

The University of Texas at

TYLER[™]

School of Nursing

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

Nursing Student Guide

2018-2019

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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.

This handbook is intended to be used in conjunction with The University of Texas at Tyler Catalog. The School of Nursing (SON) reserves the right to revise this handbook at any time.

Overview

Introduction

Welcome to the School of Nursing (SON) at the University of Texas at Tyler. This handbook has been prepared to introduce you to the nursing program. This 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 Manual of Policies and Procedures for Student Affairs](#). 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 School of Nursing.

History

The School of Nursing was originally established as a Division of Nursing in 1975 on the campus of Texas Eastern University in response to local and regional needs for baccalaureate prepared nurses in East Texas. Since that initial designation, the university and the school have undergone several name changes. The Division of Nursing was changed to a School of Nursing in 1997 and designated the College of Nursing in 1999. With a restructuring of the university colleges, the School of Nursing name was again adopted in 2015 as the College of Nursing became part of the College of Nursing & Health Sciences. In 1975 the Division of Nursing program was built on a foundation of human caring. In spite of several name changes, the philosophy of caring has been a constant throughout the evolution of the School.

The program was initially designed in 1975 for registered nurses to complete the BSN degree. The current RN-BSN track is offered completely online and can be completed in 15 months of full-time study with part-time study as an option. In 1979 the program received approval from the Texas Higher Education Coordinating Board (THECB) to offer the generic BSN with the first classes originating in fall of 1982. The baccalaureate program expanded with the addition of two distant education initiatives; one in Palestine, Texas (45 miles to the south) in 1995, and another in Longview, Texas (45 miles to the east) in 1997. The students at the Palestine and Longview campuses attend all classes at the distance site and participate in clinical experiences in their respective geographic regions. All nursing courses are taught by the campus faculty who also lead the clinical experiences for their respective courses.

The School of Nursing also boasts an innovative and progressive graduate program. With a cadre of energetic and motivated faculty, the graduate program is known for its responsiveness to community needs and use of creative and novel approaches including a combination of strategic partnerships. In spring of 1988 the Master of Science in Nursing (MSN) program was approved by the Texas Higher Education Coordinating Board (THECB), with the first classes offered in fall 1989 and full initial NLNAC accreditation awarded in spring 1992.

Originally the graduate program focused on developing the leadership/management skills necessary to provide expert nursing care. The leadership focus evolved into the current MSN-Administration track, and through a partnership with the College of Business, a dual MSN/MBA degree is offered. The MSN-Education track offers the BSN an opportunity to gain the skills and knowledge to become part of a nursing faculty and lead education departments in clinical settings. The education certificate program also facilitates the transition of the master's prepared clinical nurse into the faculty role. The Family Nurse Practitioner degree is an exemplar of the inventive approaches and creative partnerships developed to meet the educational needs of nurses in our East Texas region and beyond. Initially started as a partnership with Texas Tech University in 1996, the MSN-FNP became the third master's degree offered by the School of Nursing in 2008. A post-master's FNP certificate is also available for the MSN prepared nurse seeking to move into primary care. A fourth certificate-only program in Nursing Informatics was started in 2016.

In spring 2005 the College of Nursing was granted authority to develop a doctoral program that admitted the first cohort in fall 2008. The PhD was the first doctoral program at The University of Texas at Tyler. In May 2011, the first four PhD graduates from the College of Nursing and from The University of Texas at Tyler received their degrees. Students are admitted to either the standard post-master's PhD or the alternative post-BSN to PhD. In response to meeting the needs of professional nurses, courses are offered entirely online with an on-campus orientation at the start of the program and a concurrent mandatory summer workshop for returning students.

The University of Texas at Tyler School of Nursing received final approval to offer the Doctor of Nursing Practice (DNP) degree from the THEC on January 21, 2016. Following approval, course development began in February of 2016. The program, which offers tracks in clinical practice and leadership, received approval from SACSCOC in 2016 and CCNE accreditation in 2018. The inaugural class was admitted in summer 2016 and the first DNP degrees will be awarded in spring 2019.

School of Nursing Mission, Vision, & Values

The School of Nursing is guided by the following mission, vision, and values:

SON Mission Statement:

To empower students to excel as nurse clinicians, leaders, and scholars in a caring, learner-centered, strengths-based environment.

SON Vision Statement:

We aspire to be the leader in transforming lives through excellence in nursing education

SON Values:

- a) Caring
- b) Excellence
- c) Spirit of Inquiry
- d) Integrity
- e) Leadership
- f) Professionalism

Academic Programs

The School of Nursing offers several degree programs and certificates. Detailed information about each program or certificate is linked below.

BSN

The School of Nursing offers four options to obtain a [Bachelor of Science in Nursing](#) (BSN) Degree: the Generic BSN, the Accelerated BSN, the concurrent ADN/BSN, and the RN-BSN. Upon successful completion of the BSN curriculum at the Tyler, Longview, or Palestine campus, graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

MSN

The School of Nursing offers three different [Master of Science in Nursing](#) Degree programs: the MSN-Administration, the MSN-Education, and the MSN-Family Nurse Practitioner. A dual MSN/MBA degree is also available.

MSN Certificates

In addition to the MSN degrees, the School of Nursing offers four different [Certificate Programs](#): the post master's certificate in Nursing Administration, the post-master's certificate in Nursing Education, the post-master's certificate in Family Nurse Practitioner, and the post-baccalaureate certificate in Nursing Informatics.

DNP

The [Doctor of Nursing Practice](#) degree prepares nurse leaders as healthcare change agents. Two tracks are available: a clinical practice track and a leadership track.

PhD

The [PhD in Nursing](#) degree prepares nurse scientists to conduct research that contributes to the advancement of nursing science and global health. Degree options include a MS to PhD track and a BSN to PhD track.

ACADEMIC INFORMATION AND POLICIES

Texas Board of Nursing

§213.27. Good Professional Character

Texas Board of Nursing Rules and Regulations Related to Nursing Education

http://www.bon.texas.gov/rr_current/213-27.asp

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 ensure 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 **grievous offense** threat to the safety of students, staff, faculty, and/or patients will be taken seriously, and reported to the appropriate authorities for follow-up. Students should also report it to their instructor and/or the director of the BSN program.

Any statement or behavior that is perceived to be a **grievous offense** threat to the safety of students, staff, faculty, and/or patients will be taken seriously, and reported to the appropriate authorities for follow-up. Students should also report it to their instructor and/or the director of the BSN program.

Title IX infractions will be reported to the Student Affairs office and a reporting form will be completed for Title IX link on the UT Tyler website.

www.uttyler.edu/titleix/

The Texas BON requires the following before students are eligible to apply for a Texas RN license.

https://www.bon.texas.gov/licensure_examination.asp

Successful completion of a criminal background check through the Texas Board of Nursing is required for admission and continuation in the UT Tyler BSN Nursing Program. Background checks are generally honored for the duration of the student's enrollment in the program if the student has not had a break in enrollment. A break in enrollment is defined as nonattendance in the UT Tyler BSN Nursing program for two semesters or more. Students with a break in enrollment for more than two semesters will be required to complete a new background check.

If a student is arrested, pleads to a criminal charge, is convicted, or is put on deferred adjudication or probation for any criminal charge (other than a Class C misdemeanor minor traffic violation), he/she must notify the BSN Program Director or Palestine or Longview Campus Director in writing within 72 hours of the incident. The student will need to complete a petition for Declaratory Order (a formal disclosure to the Texas Board of Nursing) as soon as possible. The Declaratory Order form is on the Texas Board of Nursing website. <https://www.bon.texas.gov/>

A student's failure to timely notify the BSN Program Director or Palestine or Longview Campus Director of an arrest may result in immediate removal or withdrawal from the program.

If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet the clinical learning objectives and will be dismissed pending resolution of the situation.

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

(Updated Policy 1.10.2019)

Student Drug Testing

All students enrolled in SON clinical programs must complete a urine drug screen prior to entry into the first semester of nursing courses. Drug screens are at the student's expense and must be conducted at drug testing facilities designated by the SON. Positive results will be shared with the appropriate program director or site coordinator, and nursing academic advisor.

Results will not be reviewed by any entity except those identified and will be kept confidential in the office of those identified. A positive drug screen will result in the student's immediate withdrawal from all courses. Requirements for continuance in the program are outlined in the SON Student **Substance Abuse or Dependency Policy**.

On the spot random drug/alcohol screening may be requested by the faculty. Failure of any drug screening or refusal to test may result in dismissal from the program. Failure to undergo a drug screen on the designated day will result in immediate withdrawal from the nursing program. Pursuant to the

Nurse Practice Act (§301.404), the SON will submit a written report to the Texas Board of Nursing of any enrolled student with a positive drug screen.

UNIVERSITY POLICIES

Academic Calendar

Academic Calendar [link](#). Important deadlines for graduation applications, course withdrawals, and other dates are also found on the academic calendar. The student is responsible for reviewing these dates to ensure compliance with meeting requirements.

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, Executive Director, 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. More can be found at this [link](#).

Veterans Resources

The Manual of Policies and Procedures can be found at this [link](#).

If a student should be called to active duty while in the program this [link](#) contains information related to withdrawals, excused absences, readmission and the 6-drop rule.

The student is expected to notify the academic advisor as soon as information is available related to potential deployment. The appropriate program director must also be notified.

Scholastic Conduct and Discipline/Academic Dishonesty

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.

UT Tyler Honor Code: I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.

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UT Tyler Honor Code: I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do. 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.** For policies related to academic probation and suspension go to this [link](#).

It is the student's responsibility to abide by and be aware of The University of Texas at Tyler's academic dishonesty policies: <http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php>

It is the student's responsibility to abide by and be aware of The University of Texas at Tyler's academic dishonesty policies:

"Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act.

See <http://www.uttyler.edu/mopp/documents/8-student-conduct-discipline.pdf>

For Chapter 8 Student Conduct and Discipline See pages 14-15

Repeating a Course

Students repeating this course may not use previously submitted assignments nor utilize the same patients for an assignment. Submitting the same or slightly modified assignments from previous semesters is considered self-plagiarism and is subject to academic discipline, including failing the assignment or the course.

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

For policies related to academic probation and suspension go to this [link](#)

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) Undergraduate students a GPA at UTT of 2.0 or better and for graduate students a GPA of 3.0 or better
- 3) A clear plan of how to remain successful if readmitted to the nursing program.

Excessive semester credit hours (Undergraduates)

The policy is found in this [link](#)

Grade Replacement

The policy and forms are obtained through this [link](#)

Academic Grievance Policy

See web site [link](#) and in the UT Tyler General catalog, current edition for guidelines.

1. 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 demonstrates discrimination, differential treatment to a select few students, or procedural irregularities.
2. It shall be presumed that the instructor documented the proper grade until proven otherwise.
3. The grade documented by the instructor shall remain in effect until the appeal process is concluded.

4. Any associated effects (loss of eligibility or privilege) shall be invoked even though an appeal is pending.
5. All grade report records and related materials shall be maintained for a period of six months or until the case is resolved.
6. The burden of proof rests with the student.

Non-Academic Grievance Policy

See web site [link](#) for the *Manual of Policies and Procedures for Student Affairs*, Chapter 1, current edition for guidelines.

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 [Office of Student Accessibility and Resources](#) (SAR) located in the University Center.
3. The SAR office 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.

Students who receive testing accommodations while in the nursing program, are eligible for the same accommodations to take the NCLEX-RN[®]. Special paperwork must be submitted at the time of application to the [Texas Board of Nursing](#).

Release of Student Information

In accordance with the Family Educational Rights and Privacy Act (FERPA) and the Texas Public Information Act, Texas Government Code §552.001 et seq., the University policy on release of student information is found in the UT Tyler catalog.

NURSING ACADEMIC ADVISEMENT

All nursing majors will communicate with the academic advisor for release to enroll and submit required documentation. Appointments are made by using this [link](#) for undergraduate and MSN students. Potential doctoral students are advised by the Doctoral Program Director or Doctor of Nursing Practice Director. Admitted doctoral students are assigned a faculty advisor.

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, CPR, and nursing license is current, if appropriate. **The student is ultimately responsible for meeting the requirements for graduation.**

Beginning Fall 2017, all students must have all requirements completed in the Castle Branch system before they attend clinical. Failure to produce documentation of met requirements will result in a missed clinical day.

Responsibilities:

The Advisor 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, email, and telephone number in their file from time of admission through graduation. Failure to maintain current contact information could delay receipt of important SON messages.
3. Promptly submit transcripts to the Registrar's Office 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 advisor. If unable to keep the appointment, advisor must be notified, and the appointment rescheduled.
5. Prior to withdrawing from a course, students are required to consult with the academic advisor. Failure to consult with academic advisor prior to withdrawal may 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 advisor in writing/e-mail for changes in student status such as part-time, withdrawal, or change in progression.

SCHOOL OF NURSING POLICIES

Communication

All UT Tyler students must use the student emails as a means of communication with faculty and other entities on campus.

1. Information concerning the SON can also be accessed through WEB.
2. Undergraduate students are expected to self-enroll in the Undergraduate Student Learning Management site for information sharing. Graduate students are placed in their respective student groups in the learning management system for information sharing.
3. It is the student's responsibility to remain informed of general and special notices on the Learning Management sites and campus bulletin boards. Students are expected to review these regularly.

Email Guidelines for UT Tyler School of Nursing Students

First Impressions Matter

While email exchange among friends or familiar colleagues may take on a more informal tone, a well-constructed email is an essential skill for the professional nurse. As a student representative and future graduate of the UT Tyler School of Nursing, the following recommendations should guide your professional interactions. These interactions include emails to: (1) university faculty, staff, or administrators; (2) agency personnel (e.g. preceptors, clinic staff) and; (3) potential employers or collaborators.

Post's (2017) article on email etiquette provides a good synopsis on "The Dos and Don'ts of Professional Emails." Post, J. (2017, June 12). Email etiquette: The dos and don'ts of professional emails. *Business News Daily*. Retrieved from <https://www.businessnewsdaily.com/8262-email-etiquette-tips.html>.

Recommended Email Format when Communicating with Faculty or Staff

1. *Intended Recipient(s)*

- To: xxxx@uttyler.edu
- cc: someone who additionally needs to know xxx@uttyler.edu
- bcc: use if you need to let someone know but do not want to either let the other parties know or you do not want to let the others see his or her email (Use sparingly)

2. *Subject Line*

- Include Course Number (e.g. NURS XXXX and Section number) and/or a few words that highlight the focus of email. (Example: NURS 6666.060_Request extension)

3. *Body of Email*

- Start with a Proper Salutation
- Example: Dear Dr., Mr., Ms, or Mrs.
- Succinctly discuss the focus of the email; if directed to a university employee, include your student number

4. *Closing*

- Let the recipient know if a response is not needed (e.g. No reply necessary)
- End with "Sincerely" or "Thank you" or other respectful closing.

5. *Include Signature Line*

- The signature template on the next page should be used in your email communications as a UT Tyler School of Nursing student
- You will need to edit to include your personal information
- Please consult with your advisor if you need assistance

6. *Sending Email through Canvas*

Since Canvas email is how you will be communicating with your course faculty, please review the above information, and, ensure at the bottom of all of your emails, please include the following in the signature line:

Full Name
UT Tyler Graduate Student

NURS 5324.your section number
Your telephone number and email

Creating & Saving your UT Tyler Email Signature for Students

Part 1: Creating your Signature

All students in UT Tyler School of Nursing need to use the same email signature for any university-related communication and when communicating with external constituents in their student role. The template is provided below along with the steps to create your signature. You can follow the steps to update the template then save your signature in your email program.

Name, Credentials
Degree student



College of Nursing & Health Sciences
name@patriots.uttyler.edu

Ask about my strengths: List your top 5

Step 1 Line 1: Replace Name, Credentials with your name and any credentials you have. If you are a pre-licensure undergraduate student, you probably won't have any credentials...yet.

Step 2 Line 2: Replace "Degree" with the degree you are earning (i.e. BSN, RN-BSN, MSN-Education, MSN-Administration, MSN/MBA, MSN-FNP, DNP-Leadership, DNP-Clinical, PhD)

Step 3: Line 4 insert your name in the email line

Step 4: Replace word "List your top 5" with your top 5 strengths

Example of updated signature:

Jane Doe, MSN, RN-BC, CNE
PhD student



College of Nursing & Health Sciences
jdoe2018@patriots.uttyler.edu

Ask about my strengths: Strategic, Communication, Activator, Input, Empathy

Once you have created your signature, you will have to save to each device you use to send emails – your computer, tablet, phone etc. Since there is no way this document can provide you instructions for every possible device and email program available, we have provided you with links to Outlook on PC and Mac but if what you need is not available then search on email signature and your device or email application.

Part 2: Saving your Signature in your Email Programs

Depending on your device configuration, you may need to save the UT Tyler logo graphic separate as a picture on your device. On a PC you would Right click on image above and select Save As Picture. If you don't know how to do this on a Mac, then you will need to search for instructions for your version of Mac.

Saving your Signature in Outlook for PC

<https://support.office.com/en-us/article/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2>

Saving your Signature in Outlook for Mac

<https://support.office.com/en-us/article/create-and-insert-a-signature-in-outlook-for-mac-f4d21492-0956-4429-95ad-2769745b539c>

Saving your Signature in Outlook 365 online

<https://www.microsoft.com/en-us/microsoft-365/blog/2012/06/04/add-signatures-and-disclaimers-to-your-email-with-office-365/>

Student Members of Shared Governance Councils

Students who are in academic good standing will be selected from a recruitment pool by each of the governing councils. Students will not be voting members of the councils but are there to provide input from the students' perspective.

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 SON 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: http://www.utt Tyler.edu/registrar/acadinfo/name_changes.php

Maintaining Student Papers

All submitted materials (papers, assignments, examinations, etc.) are the property of the SON.

Course and Faculty Evaluations

Course, Faculty, Preceptor, and Facility 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. Course and faculty evaluations are conducted by the Office of University Assessment and may be accessed through *myUTTyler*. Facility and preceptor evaluations are under the purview of the clinical course faculty and facility.

Program Evaluation

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

SUBSTANCE ABUSE POLICY

The UT Tyler SON is committed to maintaining a drug-free academic and work environment consistent with and in furtherance of UT Tyler's [Alcohol and Drug Abuse Policy for UT Tyler Students](#) and <http://www.uttyler.edu/wellness/alcoholpolicies.php>

All admitted students will be required to pass a urine drug screen prior to the first clinical facility learning experience. Students must pay for this screening by the date established by the faculty. Actual screening will be conducted randomly at a later date. Additional random screening at the students' expense may be scheduled by the faculty. On the spot random drug/alcohol screening may be requested by the faculty as deemed necessary. Failure of any drug screening or refusal to test may result in dismissal from the program.

COMMENCEMENT AND CONVOCATION

Filing for Graduation

1. University graduation requirements are outlined in [The University of Texas at Tyler Catalog](#)
2. The student is ultimately responsible for meeting the requirements for graduation.
3. Students follow the process to [apply for graduation](#) and will meet the expected deadline date.
4. Students may apply for graduation as early as 9 months prior to the final filing deadline for graduation (see link in #3).
5. **No applications are accepted after the final deadline date.**

University Commencement

[Commencement](#) is traditionally held the afternoon of the convocation (pinning) ceremony at the end of the fall and spring semesters. There is not a summer commencement and those students with a summer graduation date may opt to attend the fall ceremony.

Nursing Convocation (Pinning) Ceremony

The [Convocation Ceremony](#) celebrates completion of undergraduate nursing and master's programs. 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 Staff Council of the SON with student representation from the graduating class.

Information and instructions pertaining to the convocation ceremony can be obtained at:

<http://www.uttyler.edu/nursing/college/undergraduate/convocation.php>

SCHOOL OF NURSING CLINICAL INFORMATION AND POLICIES

Prerequisites for Entry to all Courses

All applicants who are admitted to the School of Nursing 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 certifying that any criminal history is not a danger to the public. The following policy spells out the requirements.

All students are required to submit and update when required, copies of the following to <https://portal.castlebranch.com/UM57/package-selection> in order to be released for registration:

- American Heart Association, Health Care Provider, CPR
- Immunizations as described below
- Proof of current medical insurance

See this frequently asked questions link for support <http://go.castlebranch.com/newclientfaq>

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 two or four-year institution of higher education (schools, 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 enroll 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.

Beginning Fall 2017, all students must have all requirements completed in the Castle Branch system before they attend clinical. Failure to produce documentation of met requirements will result in a missed clinical day.

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

Influenza: Documentation of a flu shot administered during the current flu season (August-May) OR declination signed by a healthcare provider. Documentation DOES NOT need to indicate that the vaccine you received is from the batch of the current flu season. Renewal date will be set to 11/1 of the following flu season.

Hepatitis B Series: A complete series (3 injections) is required (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2) and positive antibody titer (lab report or physician verification required). If titer is negative or equivocal, a new alert will be created for you to submit proof of physician recommendation for follow up action (physician signature required) AND completed follow-up action. Series in process is acceptable but MUST be completed by the **end of the 1st semester**. If series is in process, submit where you are and a new alert will be created for you to complete the series and titer.

Series in process is acceptable but MUST be completed by the **end of the 1st semester**. If series is in process, submit where you are and a new alert will be created for you to complete the series and titer.

Measles, Mumps, & Rubella (MMR): Students born on or after January 1, 1957, must have 2 vaccines OR positive antibody titers for all 3 components (lab report or physician verification required). If titer is negative or equivocal, a new alert will be created for you to submit proof of physician recommendation for follow-up action (physician signature required) AND completed follow up action.

Tetanus, Diphtheria, & Pertussis (Tdap): Documentation of a Tdap booster administered within the past 10 years. The renewal date will be set 10 years from the administered date.

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

Varicella (Chicken Pox): Evidence of immunity is either documentation of two doses of varicella vaccine given at least 28 days apart OR positive antibody titer (lab report or physician verification required) OR History of Disease (medically documented). If titer is negative or equivocal, a new alert will be created for you to submit proof of physician recommendation for follow-up action (physician signature required) AND completed follow-up action.

Tuberculosis Screening:

One of the following is required:

- A Two-step PPD Mantoux tuberculin skin test (TST) (Students: If the first TST is negative, retest with a second TST in 1-3 weeks)

OR

- A Negative IGRA Blood test (QuantiFERON or T-spot)

Students/HCWs with a baseline POSITIVE or newly POSITIVE test result for M. tuberculosis infection or documentation of previous treatment for latent tuberculosis infection (LTBI) or TB disease:

Please Submit a Clear Chest X-ray showing no signs of tuberculosis

If Receiving Treatment, please ALSO supply:

- 1. Documentation showing the start of treatment
- 2. Documentation showing the completion of treatment from a health care provider.

***Students may attend clinical experiences if they are undergoing treatment for infection and are clear of TB disease. Please speak with your School Administrator in these cases.*

Upon Renewal please submit:

- For Past Negative tests: A one step PPD Mantoux tuberculin skin test (TST)

OR

- For Past Positive Tests: Provide documentation that you have received an Annual TB symptom screen. (This screen should be accomplished by educating the student/HCW about symptoms of TB disease and instructing the HCW/student to report any such symptoms immediately to the health care provider or the local health department. Treatment for LTBI should be considered in accordance with CDC guidelines).

***International Students: Please download, complete and Submit the attached Mandatory Tuberculosis Screening Documentation Form and Lab Report of Test Results, Signed by your Health Care Provider.*

<http://www.uttyler.edu/oip/issfs/medical-clearance.php>"

Exclusions from immunization compliance are based on each health care facility. Exclusions may be allowable on an individual basis for medical contraindications, and religious conflicts. Requirements for polio, measles, rubella, mumps, and hepatitis B vaccine are waived during pregnancy.

<https://www.cdc.gov/vaccines/vpd/should-not-vacc.html>

1. Students with medical contraindications must submit written verification form a health care provider 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 Tdap. If the student has not had a Tdap within the last 10 years, it is best to delay administration of Tdap until the second trimester. There are no contraindications to Tdap during pregnancy after the first trimester.

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

Licensure Verification for current registered nurses (RNs): For all licensed nurses, 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 SON must contact the appropriate program director. Progression in the program will be contingent upon the nature of the restriction.

CPR Certification: Current **American Heart Association** Healthcare Provider course. Copy of BOTH the front AND the back of your card is required and the card **MUST** be signed. Temporary certificate or letter from provider will be accepted and temporarily approved for 30 days by which time the permanent documentation must be uploaded. The renewal date will be set based on the expiration of certification.

Health Insurance: Submit a copy of your current health insurance card OR proof of coverage. Verification of coverage provider is required if the name on the document does not match. Renewal date will be set to 1 year from date of upload.

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](#). **All students are required to be familiar with information found in this site.**

Caring for a person requiring airborne precautions / Entering a negative pressure room

Scope I. This applies to all student nurses and clinical faculty at all acute care clinical affiliate sites

Policy

1. Health care personnel must wear the appropriate personal protective equipment at all times.

2. Health care personnel entering a negative pressure room or caring for a person requiring airborne precautions must wear a NIOSH approved N-95 or higher-level respirator.
3. All N-95 respirators require individuals to undergo fit testing.
4. Due to the large number of student nurses, clinical faculty, and clinical affiliate sites, it is not feasible to fit test each individual for the N-95 respirators used at each clinical affiliate. Therefore, student nurse and clinical faculty may not care for a person requiring airborne precautions. They may not enter a negative pressure room in the acute care setting when occupied by a patient on airborne precautions.

Procedure

1. Student nurses and clinical faculty are responsible for not accepting an assignment nor assisting with care for any person on airborne precautions.
 - a. This applies to ALL student nurses and faculty members, including those who may also be staff members at the facility.
2. If student nurses is working alongside a staff member who is caring for a person on airborne precaution, they must notify that staff member they are not permitted to enter the room.
3. If a staff member has a question about a clinical assignment, they should be referred to the clinical faculty member.
4. Examples of diseases requiring airborne precautions include but are not limited to:
 - a. Disseminated zoster (shingles)
 - b. Mycobacterium tuberculosis
 - c. Rubeola (measles)
 - d. Severe Acute Respiratory Syndrome (SARS)
 - e. Smallpox
 - f. Varicella zoster (chickenpox)

Scope II. Community Setting

Policy

1. Students following the TB nurse for the local health department should be fit-tested with the N-95 respirator mask, and that mask will be used if the student will come in contact with a patient who has active TB.

Needle Stick Policy

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

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 SON 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 needle sticks 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 needle stick 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 needle stick or exposure to blood, blood products, or body fluids, **the clinical faculty will:**

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 needle stick 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 needle sticks 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. Needle sticks or puncture wounds: wash with soap and water
2. Oral mucous membranes: rinse area several with water. Do not swallow.
3. Ocular: irrigate immediately with water. NS solution, or sterile irritants.
4. Human bite: Wash with soap and water.

Reference for first aid: https://www.cdc.gov/HAI/pdfs/bbp/Exp_to_Blood.pdf and <https://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm>

(Policy updated: 1.10.2019)

SUPPORT SERVICES

Nursing Student Organizations

The University of Texas at Tyler Nursing Students Association (UTTNSA)

More information is available at <http://www.nсна.org/>

Nurses Christian Fellowship (NCF)

More information is available at <http://ncf-jcn.org/>

Honor Society of Nursing, Sigma Theta Tau International

More information is available at <http://www.nursingsociety.org> and <http://iotanu.nursingsociety.org/IotaNuChapter/Home/>

UT Tyler Alumni Association

More information available at <https://www.uttyler.edu/alumni/>

Library Resources

The UT Tyler [Robert R. Muntz Library](#) offers an extensive collection of online databases. A librarian designated to the College of Nursing can offer assistance with online searches. The librarians will also assist students in obtaining necessary research articles through interlibrary loan.

The Louise Herrington Patriot Center

More information is available at <http://www.uttyler.edu/recsports/hpc/index.php>

Or e-mail: hpc@uttyler.edu

The University of Texas at Tyler Health Clinic

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

Campus Computing Center

The [Campus Computing Center](#) can provide assistance with student e-mail accounts and UT Tyler learning management sites. It also provides discounted software for purchase.

Bookstore

The [UT Tyler Barnes & Noble Bookstore](#) offers online services to purchase books and discounted software.

Financial Aid

The [Financial Aid Office](#) offers an extensive list of federal, state, and private financial aid opportunities with over \$5 million in financial aid available.

Registrar's Office

From registration steps to graduation procedures, the [Office of the Registrar](#) can help. Their office also handles loan deferments, name/address changes, and many other vital items related to your university experience.

College of Nursing & Health Sciences Office of Research

The [College of Nursing & Health Sciences Office of Research](#) offers research support to nursing faculty and students. The staff will assist with Institutional Review Board (IRB) applications and grant submissions. All IRB applications are reviewed by the ONRS prior to submission for IRB approval.

Writing Center

The Writing Center is available to assist online students and those on campus. The Center provides assistance with APA formatting, reading/critiquing, tutoring in grammar and usage, mechanics, and sentence structure. Students are encouraged to utilize the services with writing assignments. The Center can be accessed in this link: <https://www.utt Tyler.edu/writingcenter/>

Office of Research and Scholarship

The [ORS](#) at UT Tyler assists in securing external funding by providing technical assistance during proposal preparation, handling administrative matters with sponsors and reviewing proposals before submission to the sponsor.

BSN ACADEMIC INFORMATION AND POLICIES

Baccalaureate Degree Requirements and Graduation

<http://uttyler.cmsiq.com/en/2016-2017/Catalog/Baccalaureate-Degree-Requirements-and-Graduation>

Each candidate for the baccalaureate degree must fulfill the following requirements:

1. Consult with the appropriate academic advisor(s) and complete all requirements outlined in the Patriot Advising Report (PAR).
2. Complete Core Curriculum requirements with a grade of "C" or better in each course.
3. Complete a minimum of 42 upper-division semester credit hours (Refer to your major for any specific additional requirements.)
4. Complete at least 25% of the hours required for the degree at UT Tyler.
5. Complete at least 24 of the last 30 upper-division credit hours in residence at UT Tyler. (Waivers may be requested through the Office of Academic Affairs.)
6. Complete a minimum of 6 upper-division hours in the major field of study at U.T. Tyler. (Colleges or departments may establish more stringent requirements.)
7. Complete a minimum of 120 hours. All hours counted toward this requirement must be unique, non-duplicated credit hours. Credit hours from multiple completions of courses designated specifically as repeatable for credit, up to the designated repeat limit for each such course, are considered unique credit hours.
8. Maintain a 2.0 overall grade point average or higher if required by a specific major.
9. File for graduation on or before the Final Filing Deadline for the semester of graduation. See Graduation Guidelines below.
10. Additionally, students must achieve a minimum grade of C (75) in all required nursing courses in order to graduate.

BSN Program Student Learning Outcomes

Learning outcomes for BSN prepared students are found in the [SON undergraduate](#) section of The University of Texas at Tyler catalog.

NCLEX Information

Declaratory Order Form

All generic 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 (http://www.bne.state.tx.us/forms_declaratory_order.asp).

All generic 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 (http://www.bne.state.tx.us/forms_declaratory_order.asp).

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 admitted to the nursing program and/or eligible to take the NCLEX-RN. All information provided the BON is confidential.

If unsure about whether an Order should be filed contact the BSN Program Director.
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.
(Updated Policy 1.10.2019)

ATI

1. Assessment Technologies Institute® (ATI) offers resources to enhance student academic and NCLEX success (www.atitesting.com)
2. The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Online tutorials, online practice testing and proctored testing over the major content areas in nursing are available. These ATI tools, along with the SON curriculum, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
3. Data from student testing and remediation can be used for the SON's quality improvement and outcome evaluation.
4. ATI information and orientation resources can be accessed from the student home page. It is highly recommended that students spend time navigating the valuable orientation materials found on the student home page.

Policy:

1. The SON will provide consistent utilization of the ATI content including tutorials, practice exams, proctored exams and evaluation processes at all nursing levels within the SON curriculum; as well as fostering faculty support.
2. ATI proctored exams will be scheduled as an "in lab" proctored exam. The exam should be scheduled prior to the end of the semester to allow for review of outcomes and completion of remediation as necessary.
3. The SON will foster a culture of student accountability for use of ATI exams, focused reviews/remediation, and other learning resources (ATI online student resources, ATI Live Review).

RN-BSN POLICIES

The online RN-BSN Track requires 120 credit hours with a **minimum of 30 semester hours to be taken at the University of Texas at Tyler.**

RN-BSN Licensure Requirement

1. It is the policy of the University of Texas at Tyler SON RN-BSN track to require unrestricted and current RN licensure for participation in the upper division courses (RNBS 4631 and 4601).
2. Licensure in the state in which the student resides must be obtained before any courses other than RNBS 3415 can be taken.
3. Students who have not obtained licensure after the completion of RNBS 3415 cannot continue with the track until proof of RN licensure is submitted.

As a licensed nurse, students in the RN-BSN track will be subject to the rules and regulations as defined by their state Nurse Practice Act. In the unlikely event that an infraction occurs while in the role of a student, the SON is required to report the incident to the student's State Board of Nursing.

During the final semester of study, undergraduate students are informed of each step in the NCLEX application process during NURS 4631 (Leadership and Management). 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®.

UNDERGRADUATE SCHOOL OF NURSING POLICIES

Campus Transfer Policy

Undergraduate students may request a one-way transfer from the Tyler campus to either the Longview or Palestine campus if space allows. Transfers between Longview and Palestine campuses will be considered. Space constraints prohibit transfers to the Tyler campus.

Undergraduate Student Employment

Students are expected to 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.

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 SON program and the nursing profession.

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. A student may be dismissed from the program if clinical performance is deemed incompetent and/or is a threat to patient safety and well-being. Each course in the nursing program has a required syllabus that contains pertinent information for that course.

Progression and Retention

The curriculum is designed for the student to progress from simple to complex learning through the articulation of the nursing courses.

The following criteria have been established by the SON for progression and retention:

1. A minimum grade of "C" (75 or higher) 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-clinical of unsatisfactory progress.
2. When nursing courses are to be graded with theory and clinical components, 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 clinical courses in one level must be successfully completed before progressing to the next level.
4. **Withdrawing from a Required Nursing Course**
 - a. Students are allowed one (1) withdrawal in the nursing curriculum. (See WEB site for withdrawal procedure: <http://www.uttyler.edu/registrar/registration/withdrawals.php>)
 - b. Students are required to withdraw from any co-requisite course/s and this is counted as a single withdrawal in the same semester.
 - 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. Admission to clinical courses is contingent upon space available.

- 5. Failure of 3 required nursing courses or failure of the same required nursing course 2 times:**
- Students not successful in 3 of the required nursing courses, or if the same course is failed two times, including NURS 3205 and NURS 3303, will be denied continuation in the nursing program and notified in writing of this.
 - Transfer courses from another nursing program for a UT Tyler failed nursing course will not be accepted.
 - Petitions for continuation are not considered.
- 6. Alternative early graduation for campuses that offer the Accelerated Program**
Available seats in the level 4 summer offerings may be open to full-time, Level 3 students wishing to graduate early. Consideration will be based on the following criteria:
- The student will submit a formal, written petition requesting admittance into the accelerated program for Level 4, which describes an action plan and goals for success. The deadline for submission of the written petition for admittance will be the spring semester drop date.
 - First consideration will be given to students who have no previous nursing course failures, have never been placed on clinical contract, and have a nursing GPA greater than 3.0.
 - The student's nursing GPA shall be considered after preferential consideration has been completed. GPA is to be used as ranking for available open positions.
 - The students petitioning to transition into the accelerated program will be presented to the Undergraduate Program Director with faculty input for consideration.
7. Students in the SON 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.

6-Semester Completion Requirement

<https://www.uttyler.edu/nursing/files/curriculum-bsn-parttime.pdf>

Effective fall 2008 students will be required to complete the baccalaureate course of study in the SON in a maximum of six regular semesters. Failure to do so will require petition to the BSN Program Director for continuation.

Consideration for Readmission

To be considered for readmission, a student must be in good standing and not have sat out for more than three consecutive semesters after the last nursing course was successfully completed.

Students eligible to re-enroll in the nursing program must:

- Contact the University Admissions office to activate the re-enrollment process at the university.
- Submit a written petition to the BSN Program Director seeking permission to be readmitted.
- Follow a required plan of action based on the level of courses completed.
- Demonstrate proficiency in required competencies to enroll in point of entry course. *guaranteed.*

**Admission to clinical courses is contingent on space available and is not guaranteed.*

(Policy updated 12.17.2018)

Undergraduate Student Test Taking Rules for Student Handbook

1. All exams are administered via web-based software. Students with testing accommodations are responsible for obtaining the appropriate documentation from the UT Tyler Office of Student Accessibility and Resources (SAR) <https://www.uttyler.edu/disabilityservices/>
2. Exams will start promptly. Late arrivals will be admitted into testing area only at faculty discretion. Campuses will offer a white board, marker, & eraser or a blank sheet of paper after the exam begins. Information on the paper or board will not be shared with other students. Whiteboards must be erased before turning in and paper must include the students' name and be turned in at the end of the exam.
3. Students will sit in locations as determined by the instructor. Students may be placed in an assigned seat.
4. All personal items including class notes are to be placed at the front of the testing room unless otherwise directed by the proctor. No cell phones or other electronic devices (including text capable electronic watches) are allowed preceding or during an exam. All electronic devices will be turned off in the testing environment. All hats/caps will be removed before testing.
5. Students are expected to refrain from talking, gesturing, or communicating in any manner with other students before, during, and immediately following the exam. The testing environment should be quiet.
6. Faculty will not explain content in questions during the exam. If a student has a concern about a question regarding spelling or clarity, the student should send the course faculty an email detailing the concern after the exam.

Select All That Apply Questions:

| Based on 50-item test number and progression of Select All That Apply (SATA) Questions |
|--|
| Pathophysiology (pre-nursing course) 4% (2) at semester beginning progressing to 8% (4) by semester end. Correct number of options will be included ("choose 3 from the following"). |
| 1 st level: 4% (2) at semester beginning progressing to 8% (4) by semester end |
| 2 nd level: 8% (4) at semester beginning progressing to 14% (7) by semester end |
| 3 rd level: 16% (8) at semester beginning progressing to 22% (11) by semester end |
| 4 th level: 24% (12) at semester beginning progressing up to 30% (15) by semester end |

7. The number questions on unit and final exams will be determined and shared by course faculty. Most unit exams will contain 50 questions and most finals will contain 100 questions.
8. Students may not leave the room during testing without permission. Students should take care of biological needs prior to entering the testing center.
9. Divulging the contents of an examination, for the purpose of preserving questions for use by another is considered cheating and academic dishonesty and is subject to disciplinary action. See:
 - a. <https://www.uttyler.edu/graduate/files/scholastic-dishonesty.pdf>
 - b. <http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php>
10. Students are expected to cooperate in maintaining the integrity of examinations as noted in the UT Tyler Honor Code: I will embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.
11. Predetermined makeup exam dates may be determined and shared with students in each course. Make-up exams will be administered at the discretion of the faculty and may be in an alternate format.
12. Students must notify faculty of absence prior to the examination.

13. Students who score under 75 percent passing score on an exam are required to make an appointment to review the exam with the course instructor within 2 weeks from grade posting. Students should bring their text and notes to the review. Additionally, students in courses with Nursing Success Mentor (NSM) support will be required to attend (NSM) sessions before the next exam. See guidelines from course faculty.

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 SON 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 SON 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 SON 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.

(Policy updated 1.30.2019)

Medication Administration Exam

1. All clinical courses will require a medication administration exam to be administered prior to attending actual clinical experiences.
2. If the student does not achieve a grade of 90% or higher after **two attempts**, she/he has failed the clinical component of the course and must withdraw from the course for the semester.
3. The grade of "W" is recorded on the student's transcript.

Undergraduate Dress Requirements

Regardless of the academic setting, adherence to dress code standards are at the discretion of the faculty. Students must adhere to the faculty determination of appropriate appearance. It is the philosophy of the SON 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 are 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 everyday 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 frayed or soiled items. Shoes must be worn.

Professional/Clinical Presentations: Business or dressy day social: suit, dress, dressy separates, jacket, tie, nice fabrics, and dress shoes. Denim, jeans, t-shirt or other casual clothes are not considered appropriate and are not allowed. For workshops/seminars attended by students, professional/business attire will be worn. Students will wear the approved UT Tyler SON white lab coat, with the UT Tyler SON patch, over professional attire at the discretion of the nursing instructor.

Professional/Clinical Presentations: Business or dressy day social: suit, dress, dressy separates, jacket, tie, nice fabrics, and dress shoes. Denim, jeans, t-shirt or other casual clothes are not considered appropriate and are not allowed. For workshops/seminars attended by students, professional/business attire will be worn. Students will wear the approved UT Tyler SON white lab coat, with the UT Tyler SON patch, over professional attire at the discretion of the nursing instructor.

Pre- or Post-Clinical Experiences in the Health Care or Community Setting: Students may be required to attend conferences or visit the clinical areas as part of their course requirements. Students will wear the approved lab coat with name badge and UT Tyler school patch. Professional dress will be worn under the lab coat. The following items will be avoided in the clinical areas: jeans, shorts, sandals, jogging/athletic suits, t-shirts, and ball-caps. Alternatively, UT Tyler scrubs may be worn with a name badge. Faculty discretion may be used for particular events.

Pre- or Post-Clinical Experiences in the Health Care or Community Setting: Students may be required to attend conferences or visit the clinical areas as part of their course requirements. Students will wear the approved lab coat with name badge and UT Tyler school patch. Professional dress will be worn under the lab coat. The following items will be avoided in the clinical areas: jeans, shorts, sandals, jogging/athletic suits, t-shirts, and ball-caps. Alternatively, UT Tyler scrubs may be worn with a name badge. Faculty discretion may be used for particular events.

Skills Laboratory, Simulation, and Clinical Experience: Unless instructed otherwise by faculty, when attending any clinical experience students are required to wear the adopted student uniform with name badge and school patch. As a representative of UT Tyler and the SON, students are expected to be professional in appearance and behavior at all times. Students will refrain from wearing student uniforms to non-UT Tyler related activities (e.g. restaurants, shopping, etc.)

Skills Laboratory, Simulation, and Clinical Experience: Unless instructed otherwise by faculty, when attending any clinical experience students are required to wear the adopted student uniform with name badge and school patch. As a representative of UT Tyler and the SON, students are expected to be professional in appearance and behavior at all times. Students will refrain from wearing student uniforms to non-UT Tyler related activities (e.g. restaurants, shopping, etc.)

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 pocket area of lab coat and uniform top.
- b. The UT Tyler name badge with photo will be worn in all clinical settings. Name tag must be worn above the waist, so name and title are clearly visible.
- c. White or neutral hose are worn with dress/skirt; neutral hose, knee highs or white socks are worn with pants. Socks must cover ankles.

- d. Clean, white clinical shoes or white leather athletic shoes should be worn, no canvas, mesh, or clogs (shoes may be mostly white and if stripes or logos are on shoes, these must be minimal and light colored). Shoes must be closed toe and heel.
- 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 visible facial or body piercing; no necklaces or bracelets (only Medic Alert). Students must have a watch with a second hand.
- f. Make-up, hair, and grooming should be conservative. Hair color must be natural shades (no colors such as pink, blue, mahogany reds, etc.) Hair shoulder length or longer must be pulled neatly back in a ponytail or bun and restrained so that the hair does not fall forward when bending over providing care. Hair clips, bands, etc. shall be functional, not decorative (no bows) or distracting adornments. Mustaches and beards must be clean, neatly groomed, and trimmed short.
- g. Tattoos must be covered and not visible.
- h. Nails are to be clean and neatly trimmed to no more than fingertip length; no polish or artificial nails are permitted.
- 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.

Students having questions concerning adherence to the dress code should discuss this with their course instructor; faculty have final discretion.

In order to meet the variety of needs for warmth the following options for undershirts and/or jackets are permissible:

- k. No undershirt for females are required if uniform top neckline is such that complete modesty is maintained, no cleavage is to be showing.
- l. Sleeveless white round neck tank top.
- m. A short sleeve, round neck, royal blue or white top available through designated vendor.
- n. A 3/4 length sleeve, white top available through designated vendor.
- o. Men will wear a round neck white undershirt without visible logos or advertising. Short sleeves should not be visible hanging from under sleeve of uniform top.
- p. Long sleeve or turtleneck tops are not acceptable options.
- q. An approved royal blue jacket is available through a designated vendor with the UT Tyler SON logo or patch on the upper left pocket area, may be worn over the student's matching UT Tyler uniform.

Failure to comply with the above requirements may result in an unexcused clinical absence and/or negative clinical evaluation. Some individual situations may require collaborative effort by faculty to reach an appropriate solution to best deal with tattoos, skin disorders etc.

(Policy updated 12.17.2018)

Nursing Convocation (Pinning): Students will wear a clean, white lab coat, with the UT Tyler SON patch.

[Nursing Pinning Ceremony](#)

Men will wear black pants (no jeans) and a pressed, white button down, long-sleeved shirt with a collar and a dark colored tie such as black, dark gray, or navy. Shoes should be black dress shoes (no tennis/ running shoes). The white lab coat with the UT Tyler patch on the left front upper chest is to be worn over the shirt and slacks.

Women will wear black slacks (no jeans or leggings) or black knee-length or longer skirt with a pressed, white long-sleeved or ¾ length shirt with nude color undergarments. Flat or low heeled, closed or peep toe black shoes are required (no sling-backs). Jewelry must be conservative (e.g. no large/ oversized earrings or necklaces). Students

are required to wear their white lab coat with the UT Tyler patch on the left front upper chest over the shirt and slacks/ skirt.

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 midriff shirts, tank tops, spaghetti straps, muscle shirts, overtly sexual styles, 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. Disregard of previously mastered principles, learning, or objectives in carrying out nursing skills and/or delegated medical functions;
4. Lack of adherence to current CDC guidelines for infection control.
5. Failure to recognize one's own limitations, incompetence and/or legal responsibilities;
6. Failure to accept moral and legal responsibility for one's 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 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 SON. 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 time shall a student have possession of the narcotic keys or access to the narcotic cabinet unsupervised by a licensed nurse. When signing for narcotics, student signatures must always be co-signed with a licensed nurse.

GRADUATE SCHOOL OF NURSING POLICIES

Guidelines for Best Practice in Graduate Education for Faculty and Graduate Students

A primary purpose of graduate education at The University of Texas at Tyler is to instill in each student an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. It is the joint responsibility of faculty and graduate students to work together to foster these ends through relationships which encourage freedom of inquiry, demonstrate personal and professional integrity, and foster mutual respect.

Graduate student progress toward educational goals at The University of Texas at Tyler is directed and evaluated by an advisor and the relevant faculty. The advisor and faculty provide intellectual guidance in support of the scholarly/creative activities of graduate students. The advisor and the relevant graduate committee(s) also are charged with the responsibility of evaluating a graduate student's performance in scholarly/creative activities. The graduate student, the advisor, and the graduate committee(s) comprise the basic unit of graduate education at this institution. It is the quality, breadth, and depth of interaction within this unit that largely determines the outcome of the graduate experience.

High quality graduate education depends upon the professional and ethical conduct of the participants. Faculty members and graduate students have complementary responsibilities in the maintenance of academic standards and the creation of high quality graduate programs. Excellence in graduate education is achieved when both faculty and students are highly motivated, possess the academic and professional backgrounds necessary to perform at the highest level, and are sincere in their desire to see each other succeed.

Graduate students must be viewed as early-stage professionals, not as students whose interest is guided by the desire to complete the degree. Graduate students have made a career choice and must be viewed and treated as the next generation of professionals.

To accomplish this, it is essential that graduate students:

- Conduct themselves in a mature, professional, ethical, and civil manner in all interactions with faculty and staff in accordance with the accepted standards of the discipline and The University of Texas at Tyler policies governing discrimination and harassment.
- Recognize that the program faculty provide the intellectual and instructional environment in which the student conducts research, and may, through access to teaching and research funds, also provide the student with financial support.
- Expect that their research results, with appropriate recognition, may be incorporated into progress reports, summary documents, applications for continuation of funding, and similar documents authored by the faculty advisor, to the extent that the student's research is related to the faculty advisor's research program and the grants which support that research.
- Recognize that faculty have broad discretion to allocate their own time and other resources in ways which are academically productive.
- Recognize that the faculty advisor is responsible for monitoring the accuracy, validity, and integrity of the student's research. Careful, well-conceived research reflects favorably on the student, the faculty advisor, and The University of Texas at Tyler.
- Exercise the highest integrity in taking examinations and in collecting, analyzing, and presenting research data.

- Acknowledge the contributions of the faculty advisor and other members of the research team to the student's work in all publications and conference presentations; acknowledgment may mean co-authorship when that is appropriate.
- Recognize that the faculty advisor, in nearly every case, will determine when a body of work is ready for publication and an acceptable venue, since the faculty advisor bears responsibility for overseeing the performance of the students and ensuring the validity of the research.
- Maintain the confidentiality of the faculty advisor's professional activities and research prior to presentation or publication, in accordance with existing practices and policies of the discipline.
- Take primary responsibility to inform themselves of regulations and policies governing their graduate studies and The University of Texas at Tyler.
- Recognize that faculty and staff have many professional responsibilities in addition to graduate education.

Correspondingly, it is imperative that faculty:

- Interact with students in a professional, ethical, and civil manner in accordance with the accepted standards of the discipline and The University of Texas at Tyler policies governing discrimination and harassment.
- Impartially evaluate student performance regardless of religion, race, gender, sexual orientation, nationality, or other criteria that are not germane to academic evaluation.
- Serve on graduate student committees without regard to the religion, race, gender, sexual orientation, or nationality of the graduate student candidate.
- Prevent personal rivalries with colleagues from interfering with their duties as graduate advisors, committee members, or colleagues.
- Excuse themselves from serving as advisors, on graduate committees or supervising assistantship work when there is a familial or other relationship between the faculty member and the student that could result in a conflict of interest.
- Acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.
- Not impede a graduate student's progress and completion of his/her degree in order to benefit from the student's proficiency as a teaching or research assistant.
- Create in the classroom, lab, or studio, supervisory relations with students that stimulate and encourage students to learn creatively and independently.
- Have a clear understanding with graduate students about their specific research responsibilities, including time lines for completion of research and the capstone project or dissertation.
- Provide oral or written comments and evaluation of students' work in a timely manner.
- Discuss laboratory and/or departmental authorship policy with graduate students in advance of entering into collaborative projects.
- Ensure an absence of coercion with regard to the participation of graduate students as human research subjects in their faculty advisor's research.
- Refrain from requesting students to do personal work (mowing lawns, babysitting, typing papers, etc.) with or without appropriate compensation.
- Familiarize themselves with policies that affect their graduate students.
- Provide oversight and guidance to graduate students on environmental, safety and other regulatory issues.

Graduate education is structured around the transmission of knowledge at the highest level. In many cases, graduate students depend on faculty advisors to assist them in identifying and gaining access to financial and/or intellectual resources which support their graduate programs. In addition, faculty advisors, program directors, etc. must apprise students of the "job market" so that students can develop realistic expectations for the outcomes of their studies. In some academic units, the student's specific advisor may change during the course of the student's

program, either because of faculty or student wishes. The role of advising may also change and become a mentoring relationship. The reward of finding a faculty advisor implies that the student has achieved a level of excellence and sophistication in the field, or exhibits sufficient promise to merit the more intensive interest, instruction, and counsel of faculty.

To this end, it is important that graduate students:

- Devote an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree.
- Be aware of time constraints and other demands imposed on faculty members and program staff.
- Take the initiative in asking questions that promote understanding of the academic subjects and advances in the field.
- Communicate regularly with faculty advisors, especially in matters related to research and progress within the graduate program.

Correspondingly, faculty advisors should:

- Provide clear maps of the requirements each student must meet, including course work, languages, research tools, examinations, and thesis or dissertation, and delineating the amount of time expected to complete each step.
- Evaluate student's progress and performance in regular and informative ways consistent with the practice of the field.
- Help students develop interpretive, writing, oral, technological, and quantitative skills, in accordance with the expectations of the discipline and University.
- Assist graduate students in the development of grant writing skills, where appropriate.
- Take reasonable measures to ensure that graduate students who initiate capstone projects or dissertation research/creative activity do so in a timely fashion, regardless of the overall demands of the laboratory/studio.
- When appropriate, encourage graduate students to participate in professional meetings or display their work in public forums and exhibitions.
- Stimulate in each graduate student an appreciation of teaching, and promote the acquisition of teaching skills where appropriate.
- Create an ethos of collegiality so that learning takes place within a community of scholars.
- Prepare students to be competitive for employment which includes portraying a realistic view of the field and the job market and making use of professional contacts for the benefit of their students, as appropriate.
- Create an environment of the highest ethical standards and insist that the student behave ethically in all their professional activities.

In academic units, faculty advisors support the academic promise of graduate students in their program. In some cases, academic advisors are assigned to entering graduate students to assist them in academic advising and other matters. In other cases, students select faculty advisors in accordance with the disciplinary interest or research expertise. Advising is variant in its scope and breadth and may be accomplished in many ways.

A student's academic performance and a faculty member's scholarly interest may coincide during the course of instruction and research/creative activity/ performance. As the faculty-graduate student relationship matures and intensifies, direct collaborations may involve the sharing of authorship or rights to intellectual property developed in research or other creative activity. Such collaborations are encouraged and are a desired outcome of the mentoring process.

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MASTER OF SCIENCE IN NURSING

The Master of Science in Nursing (MSN) Program Curriculum

Program outcomes, degree descriptions, degree plans, and course descriptions are found in the [UT Tyler Catalog](#) under the Master's of Nursing programs.

Admission to UT Tyler Master's Degree Programs

Specific admission requirements for each degree program are located in the [UT Tyler Catalog](#) under the Master's of Nursing programs.

Non-Degree Seeking Students

Students seeking admission on a non-degree status are subject to the guidelines of [The Graduate School](#). In addition, students must meet the following requirements:

1. The student must be an RN with a baccalaureate degree in nursing.
2. The student must have a master's degree in another field, be currently enrolled in a master's program or certificate program, or have permission of appropriate Program Director.
3. Students not fitting the above criteria may petition the CNHS Associate Dean/ Executive Director for Nursing for permission to enroll in a particular course.

Procedure for Determining Graduate Required Course Equivalency

Students wishing to transfer credit or substitute a course for one listed in the degree plan are subject to policies of The Graduate School. To determine graduate required course equivalency, the following procedure must be followed:

1. The student will submit a request to the Graduate Nursing Advisor. The student is to include a transcript showing satisfactory completion of the course along with supporting documentation, i.e. course syllabus.
2. The Graduate Advisor will forward the documentation to the faculty teaching the designated course.
3. The faculty teaching the designated course will review the documentation and submit their recommendation to the Graduate Advisor.
4. If documentation is considered to be sufficient, the Graduate Advisor will complete a transfer credit approval form, submit it to registrar's office, and place approval documentation in the student's file.
5. If the documentation is considered not to be sufficient, the Graduate Advisor will inform the student requesting the equivalency that the required course must be taken.

Progression

MSN requirements for progression include the following:

1. A minimum grade of "B" is necessary in all required courses for the MSN degree. Students have the responsibility of monitoring grades in the course learning management system throughout the semester and in communicating with course instructors regarding grade status. Two course failures will result in dismissal from the program.
2. Core courses must be taken in sequence, as indicated in the UT Tyler catalog.

3. Students on conditional admissions status will be granted full acceptance status after the successful completion of designated coursework prior to petitioning the Graduate Advisor for a change in admission status.
4. Nursing courses within the MSN curriculum may be repeated only once. A course withdrawal is counted as one course attempt. Exceptions may be made for extenuating circumstances.
5. If a student has two or more semesters of at least 1 withdrawal per semester, the student must submit an appeal form within 10 business days after the official drop date to the graduate advisor if they wish to progress in the program.
6. Any elective hours may be chosen at the discretion of the student; however, it is recommended that hours be related to the role function.

MSN CLINICAL INFORMATION AND POLICIES

Graduate Clinical Responsibilities

1. All clinical sites and preceptors must be approved prior to the start of the semester with the clinical coordinator.
2. The MSN orientation is online and is located in the MiSSION Possible Canvas site. Students are required to complete the online orientation prior to their first course.

Graduate Clinical Information

Clinical Facilities: Students can expect to be placed in a variety of facilities during their enrollment in the program. Graduate students choose clinical sites with the approval of their instructor in a variety of settings designed to facilitate meeting their clinical objectives.

Graduate Clinical Dress Requirements

1. Students will dress in a professional manner, appropriate to the area of clinical practice and the dress code of the agency assigned.
2. All students are required to wear a UT Tyler school patch on the upper left chest of the uniform jacket and/or lab coat. Information for ordering the patch can be found at [CR Scrubs](#).
3. The name badge must be worn at all times, either on the jacket or the uniform. The name badge should be ordered through the graduate nursing advisor of the School of Nursing.

DOCTOR OF PHILOSOPHY IN NURSING AND DOCTOR OF NURSING PRACTICE

Overview of the PhD in Nursing (PhD) and Doctor of Nursing Practice (DNP) Programs

Program outcomes, degree descriptions, degree plans, and course descriptions are found in the [UT Tyler catalog, Doctoral Nursing programs](#) section.

Program Model

The doctoral programs are built on a strengths model that capitalizes on human resources and geographic need. The strengths perspective is powered by a belief that “you can build little of lasting value on pathology and problem, but you may build an enduring edifice out of strength and possibility inherent in each individual” (Saleebey, 1992, p.7). Key principles of the strengths model include:

- Focus is on the student and faculty strengths, not barriers and deficits.
- The community is viewed as an oasis of resources, not as an obstacle to expanding educational horizons.
- Specific deliverables to meet course objectives are based on the person's self-determination.
- The student/faculty relationship is primary and essential.
- Assertive outreach is the preferred mode of interaction. In other words, online accessibility and interaction are valued and expected.
- Students are expected to grow, learn, and evolve as a result of the doctoral educational experience. (*Adapted from Rapp & Wintersteen, 1989*),

Graduates will be empowered to connect regional and personal resources to meet the health care needs of the community. The program, built on a model of strengths and offered in an online format, will prepare nurses to serve as stewards of the discipline in education and research as well as innovators and change agents in the health care sector.

Admission to UT Tyler PhD and DNP Degree Programs

Specific admission requirements for the PhD and DNP degree programs are located in the [UT Tyler Catalog Nursing Doctoral Programs](#) sections, respectively.

Non-Degree Seeking Students

Non-degree students are not allowed to enroll in PhD or DNP courses unless they are currently enrolled in a doctoral program at another university. Non-degree seeking students are subject to the guidelines of [The Graduate School](#) and must receive permission of the Associate Dean for Graduate Nursing Programs to enroll.

Advising for PhD Students

Upon acceptance into the program and based on the areas of interest identified in the application essay, students are assigned a doctoral advisor. This advisor will mentor the student throughout the first year of study. Specific expectations include:

Student will meet with advisor during the orientation prior to beginning coursework.

1. Together, student and advisor will complete a projected program of study during their initial meeting. This program may be revised as needed and as indicated by the direction of the student's research.
2. Student will consult with the advisor prior to registering each semester. The program of study is reviewed and updated at this time. Students are barred from registering until the advisor gives the graduate office approval to lift the registration bar.
3. The initial advisor will assist student in identifying an appropriate major professor.

Advising for DNP Students

Upon acceptance into the program, and based upon the areas of interest identified in the application essay, students are assigned a faculty mentor. The faculty mentor will work with the student and an industry mentor throughout the program to plan and implement the DNP Scholarly Project.

1. Students will meet with their assigned faculty mentor during the orientation prior to beginning course work.
2. Together student and faculty mentor will discuss the formulation of the PICOT question for the DNP Scholarly Project, the choice of an industry mentor, and expected trajectory of the project across the curriculum.
3. The student will consult with the faculty mentor during all on-campus intensives over the course of the program, as assigned in coursework, in scheduled meetings with the industry mentor, or as needed or requested over the course of the program.
4. Given the Scholarly Project is completed across the curriculum, course substitutions are generally not allowed. Any substitution requires approval of the student advisor and the DNP Program Director.

Procedure for Determining Graduate Required Course Equivalency

Students wishing to transfer credit or substitute a course for one listed in the degree plan are subject to policies of The Graduate School. The maximum number of hours that may be transferred into a doctoral program is 12 semester credit hours. To determine graduate required course equivalency, the following procedure must be followed:

1. The student will submit a request to their Faculty Advisor and Program Director. The student is to include a transcript showing satisfactory completion of the course along with supporting documentation, i.e. course syllabus.
2. The Program Director will forward the documentation to the faculty teaching the designated course.
3. The faculty teaching the designated course will review the documentation and submit their recommendation to the Program Director.
4. If documentation is considered to be sufficient, the Faculty Advisor will complete a transfer credit approval form, submit it to registrar's office, and place approval documentation in the student's file.
5. If the documentation is considered not to be sufficient, the Program Director will inform the student requesting the equivalency that the required course must be taken.

Progression

Doctoral requirements for progression include the following:

1. A minimum grade of “B” is necessary in all required courses for the PhD and DNP degrees. Students have the responsibility of monitoring grades in the course websites in the learning management system throughout the semester and communicating with course instructors regarding grade status. Two course failures will result in dismissal from the program.
2. Core courses must be taken in sequence, as indicated in the U.T. Tyler catalog.
3. Nursing courses within the PhD and DNP curricula may be repeated only once. A course withdrawal is counted as one course attempt. Exceptions may be made for extenuating circumstances.
4. Any elective hours are subject to approval by the student’s faculty advisor.

Doctoral Proficiency Exam (for PhD only)

Prior to entering candidacy, the student must successfully pass the Doctoral Proficiency Exam (DPE). The purpose of the exam is to articulate the knowledge accumulated throughout coursework. This written exam is scheduled near the end of coursework. The specific dates are posted in the NURS 6337 syllabus as students enrolled in NURS 6337 are those eligible to take the exam. The final two weeks of the semester are dedicated to the exam. The processes are as follows:

1. Students receive the DPE packet via their patriot email account.
2. The packet includes research articles and guidelines for completion of the DPE.
3. Two weeks are allotted for completion of the exam.
4. During this time, the only person to whom questions may be addressed is the PhD Program Director.
5. Students may not discuss the exam or consult one another during the DPE time frame.
6. Exams are returned to the designated administrative assistant by the due date, which is included in the DPE instructions.
7. Late submissions are not accepted.
8. Following submission, de-identified papers are sent by the administrative assistant to 2-3 faculty to grade.
9. Faculty submit grades for the anonymous papers back to the administrative assistant who compiles the results, which are shared with the PhD Program Director after the due date has passed.
10. Results will be emailed to students within two weeks from the due date for submission.

Candidacy (For PhD only)

Upon completion of all coursework and successfully passing the DPE, students are admitted to candidacy. The request for candidacy initiates with the student and Faculty Advisor but is submitted by the Doctoral Program Director. The form for submission is located on [The Graduate School Doctoral Forms](#) website.

Dissertation (For PhD only)

The dissertation is a culmination of the student’s program of research while enrolled in the doctoral program at The University of Texas at Tyler. The dissertation process at The University of Texas at Tyler School of Nursing is a hybrid between the traditional U.S. model, which emphasizes beginning a major research project upon completion of coursework, and the European model, which places emphasis on publication and a discourse of the program of research at the end of study.

Specific guidelines for dissertation are provided on the PhD learning management site: [PhrnD Cafe](#)

DNP Scholarly Project (DNP only)

The DNP Scholarly Project is a culmination of the DNP's exploration of a clinical question that results in implementation of a practice or leadership innovation, policy change, evidence-based quality improvement initiative, or instituting a change project. The DNP Scholarly Project is formulated and completed in a sequence of key assignments across courses in the [DNP Curriculum](#). A final presentation and submission of an electronic portfolio is required.

Graduation

1. University graduation requirements are outlined in [The University of Texas at Tyler Catalog](#)
2. The student is ultimately responsible for meeting the requirements for graduation.
3. Students follow the process to [apply for graduation](#) and will meet the expected deadline date.
4. Students may apply for graduation as early as 9 months prior to the final filing deadline for graduation (see link in #3).
5. **No applications are accepted after the final deadline date.**