UTHealth | Cizik School of Nursing
The University of Texas Health Science Center at Houston

STUDENT HANDBOOK 2022-2023

The Student Handbook offers additional CIzik School of Nursing (CSON) information for students that relate to school specific policies and procedures, and should be read in conjunction with the CSON official 2022-2023 Academic Catalog and the 2022-2023 UTHealth Houston General Information Catalog. Students are responsible in knowing university and school policy information. The UTHealth Houston official catalog website is located at https://www.uth.edu/oaass/academic-affairs/school-catalogs.htm

Cizik School of Nursing Mission:
Improve the health and well-being of our diverse community by preparing tomorrow's leaders to drive innovation and excellence in nursing education, practice, and scientific discovery.

Our Values Are:

- Integrity
- Innovation
- Inclusivity
- Collaboration
- Respect
- Excellence

CSON Vision:
To lead the advancement of health and high-quality health care for all.

ACADEMIC DISMISSAL AND APPEAL
Students must meet the respective grading policy for the program in which they are enrolled all of which can be found under **Program Policies** on the CSON website. If a student does not meet the academic criteria for progression in the program, a letter of academic dismissal will be sent to the student. The Councils (Baccalaureate Degree Council, Masters Degree Council, PhD Council and DNP Council) assist with decision-making and implementation of policies concerning the admission, readmission, progression, and graduation of students. If the student wishes to request that the appropriate Council reconsider its recommendation, the student must submit a written request within five working days after receipt of the recommendation, to the appropriate Council stating rationale in support of the request. The appropriate Council, upon receipt of the request, will review the request no later than the next scheduled meeting and render its final recommendation in writing to the Dean or designee with a copy to the student. A student may appeal the recommendation of the Council to the Dean or designee by submitting a written request with supporting evidence within five business days of receipt of the Council's recommendation. The determination of the Dean or designee is final and there is no further appeal.

ACADEMIC HONESTY
https://nursing.uth.edu/acaddept/academicaffairs/documents/schoolpolicies/s1020.pdf

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

ACCREDITATION
The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN certificate program) at Cizik School of Nursing at UTHealth are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. (http://www.ccneaccreditation.org)

The Nurse Anesthesia program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. https://www.coacrna.org/

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

ADD/DROPS
https://nursing.uth.edu/acaddept/academicaffairs/documents/schoolpolicies/s1030.pdf
After registration, and during the add/drop period, students may add a course with the approval of the advisor and the course instructor. Students need to refer to the timetable each term for the deadline for adding courses. After registration, and during the add/drop period, students may drop one or more of the courses in which they are enrolled. Students need to refer to the timetable each term for the deadline for dropping courses.
- Adding/Dropping Courses - After registration, and during the add/drop period, students may add/drop a course with the approval of the advisor and the course instructor. **During the add/drop period, the student must add/drop courses in MyUTH. No paper withdrawal forms are accepted; nor is the online Course Withdrawal System used during the add/drop period.**
- Refund for drops is dependent on time of drop. Students should consult the "Schedule of Classes" for deadline date.
- Withdrawal from Courses - After the add/drop period, students may drop a course with the approval of the instructor at any time before the last day of class in any term. Students should consult the "Schedule of Classes" for deadline date. No refund. The online Course Withdrawal System (https://nursing.uth.edu/currstudent/withdrawal/index.htm) must be used to withdraw from courses after add/drop period.
- "W" Grade = is not used in the calculation of the GPA
- "WF" Grade (no WF grade in the doctoral programs) = is used in the calculation of the GPA
- A student may be allowed to withdraw from the same course only twice.
- Students withdrawing from a nursing course may not be guaranteed subsequent placement in the course from which they withdrew.

- An undergraduate student must petition the Baccalaureate Council to repeat a course.
- A student may be required to withdraw from a course at any time because of neglect, lack of preparation, and/or unsafe clinical practice. Under such circumstances, the symbol "WF" will be recorded.

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

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

ALCOHOLIC BEVERAGES
The use, possession or distribution of alcohol on the premises of The University of Texas Health Science Center at Houston ("university') and at events (on or off campus) sponsored by the university or The University of Texas System ("UT System") or by a registered employee or student/resident organization is prohibited, unless approved in advance by the Senior Executive Vice President Chief Operating Officer ("COO") or designee. To be approved the guidelines, responsibilities and procedures set forth in HOOP Policy Number: 9 – Alcoholic Beverages (https://www.uth.edu/hoop/policy.htm?id=1447866) must be followed.

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

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

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

AUDIT PROCEDURE FOR UTHEALTH HOUSTON STUDENTS
1) The AUDIT fee is $25 per course plus student services fees, and other applicable fees depending on the course.
2) All "HOLDS" apply (immunization, international, insurance, CPR, RN license, etc.)
3) Students enroll to audit a course by using an Add/Drop/Audit From. The Add/Drop/Audit form must be signed by the Faculty Instructor, Student Advisor and Director of Student Affairs before being submitted to the Registrar's Office.

4) Students who are auditing classes during a term in which they are officially enrolled in one or more classes will have access to the audited class via Canvas (if applicable) and will have access to UT School email.
5) Students who are auditing classes during a term in which they are not officially enrolled in one or more classes must:
   a) request "guest access" to the UTHealth Houston School email and Canvas by contacting the Student Affairs Office.
   b) ask their faculty members to add them as "guests" to the course on Canvas.
6) Students are responsible for meeting with their instructors to determine the requirement(s) for the AUDIT course in which they are enrolled utilizing the AUDIT form. The AUDIT Form must be signed by the student and instructor and submitted to the Student Affairs Office.
7) Students may be required to AUDIT courses previously taken.
8) Students enrolled in a School of Nursing program of study are not allowed to AUDIT a required course that is on their degree plans to be taken in the future.
9) Students who audit courses are not given college credit.
10) Audit courses do not appear on the UTHealth Houston transcript.
11) Students who do not meet expectations set forth by the instructor may not be allowed to progress in the program.

BOARD OF NURSING - TEXAS

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

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

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

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

license to a disciplinary order and fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC§213.27)

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non- disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non- disclosure may become a character and fitness issue. Pursuant to Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

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

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

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

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

BOARD OF NURSING -- BACKGROUND CLEARANCE

Audience
The information is intended for all Cizik SON Pacesetter BSN students.

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

Procedure
- The Assistant Dean for Admissions and Student Affairs sends a roster of new students to the BON.
- Typically, within ten (10) business days, the BON issues a confirmation email to the Assistant Dean that the student information has been entered in the BON system and students on the roster can initiate the clearance process.

- IdentoGo sends instructions to new students via email to schedule fingerprinting. Please note that the BON process can take several weeks/months depending on the situation and students are advised to submit their fingerprints as early as possible.
- IdentoGo electronically submits the fingerprint scan to DPS to initiate the background check and transmit results directly to the BON.
- When the results are received, the BON will do one of the following:
  - o Mail a blue postcard directly to those students who have a clear background check; **OR**
  - o Correspond with students who have a rejected fingerprint scan and request another scan; **OR**
  - o Correspond with students who have a positive background check and request they petition for a declaratory order (DO).; **OR**
  - o Correspond with students that the Operations Team cannot approve their DO petition and they must pay a $150 review fee and their file will be transferred to the Enforcement Team.

Documentation of Clearance
- Students must obtain BON clearance prior to enrollment in their first semester.
- Students must provide Student Affairs Office a copy of their blue postcard or their letter of clearance from the DO process by the established deadline.
- Students will also be required to provide this documentation when registering for the NCLEX at the completion of the program.

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

BOOKSTORE – UTHSC Medical Campus Store
Faculty members determine books required for each course. Students should consult the syllabus for each course to determine the required books for each course. Students are strongly encouraged to purchase the required texts for each course. Textbooks may be purchased at the UT Medical School Bookstore located in the basement of the Medical School Building.

BOOKSTORE HOURS/LOCATION
   Hours: Monday – Thursday 9:00 am - 4 pm; Friday 9:00 am – 2:00 pm; Closed Saturday and Sunday
   Location: 6431 Fannin Street/ Basement Houston, Texas 77030
   Payment: Cash, Checks, Visa, MasterCard, Discover, American Express
   Contact Information for Bookstore:
         Voice: 713-500-5860   Fax: 713-500-0540
         Email: Bookstore Manager 1393mgr@follett.com

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

CALENDARS ON THE WEB
https://www.uth.edu/registrar/current-students/

The academic calendar for each term is located on the Registrar's webpage. Go to the Registrar's Office homepage and click on "Current Students", from there you can view the Registration Schedule and other calendar information. Included are the dates of the term, add/drop deadlines, tuition payment deadlines, holidays, and other important deadlines.

The two-year Academic Calendar showing the beginning and ending dates for all the Cizik School of Nursing terms is located at: https://nursing.uth.edu/currstudent/acadcal.htm

2022– 2023 Academic Year

Fall 2022
Semester Begins August 26, 2022
Classes End December 9, 2022
Exams December 12-16, 2022

Spring 2023
Semester Begins January 2, 2023
Spring Break March 13-17, 2023
Classes End April 28, 2023
Exams May 1-5, 2023

Summer Sessions 2023- 12 Weeks
Session Begins May 15, 2023
Classes End August 4, 2023
Exams August 7-10, 2023

Summer Sessions 2023 - 1st 6 Weeks
Session Begins May 15, 2023
Classes End July 20, 2023
Exams July 21, 2023

Summer Sessions 2023 - 2nd 6 Weeks
Session Begins July 22, 2023
Classes End August 4, 2023
Exams August 7-10, 2023

CANVAS
https://www.uth.edu/canvas/index.htm

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

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

CSON ACADEMIC CATALOG
https://www.uth.edu/oaass/docs/school-catalogs/CSON-2022-2023-AcademicCatalog-Final-8.11.22(A2).pdf
The current Cizik School of Nursing catalog is available online. It is the official academic catalog of CSON. The information contained in the catalog includes UTHealth Houston general information that applies to all students, CSON academic program information for all degree programs, admission requirements, and course description information. Th Student Handbook offers additional CSON information for students that relate to school specific policies and procedures, and should be read in conjunction with the official CSON academic catalog and the UTHealth Houston General Information Catalog.
.

CENTER FOR NURSING RESEARCH
https://nursing.uth.edu/research/default.htm
Cizik School of Nursing provides research services through its Center for Nursing Research (CNR). The Associate Dean for Research, statistician, biostatistician, and the CNR staff assist faculty and students with preparation and submission of grant proposals for extramural funding, preparation of research manuscripts, design of research methods and statistical analyses, electronic entry and analysis of data, and processing of institutional review board and agency approvals. The CNR provides post-award support for faculty and students. The CNR sponsors research seminars and workshops; processes graduate student travel for research presentations funded through the School or grants to the School; and, informs faculty and students of funding opportunities and research conferences through the CNR's Website.
The Center for Nursing Research houses over 5,000 square feet of biobehavioral research laboratories: basic science, controlled environment, behavioral research, stress reduction, energy field, pre-clinical critical care laboratory, and biomedical engineering laboratories are available at Cizik School of Nursing.

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

CEIR (CENTER FOR EDUCATION AND INFORMATION RESOURCES) https://nursing.uth.edu/ceir/index.htm

The **Center for Education and Information Resources** (CEIR) is responsible for providing comprehensive and advanced technology solutions for the faculty and students of the Cizik School of Nursing. The CEIR researches and implements student application software, online assessment software, and state-of-the-art classroom instructional technology. The CEIR also provides information and resources regarding, instructional design, educational media design and distance education. The CEIR is located on the 7th and 8th floor of the Cizik School of Nursing building.

The CEIR operated Learning Resource Center (LR) is located in room 306 in the Cizik School of Nursing building. It provides faculty, students and staff with classroom technology support, computer lab support, student application support (Panopto, Canvas, HESI exam), wireless and mobile support, Qualtrics survey support, video and phone conferencing support and classroom scheduling support.

CHAIN OF COMMAND – Appealing Non-Academic Issues
In attempting to resolve any student grievance of a non-academic nature, it is the obligation of the student first to make a serious effort to resolve the matter with the faculty member with whom the grievance

originated. If the issue was not resolved at the faculty level, the student may address the issue with the faculty member's Department Chair. If the issue was not resolved at the Department Chair level, the student may address the issue with the Associate Dean for Academic Affairs. If the issue was not resolved at the Associate Dean for Academic Affairs level, the student may address the issue with the Dean. The determination of the Dean is final, and there is no further appeal. If the issue is not faculty and/or course related, the student should contact the Student Affairs Office for guidance and assistance.

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

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

All students are required to reside in the state of Texas from the first date of enrollment through the date of graduation. In addition to changing the address in MyUTH, students are required to notify Student Affairs Office in writing within 10 business of relocating.

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

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

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

It is important that all students assemble a "Clinical Packet" to retain personal records of the requirements listed below -- as clinical agencies require actual proof/dates of completion of the following:
- Current CPR Training
- Current ACLS Training (Acute Care; Emergency, and Nurse Anesthesia students only)
- Current PALS Training (Emergency and Nurse Anesthesia students only)
- Criminal Background Check (Upon enrollment and required again if there is a break in enrollment)

- Drug Screen (Upon enrollment and required again if there is a break in enrollment. NOTE: Some agencies may require a drug screen within the past year or month.)
- Dates of Immunizations
- Varicella and Rubella Titers
- Tetanus diphtheria and Pertussis (Tdap)
- Measles (rubeola) vaccine (2 are required if born after 1/1/57) *or* Positive rubeola titer
- Mumps vaccine *or* Positive mumps titer
- Rubella vaccine *or* Positive rubella titer
- Hepatitis B vaccine series (3 injections) *or* Positive Hepatitis B surface antibody titer
- Hepatitis C antibody titer (negative)
- Varicella vaccine series (2 injections) *or* Chicken pox disease *or* Positive varicella titer
- Tuberculin skin test (PPD) within the last 12 months
- Flu Shot within the last 12 months
- Current RN License (for RN-BSN and graduate students)
- Color Acuity, Snellen Vision Test
- Social Security Number
- Drivers License Number

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

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

CONCEALED HANDGUNS on CAMPUS, HOOP Policy 222 (commonly known as "Campus Carry Law")
https://www.uth.edu/hoop/policy.htm?id=aeb4da95-c86f-4e39-af0b-f7b6e4d228f2

Course Withdrawal System
https://nursing.uth.edu/currstudent/withdrawal/index.htm

All students who wish to withdraw from one or more courses after the add/drop period must use the online Course Withdrawal System. Paper withdrawal forms will not be accepted. If a student wishes to cancel the withdrawal process, the student can do so at any point before the form is signed by Student Affairs Office. It is the student's responsibility to initiate the withdrawal process. The official date and time of the withdrawal is the date and time that the student initiates the withdrawal process.

The Course Withdrawal System is not available days that the University is closed (see academic calendar).

The Withdrawal Portal Login Requirements Off Campus:
- UTHealth two-factor authentication (*authentication must be initially established on campus, but once established can be used off campus at any time*)
- Establish a VPN connection to access the portal
- If a student uses a MAC, try using this link https://testvpn.uth.edu/my.policy to establish VPN for MAC.

For additional help with UTHealth Houston two-factor authentication or establishing a VPN connection, please contact the UTHealth Help Desk at 713-486-4848. Help Desk Hours: 7 a.m. – 11 p.m. Monday through Friday and 8 a.m. – 5 p.m. Saturday and Sunday.

For additional help with the online Course Withdrawal System, please contact CSON Student Affairs Office (SAO) at 713-500-2125, Monday through Friday from 8 a.m. – 5:00 p.m. SAO is closed on holidays, Saturday and Sunday.

COVID-19 (Novel Coronavirus)
The Cizik School of Nursing continues to monitor the impact of COVID-19 and continues to make updates to school operations in the interest of our community's health and safety. Current and incoming students are required to complete all degree requirements as defined in the catalog for the year they matriculated into their degree program. The modality/delivery of courses may be altered in accordance with UTHealth, Center for Disease Control and Prevention and other federal, state and local government agency guidelines as suggested for reducing the transmissibility of the virus. Faculty, staff and students can view updates to school operations on the Cizik School of Nursing's COVID19 Updates (https://inside.uth.edu/covid-19/faq website.)

CPR AND RN LICENSE INFORMATION
CPR and RN License information must be kept current in E*Value. All students must make sure that the current CPR and RN License information is uploaded to E*Value. A hold will be placed on your record if this information is not current.

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

CRIMINAL BACKGROUND CHECK AND DRUG SCREEN (excerpt)
https://nursing.uth.edu/acaddept/academicaffairs/documents/schoolpolicies/s1270.pdf

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

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

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

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

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

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

Undergraduate students should submit the petition for a revised degree plan through the **Revised Degree Plan link**: https://nursing.uth.edu/currstudent/revisedplan.htm. Undergraduate Students will receive a decision from the Council within 3-5 business days of the meeting. If an Undergraduate student has questions about the revised degree plan, the student should email the advisor at the advisor's email address and emails to the Council can be sent to Son.BSN.Revised.Degree.Plan@uth.tmc.edu

Graduate students should submit new and updated degree plans that have been signed by student and the advisor to SONGradDegreePlan@uth.tmc.edu.

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

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

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

EMAIL – UTHEALTH HOUSTON STUDENT EMAIL

All University correspondence will be emailed to you via your UTHealth Houston student email. It is imperative that you check your university inbox and read your emails on a regular basis.

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

> On Campus Registration

>> 1. Access our Two-Factor Login page. The address for two factor is http://inside.uth.edu/itsecurity/idm/two-factor.htm
>> 2. Log in with your existing UTHealth Houston credentials.
>> 3. If you have never enrolled, you will be prompted to enroll with enrollment instructions for your device.

> Off Campus Registration

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

EMERGENCY LOANS AVAILABLE

The information below is taken from the Student Financial Services (SFS) website is located at https://www.uth.edu/sfs/ Please check the website for up-to-date information.

Emergency Loan Details

Emergency loans (short-term, 90-day loans) are available for tuition payment and for living Student Financial Services cannot apply these funds to your personal bank account via direct deposit at this time, or accept credit card payments to repay these funds.

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

TUITION EMERGENCY LOANS

Tuition emergency loans are processed only for the amount of the tuition and bear interest at a 5% annual rate. This emergency loan is applied directly against the student's account. The student will have to stop by the Student Financial Services Office to apply. The Office is located in the University Center Tower building on the 22nd floor.

E*VALUE

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

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

New students will receive an email when their account has been created. If you login to the E*Value system and see no immunization and certification requirements listed for your account, logout of E*Value and wait at least 24 hours before logging in again and attempting to upload your information. Students can login to E*Value through the website: https://www.e-value.net/?s=uthealth. See contact information for Evalue Staff on page 9 in CLINICAL PACKET section.

EMERGENCY RESPONSE PLAN FOR STUDENTS

In case of an emergency situation, Cizik SON's leadership will **communicate** via multiple channels (meeting, University email, phone call, etc.) with the SON's students regarding issues such as: building evacuation, reporting to work or class, clinical coverage, on-call schedules, patient care issues, teaching and research operations.

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

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

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

ESSENTIAL SKILLS FOR NURSES

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

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

 At its discretion, the university may release Directory Information, which shall include the following: name, address (including UT email address), telephone numbers, date of birth, major field of study, dates of

attendance, most recent previous educational institution attended, classification, degrees and awards received, date of graduation, and class schedules.

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

FINANCIAL AID
Office of Student Financial Services website located at https://www.uth.edu/sfs/

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

Bachelor of Science Program - To be considered in good standing and making satisfactory academic progress for financial aid, a student must maintain a cumulative grade point average of 2.0 or greater and be enrolled in at least 6 hrs during the Fall and Spring and 5 hrs in the Summer term. A student will immediately become ineligible for financial aid when his/her cumulative grade point average drops below 2.0 at the end of any term (trimester/semester).

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

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

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

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

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

GRADE GRIEVANCE
https://nursing.uth.edu/acaddept/academicaffairs/documents/schoolpolicies/s1660.pdf
- The student first makes a serious effort to resolve the matter with the faculty member. The faculty member's judgment is final unless compelling evidence suggests that an error, discrimination, or differential treatment occurred.
- If the evidence warrants appeal, the student must submit a request in writing with any and all supporting evidence within five business days from the first day of the following term to the appropriate Department Chair.
- The Vice Dean for Academic Affairs will review the Department Chair's recommendation and may request a meeting with the student. The Vice Dean for Academic Affairs will send the student a written notification of determination.
- Should the student request further appeal, the student must inform the Vice Dean for Academic Affairs in writing within five business days that he/she wishes to have an appeal. The Vice Dean for Academic Affairs will submit the written request to the Dean.
- The determination of the Dean is final, and there is no further appeal.

Grading Policy
Students must meet the respective grading policy for the program in which they are enrolled all of which can be found under Program Policies on our website.
- Undergraduate program grading policy can be located at (https://nursing.uth.edu/acaddept/academicaffairs/documents/bsnpolicies/u3670.pdf)
- Masters program grading policy G5670 can be located at (https://nursing.uth.edu/acaddept/academicaffairs/documents/msnpolicies/g5670.pdf)
- PhD program grading policy D7610 can be located at (https://nursing.uth.edu/acaddept/academicaffairs/documents/phdpolicies/d7610.pdf)
- DNP program grading policy D8040 (DNP including BSN-DNP-NP) can be located at(https://nursing.uth.edu/acaddept/academicaffairs/documents/dnppolicies/d8040.pdf) and D8105 (BSN-DNP-Nurse Anesthesia) policy can be locate at (https://nursing.uth.edu/acaddept/academicaffairs/documents/napolicies/d8105.pdf)

An undergraduate student will be placed on academic probation if her or his overall GPA falls below 2.0. If a grade below a "C" is received in any course, the student will be placed on academic probation.
A graduate or doctoral student will be placed on academic probation if her or his overall GPA falls below 3.0. If a grade below a "B" is received in any course, the student will be placed on academic probation.

If an undergraduate student receives a grade below "C" in a course, the student may repeat the course one time. An undergraduate student who receives two grades below a C in any two courses or in the same course will be academically dismissed and must withdraw from the nursing program. Students are not allowed to repeat a course once it has been successfully completed.

If a graduate or doctoral student receives a grade below "B" in a course, the student may repeat the course one time. A graduate or doctoral student who receives two grades below a B in any two courses or in the same course will be academically dismissed and must withdraw from the nursing program. Students are not allowed to repeat a course once it has been successfully completed.

GRADUATION

Students must apply for graduation by the 12th class day of the term in which they are expected to complete all of the course requirements for their degree plan. A one-time mandatory Graduation Fee of $100 is charged in the academic term a student applies for graduation.

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

GRADUATION WITH HONORS (UNDERGRADUATE STUDENTS ONLY)

To graduate with honors, an undergraduate student must have the following cumulative grade point average:

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

Only nursing course work taken at the Cizik School of Nursing will be used in determination of honors.

HONORS PROGRAM

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

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

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

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

include a research interest. The candidate's interest will be used only to facilitate placement with a particular mentor. However, identifying a specific interest does not guarantee placement with that type of research mentor.

- Two nursing faculty recommendations from didactic, clinical faculty, or clinical preceptors submitted electronically by the nursing faculty. Nursing faculty must have an email associated with a university/college to validate their role as nursing faculty.

Maintenance Requirements

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

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

HELPDESK

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

ID BADGES

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

INACTIVE STATUS

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

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

INCOMPLETE

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

The grade of "I" can be granted when the student has not completed the assigned work in a course because of illness or other reasons satisfactory to the instructor. The work must be completed and the "I" grade in all courses must be converted to a letter grade by the end of the next term. A student failing to complete the assigned work to remove the "I" will receive an "F" for the course after one term.

INSURANCE – LIABILITY

All nursing students will be required to pay liability insurance fee regardless of other coverage the student may have. Upon registration, nurse practitioner (undergraduate and graduate program) students will be assessed $32/Fall, $32/Spring, and $21/Summer, and all other students will be assessed $14.50 per year ($5.25/Fall, $5.25/Spring and $4.00/Summer) for liability insurance. Nurse anesthesia students will be directed in the purchase of anesthesia-specific liability insurance by the nurse anesthesia program prior to the clinical phase of the program. Graduate students who are members of the US Armed Forces on active military duty have professional liability coverage through their branch of service and will not be assessed this fee. Students who enroll mid-year will be charged a prorated amount. Liability insurance fees are nonrefundable and are subject to change without notice.

INSURANCE – MAJOR/MEDICAL

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

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

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

LOCKERS

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

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

Military Obligations and Military Service Withdrawals (Absences)

This information is found in the UTHealth Houston General Information Catalog 2022-2023 pages 30-31. The General Information catalog is located at on the University Catalog website at https://www.uth.edu/oaass/docs/school-catalogs/General-Information-Catalog-2022-2023-Final-8.17.22.pdf

myUTH

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

NCLEX APPLICATION

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

NEEDLESTICK AND/OR BODY FLUID/BLOODBORNE PATHOGENS EXPOSURE

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

UTHealth Houston Student Health and Counseling Services operates a Needlestick Hotline 24 hours a day, 7 days a week to expedite your treatment in case of needlestick or body fluid exposure. Regardless of the

hospital or clinic where you are working, the procedure is the same. You should have a "Needlestick" sticker on the back of your student identification badge.

If you sustain a needlestick or have an accidental exposure to bloodborne pathogens...
page (713) 500-OUCH (713-500-6824) 24 hours a day

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

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

The costs associated with the Needlestick Hotline (your laboratory work and medications) are covered by the medical school. However, if you choose not to follow the Needlestick Hotline procedure and see your own physician (private or through an emergency department, for example), you will be personally responsible for all costs, and these will not be reimbursed by UT Student Health Services.
If you have any questions, please call the clinic at (713) 500-5171, or stop by UT Student Health Services, which is located in the UT Professional Building, Suite 1010.

NINETY-NINE (99) HOUR RULE
A resident doctoral student who has a total of 100 or more semester credit hours of doctoral work at an institution of higher education is required to pay nonresident doctoral tuition rates. Contact 713-500-3361 for more information.

PARKING
http://www.texasmedicalcenter.org/parking/
https://www.uth.edu/parking/
Parking is available through the TMC Parking Office and through the UTHealth Parking Office.   See the websites shown above for more information.

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

You may request "Course Substitution Credit" (CSC) for a course taken at Cizik School of Nursing. You must complete a CSC form https://nursing.uth.edu/acaddept/studentaffairs/forms/course-substitution.pdf

PLAGIARISM
Plagiarism is using another person's work or ideas without giving credit. Plagiarism is dishonest because it misrepresents the work of another as your own. This includes both copying the work verbatim or re-phrasing the ideas of another without properly acknowledging the source. When preparing work for course requirements, such as papers, care plans, take home examinations, etc., students must be careful to

differentiate between their ideas and language and information derived from other sources. Sources include but are not limited to published and unpublished materials, the Internet and information and opinions gained directly from other people including faculty or other students. Whenever ideas or facts are obtained from a student's reading and research, the sources must be properly cited according to standards set by the School of Nursing and contained in the current edition of Publication Manual of the American Psychological Association.

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

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

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

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

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

Cizik SCHOOL OF NURSING
(These policies apply to ALL students, regardless in which program they are enrolled)
https://nursing.uth.edu/acaddept/academicaffairs/schoolpolicies.htm

BSN PROGRAM
These policies apply to all students seeking a BSN degree.
https://nursing.uth.edu/acaddept/academicaffairs/programpolicies.htm

MSN PROGRAM
These policies apply to all students seeking an MSN degree, Post-Masters certificate; or Post-Baccalaureate students.
https://nursing.uth.edu/acaddept/academicaffairs/programpolicies.htm

DNP PROGRAM
These policies apply to all students seeking a DNP degree.
https://nursing.uth.edu/acaddept/academicaffairs/programpolicies.htm
These policies apply to all students seeking a DNP degree in Nurse Anesthesia.
https://nursing.uth.edu/acaddept/academicaffairs/programpolicies.htm

PhD PROGRAM
These policies apply to all students seeking a PhD degree.
https://nursing.uth.edu/acaddept/academicaffairs/programpolicies.htm

PROFESSIONALISM

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

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

REPEATING A COURSE

https://nursing.uth.edu/acaddept/academicaffairs/documents/schoolpolicies/s1030.pdf
An undergraduate student must petition the Baccalaureate Degree Council to be allowed to repeat a course. If a student repeats a course the official grade is the last one earned. That official grade will be used in computing the grade point average and the failing grade will remain on record.

RESIDENCY

https://www.uth.edu/registrar/current-students/student-information/policy-for-texas-resident-tuition.htm
All academic students are classified as a non-resident until a Residency Questionnaire is completed online and submitted to the Registrar's Office for a decision. Please call the Registrar's Office if you have questions regarding your residency status at 713-500-3361.

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

SCHOLARSHIPS

https://nursing.uth.edu/acaddept/studentaffairs/scholarships/default.htm
Scholarship information is available online.

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

SIMULATION AND CLINICAL PERFORMANCE LAB (SCPL) GUIDELINES

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

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

GENERAL GUIDELINES:

A. All students must know and practice within safety guidelines at all times while using the SCPL. Failure to adhere to general guidelines may result in disciplinary action. This guide will be available in the lab and students will be provided a copy during course orientation. All students must read and agree to the terms of this document prior to usage of the SCPL.

B. All labs are locked unless occupied by faculty, staff and/or students. Any breech in security must be reported immediately to the SCPL staff or UT Police if need be. No unsupervised students are allowed in the labs unless prior approval is given by SCPL staff.   Unsafe behavior will not be tolerated and should be reported immediately to faculty or SCPL staff.

C. Students are expected to come to lab prepared by having read course syllabus and scheduled lab objectives prior to the start of the lab period. Students will have their assigned equipment and supplies necessary for the lab in their possession prior to the lab experience.

D. Students will adhere to the following dress code:
   a. No matter what, students are required at all times to have: closed toed shoes and a VISIBLE school ID badge. Students must wear professional attire suitable for a clinical setting:
      i. Business casual: slacks and a shirt (not T-shirt and jeans)
      ii. Casual: Jeans (no holes) and T-shirt
   b. **Clinical lab class and testing**: UTHealth SON Clinical scrub uniform and lab coat
   c. **Classroom:** Business casual OR casual WITH lab coat

E. Faculty and Students should be knowledgeable in the care, handling and proper use of equipment prior to using it in the laboratory. Equipment and supplies are to be used safely and for their designed purpose. Please report any malfunctioning or broken items to the SCPL staff.

F. Students shall report any physical limitations to their instructors as soon as possible so that necessary precautions may be taken. A medical clearance is required before learners with physical injuries, illness, surgery, pregnancy, or communicable disease will be allowed to practice or return demonstrates in the SCPL. It is the responsibility of the faculty to determine whether a student with physical limitations is capable of safely performing the necessary skills.

G. Children and unauthorized personnel are not allowed in the labs at any time.

H. Access to the lab doors will be free from obstruction at all times.

I. No loitering, running or yelling in the hallways. Please keep voices at a low level and minimize unnecessary conversation in the hallways to minimize classroom disruptions.

J. Students given permission to be in a lab/classroom without supervision by faculty or staff must vacate the room 15 minutes prior to any scheduled courses start time.

K. FOOD AND DRINK PROCEDURE:
   a. **Classroom, Lounge and Student Areas within the SCPL:** Food and drink is allowed as long as everything is thrown away and left clean. Spills must be cleaned up immediately. No liquids near electronic or computer equipment.
   b. **Clinical Simulation and Exam rooms:** No food or drink allowed.
   c. **ALL SPILLS MUST BE REPORTED IMMEDIATELY TO SCPL STAFF.**

GUIDELINES

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

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

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

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

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

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

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

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

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

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

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

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

HAZARDOUS WASTE DISPOSAL

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

PHYSICAL SAFETY

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

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

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

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

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

F. No running in the hallways.

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

CLEANING OF LABORATORIES AND EQUIPMENT

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

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

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

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

SCPL - EQUIPMENT USAGE WHILE IN THE LAB

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

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

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

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

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

SEAT DEPOSIT (Pre-Matriculation Program Planning Fee)

Students who accept admission to Cizik School of Nursing will be assessed a $200 seat deposit. Students will not be matriculated until this fee has been paid. Once a student registers, the $200 will be applied to their tuition and fees. If a student pays the $200 seat deposit but does not register, the $200 is forfeited. If admittance is deferred, the seat deposit will not transfer to the term in which the student registers.

SOCIAL MEDIA
Please refer to UTHealth Houston HOOP Policy 219 Use of Social Media:
https://www.uth.edu/hoop/policy.htm?id=91780f16-961e-4990-be50-8ac8aface6c7

STUDENT ACCOUNTABILITY
The student is held accountable for knowing degree requirements and enrolling for courses that fit into their degree program. Students are also held responsible for knowing the Cizik School of Nursing's regulations in regard to the standard of work required for continuance in the undergraduate and graduate programs. It is the responsibility of the student to become familiar and comply with the policies and procedures as of UTHealth Houston and Cizik School of Nursing. The Cizik School of Nursing will make an effort to distribute revisions, changes or updates to the policies via email; however, it is the responsibility of the student to read, keep abreast and adhere to the current University and Cizik School of Nursing policies. BSN, MSN, PhD and DNP program policies are located on the web at:
https://nursing.uth.edu/acaddept/academicaffairs/programpolicies.htm. SCHOOL Policies which apply to all students, regardless in which program enrolled, are available on the web at:
https://nursing.uth.edu/acaddept/academicaffairs/schoolpolicies.htm

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

Dr. Ethington, Melissa
Asssistant Dean, Admissions and Student Affairs
713-500-2025 – Front Desk
713-500-2101 - Office
Melissa.D.Ethington@uth.tmc.edu

Alphonse, Krystal
Adminitrative Coordinator, Admissions and Recruitment
713-500-2104
Krystal.Alphonse@uth.tmc.edu

Chapa, Ramon
Adminitrative Coordinator
713-500-2196
Ramon.Chapa@uth.tmc.edu

Cooper, Johnny
Adminitrative Coordinator, Student Services
713-500-2066
Johnny.T.Cooper@uth.tmc.edu

Crawford, Alyssa
Administrative Coordinator, Admissions and Recruitment
713-500-2106
Alyssa.Crawford@uth.tmc.edu

Landrum-Smith, Christine
Administrative Coordinator, Admissions and Recruitment
713-500-2159
Christine.M.LandrumSmith@uth.tmc.edu

Landry, Cearston
Senior Administrative Coordinator, Student Services
713-500-2195
Cearston.R.Batiste@uth.tmc.edu

Reed, Keuchie
Senior Administrative Coordinator, Student Services
713-500-2014
Keuchie.M.Reed@uth.tmc.edu

Rodriguez, Lucia
Administrative Coordinator, Admissions and Recruitment
713-500-2027
Ebony.L.Johnson@uth.tmc.edu

Tyler-Smith, Tamika
Administrative Manager
713-500-2002
Tamika.R.Tyler@uth.tmc.edu

Young, Tarsha
Senior Administrative Coordinator, Admissions and Recruitment
713-500-2105
Tarsha.S.Young@uth.tmc.edu

STUDENT CONDUCT AND DISCIPLINE

Students are responsible for knowing and observing the University regulations concerning student conduct and discipline as set forth in the UTHealth Houston Handbook of Operating Procedures Policy 186 Student Conduct and Discipline . https://www.uth.edu/hoop/policy.htm?id=1448220 .

Unacceptable conduct that would subject a student to disciplinary action includes, but is not limited to the following:
- engaging in scholastic dishonesty such as cheating, plagiarism, collusion, submitting another person's work or materials for credit, taking an exam for another person, acting in a manner that would give unfair advantage to him- or herself or another student, or attempting to commit such acts;
- illegally using, possessing, or selling a drug or narcotic on campus
- endangering the health or safety of another person;

- altering or assisting in the altering of any official record of the university or UT System, or submitting false information or omitting information required for or related to application for admission, award of a degree, or any official record.

STUDENT HEALTH AND COUNSELING Services

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

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

Medical Services:

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

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

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

Psychiatric and Counseling Services:

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

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

STUDENT RESOURCES

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

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

UTHealth Cizik SCHOOL OF NURSING
TESTING Guideline for <u>On-Campus BSN Based Testing</u>

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

Audience	• This information is intended for all UTHealth CSON undergraduate students with examinations on the CSON campus.
Rationale	• Testing guidelines are established to create fair and optimal conditions for all students to demonstrate their knowledge through testing. Professional conduct is demonstrated through compliance with the standards for behavior in the testing environment identified below.
Academic Integrity	• Students are expected to abide by the Hoop policy 186 Student Conduct and Discipline in all testing situations. • Cheating is a serious breach of academic integrity and will be dealt with according to HOOP Policy 186.
Testing Room Procedures	1. Students must have one form of approved ID for admission to the testing room. Once checked in, the ID should be placed face up on the desk. 2. **All belongings** must be placed at the front, back, or wall, as directed by course faculty, of the testing room prior to the testing session. Students are required to remove any caps and scarves, except religious garments, and place them with their belongings. Faculty reserves the right to inspect any personal belongings of the student during testing. 3. If allowed by course faculty, the proctor provides blank scrap paper, which must be returned to the proctor upon leaving the exam room. Students may use simple function calculators if they are permitted by course faculty. 4. All electronic devices (cell phone, pager, iPad, smart watch, etc.) **must be set to the off position and placed with belongings**. Students found to have an electronic device in their possession during an examination receive a zero grade for that examination. 5. Students are seated as directed by faculty proctors. 6. Attempts to see other students' work or share one's own work are considered evidence of cheating. This includes positioning computer screen, sharing scratch paper, etc. 7. Students are strongly encouraged to take care of all comfort needs prior to entering the testing room. At the discretion of faculty, only one student is permitted to leave the examination room at a time. 8. Students are responsible for knowing how to use exam software, including entering their answers correctly, completing the test during the time scheduled, and knowing their log-on information.

	9. Students are not allowed back into the testing room after they have completed their exam and are expected to leave the testing floor immediately after finishing the exam in consideration of students still testing. 10. For students taking exams electronically, students must show the proctor the exam was uploaded before leaving the exam room. 11. No food is allowed in the exam room. Items allowed at the testing station must be approved by course faculty.
Punctuality	• For scheduled tests, additional testing time is not provided in the event of tardiness. • If a student is late for an examination, or after the first student has completed the exam, the student is not permitted to take the examination at that time and will report to the course lead faculty member. The faculty follow the procedure outlined in course syllabus and/or Policy U4980.
Absence from Exams	• Refer to Policy U4980 regarding excused and unexcused absences.
Make-up Exams	• Make-up exams are at the discretion of the course faculty. Refer to Policy U4980.
Test Scheduling	• Baccalaureate course examinations are given on a scheduled date at a designated time and place.
Deferral of Final Exams	• Refer to Policy #U4980.
Student Accommodation	• Refer to HOOP Policy 101 Disability Accommodation

TEXAS MEDICAL CENTER LIBRARY
http://www.library.tmc.edu/about/
See more information about the Texas Medical Center Library with the website link provided.

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

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

TUITION AND FEES
https://www.uth.edu/registrar/current-students/registration/tuition--fee-schedule.htm
Tuition and fee charges can be found on the UTHealth Houston Registrar's webpage. See seat deposit information on page 27.

UT POLICE
The University of Texas at Houston Police Department (UTPD) supports both of The University of Texas components in Houston: The University of Texas Health Science Center at Houston and The University of

Texas MD Anderson Cancer Center. UTPD is the law enforcement agency for all U.T. properties in Houston (i.e., all properties owned, leased, or otherwise in the control of entities of the U.T. System.) UTPD website is located at https://www.utph.org/

IMPORTANT NUMBERS:

- Emergencies (24-hour number): 911 or 713-792-4357
- Service Calls including escort service (24-hour number): 713-792-2890
- Chief of Police and Administrative Offices: 713-792-3350
- Crime Prevention: 713-563-7794
- Technical Services Group (Card Access and Closed Circuit TV): 713-745-2454
- Welfare Check (To have Police check on people or things, just for your safety):713-792-2890
- To Report a Crime or Suspicious Person: 713-792-2890
- FAX: 713-796-9726

WITHDRAWAL FROM COURSE

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

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

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

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

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

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

UTHealth School of Nursing
STUDENT HANDBOOK 2022-2023 AFFIDAVIT

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

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

PLEASE PRINT THE FOLLOWING INFORMATION:

Student Name: _____ Student ID# _____

Student Signature: _____ Date:_____