Graduate Program Manual
Operating Policy and Procedure

SON OP 40.440: Degree Requirements

PURPOSE: The purpose of the Degree Requirements policy is to detail the requirements for receiving the Master of Science in Nursing degree and the Doctor of Nursing Practice degree from Texas Tech University Health Sciences Center School of Nursing. This policy covers residence credit requirements; quality points; degree application procedure; graduation under a particular catalog; commencement exercise requirements; health requirements; and academic appeals and student grievance procedures.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

POLICY/PROCEDURE

Residence Credit
The minimum residence for the MSN and DNP degrees is the majority, or over 50%, of graduate course work carrying residence credit. Residence credit as used here means credit for work done while enrolled in and attending classes at TTUHSC and should not be confused with “residence” in the State of Texas.

The Graduate Program Coordinator, as part of his/her assignment responsibilities, audits all graduate student records to ensure that all students meet the residency requirement. The Associate Dean and Department Chair for Leadership Studies is ultimately responsible for ensuring that all students meet the residency requirement for students enrolled in Leadership Studies degree tracks. The Associate Dean and Department Chair for APRN Studies is ultimately responsible for ensuring that all students meet the residency requirement for students enrolled in APRN degree tracks.

This policy applies to ALL students who receive a degree from Texas Tech University Health Sciences Center, including students enrolled in collaborative programs in which Texas Tech University Health Sciences Center awards the degree.

Quality Points
A minimum grade point average of 3.00 is required for graduation. Only courses taken and grades received at Texas Tech University Health Sciences Center in the degree program are used in calculating grade point average (GPAs).

Application for Degree
Official timelines for completion of all degree requirements are developed each semester and are available on the School of Nursing website or through the Student Affairs Office. Graduate students must file an “Intent to Graduate” form at the beginning of the semester in which they plan to graduate.

Graduation under a Particular Catalog
A student is expected to complete the degree requirements set forth in the School of Nursing Catalog (Catalog) in effect at the time the student enters the program. Only with the specified approval of the programmatic administrator may a different Catalog be selected. 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 its provisions are applicable during the following school year September through August. However, a student who registers for the first time at TTUHSC during a summer semester is subject to the degree requirements set forth in the Catalog effective for the fall semester immediately following that summer semester. Other conditions of graduation and the curriculum program are in detail in the School of Nursing Handbook (Handbook). The most current Catalog is posted on the School of Nursing website.

Commencement Exercises
Diplomas are awarded at the end of the Fall, Spring, and Summer semesters. Commencement exercises are held at the end of the spring semester. Students who are awarded diplomas at the end of the previous Fall semester, the current Spring semester, or anticipated completion in August may take part in the spring commencement program.

Health Requirements
Students are expected to maintain a general state of physical and mental good health. They also must verify that the following have been completed. Failure to maintain the following requirements may result in exclusion from clinical practice and a hold being placed on school records.

<table>
<thead>
<tr>
<th>Procedure/Test</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles/Mumps/Rubella</td>
<td>Upon admission</td>
</tr>
<tr>
<td>Vaccine/titer or statement of disease</td>
<td>Upon admission</td>
</tr>
<tr>
<td>Varicella Vaccine or statement of disease</td>
<td>Upon admission</td>
</tr>
<tr>
<td>PPD/Tuberculin test/X-ray</td>
<td>Upon admission and annually or according to Texas Department of Health policies, thereafter</td>
</tr>
<tr>
<td>Tetanus/Diphtheria booster</td>
<td>Every 10 years</td>
</tr>
<tr>
<td>Hepatitis B Vaccine</td>
<td>Upon admission or started by 2nd week of classes to be completed within 6 months</td>
</tr>
</tbody>
</table>

Other specialty-related immunizations or testing may be recommended to a student.

Academic Appeals and Student Grievance Procedures
Any student may appeal any final course grade. The procedure for such appeals is outlined in the document, “Grade Appeals Procedure,” which appears in the Handbook. The Handbook is available on the School of Nursing website.

A grievance procedure for students is available for appeal of non-grade related actions affecting students. The procedure is outlined in the document, “Grievance Procedures for Student,” which appears in the TTUHSC Student Handbook and Code of Professional and Academic Conduct, which is available on the TTUHSC Student Services website.