Operating Policy and Procedure

SON OP: 10.014 Schools of Nursing Catalog, Handbook, and Electronic Publications Policy

PURPOSE: The purpose of the School of Nursing Catalog, Handbook, and Electronic Publications Policy (SON OP) is to ensure accuracy and consistency in development and revision of School of Nursing official publications and academic calendar according to scheduled timelines for content development and revision in the student catalog, handbook, and various electronic media.

REVIEW: The SON OP 10.014 School of Nursing Catalog, Handbook, and Electronic Publications will be reviewed annually by September 1 of each odd numbered year by the applicable Associate Deans/Department Chairs, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE:

Policy:

To maintain consistency and operational effectiveness for the School of Nursing, all of the requirements and guidelines set forth in the SON handbooks and SON Catalog are to be considered policy of the School of Nursing. The respective Associate Deans and Department Chairs oversee preparation/revision for publications comprising the School of Nursing catalog, handbooks, view books, academic calendar, course inventory, and Banner course descriptions for each course in the official Course Inventory, and official publications archives.

School of Nursing Catalog

The School of Nursing Catalog, an official publication of Texas Tech University Health Sciences Center (TTUHSC), contains policies, regulations, procedures, programs, courses, schedules and fees in effect when the Catalog is posted on the website. A student is expected to complete the degree requirements set forth in the School of Nursing Catalog in effect at the time the student enters the program. Students readmitted to the TTUHSC School of Nursing are expected to complete the degree requirements set forth in the current Catalog at the time of readmission. In no case, may a student complete the requirements set forth in a catalog more than seven years old. The Catalog is published at least biennially and the provisions are applicable during the stated school year. Other conditions of graduation and the curriculum program are outlined in detail in the School of Nursing Student Handbook.

The provisions of the Catalog do not constitute a contract, expressed or implied, between any applicant or student and faculty member in the TTUHSC School of Nursing. The TTUHSC School of Nursing reserves the right to withdraw courses at any time, change fees, calendars, curricula, graduation procedures, and any other requirements affecting students. Changes become effective when the proper authorities determine the application to both prospective students and to the students already enrolled.

School of Nursing Handbooks

The provisions contained in SON handbooks are not to be considered a contract, expressed or implied, between any student, faculty member, Texas Tech University System (TTUS), and/or the Texas Tech University Health Sciences Center and/or the TTUHSC School of Nursing. Texas Tech University Health Sciences Center School of Nursing reserves the right to make changes to the information and policies contained in SON handbooks at such times as deemed appropriate. Current handbooks, including the current Student Handbook, supersedes all previous editions.

The TTUHSC School of Nursing shall notify the student of any changes to the TTUHSC School of
Nursing Student Handbook occurring during the academic year. At any given time, the most current edition of the TTUHSC School of Nursing Student Handbook and TTUHSC Institutional Student Handbook will be available on the TTUHSC website, www.ttuhsc.edu/son and www.ttuhsc.edu/studentservices.

Academic Calendar

Texas Tech University Health Sciences Center School of Nursing reserves the right to make calendar changes in the best interest of the faculty, students, and academic program.

School of Nursing View Book

The process for developing, revising, and updating the School of Nursing view books is managed by the Office of Customer Services. The viewbooks are reviewed and edited as necessary before each printing or posting online.

Procedure:

The process for developing, revising, and updating SON handbooks, catalog, and electronic publications follows the steps outline below for the SON Catalog process:

1. By the first working day of April, curriculum changes are submitted by department chairs/staff for entry into Banner.

2. By the first working day of April, copies of the most recent SON Catalog and SON handbooks are emailed to all parties for review as identified below:
   - **Mission**: Office of Outcomes Management and Evaluation (Director of Outcomes Management and Evaluation);
   - **Library**: Reference Librarian Liaison Associate Managing Director, Public Services;
   - **SON Education Technology Department**: SON Director of Education Technology Department;
   - **Financial Aid**: Managing Director;
   - **Faculty Listing**: Senior Director for Faculty Support and Processes;
   - **Curriculum/Educational Programs**: Department Chairs/Associate Deans and Program Directors;
   - **Grievance and Administration**: Student Affairs Office Associate Dean;
   - **Legal Counsel**: Renee Posey.

3. All changes/edits for catalog, handbooks, academic calendar, and view books are due to the SON Office of Student Affairs Unit Manager in electronic or as handwritten editing on catalog/handbook content.

4. Three drafts of editing revisions are emailed out for review. Additional drafts as necessary may be emailed out for review.

5. By the last working day of July, the final publication is completed.

6. By the first working day of August, the final publication is sent to the Education Technology for posting on WEB/media sites for the new academic year.