Admissions, Enrollment Management & Student Affairs
Operating Policy and Procedure

SON OP: 60.125 Military and Reservist Agreement Policy

PURPOSE: The purpose of the Military and Reservist agreement policy is to provide a formal and standardized means of informing military commanders of students’ intent to enroll in the Texas Tech University Health Sciences Center School of Nursing.

REVIEW: The OP shall be reviewed by the Associate Dean of Admissions, Enrollment Management and Student Affairs by September 1st of odd numbered years with recommendations for revisions forwarded to the Dean of the School of Nursing. Final approval of the OP is provided by the Dean.

1.0 Policy
The Military and Reservist agreement policy is a formal and standardized means of informing military commanders of students’ intent to enroll in the Texas Tech University Health Sciences Center School of Nursing. The letters are signed by the military commander and the student and kept on file in students’ records.

2.0 Attachments
The following attachments will be completed by students who are either on active duty or in the active reserves in the military, dependent upon specific programs:

Attachment A: ABSN Active Reservist Agreement Letter
Attachment B: Grad Military and Reservist Agreement Letter
Attachment C: RN BSN Military and Reservist Agreement Letter
Attachment D: Traditional Military and Reservist Agreement Letter
Attachment A: ABSN Reservist Agreement Letter

To: Commanding Officer

From: ABSN Applicant (printed name and rank)

I am applying for admission to the Texas Tech University Health Sciences Center (TTUHSC) Accelerated BSN (ABSN) Program___________ which will allow me to complete all degree requirements to earn a Bachelor of Science in Nursing (BSN) in a continuous 12-month period. The awarding of a BSN will allow me to take the NCLEX-RN licensing exam to become a RN. The ABSN Program admits only one time/year; beginning with the spring term in January and ending at completion of the fall term in December. It is desirable for Reservists to complete the annual two-weeks training either prior to beginning of the ABSN Program or during scheduled ABSN Program breaks. The Reserve’s weekend trainings can be completed during the school year. Upon admittance to the Program, it is the ABSN student’s responsibility to meet all ABSN course requirements, complete clinical hours, and any required Reserve training hours.

I acknowledge receipt of the above information:

ABSN Applicant Signature ___________________________ Date __________

Commanding Officer (printed name and rank)

Commanding Officer Signature ___________________________ Date __________

TTUHSC Receipt:___________________________(initials and date)

Reservist applicants must complete and return to TTUHSC School of Nursing Admissions Office.

SON OP 60.125
ATTACHMENT A
Attachment B: Graduate Program Active Duty Military/Reservist Agreement Letter

To: Commanding Officer

From: Graduate Applicant (printed name and rank)

I am applying for admission to the Texas Tech University Health Sciences Center (TTUHSC) Graduate Program, which will allow me to complete all degree requirements to earn a ______ in two-three years (depending on the program).

The awarding of a _____ will allow me to serve at a different practice and/or higher leadership level. It is desirable for Reservists to complete the annual two-weeks training either prior to beginning of the Program or during scheduled Program breaks. The Reserve’s weekend trainings can be completed during the school year. Upon admittance to the Program, it is the student’s responsibility to meet all course requirements, complete clinical hours, and any required Reserve training hours.

I acknowledge receipt of the above information:

_____________________________   ________________________
Graduate Applicant Signature    Date

_____________________________   ________________________
Commanding Officer (printed name and rank)    Date

TTUHSC Receipt:_________________________(initials and date)

Active Duty Military and Reservist applicants must complete and return to TTUHSC School of Nursing Admissions Office.
Attachment C: RN to BSN Active Duty/Reservist Agreement Letter

To: Commanding Officer

From: __________________________________________
RN to BSN Applicant (printed name and rank)

I am applying for admission to the Texas Tech University Health Sciences Center (TTUHSC) RN to BSN Program, which will allow me to complete all degree requirements to earn a Bachelor of Science in Nursing in either a two or three semester period. The RN to BSN Program admits every semester. It is desirable for Reservists to complete the annual two-weeks training either prior to beginning of the Program or during scheduled Program breaks. The Reserve’s weekend trainings can be completed during the school year. It is the RN to BSN student’s responsibility to meet all RN to BSN course requirements, complete clinical hours, and the required Reserve training hours.

I acknowledge receipt of the above information:

________________________________________  ________________
RN to BSN Applicant Signature  Date

________________________________________  ________________
Commanding Officer (printed name and rank)  Date

________________________________________  ________________
Commanding Officer Signature  Date

TTUHSC Receipt: __________________________(initials and date)

Active Duty Military and Reservist applicants must complete and return to TTUHSC School of Nursing Admissions Office.
Attachment D: Traditional BSN Active Duty/Reservist

Agreement Letter To: Commanding Officer

From:

Traditional BSN Applicant (printed name and rank)

I am applying for admission to the Texas Tech University Health Sciences Center (TTUHSC) Traditional BSN Program, which will allow me to complete all degree requirements to earn a Bachelor of Science in Nursing in either a four semester period. The Traditional BSN Program admits every semester. It is desirable for Reservists to complete the annual two-weeks training either prior to beginning of the Program or during scheduled Program breaks. The Reserve’s weekend trainings can be completed during the school year. It is the student’s responsibility to meet all course requirements for the Traditional BSN program, complete clinical hours, and the required Reserve training hours.

I acknowledge receipt of the above information:

Applicant Signature ___________________________ Date ___________________________

Commanding Officer (printed name and rank)

Commanding Officer Signature ___________________________ Date ___________________________

TTUHSC Receipt: ___________________________ (initials and date)

Active Duty Military and Reservist applicants must complete and return to TTUHSC School of Nursing Admissions Office.