PURPOSE: The purpose of the Degree Plan Policy is to detail the process and persons responsible for developing and monitoring degree plans for students enrolled in the Texas Tech University Health Sciences Center School of Nursing Graduate Program.

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

1.0 Policy

Each student in the TTUHSC School of Nursing Graduate Program is provided with a degree plan upon enrollment into the Program. The degree plan shows the course progression by semester for the student’s entire plan of study to complete requirements for graduation in their specific track or major. The degree plan also serves as the student’s guide for course registration each semester. The student is ultimately responsible for being knowledgeable about the degree requirements and meeting the requirements for graduation. Degree plans are individualized for students to accommodate part-time or full-time enrollment options.

2.0 Procedure

1. Upon initial enrollment into the TTUHSC Graduate Program, each student is provided with a degree plan, individualized according to their program of study and part-time or full-time enrollment status.
   a. The student’s individual needs and circumstances (i.e., part-time or full-time enrollment, preference for electives, transfer courses, etc.) are considered when developing the degree plan.
   b. The Program Director, Graduate Program Associate Dean/Department Chair or designee reviews the initial degree plan with students upon enrollment in the Graduate Program.
   c. All degree plans are maintained electronically in the TTUHSC School of Nursing Graduate Program Manager. Students are able to access their degree plan through Grad Central on the SON website.
   d. The Program Director, in collaboration with the Associate Dean/Department Chair for the program in which the student is enrolled, is responsible for approving the degree plan.

2. Ultimately, the student is responsible to be knowledgeable about the requirements of their degree and to meet all degree requirements prior to graduation.
   a. During orientation to the Graduate Program, students are advised about the requirements for their specific track or major and their responsibility to (a) be knowledgeable about their degree requirements; (b) notify the Graduate Program office if they deviate from their degree plan; and (c) meet degree requirements for graduation.
   b. The degree plan serves as the student’s guide for course registration each semester.
   c. Degree plans may be revised at any time by the Program Director or Associate Dean/Department Chair in collaboration with the student depending on their particular needs or circumstances.
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d. Students are responsible for notifying the Graduate Program office anytime they deviate from
the degree plan (i.e., withdraw from a course; fail to register for a course, etc.).

e. The appropriate Program Director or Associate Dean/Department Chair is responsible for
approving revisions to degree plans.

3. Degree plans are audited every semester by Graduate Program staff.
   a. The audit consists of comparing the degree plan to student enrollment in courses and final
course grades to monitor the student’s progression as detailed in the plan.
   b. The appropriate Program Director or Graduate Program Associate Dean/Department Chair is
notified if a student has deviated from the plan for any reason (i.e., failed to enroll in courses
as planned, withdrawal from a course, made below a B in a course, etc.).