SON OP 30.750 - Degree Plan Policy

PURPOSE
The purpose of the School of Nursing Degree Plan Operating Policy and Procedure (SON OP) 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 Undergraduate Programs.

REVIEW
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE
Each student enrolled in the TTUHSC School of Nursing Undergraduate Programs 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 his/her 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.

Sample degree plans for the Traditional BSN program, Second Degree BSN program, and RN-BSN program are included in Attachment A, B or C. Degree plans are individualized for students to accommodate part-time or full-time enrollment options.

1. Upon initial enrollment into the TTUHSC Undergraduate Programs, each student is provided with a degree plan, individualized according to his/her program of study and part-time or full-time enrollment status. 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.

2. The Department Chair or Program Director for the program in which the student is enrolled is responsible for approving the degree plan.

3. The Department Chair or designee reviews the initial degree plan with the student upon enrollment in the Undergraduate Programs. The student signs the degree plan to indicate his/her agreement with the plan and is provided with a signed copy of the plan.

4. Students are responsible for notifying the appropriate Undergraduate Programs office anytime they deviate from the degree plan (i.e., withdraw from a course, fail to register for a course, etc.).

5. RN to BSN Program: All requirements must be met in the degree plan within 24 months from commencing the program. Failure to complete the degree plan requirements within this period will result in an automatic dismissal from the program. In computing the period any time during which the candidate has a leave of absence approved by the department chair or is in active U.S. military service will be excluded.
6. During program orientation, students are advised about the requirements for their specific program or major and their responsibility to (a) be knowledgeable about their degree requirements; (b) notify the appropriate Undergraduate Program office if they deviate from their degree plan; and (c) meet degree requirements for graduation.

7. The degree plan serves as the student’s guide for course registration each semester.

8. All degree plans are maintained electronically in the TTUHSC School of Nursing Undergraduate Program data base.

9. Degree plans are audited during each semester by program staff. 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. The appropriate undergraduate programs 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 C in a course, etc.).

10. Degree plans may be revised at any time during the student’s course of enrollment depending on his/her particular needs or circumstances. The appropriate undergraduate program department chair or program director is responsible for approving revisions to degree plans.

11. Degree plans are reviewed with each student at least annually by the appropriate undergraduate program department chair or designee.

12. Ultimately, the student is responsible to be knowledgeable about the requirements of his/her degree and to meet all degree requirements prior to graduation.