theta Tau International: The University of Texas at Tyler College of Nursing is affiliated with the Iota Nu Chapter of Sigma Theta Tau, which was chartered March 13, 1988. The only international honor society for nursing, the purposes are to recognize the achievement of superior scholarship and the

development of leadership qualities, foster high professional standards, encourage creative work and strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing.

Students who rank within the upper 35% of their class and who exemplify scholarship and leadership may be invited to become members of the Honor Society.

Those invited to membership are selected from:

1. students enrolled in the baccalaureate program who have a GPA of at least 3.0, have completed one-half of required upper division nursing courses and are in the upper one-third of the inductee group.
2. students enrolled in programs of graduate study in nursing who have completed one-fourth of the program of study and have a GPA of 3.5.
3. registered nurses within the community with a baccalaureate or higher degree who have demonstrated marked achievement in nursing.

Chapter meetings are held each semester. There is an induction ceremony for new members each spring,

Student Participation on College of Nursing Committees

One of the functions of the Student Affairs Committee, as outlined in the Bylaws of the Faculty Handbook is to “identify students who are willing to serve on Faculty Organization committees and submit a list of student volunteers to the Chairperson of the Faculty Organization.”

The Chair of the Student Affairs Committee or a delegate appointed by the Chair of the Student Affairs Committee will meet with each level (undergraduate and graduate nursing students) to describe the importance of students serving on committees. Students who volunteer to serve on committees must understand that they represent the student body and that the faculty organization committees welcome student input. The student will be informed of the charges of each Faculty Organization committee so they can make an informed decision. The students would then have an opportunity to choose to serve on a committee of their choice. A sign-in sheet will be distributed for the student to sign their name and contact information for a committee that they would like to represent (refer to the sign-in sheet). After notification by the Chair of the Student Affairs Committee of interested students' names, the Chair of each Faculty Organization committee will send an agenda via e-mail to all the committee members as well as the respective student(s) prior to each committee meeting. In the event that the student cannot attend the meeting, the student is expected to notify the Chair prior to the meeting and provide input via e-mail, telephone, or other means of communication to the Chair on agenda topics/issues for student representation. The minutes of the meeting would then be sent to the student via e-mail.

Filing for Graduation

University graduation requirements are outlined in The University of Texas at Tyler Catalog. Students are entitled to graduate under the catalog in effect at the time of successful completion of their first course. The degree will not be granted unless all requirements have been fulfilled within two weeks after the end of the semester. **The student is ultimately responsible for meeting the requirements for graduation. Students begin the process during telephone/regular registration. The Registrar's Office will notify those students on the list providing steps for graduation.** See the WEB site: www.uttyler.edu/registrar/graduation.htm and the UT Tyler Catalog, current edition.

Course and Faculty Evaluations

Course, Faculty, Preceptor, and Faculty Evaluation: It is the student's right and responsibility to evaluate the course, the course faculty, clinical facility and clinical faculty/preceptor at the end of each semester.

Program Evaluation

To ensure a quality program, evaluation must take place both during the instruction phase and following graduation. Follow-up evaluations of graduates are included in the College of Nursing program outcomes. Students are strongly encouraged to maintain a current address in the College of Nursing in order to participate in the evaluation process and receive alumni benefits.

NURSING CONVOCTION CEREMONY

The Convocation Ceremony calls all generic nursing graduates, faculty, family, and friends to celebrate the completion of undergraduate the nursing program. The ceremony is typically held prior to the commencement ceremony of The University of Texas at Tyler.

Graduates are encouraged to participate in both ceremonies. Convocation is uniquely nursing, and is conducted by the Student Affairs Committee of the Faculty Organization of the College of Nursing with student representation from the graduating class.

Fall 2000

Undergraduate Convocation Events

"Pinning" is a traditional event conducted by most nursing programs in the past and is the remaining tie to nursing's historical roots. Undergraduates walk across the stage during Convocation and are "pinned" with The University of Texas official nursing pin by a Registered Nurse, who has been chosen by the student to perform the honor.

Historically, the John Sealy Training School first used The University of Texas nursing pin in 1892 for Nurses. The pin consisted of a silver five-pointed star inside a circle that hung from a bar. A few years later when the Nurses Training School became a part of The University of Texas Medical Branch in Galveston, the current design was adopted.

The embossed five-pointed star was placed on top of a gold nugget. As other University of Texas System components developed nursing programs, all of them use the official pin with a small satellite star on a chain guard. The graduate may choose either a silver or a gold pin. Nursing programs around the world have their own distinct pin. Today, the pin represents the alma mater for many nursing programs.

The Candle of Knowledge was given to The College of Nursing in 2001 during the celebration of its Silver Jubilee. The candle symbolizes the global network of caring and sharing by nurses in education, practice, and scholarship, and it has traveled around the world five times. After receiving their nursing pins, each undergraduate lights their personal candle from The Candle of Knowledge. When the final candle is lit, the class recites an amended version of the Florence Nightingale Pledge to acknowledge a commitment to all values that both nurses and the public respect and expect.

Awards: Two awards are made to selected undergraduates representing all three campuses. Each campus displays plaques which commemorates the recipient's name and the graduation year. In addition to having their name engraved on the plaque, the recipient for Most Caring and Most Professional will receive a copy of *Notes on Nursing* by Florence Nightingale which has been autographed by the faculty. The awards and the criteria for selection will be discussed.

Most Caring—Undergraduate students who are eligible to graduate on each campus nominate a classmate to receive the “Most Caring” award. Nominations are entered on the Convocation web page. A tie will be resolved by ballot. Students nominated exemplify characteristics of the “human service of caring and healing for self and others, and even for the planet Earth itself.” (Watson, 2001) Nominees have a regard for life in the critical intersection between personal and professional behavior where they bring art, science, and spirituality together.

Most Professional—A member of the graduating class from each campus who meets the criteria will be selected for “Most Professional.” Selection criteria include (1) active member of the Nursing Students' Association (NSA), (2) GPA of 3.0, (3) likely to reside in a county within the specific territory of the Texas Nurses Association District 19 (Anderson, Cherokee, Henderson, Rains, Smith, and Van Zandt). Longview graduates will continue to be recognized by District 25: (Gregg, Harrison, Panola, and Rusk) outside of Convocation.

Dr. Marian Rowe Award— This award recognizes all undergraduate students who are involved in community service during their time in the nursing program. Community service includes participation in (1) not-for-profit health related agency events for which no academic credit is awarded, (2) College of Nursing events, and (3) The University of Texas at Tyler events. A community service form can be copied from the student handbook, completed with an agency staff signature, and submitted to an NSA advisor or officer two weeks after the event. Community service hours (CSH) are posted throughout a student's tenure in nursing school and are summed three weeks before graduation in order to identify winners. All students who accumulate a minimum of 50 CSH are acknowledged. The student who accrues the largest number of CSH at

the time of graduation will receive the Dr. Marian Rowe award and their name will be placed on the plaque.

Patient Advocacy Award- Documentation of patient advocacy that is above and beyond professional expectations of the College of Nursing as described in the terminal program objectives.

Information and instructions pertaining to the convocation ceremony can be obtained at:
www.uttyler.edu/nursing/convocation/index.htm

COMMUNITY SERVICE AWARD AND SCHOLARS

Nursing Students' Association

The Community Service Program is funded and administered by the Nursing Students' Association (NSA) at the University of Texas at Tyler. All students who are enrolled in the College of Nursing at the University of Texas at Tyler are eligible for the awards. Criteria for the awards were gleaned from the Texas Student Nurses' Association Programs and Projects Guidelines and recommendations from the College of Nursing faculty and students. Community service will be cumulative; recognition will be made during the student's graduating semester.

I. COMMUNITY SERVICE SCHOLARS

1. Students will provide a minimum of 50 hours of community service during their tenure of enrollment in the College of Nursing at UT Tyler.
2. Community service will be provided in the volunteer role. Requirements for course or clinical work will not be considered for the Community Service award. Services involving financial remuneration are also not appropriate.
3. The services must be in conjunction with a health related public agency, volunteer organization or not for profit community ministry, and other approved activities of the Nursing Student Association. (An agency could be considered health related if they seek the services of a registered nurse or other health professional on their Board of Directors).
4. The participating student is responsible for documenting the community service on the approved form (see attached) and for ensuring that the service is acceptable for inclusion. The documentation of hours must be submitted to the NSA during the semester, which it was completed or at the beginning of the semester following the school break, during which the service was performed.
5. The NSA officers and faculty advisors will be responsible for calculating the hours (at least one student and one advisor will be involved in the calculation of hours).
6. Hours will be calculated each semester. During the graduation semester, students need to submit all completed hours and hours in progress by April 1st for spring graduates and November 15th for fall graduates.
7. All graduating students who have performed 50 or more hours of acceptable community service will be recognized with a certificate as a Community Service Scholar.

II. COMMUNITY SERVICE AWARD

The graduating senior who has performed the most community service beyond 50 hours will be recognized during the nursing convocation as the recipient of the Dr. Marian Rowe Community Service Award. A plaque donated by the NSA will be maintained by the College of Nursing and the name and graduation date of each recipient will be added each semester.

III. DEDICATION

The award will be dedicated during the convocation ceremony each semester. Students may begin accumulating hours after that date. The awards will begin during the first semester following the dedication that students have 50 or more hours of acceptable community service documented.

IV. EXAMPLES OF COMMUNITY SERVICE ACTIVITIES (this list is not intended to be exhaustive)

1. Blood pressure, scoliosis, glaucoma, dental screening, vision and hearing related health screenings
2. First Aid, such as those efforts coordinated by the American Red Cross
3. Co-sponsoring blood drives
4. Fund raising events in connection with not for profit health related agencies
5. University volunteer work for public health clinic, Senior Citizen's Centers,
6. Immunization clinics
7. Women's centers, crisis center
8. Health education projects such as drug awareness, domestic violence awareness, cancer awareness, etc.

Substance Abuse Policy

The Faculty of the College of Nursing understands that professional nursing students face a great deal of stress in their new roles as student nurses. This stress places them at additional risk for abusing drugs and developing chemical dependency during their student nurse experiences. Such abuse and/or dependency is a major concern to University administrators, faculty, and the public-at-large.

Nursing students are expected to comply with regulations of the health care facilities in which they receive supervised clinical training from the faculty of the College of Nursing. They are expected to report to the clinical lab in a drug-free, unimpaired state. If a student's behavior suggests unsafe practice (as defined in each clinical syllabus), or violates the disciplinary rules of the assigned clinical facility, the student will be removed immediately from the clinical site by the faculty member.

In addition, students demonstrating behaviors that suggest an impaired state while in the classroom or on any UT Tyler campus will be counseled. Assessment of the student's cognitive state will be done and actions taken according to UT Tyler Drug Abuse Policy and College of Nursing Substance Abuse Policy.

These expectations are in agreement with those printed in the UT Tyler Alcohol and Drug Abuse Policy for UT Tyler Students, distributed annually to each student with their registration bills. For faculty and staff, the policy is available in the Handbook of Operating Procedures.

**THE UNIVERSITY OF TEXAS AT TYLER
COLLEGE OF NURSING
STUDENT SUBSTANCE ABUSE OR DEPENDENCY POLICY**

A. Purposes

1. To comply with the reporting requirements of the Nurse Practice Act, Texas Revised Civil Statutes Annotated, Article 4525a.
2. To provide a program for educating students and faculty regarding professional and personal problems associated with substance abuse or dependency.
3. To encourage a student who abuses or becomes dependent upon chemicals to contact the Office of Counseling for evaluation, advice, and referral to a qualified counseling or rehabilitation service, if appropriate.
4. To provide an environment that supports and encourages a student who has successfully completed a recommended counseling or rehabilitation program to return to the College of Nursing and complete academic work.
5. To uphold the University policies regarding substance abuse and promote healthy lifestyles in caregivers.

B. Reporting Requirements

Pursuant to the Nurse Practice Act, any licensed nurse associated with The University of Texas at Tyler, either as an employer or a student in the College of Nursing, who has reasonable cause to suspect that the ability of any professional nursing student to perform the services of the nursing professional may be expected to be impaired by chemical abuse or dependency must take one of the following actions:

- (1) Submit a signed, written report to the Texas Board of Nurse Examiners identifying the student and provide any additional information required by the Board; or
- (2) Report the student to the professional nursing educational program in which they student is enrolled.

Pursuant to the law, if the College of Nursing has reasonable cause to suspect the ability of a professional nursing student to perform the services of the nursing profession may be expected to be impaired by chemical abuse or dependency, representatives of the College of Nursing must submit a signed, written report to the Board of Nurse Examiners identifying the student and providing any additional information required by the Board.

College Committee on Chemical Abuse and Dependency

1. The Admissions and Progression Committee of the College of Nursing shall serve as the committee on chemical abuse and dependency. This committee consists of three faculty members appointed by the Chairperson of the Faculty Organization (in consultation with the Dean) of the College of Nursing for terms of one academic year. The Director of the University Employee Assistance Program will also serve as a member of this committee.

2. The Committee will be responsible for developing and implementing a program for the College of Nursing that will accomplish the purpose of this policy.
3. In the development and implementation of the program, the Committee will utilize the existing services, facilities, and personnel of the University and will not duplicate such services or facilities, in whole or in part within the College of Nursing.

C. Status of a Student Who Enters a Counseling or Rehabilitation Program

1. A student who enters a counseling or rehabilitation program for chemical abuse or dependency must inform the Dean of the College of Nursing and authorize the professional responsible for the student's counseling or rehabilitation program to provide the Dean with the following information:
 - a. the nature, severity, and prognosis of the student's problem.
 - b. periodic reports concerning the student's progress, and
 - c. a final report indicating whether the program was successfully completed and assessing the student's ability to avoid future abuse of chemicals.
2. A student who is withdrawn from the nursing program pending successful completion of a counseling or rehabilitation program must apply for readmission. The Admissions and Progression Committee will review the final report from the professional who was responsible for the student's program and recommend to the Dean whether the student should be readmitted.
3. If the Committee recommends that a student should continue in the nursing curriculum while participating in a counseling or rehabilitation program or that a student who has withdrawn should be readmitted after successful completion of such program, the Committee will include in the recommendation any restrictions or conditions that will apply to the student's future participation in the nursing curriculum. The student's participation in the nursing curriculum will be conditioned upon the written agreement of the student to comply with such restrictions or conditions. The restrictions or conditions may not be the type that are authorized as student disciplinary penalties.
4. The Committee will be responsible for determining whether a student complies with the restrictions or conditions established for participation in the nursing curriculum. The Committee will inform a student of any allegations that he or she has failed to comply with such terms and conditions and will meet with the student and hear his or her response. If the Committee determines that the allegations are true, the Committee may impose additional restrictions or conditions or recommend to the Dean that the student be withdrawn.
5. The decision of the Dean regarding all recommendations of the Committee is final.

6. Participation in a counseling or rehabilitation program for chemical abuse or dependency will not be considered as a mitigating factor in determining whether a student meets the performance standards for the nursing curriculum.

D. Office of Student Affairs

The Dean of the College of Nursing is responsible for informing the Student Affairs Officer when any student is participating in a counseling or rehabilitation program for chemical abuse or dependency. The Student Affairs Officer will take such action as may be appropriate under the circumstances.

PolSubAbuse.7/30/97

Prevention of Healthcare-Associated Infections

Students, as members of the health care team, are required to follow the established Center for Disease Control (CDC) guidelines to healthcare-associated infections. Following these procedures will facilitate prevention of exposure to potential infections.

Current guidelines and recommendations for environmental infection control, hand hygiene, immunizations, infectious diseases, isolation precautions, and nosocomial infections, etc are found in the following WEB site for the CDC:

www.cdc.gov/ncidod/hip/Guide/guide.htm.

All students are required to be familiar with information found in this site.

Needlestick Policy

Guidelines Following a Contaminated Needle Stick or Hazardous Exposure to Blood, Blood Products, or Body Fluids while in Clinical Learning Experiences

The faculty of The University of Texas at Tyler College of Nursing endorses the following “Guidelines Following a Contaminated Needle Stick or Hazardous Exposure to Blood, Blood Products, or Body Fluids while in Clinical Learning Experiences.” Clinical learning sites include such settings as hospitals, clinics, physicians’ offices, patients’ homes, schools, skills lab, and other settings where students may learn and apply nursing care/skills.

All students are responsible for obtaining their own health insurance and are responsible for the costs of medical/health care assessment, treatment, and follow-up that are not covered by the student’s health insurance. Students should be aware of the coverage on their health insurance policy, as most may not cover the full cost of required medical treatment and services in the case of a needle stick or hazardous exposure to blood or blood products.

Students who have been exposed to needlesticks or to potentially infectious blood or blood products or body fluids should be evaluated and have treatment initiated within 2 hours according to established criteria that conform to federal and state law and Center for Disease Control (CDC) standards. The treatment/management guidelines are as follows:

Treatment/Management Guidelines:

Immediately upon receiving a contaminated needlestick or exposure to blood, blood products, or body fluids, **the student will:**

1. Report the incident to the clinical faculty member/preceptor and the appropriate person in the clinical agency.
2. Complete the appropriate institutional incident report.
3. **Follow institutional protocols regarding wound care and reporting procedures. Clinical faculty should be notified as soon as reasonably possible.**
4. Seek treatment intervention from the Campus Health Center, or a private health care provider **within 2 hours of the exposure incident.**

Based on information provided to the health care provider, baseline lab values and chemoprophylaxis may be ordered.

In responding to an incident in which a student experiences a contaminated needlestick or exposure to blood, blood products, or body fluids, **the clinical faculty will:**

1. Verify appropriate wound care has been initiated.
2. Counsel the student to seek follow-up care at the Campus Health Center or his/her private health care provider.
3. Advise the student to consult the Campus Health Center's Treatment Protocol (available in the Campus Health Center) or the CDC for follow-up on contaminated needlesticks or exposures to blood, blood products, or body fluids should he/she choose to seek a private health care provider.
4. Assist the student in completing any administrative paperwork that may be required.

First Aid for Percutaneous and Mucocutaneous Exposures:

1. **Needlesticks or puncture wounds: express blood from wound, scrub area vigorously with soap and water for 5 minutes.**
2. **Oral mucous membranes: rinse area several times with oxygenating agent such as 50% strength Hydrogen Peroxide. Do not swallow.**
3. **Ocular: irrigate immediately with water or NS solution.**
4. **Human bite: cleanse with povidone-iodine and sterile water.**

Reference for first aid:

Smith & Duell (1996). *Clinical Nursing Skills* 4th ed., Stanford: Appleton & Lange, pg 3

SCHOLASTIC CONDUCT AND DISCIPLINE

General Statement: Students at the University neither lose the rights nor escape the responsibilities of citizenship. Students are expected to obey and conduct themselves in accordance with penal and civil statutes of the local, state, and federal government, Rules and regulations of the Board of Regents, University regulations and administrative rules.

Scholastic Dishonesty: Since the value of an academic degree depends on the absolute integrity of the work done by the student for the degree, it is imperative that the student maintains a high standard of individual honor in his or her scholastic work. **Any student who commits an act of scholastic dishonesty is subject to discipline.** Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, falsifying academic records, the submission for credit of any work or materials 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 act. (see WEB for student conduct and discipline: www.uttyler.edu, click on current students, then Vice-President for Student Affairs, then Student Guide for Conduct and Discipline at UT Tyler)

“Cheating” includes, but is not limited to:

1. copying from a test paper or **assignment** of another student;
2. possession during a test of materials or objects which are not authorized by the person giving the test, such as class notes or “crib notes.” The presence of textbooks and notes constitutes a violation if they have been specifically prohibited by the person administering the test;
3. using, buying, stealing, transporting, or soliciting in whole or part the contents of an un-administered test, test key, homework solution, or computer program;
4. collaborating with or seeking aid from another student during a test or other **assignment** without authority;
5. discussing the contents of an examination with another student who will take the examination;
6. substituting for another person, or permitting another person to substitute for one’s self, to take a test;
7. paying or offering money or any other valuable to obtain, or coercing another person to obtain an un-administered test, test key, homework solution, or computer program, or information about an un-administered test, test key, homework solution, or computer program;

8. falsifying research data, laboratory reports, and/or other academic work offered for credit;
9. taking, keeping, misplacing, or damaging the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.

“Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

“Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

“Falsifying academic records” includes, but is not limited to, the altering of grades or other falsification of academic records such as applications for admission, the award of a degree, grade reports, test papers, registration materials, and reporting forms.

Regulation Awareness: It is the responsibility of the student to become familiar with the regulations of the University and to satisfy them in the proper way. Disciplinary policies and procedures are also described in the University of Texas System Board of Regents Rules and Regulations, Part One, Chapter VI, Section 3 and are printed in The UTT Student Guide.

Academic Probation/Suspension Progression Policy

Undergraduate Academic Probation

See http://www.uttyler.edu/registrar/undergrad_policies.html for policies related to academic probation.

Undergraduate Academic Suspension

See www.uttyler.edu/registrar/probation.htm for probation/suspension forms

Students who have been admitted to the College of Nursing Undergraduate Program and are on academic probation at UT Tyler prior to beginning the nursing courses will not be allowed to enroll in any nursing courses until the academic probation has been removed. The student will meet with her/his advisor prior to enrollment and will be advised to take only the failed course(s) to remove the probation during the next semester. If the student must have 12 credit hours for financial aid purposes, the

student must meet with her/his advisor to outline a plan of study that will include the failed course(s) and any other non-nursing course(s) needed to maintain full time status for financial aid and which will support the student's chances for academic success. The student will remain on active admission status for one semester, during which the student must enroll in non-nursing courses to remove the academic probation. At the completion of that one semester, if academic probation is removed, the student is eligible to begin nursing courses without reapplying for admission. If the student is not successful in removing the academic probation the next semester, continues to have a G.P.A. below 2.0, and/or is placed on academic suspension, the student will be dropped from the program.

If the student is dropped from the nursing program, the student may re-apply after she/he demonstrates the potential to be successful as evidenced by:

- 1) good academic standing at UT Tyler,
- 2) G.P.A. at UTT of 2.0 or better,
- 3) a clear plan of how to remain successful if readmitted to the nursing program (developed with and signed by the Associate Dean for Nursing Undergraduate Programs).

Students reapplying to the nursing program will be considered on the same basis as new students applying to the program.

Students who are enrolled in nursing courses and are placed on academic probation will be notified by the Registrar's Office of their status. The student must meet with her/his faculty advisor to develop a plan to remove the academic probation and successfully complete the nursing program. **Students will not be allowed to enroll and attend nursing classes until they have met with their advisor and have a signed plan in their file.** Students will be allowed to re-enroll in nursing courses on a space available basis and must follow the established progression policies of the College of Nursing.

In order to re-enter nursing courses, the student must apply to the Admissions and Progression Committee of the College of Nursing. The same deadline applies as for other applicants, March 1 to re-enter nursing courses in the fall and October 1 to re-enter nursing courses in the spring. Students reapplying to the nursing program will be considered on the basis of likelihood of success in the nursing program as well as space available.

Any student readmitted after suspension is admitted on academic probation status. See the University of Texas at Tyler catalog, current edition.

Grade Appeal Policy

Individual course instructors retain primary responsibility for documenting the course grade earned by the student and the instructor's judgment is final unless compelling evidence shows discrimination, differential treatment to a select few students, or procedural irregularities. It shall be presumed that the instructor documented the proper grade until proven otherwise. The burden of proof rests with the student.

If a student wishes to appeal a grade, the sequence for the appeal is (in the following order) the course faculty, the appropriate Associate Dean, the Dean, and the Vice President for Academic Affairs.

Academic Grievance Policy

See web site: www.uttyler.edu/registrar/academicgrievance.htm and in the UT Tyler General catalog, current edition for guidelines.

The grade documented by the instructor shall remain in effect until the appeal process is concluded. Any associated effects (loss of eligibility or privilege) shall be invoked even though an appeal is pending. All grade records and related materials shall be maintained for a period of six months or until the case is resolved.

Approved FO: 11/00
Revised: Summer 2004