



Graduate Programs

Post-BSN to DNP

Post-MSN to DNP

Student Handbook 2022-2023

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ABOUT THIS HANDBOOK

- This handbook is designed to be a ready resource for you during your graduate studies at the University of Texas Health Science Center San Antonio School of Nursing (SON) and as such is designed for currently enrolled students.
- The Office for Academic Affairs will update you via email as changes occur throughout your program.
- The SON Graduate Student Handbook for the Graduate Programs is intended to elaborate on the UT Health San Antonio Course Catalog which is the primary source for institutional and academic policies and procedures.
- This publication is for informational purposes and is neither a contract nor an offer to contract. The School of Nursing reserves the right to change any provision or requirement at any time without notice to ensure compliance with accreditation standards.
- Changes in such vital areas as curriculum or requirements for graduation will not be made retroactively unless they are to the students' advantage and can be accommodated within the remaining time before graduation.
- Policy revisions made after August 2022 will be disseminated via the SON Graduate Advising course in CANVAS.
- Students are accountable to policies herein and revisions that have been sent by UT LiveMail and CANVAS.

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GRADUATE STUDENT HANDBOOK ACKNOWLEDGEMENT FORM 2022-2023

I have read and understand the UT Health San Antonio School of Nursing Graduate Student Handbook. **I agree to abide by these regulations.** I understand this agreement will be a part of my permanent student record in the School of Nursing.

Frequently referenced information:

- Attendance Policy Page 49
- Health Insurance Page 63
- BLS and ACLS Certification Page 69
- Grading Scale is in the [Online Catalog](#) and Course Syllabi
- Leave of Absence and Military are in the [Online Catalog](#)
- Probation and Dismissal Policies are in the [Online Catalog](#)

*The online catalog can be accessed at <http://catalog.uthscsa.edu/schoolofnursing/>

Student Printed Name: _____

Student ID: _____

Student Signature: _____ Date: _____

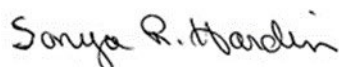
WELCOME FROM THE DEAN

Thank you for choosing the UT Health Science Center at San Antonio for your nursing education. The School of Nursing's vision is "We make lives better by promoting health as an act of social justice." This means that as a school we strive to provide equal healthcare services and nursing education for all individuals. Our students deliver care regardless of economic status, race, ethnicity, citizenship, disability, or sexual orientation.

The School of Nursing strives to develop leaders to improve health and healthcare through education, research, practice, and community engagement. I hope that while you are a student you will engage with the faculty on the numerous opportunities that are in place to serve the San Antonio community. Many of these opportunities will afford you the experience of interprofessional collaboration and advocating for all populations.

The UTHSCSA School of Nursing values diversity and inclusion. We believe in fostering an inclusive environment as a foundation for all our initiatives. Several student organizations exist to support you on your educational journey. Make sure you visit the office of Student Success and utilize the services that support your educational goals.

Lastly, the purpose of this handbook is to provide information about the program and policies governing academic life. If you have questions not addressed in the handbook, the faculty and staff are available to help you. My hope is that you will utilize this handbook and appreciate the wonderful profession of nursing. Welcome to UTHSCSA and I look forward to meeting you.



Sonya Hardin PhD MBA/MHA APRN FAAN (she/her)

Dean & Professor

Dr. Patty Hawken Nursing Endowed Professor

GENERAL INFORMATION

The School of Nursing Graduate Student Handbook is designed as a student resource to retrieve pertinent policies and procedures of UT Health San Antonio and the School of Nursing. The majority of the information is online. Therefore, the actual web sites are listed for the official information on policies and procedures. Where information is not available elsewhere online, a brief description is provided.

Additional information can be obtained from the School of Nursing. Students are responsible to know and adhere to all established policies and procedures for both UT Health San Antonio and the UT Health San Antonio School of Nursing.

This material supplements the UT Health San Antonio Course Catalog and the Schedule of Classes. Additional sources of information are the University Course Catalog and the School of Nursing web sites.

UNIVERSITY COURSE CATALOG

The University Course Catalog is available online at <http://catalog.uthscsa.edu>. This catalog is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. However, it contains helpful information, course descriptions, program information, admissions requirements, etc.

Some of the additional information you can find in the University Course Catalog relates to the following topics:

- [Administration](#)
- [UT Health San Antonio Executive Leadership](#)
- [Health Science Center](#)
- [UT Health San Antonio Academic Calendars](#)
- [Programs of Study](#)
- [University Admissions Policy](#)
- [Excess Credit Hours Policy](#)
- [Financial Aid](#)
- [General Academic Policies](#)
- [Institutional Policies](#)

SCHOOL OF NURSING SECTION OF THE UNIVERSITY COURSE CATALOG

The School of Nursing Graduate Programs portion of the University Course Catalog is available on line at <http://catalog.uthscsa.edu/schoolofnursing/>

This catalog is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. However, it contains helpful information, course descriptions, program information, admissions requirements, etc.

Some of the additional information you can find in the University Course Catalog relates to the following topics:

Doctor of Nursing Practice

- [Overview](#)
- [Objectives/Program Outcomes](#)
- [Program Policies](#)

- Post-BSN to DNP
 - [Overview](#)
 - [Admissions Requirements](#)
 - [Degree Requirements](#)
 - [Sample Plan of Study](#)
 - [Courses](#)

- Post-MSN to DNP
 - [Overview](#)
 - [Admissions Requirements](#)
 - [Degree Requirements](#)
 - [Sample Plan of Study](#)
 - [Courses](#)

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SCHOOL OF NURSING OVERVIEW

The University of Texas (UT) System was established by the Texas Constitution in 1876. It is one of the nation's largest higher education systems and is currently comprised of nine academic universities and six health institutions. The nine-member Board of Regents is the governing body for The UT System.

The University of Texas Health Science Center at San Antonio was established by state legislation in 1959 with ground-breaking for the actual facilities in 1966 and doors opened in 1968. The university is committed to “make lives better through excellence in education, research, health care and community engagement”. Working at UT Health San Antonio is all about “making lives better”.

UT Health San Antonio is a leading center for research in aging, cancer, cardiovascular diseases, diabetes, and related health disparities. UT Health San Antonio serves a 50,000 square mile area of South Texas extending from metropolitan San Antonio to the border communities of the Rio Grande Valley. It is a member of the Hispanic Association of Colleges and Universities (HACU), serves culturally diverse student populations and is deemed a Hispanic Serving Institution by the US Department of Education. There are five schools (Medicine, Nursing, Dentistry, Health Professions, and the Graduate School of Biomedical Sciences).

UT Health San Antonio School of Nursing (SON) was established in 1969 by founding Dean Dr. Margretta Styles. The School of Nursing was originally part of The UT System SON with campuses in Galveston, Austin, Houston, San Antonio, Tyler, and El Paso. All five schools followed the same curriculum. In 1976 the System School of Nursing was dissolved, and each School of Nursing has since been independent and governed by the university on the campus where the school is located.

The SON offers three degree programs, an upper division Bachelor of Science in Nursing (BSN) since 1970, the Doctor of Nursing Practice (DNP) since 2012 and the Doctor of Philosophy in Nursing (PhD) since 1996.

ACADEMIC ACCREDITATION

The University of Texas Health Science Center at San Antonio is accredited at Level V by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, GA 30033-4097, to award certificates and baccalaureate, master's, doctoral, and professional degrees. UT Health San Antonio was most recently reviewed and fully reaffirmed by SACS in 2018 and extends through 2028.

The School of Nursing is a member of the [American Association of Colleges of Nursing](#).



"The baccalaureate, master's and DNP programs at the University of Texas Health Science Center San Antonio are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791." The School of Nursing was granted 10-year accreditation through December 31, 2028, for its baccalaureate and master's degree programs and is approved by the Texas Board of Nursing.

The PhD program in nursing is part of the Graduate School of Biomedical Sciences (GSBS) at UT Health San Antonio. GSBS is reviewed by the Texas Higher Education Coordinating Board (THECB), 1200 E. Anderson Lane, Austin, TX 78752, on a statewide review schedule. The Program does not itself undergo external review by an individual discipline accrediting body; rather it is reviewed as part of the portfolio of doctoral programs in the GSBS.

TEXAS BOARD OF NURSING

The mission of the Texas Board of Nursing (TBON) is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely. The Board fulfills its mission through the regulation of the practice of nursing and the approval of nursing education programs. This mission, derived from the Nursing Practice Act, supersedes the interest of any individual, the nursing profession, or any special interest group. You may access the TBON via their website: <http://www.bon.state.tx.us/>.

SON VISION, MISSION, VALUES AND GOALS

VISION

We make lives better by promoting health as an act of social justice.

MISSION

We develop diverse nurse leaders to improve health and health care, through education, research, practice, and community engagement.

VALUES

- Innovation: We, the faculty, staff, and students of the UT Health School of Nursing, believe in delivering leading edge health care, education, research, and community service
- Diversity and Inclusion: We believe in fostering an inclusive environment as a foundation to make health care available to all
- Ethics & Accountability: We believe in honoring the dignity of others through the accountability of our actions
- Advocacy: We believe in promoting healthy lifestyles and access to health care for all populations
- Synergy: We believe in inter-professional cooperation to improve health outcomes for all

STRATEGIC GOALS

- Education: Be the School of Nursing that students and faculty choose for its mission and vision, vibrant academic culture, innovative programs and service to community, state, and region.
- Culture of Excellence: Enhance the culture of excellence in the School of Nursing through innovative mentorship and meaningful recognition of the faculty, staff, and students.
- Research: Expand research programs of excellence and distinction in advancing promotion of human health and transformation of health care.
- Health Care: To be a health care provider of choice for Central and South Texas with a focus on patient centered care.
- Community Engagement: Foster a UT Health San Antonio community partnership that benefits the diverse communities we serve through education, practice, and research to meet mutually identified health and health education needs.

The SON mission, values, and vision are written and published on the [School of Nursing](#) website and relate to all programs. The SON goals are incorporated into the [Strategic Plan](#). Both are accessible to current and prospective students. The mission, vision and goals are each congruent with those of the UT Health San Antonio. They are consistent with relevant professional standards and nursing guidelines to prepare students for beginning and advanced nursing practice.

PURPOSE AND PROGRAM GOALS

DOCTOR OF NURSING PRACTICE PROGRAM

Purpose

The Post-MSN to Doctor of Nursing Practice (Post-MSN to DNP) is a practice focused doctoral degree that prepares advanced practice nurses and nursing administrators to be leaders at the highest level of nursing practice to improve health through the care outcomes.

The Post-BSN to Doctor of Nursing Practice (Post-BSN to DNP) prepares nurses for advanced nursing practice and to be leaders at the highest level of nursing practice to improve health through the care outcomes.

Program Goals

1. Prepare diverse graduates for the highest level of advanced specialized nursing practice to assume leadership roles in providing and promoting excellence in patient care and public health.
2. Select rigorous approaches to translate and apply knowledge to manage complex health problems and effect changes in the systems of care to promote safe, timely, effective, efficient, equitable and patient-centered care.
3. Prepare graduates to partner in improving health outcomes of the community through the interprofessional collaboration and consultation with health care professional teams.
4. Prepare graduates to establish public health priorities, develop innovative programs and policies, and lead dynamic health care reform efforts within and across healthcare systems to attain optimal health for all people locally, nationally, and globally.
5. Leverage system adaptations to institutionalize culturally inclusive care and maximize the power of diversity across systems.

LEARNING OUTCOMES AND ASSESSMENT

Graduate Program Outcomes are based on the *Essentials of Doctoral Education for Advanced Nursing Practice* developed by the American Association of Colleges of Nursing (AACN, 2006) and the *Research-Focused Doctoral Program in Nursing: Pathways to Excellence* published by the American Association of Colleges of Nursing (AACN) in 2010.

The Nurse Practitioner majors in the DNP program are guided by the *Domains and Competencies of Nurse Practitioner Practice* published by the National Organization of Nurse Practitioner Faculty (NONPF, 2012) and the *Criteria for Evaluation of Nurse Practitioner Programs* published by the National Task Force on Quality Nurse Practitioner Education (NTF, 2012). Upon graduation from the DNP program with a Nurse Practitioner major and successful completion of national certification, students are eligible for recognition by the State of Texas Board of Nursing as Advanced Practice Registered Nurses in the State of Texas.

The DNP Public Health Nurse Leader track (indirect care) is guided by the *Core Competencies for Public Health Professionals* published by the Council on Linkages Between Academia and Public Health Practice (2010) and the *Quad Council Competencies for Public Health Nurses* (Quad Council, 2011). Students are prepared for certification as a Public Health Administrator.

The Clinical Nurse Leader (CNL) major is guided by the *Competencies and Curricular Expectations for Clinical Nurse Leader Education and Practice* (AACN, 2013). Graduates are eligible to sit for the CNL certification examination at graduation.

The Nursing Education major is guided by the *Core Competencies of Nurse Educators* established by the National League for Nursing (NLN, 2007), and the *Graduate-Level QSEN Competencies* (AACN, 2012).

DOCTOR OF NURSING PRACTICE PROGRAM OUTCOMES

Upon completion of the Doctor of Nursing Practice (DNP) Program students will:

1. Integrate nursing science, ethics, biophysical, psychosocial, analytical, and organizational sources to provide the highest level of specialty nursing practices.
2. Develop, implement, and evaluate healthcare practices in healthcare systems that ensure quality improvement and patient safety.
3. Use analytic methods and evidence-based practices to improve practice outcomes and the practice environment.
4. Implement and evaluate ethical healthcare information systems and patient care technology to improve the quality of patient health outcomes and care systems.
5. Advocate for healthcare practices that advance social justice, equity, and ethical policies within all healthcare arenas.
6. Employ interprofessional collaborative teams to improve patient and population health outcomes and healthcare delivery systems.
7. Lead the integration and institutionalization of (evidence based) clinical prevention and population-based health guidelines.
8. Use clinical judgment, systems thinking, accountability, and specialized knowledge to design, deliver, and evaluate evidence based, culturally proficient care to improve patient, population, and health systems outcomes.

CURRICULUM

MASTER OF SCIENCE IN NURSING PROGRAM CURRICULUM

The focus of the MSN program is development of advanced nursing practice abilities based on core knowledge in leadership, quality and safety, evidence-based practice, research, and theory, as well as an understanding of financial and economic evidence in healthcare and health policy development at the local, state, and national levels. Both full-time and part-time study options are available.

Clinical Nurse Leader Curriculum

The CNL major is offered in response to the profound changes in the increasingly complex healthcare system mandating change to improve quality of care while reducing costs, improving access, eliminating disparities, and promoting safe practice. The CNL is an advanced generalist in nursing who is prepared to be a direct care provider accountable for the care outcomes of a clinical population or a specified group of patients/clients in a health care system. The CNL provides for lateral integration at the point of care that promotes quality care outcomes. As an advanced generalist, the CNL incorporates evidenced-based practice, patient safety and quality improvement to optimize health care outcomes. The CNL provides leadership to assure safe, timely, efficient, effective, equitable and patient-centered care. Graduates from the CNL major are eligible for certification through the Commission on Nurse Certification (CNC), for the credential, CNL.

Clinical Nurse Leader Outcomes

1. Actively pursue new knowledge and skills in the CNL role as needs of patients/clients and the health care system evolve. (*MSN Program Outcome 1*)
2. Properly delegate and utilize the nursing team's human and fiscal resources and serve as a partner in the inter-professional health care team. (*MSN Program Outcome 2*)
3. Identify clinical and cost outcomes that improve safety, effectiveness, timeliness, efficiency, quality, and patient centered care. (*MSN Program Outcome 3*)
4. Use appropriate teaching/learning principles and strategies as well as current information, materials, and technologies to facilitate the learning of patients/clients, groups, and other health care professionals. (*MSN Program Outcome 3*)
5. Communicate effectively to achieve quality patient/client outcomes and lateral integration of care for a cohort of patients/clients. (*MSN Program Outcome 3*)
6. Apply research-based information to design, implement and evaluate plans of care. (*MSN Program Outcome 4*)
7. Use information systems and technology at the point of care to improve health care outcomes. (*MSN Program Outcome 5*)

8. Participate in systems review to critically evaluate and anticipate risks to patient/client safety to improve quality of patient/client care delivery. *(MSN Program Outcome 6)*
9. Effect changes through advocacy for the profession, inter-professional health care team and the patient/client. *(MSN Program Outcome 7)*
10. Synthesize data, information, and knowledge to evaluate and achieve optimal patient/client and care environment outcomes. *(MSN Program Outcome 8)*
11. Assume accountability for healthcare outcomes for a specific group of patients/clients within a unit or setting recognizing the influence of the meso-and macro-systems on the microsystem at the point of care. *(MSN Program Outcome 9)*

Nursing Education Curriculum

The Nursing Education major is directed toward students who display the characteristics of superior ability, heightened motivation, and a dedication to learning. Graduate level coursework combines advanced clinical knowledge and expertise in a chosen area of nursing with the nurse educator knowledge and competencies required to assume academic and professional development roles in schools of nursing, health care systems and the community. Innovative coursework and tailored practicum support knowledge acquisition, application and systematic evaluation of evidence-based practice, quality improvement, safety, collaboration, best practices in teaching and learning and professional role development. Upon program completion graduates are eligible to take the National League for Nursing (NLN) Certified Nurse Educator credentialing examination, and, if eligible, the American Nurse Credentialing Certification (ANCC) Nursing Professional Development Board Certification examination.

Nursing Education Outcomes

1. Create an environment in classroom, laboratory and clinical settings that facilitates student learning and the achievement of desired cognitive, affective, and psychomotor outcomes. *(MSN Program Outcome 1)*
2. Adapt educational strategies to unique learning styles and needs of international, adult, multicultural, disadvantaged, physically challenged, at-risk and second-degree learners. *(MSN Program Outcome 7)*
3. Create learning environments that are focused on socialization to the role of the nurse and facilitate learners' self-reflection and personal goal setting. *(MSN Program Outcome 7)*
4. Develop and use a variety of strategies to assess and evaluate student learning in classroom, laboratory, and clinical settings, as well as in all domains of learning. *(MSN Program Outcome 3)*
5. Formulate program outcomes and design curricula that reflect contemporary health care trends and prepare graduates to function effectively in the health care environment. *(MSN Program Outcome 4)*

6. Function as a change agent and leader to create a preferred future for nursing education and nursing practice. (MSN Program Outcome 2)
7. Exhibit a spirit of inquiry about teaching and learning, student development, evaluation methods and other aspects of the role. (MSN Program Outcome 4)
8. Balance the teaching, scholarship, and service demands inherent in the role of educator and member of an academic institution. (MSN Program Outcome 8)
9. Examine continuous quality improvement in the nurse educator role. (MSN Program Outcome 3)
10. Analyze how social, economic, political, and institutional forces influence higher education in general and nursing education in particular. (MSN Program Outcome 6)

DOCTOR OF NURSING PRACTICE PROGRAM CURRICULUM

The focus of the DNP Program is core leadership courses in public policy advocacy, improving organizational effectiveness, health informatics and financial and business management; scientific inquiry based on translational science and evidenced based practice, population-based research; and advanced specialty clinical practice. The DNP program has three post master's tracks in Advanced Practice Leadership, Executive Administrative Management and Public Health Nurse Leader. The Advanced Practice Leadership tracks include Adult Gerontology – Acute Care Nurse Practitioner (AGACNP), Family Nurse Practitioner (FNP), Pediatric Nurse Practitioner -Primary Care (PNP-PC), and Psychiatric Mental Health Nurse Practitioner (PMHNP). The DNP Program is designed to prepare nursing leaders for the highest level of professional nursing practice beyond the initial preparation in the discipline.

Advanced Practice Leadership Curriculum

The Post-MSN to DNP Advanced Practice Leadership track is for nurses who are nationally certified nurse practitioners and hold Advanced Practice Nurse licensure with the Texas Board of Nursing.

Advanced Practice Leadership Outcomes

1. Scientific Foundation
 - Critically analyzes data for practice by integrating knowledge from arts and sciences within the context of nursing's philosophical framework and scientific foundation
 - Translates research and data to anticipate, predict and explain variations in practice
2. Leadership
 - Assumes increasingly complex leadership roles
 - Provides leadership to foster interprofessional collaboration
 - Demonstrates a leadership style that uses critical and reflective thinking
3. Quality
 - Uses best available evidence to enhance quality in clinical practice
 - Evaluates how organizational, structural, financial, marketing and policy decisions impact cost, quality, and accessibility of health care
 - Demonstrates skills in peer review that promote a culture of excellence
4. Practice Inquiry
 - Applies clinical investigative skills for evaluation of health outcomes at the patient, family, population, clinical unit, systems and/or community levels
 - Provides leadership in the translation of new knowledge into practice
 - Disseminates evidence from inquiry to diverse audiences using multiple methods
5. Technology & Information Literacy
 - Demonstrates information literacy in complex decision making
 - Translates technical and scientific health information appropriate for user need
 - Participates in the development of clinical information systems
6. Policy
 - Analyzes ethical, legal, and social factors in policy development
 - Influences health policy
 - Evaluates the impact of globalization on health care policy development
7. Health Delivery System
 - Applies knowledge of organizational behavior and systems
 - Demonstrates skills in negotiating, consensus-building, and partnering
 - Manages risks to individuals, families, populations, and health care systems

- Facilitates development of culturally relevant health care systems
8. Ethics
- Applies ethically sound solutions to complex issues

Executive Administrative Management Curriculum

The Executive Administrative Management track is for nurses with a master's degree in nursing in administrative management or a master's degree in nursing with equivalent experience in a health care leadership position who seek preparation as an executive level nurse leader.

Executive Administrative Management Outcomes

1. Provide strategic direction to establish the vision and operational goals of all clinical services across a health care system to assure safe, efficient, effective, and timely quality patient-centered care.
2. Demonstrate financial management acumen through the development of departmental expense and capital budget standards, productivity standards, variance analyses, revenue and expense forecasting and interprets health system financial information.
3. Develop and implement quality systems and standards to utilize data for continuous performance improvement for quality patient care, work environment and business effectiveness and efficiency.
4. Develop and implement nursing care systems and standards to provide quality care throughout all clinical agencies and improve health care outcomes.
5. Utilize organizational theories at the macrosystem, mesosystem and microsystem levels to lead strategic change in the health care system.
6. Develop and implement human resource systems to assure effective and efficient recruitment, retention, orientation, and professional development of patient care staff throughout the health care system.
7. Provide leadership for development and implementation of policies at multiple levels (public, nursing, health profession and health policies) that ensure social justice, equity, and ethical practice.)
8. Use analytical methods and evidence-based practice to design, implement and evaluate health care system's strategic and operational plans, including program and business plans.
9. Participate in leading health care systems to identify clinical and cost outcomes that improve safety, effectiveness, timeliness, efficiency, quality, and patient/client centered care.
10. Represent and advocate for nursing at the highest organizational levels through system governance, interprofessional relationships, professional organizations, and commitment to safety, quality, and patient/client centered care.
11. Participate in leading the selection, acquisition, and evaluation of information systems and technology to support and improve health care outcomes and patient care operations.
12. Anticipate and evaluate risks to patient/client safety through systems review and analysis at the highest organizational levels to improve health care delivery and outcomes.

Public Health Nurse Leader Curriculum

The Public Health Nurse Leader track is for nurses with a master's degree in nursing who desire leadership preparation in population-based public health nursing. Upon program completion, students in this track receive a Public Health Certificate from the University of Texas Health Science Center at Houston (UTHealth) School of Public Health concurrent with their DNP degree.

Public Health Nurse Leader Outcomes

1. Integrate science from public health and nursing to improve population health.
2. Develop effective and efficient essential public health delivery approaches that improve the quality and safety of the public health.
3. Assume leadership for developing and directing evidence-based public health practices for quality improvement, safety, and systems management.
4. Select, use, and evaluate technology and information systems for improvement and transformation of the health of populations.
5. Analyze policies and their influence on the structure, process, and outcomes of health services including the costs, financing, organization, outcomes, and accessibility of care.
6. Use leadership strategies to develop collaborative interprofessional teams to examine public health problems and influence improvements in public health systems.
7. Integrate and institutionalize evidence-based clinical prevention and population health services for individuals, aggregates, and populations.
8. Use advanced levels of clinical judgment, systems thinking, and public health principles to design, deliver and evaluate evidence-based, culturally proficient care to improve population outcomes.

Nurse Practitioner Curriculum

The Family Nurse Practitioner (FNP) track prepares the graduate for expanded practice in assessment and treatment of individuals across the lifespan. It emphasizes a multidisciplinary, culturally sensitive, community-based approach that focuses on patient care outcomes. The curriculum provides the opportunity for a student to acquire current advanced knowledge and skills to offer comprehensive, age-appropriate, age-specific quality primary healthcare addressing the multiple needs of individuals across the lifespan.

The Psychiatric Mental Health Nurse Practitioner track (PMHNP) pulls together the content from core courses in physiology, pathophysiology, pharmacotherapeutics and health assessment as a foundation for advanced practice. The curriculum emphasizes advanced

knowledge and clinical skills to provide quality comprehensive mental healthcare to clients across the lifespan.

The Pediatric Nurse Practitioner Primary Care (PNP-PC) track curriculum focuses on advanced knowledge and clinical skills to provide quality comprehensive care to children, from infancy to adolescence. Extensive coursework and practicums prepare graduates to perform complete physical exams, take health histories, diagnose, and treat common acute minor illnesses and injuries, order and interpret laboratory results and x-rays, manage stable chronic illnesses, counsel clients, and provide health education.

The Adult-Gerontology Acute Care Nurse Practitioner (AG-ACNP) track emphasizes advanced knowledge and clinical skills to provide quality comprehensive care to the adult population from late adolescent to the older adult, across the continuum of care settings that require frequent monitoring and intervention. Extensive coursework and practicum focus on the full spectrum of the young adult-older adult care.

Graduates from the Nurse Practitioner tracks are eligible for national certification and recognition by the Board of Nursing for the State of Texas as an Advanced Practice Nurse (www.bon.texas.gov).

PLANS OF STUDY

The Plan of Study (POS) functions as an agreement between the student and the program. The POS contains required coursework. The Office for Academic Affairs is the primary contact regarding the POS and degree requirements (See MSN Appendix for sample plans of study).

Clinical Nurse Leader Plan of Study

Students are offered two pathway options through which to achieve the Clinical Nurse Leader specialization:

1. Master of Science in Nursing (MSN) degree program for students who hold a BSN from an accredited nursing program.
2. Alternate Entry Master of Science in Nursing (MSN) degree program for students who hold an ADN or a diploma in nursing.

There are two enrollment options for completion of the program. The first is a traditional full-time option that is completed in two years of full-time study. The second is a part time option designed for the working nurse. This part-time option will take the student three years to complete. For alternate entry students, this estimate is in addition to the number of semesters to complete the 21 SCH of required undergraduate courses.

Theoretical Core Courses for All Graduate Students		Semester Credit Hours	Clinical Hours
NURS 5306	Theoretical Foundations for Advance Nursing Practice	3	
NURS 5307	Translational Research for Advanced Nursing Practice	3	
NURS 5356	Financial and Economic Evidence in Health Care	3	
NURS 5339	Leadership and Health Policy for Quality and Safety	3	
Clinical Nurse Leader Major Courses			
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6380	Foundations of Epidemiology	3	
NURS 6338	Advanced Pathophysiology	3	
NURS 6302	Advanced Pharmacotherapeutics	3	
NURS 6210	Advanced Health Assessment & Clinical Reasoning	2	
NURS 6110	Advanced Health Assessment & Clinical Reasoning: Clinical Application	1	60
NURS 6230	CNL I: Role of the Advanced Generalist in Health Care Microsystems	2	
NURS 6120	CNL Roles II: Seminar (Capstone)	1	
NURS 6233	CNL I: Clinical Application	2	120
NURS 6822	CNL Role II: Clinical Application for the Advanced Nursing Generalist	8	480
Total		40	660

NURSING EDUCATION PLAN OF STUDY

Students are offered three pathway options to achieve the Nursing Education specialization:

1. Master of Science in Nursing (MSN) degree program for students who hold a BSN from an accredited nursing program.
2. Alternate Entry Master of Science in Nursing (MSN) degree program for students who hold an ADN or a diploma in nursing.
3. Post-Graduate Certificate program for students who hold a MSN degree.

There are two enrollment options for completion of the program. The first is a traditional full-time program that is completed in two years. The second is a part time option designed for the working nurse. This part-time option will take the student three years to complete. For alternate entry students, this estimate is in addition to the number of semesters to complete the 21 SCH of required undergraduate courses. Post-graduate certificates students only have a part-time option.

Nursing Education Plan of Study for Alternate Entry and MSN Pathways

Theoretical Core Courses for All Graduate Students		Semester Credit Hours	Clinical Hours
NURS 5306	Theoretical Foundations for Advance Nursing Practice	3	
NURS 5307	Translational Research for Advanced Nursing Practice	3	
NURS 5356	Financial and Economic Evidence in Health Care	3	
NURS 5339	Leadership and Health Policy for Quality and Safety	3	
Nursing Education Major Courses			
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6338	Advanced Pathophysiology	3	
NURS 6302	Advanced Pharmacotherapeutics	3	
NURS 6210	Advanced Health Assessment & Clinical Reasoning	2	
NURS 6110	Advanced Health Assessment & Clinical Reasoning: Clinical Application	1	60
NURS 6260	Intro: Nursing Education Theories & Trends	2	
NURS 6132	Population State of the Science	1	
NURS 6262	Curriculum	2	
NURS 6134	Clinical Application I: Facilitation of Learning in an Academic Setting	1	60
NURS 6264	Strategies that Facilitate Learning Across Delivery Modalities and Systems	2	
NURS 6136	Clinical Application II: Facilitation of Learning in an Academic Setting	1	60
NURS 6266	Evaluation in Education	2	
NURS 6138	Clinical Application III: Facilitation of Learning Across Health Systems	1	60
Total Hours		36	240

Nursing Education Plan of Study for Post-Graduate Certificate Pathway

Post Graduate Certificate Nursing Education		Semester Credit Hours	Clinical Hours
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6260	Intro: Nursing Education Theories & Trends	2	
NURS 6132	Population State of the Science	1	
NURS 6262	Curriculum	2	
NURS 6134	Clinical Application I: Facilitation of Learning in an Academic Setting	1	60
NURS 6264	Strategies that Facilitate Learning Across Delivery Modalities and Systems	2	
NURS 6136	Clinical Application II: Facilitation of Learning in an Academic Setting	1	60
NURS 6266	Evaluation in Education	2	
NURS 6138	Clinical Application III: Facilitation of Learning Across Health Systems	1	60
Total Hours		15	180

DOCTOR OF NURSING PRACTICE PLAN OF STUDY

Students are offered a Post-MSN pathway through which to achieve the DNP degree. There are three tracks for the DNP: Advanced Practice Leadership, Executive Administrative Management and Public Health Nurse Leader. See [DNP Appendix](#) for sample program plans for this track.

Advanced Practice Leadership Plan of Study

The Advanced Practice Leadership track is for nurses who are nationally certified nurse practitioners and hold Advanced Practice Nurse (APN) licensure with the Texas Board of Nursing. The DNP in this specialty can be earned in 5 semesters as a full-time student and in 7 semesters as a part-time student.

Course Number	Course Name	Semester Credit Hours	Clinical Hours
Leadership Courses			
NURS 7311	Theories and Research in Leadership, Quality, Safety, and Evidence Base	3	
NURS 7322	Healthcare Policy Analysis & Advocacy	3	
NURS 7222	Leadership in Complex Healthcare Systems	2	
NURS 7324	Healthcare Economics and Policy	3	
Evidence Based Courses			
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6380	Fundamentals of Epidemiology	3	
NURS 7320	Statistical Methods and Data Analysis to Evaluate Healthcare Delivery Systems	3	
NURS 7303	Science and Knowledge Translation and Implementation I	3	
NURS 7304	Science and Knowledge Translation and Implementation II	3	
DNP Major Courses			
NURS 7111	Advanced Nursing Seminar	1	
NURS 7511	Advanced Nursing: Clinical Application	5	300
NURS 7312	DNP Practice Inquiry: Seminar	3	
NURS 7313	DNP Practice Inquiry: Clinical Application	3	180
	Cognate	3	
Total Hours		41	480

Executive Administrative Management Plan of Study

The Executive Administrative Management track is for students with a master's degree in nursing in administrative management or an equivalent degree in nursing who seek preparation as an executive level nurse leader. The DNP in this specialty can be earned in six semesters as a full-time student and eight semesters as a part-time student.

Course Number	Course Name	Semester Credit Hours	Clinical Hours
Leadership Courses			
NURS 7311	Theories and Research in Leadership, Quality, Safety, and Evidence Base	3	
NURS 7322	Healthcare Policy Analysis & Advocacy	3	
NURS 7222	Leadership in Complex Healthcare Systems	2	
NURS 7324	Healthcare Economics and Policy	3	
Evidence Based Courses			
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6380	Fundamentals of Epidemiology	3	
NURS 7320	Statistical Methods and Data Analysis to Evaluate Healthcare Delivery Systems	3	
NURS 7303	Science and Knowledge Translation and Implementation I	3	
NURS 7304	Science and Knowledge Translation and Implementation II	3	
Executive Administrative Management Courses			
NURS 7314	Nursing and Health Systems Administration	3	
DNP Major Courses			
NURS 7111	Advanced Nursing Seminar	1	
NURS 7511	Advanced Nursing: Clinical Application	5	300
NURS 7312	DNP Practice Inquiry: Seminar	3	
NURS 7313	DNP Practice Inquiry: Clinical Application	3	180
Total Hours		41	480

Public Health Nurse Leader Plan of Study

The Public Health Nurse Leader track is for students with a master's degree in nursing who desire leadership preparation in population-based public health nursing. Students in this track receive a Public Health Certificate from the UTHealth School of Public Health concurrent with the UT Health San Antonio SON DNP degree. The DNP in this specialty can be earned in seven semesters as a full-time student and nine semesters as a part-time student.

The PH/PHWM/PHM courses will be taken at the UTHealth School of Public Health. Please view individual course descriptions for information on required prerequisites or co-requisites at the [UTHealth School of Public Health Catalog](#).

Course Number	Course Name	Semester Credit Hours	Clinical Hours
Leadership Courses			
NURS 7311	Theories and Research in Leadership, Quality, Safety, and Evidence Base	3	
NURS 7222	Leadership in Complex Healthcare Systems	2	
NURS 7322	Healthcare Policy Analysis & Advocacy	3	
NURS 7324	Healthcare Economics and Policy	3	
Evidence Based Courses			
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6380/ PHM 2612	Epidemiology I	3	
NURS 7303	Science and Knowledge Translation and Implementation I	3	
NURS 7304	Science and Knowledge Translation and Implementation II	3	
Public Health Courses**			
PH 1690	Introduction to Biostatistics in Public Health	4	
PHM 3715	Management and Policy Concepts in Public Health	3	
PHM 1110	Health Promotion and Behavioral Sciences in Public Health	3	
PHWM 2110	Public Health Ecology & the Human Environment	3	
DNP Major Courses			
NURS 7111	Advanced Nursing Seminar	1	
NURS 7511	Advanced Nursing: Clinical Application	5	300
NURS 7312	DNP Practice Inquiry: Seminar	3	
NURS 7313	DNP Practice Inquiry: Clinical Application	3	180
Total Semester Hours		48	480

DOCTOR OF NURSING PRACTICE PLAN OF STUDY

Students are offered a Post-BSN pathway through which to achieve the DNP degree. There are five tracks for the Post-BSN to DNP Advanced Practice Leadership program: Adult Gerontology – Acute Care Nurse Practitioner (AGACNP), Family Nurse Practitioner (FNP), Pediatric Nurse Practitioner –Primary Care (PNP-PC), and Psychiatric Mental Health Nurse Practitioner (PMHNP), and Public Health Nurse Leader. *See [DNP Appendix](#) for sample program plans for this track.*

Advanced Practice Leadership Plan of Study

The Advanced Practice Leadership track is for nurses who are nationally certified nurse practitioners and hold Advanced Practice Registered Nurse (APRN) licensure with the Texas Board of Nursing. The Post-BSN to DNP can be earned in 9 semesters as a full-time student and in 15 semesters as a part-time student.

To view Adult Gerontology Acute Care Nurse Practitioner Plan of Study, click [here](#).

To view Family Nurse Practitioner Plan of Study, click [here](#).

To view Psychiatric Mental Health Nurse Practitioner Plan of Study, click [here](#).

To view Pediatric Nurse Practitioner-Primary Care Plan of Study, click [here](#).

Post-Graduate Certificate

MSN-prepared nurses interested in obtaining a Post-Graduate Certificate as a Nurse Practitioner may select from four areas of specialization: (1) Adult Gerontology-Acute Care Nurse Practitioner, (2) Family Nurse Practitioner, (3) Pediatric Nurse Practitioner Primary Care, and (4) Psychiatric Mental Health Nurse Practitioner. Students can expect to take a minimum of 28 semester credit hours towards their certificate. However, total semester credit hours needed for completion is determined on a case-by-case basis once admission is offered.

MSN-prepared nurses interested in obtaining a Post Graduate Certificate in Nursing Education must complete a minimum of 15 semester credit hours towards their certificate. However, total semester credit hours needed for completion is determined on a case-by-case basis once admission is offered.

To view Post Graduate Certificate Plan of Study, click [here](#).

ELECTIVE COURSES

There are no elective courses required for the MSN or DNP programs. Electives taken would be in addition to the required credits to complete the degree.

COGNATES

Cognates are required in the Post-MSN to DNP Advanced Practice Leadership program. Contact the Office for Academic Affairs for assistance with identifying cognates.

CHANGE OF MAJOR

Graduate students may petition the Committee on Graduate Studies (COGS) for the consideration of relevant issues influencing program progression, completion, and/or special status. Exemplars include but are not limited to: course waivers, change of major, and transfer of credit. Petitioning is the only process by which students may request official actions related to academic issues.

Students who wish to petition COGS must complete the Student Petition Form provided by the Office for Academic Affairs. The completed and signed Student Petition Form is submitted to the Office for Academic Affairs.

The Committee on Graduate Studies (COGS) reviews and votes on the petition request only three times a year prior to the beginning of registration for the next semester. Please contact the Office for Academic Affairs for specific deadlines for submitting change of major requests. The COGS decision will be communicated in writing to the student.

TRANSFER OF CREDIT

Academic work for the Doctor of Nursing Practice is usually completed within the Health Science Center. However, students may, with the approval of the Committee on Graduate Studies (COGS), transfer from another accredited institution a maximum of six semester credit hours (nine quarter hours) of graduate credit applicable to their course of study leading toward the Master of Science in Nursing or Doctor of Nursing Practice degrees. Students in the DNP Public Health Nurse Leader track may transfer any eligible University of Texas School of Public Health (UTSPH) course. Only one eligible UTSPH course with a grade of 'C' will be accepted provided that the student has not earned a 'C' in another required course in the DNP program. Transfer of all other eligible UTSPH credits must show a grade of 'A' or 'B'.

Approval of any transfer course must be obtained prior to registration for the course to ensure the course can be transferred to the student's program plan.

The student must complete a Request for Transfer of Credit Petition Form and submit it to the Office for Academic Affairs with an official syllabus and official course description from the Catalog. The student must have an official transcript, sent directly from the college or university attended, in her/his file or request that a transcript be sent as soon as the course is completed. **All courses must have been completed not more than five years before the degree is awarded.** Courses in which a grade of 'C' or less has been earned will not be accepted for transfer (see exception for students enrolled in the DNP Public Health Nurse Leader).

CLINICAL PRACTICUM HOURS AND EXPERIENCES

The MSN and DNP programs provides rich and varied opportunities for clinical/practicum experiences aimed at helping students achieve integration of *The Essentials of Master's Education in Nursing* (AACN, 2011) and *The Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006) and to design and implement the *DNP Project*. Throughout the MSN and DNP programs students are expected to use their clinical/practicum experiences and involvement with Preceptors/Organizational Partners to meet the competencies expected with their designated clinical role as Administrative Managers, Clinical Nurse Leaders, Nursing Educators, Nurse Practitioners, Executive Administrators or Public Health Nurse Leaders.

MSN CLINICAL PRACTICUM HOURS

The current credit allocation for clinical practicum hours in the MSN program is 4 hours per semester credit. Over a fifteen-week semester one (1) semester hour of credit equals a total of 60 clock hours with the exception of the Administrative Management and CNL in which (1) semester hour of credit equals a total of 45 clock hours.

Major	Semester Credit Hours	Clinical Hours
Clinical Nurse Leader	40	600
Nursing Education	36	240

Each student must document the number of precepted clinical/practicum hours completed in their master's or post-graduate certificate program(s) in an electronic clinical management system named [Typhon](#) for verification of work for credit attainment and completion of the clinical course objectives.

DNP CLINICAL/PRACTICUM HOURS

The Post-MSN to Doctor of Nursing Practice degree requires that all students must have 1,000 clinical/practicum hours post-bachelors to DNP. The clinical/practicum hour requirement for nurses in the Post-Master's DNP program is 480 hours. Students who do not meet the criteria will be evaluated and required to take clinical courses designed to provide hours needed to complete the required 1000 clinical hours for the DNP degree.

Calculation of Clinical/Practicum Hours

Post-Master's students come from a wide variety of programs and with varying numbers of clinical hours in their Master's and Post-Master's programs. These hours depend on when and where students graduated and may or may not be able to be validated. Therefore, this policy includes various ways the faculty can assure students meet the clinical hour requirement.

Each student must document the number of precepted clinical/practicum hours completed in their Master's or Post-Master's program(s) on the Verification of Previous Clinical/Practicum Hours form during the Admissions process. This form is submitted by students to their previous graduate program(s) for verification of hours. The completed and signed form must be submitted to the Office for Academic Affairs. For students who cannot document the number of hours completed in their programs, the following determinants may be utilized to make decisions as to the number of clinical hours the Post-Master's DNP student needs for graduation.

- a) Qualified Nurse Practitioner applicants are expected to have had a minimum of 500 clinical/practicum hours in their master's program to meet requirements for recognition or licensure and national certification. Students may be awarded up to 140 clinical/practicum hours beyond the 500 hours required for national certification for other leadership programs they attended or certifications they may hold (see item "d" below).
- b) DNP Post-master's students who do not have certification as an advanced practice nurse (APRN) but have graduated from a master's program that prepared them as an APRN and are certified as an APRN, will be recognized as equivalent to having 500 clinical/practicum hours in their master's program. These students will be required to complete a minimum of 500 clinical/ practicum hours in their DNP program of study.
- c) Post-master's students who have certification as an Advanced Nurse Executive (NEA-BC), a Nurse Executive (NE-BC or CENP), or as a Certified Nurse Manager and Leader (CNML) are recognized as having a minimum of 500 hours clinical hours. These students will be required to complete a minimum of 500 clinical/practicum hours in their DNP program of study.
- d) Executive Administrative Management applicants are expected to have had between 300 and 500 clinical/practicum hours. Administrative Management Master's programs are competency-based and frequently the practicum hours are not recorded. Therefore, to ensure students meet the required clinical/practicum hours additional experiences will be evaluated.

GRADUATE PROGRAM REQUIREMENTS

ADMISSION CRITERIA AND PROCESS

Applications to the School of Nursing programs are submitted via the Centralized Application Service for Nursing Programs (NursingCAS). Students must pay a NursingCAS application fee, submit official transcript(s) from each post-secondary institution attended to NursingCAS (even if no degree was awarded) and submit three professional references via the NursingCAS application.

International transcripts must be evaluated by an accredited foreign credential service. International applicants are also required to submit an official copy of Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score.

Applications for Post-BSN to DNP fall admission are due March 1. Applications for Post-MSN to DNP fall admission are due May 1. For detailed information about admission requirements for the graduate programs visit SON Website

[Post-BSN to Doctor of Nursing Practice](#)

[Post- MSN to Doctor of Nursing Practice](#)

ADMISSIONS RELATED LINKS

For information regarding Academic Fresh Start, International, and Military, as well a residency classification, please the links below:

[Academic Fresh Start](#)

[International Applicants](#)

[VA Education Benefits](#)

[Residency Questionnaire](#)

COMPUTER REQUIREMENT

All courses in the School of Nursing have an online component or other requirements that necessitate the use of a computer. Students are required to have certain minimum computer competencies. Minimum competencies include basic familiarity with computers, use of Internet, word processing, email, and presentation software. The official method of communication is via students' Health Science Center "LiveMail" account. The Microsoft Office Suite, which includes Word, Excel, PowerPoint, and Outlook, is required for all students.

To perform optimally for course requirements and to operate on the HSC network properly, laptops need to be checked for both hardware and software requirements prior to the start of class. Proper configuration and operation checks are encouraged to be completed prior to new student orientation.

Laptop checks are typically 30 minutes or less and can be performed in person on campus or via a remote desktop connection that will require the student to have Internet access. Laptop checks are scheduled by calling the IMS Service Desk at 210-567-7777, option 1. The student should indicate that they are School of Nursing and calling to schedule a laptop check. An available date/time will be agreed upon, as well as if the check will be in person or via remote session.

The evaluating technician will record pass/fail status, which will be reported to SON staff. In the event of a failure, the technician will provide suggestions/options to correct as needed. The student will need to contact the Service Desk and schedule a re-evaluation once the shortcomings have been corrected. During the evaluation, the technician may install or assist the student with installing software needed for upcoming courses such as Lync client and SPSS.

Computer Requirements:

https://ims.uthscsa.edu/computer_networking/SOM_Flyer_0319AppleApproved.pdf

SPSS download: <https://www.ibm.com/analytics/spss-trials>

Information Management & Services Solution (IMS):

Service Desk: 210-567-7777

Website: <http://ims.uthscsa.edu/index.aspx>

E-mail: ims-servicedesk@uthscsa.edu

ACADEMIC POLICIES AND PROCEDURES

Information about academic policies or procedures, as well as curriculum information, may be obtained from the UT Health San Antonio [School of Nursing Catalog](#).

SCHEDULE OF CLASSES

Courses approved for the graduate programs are published in the University Catalog at <http://catalog.uthscsa.edu/>. Please refer to the [Course Catalog](#) to learn about pre- or co-requisite NURE and NURS courses. To access Class Schedules, go to <http://uthscsa.edu/fsprec/schedules.asp>. For course schedules and syllabi go to http://nursing.uthscsa.edu/programs/sch_syll.aspx.

REGISTRATION AND ENROLLMENT

Entering students must register on the date of official registration listed in the academic calendar. Those who do not register in the School of Nursing in three consecutive terms are considered to have withdrawn and their School of Nursing records are deactivated. Deactivated students may not register for courses, take examinations, submit Application for Degree or Degree Plan forms, or otherwise participate in the University community and the School of Nursing. The Registrar website has registration deadlines the [Academic Calendar](#) and instructions on [Registering for Classes](#).

Students go to [My Student Center](#) and login to view classes, register, add, or drop classes.

ADDING/DROPPING OR WITHDRAWAL FROM COURSES

Adding and Dropping Courses

Students are expected to pre-register for all course work. After the first day of classes and prior to census day student may add classes with the approval of the appropriate Associate Dean.

Dropping refers to the procedure by which students remove themselves from one or more of the courses in which they are enrolled while continuing in the remainder of their courses. A student who is enrolled in only one course must either withdraw or apply for a leave of absence if he/she intends to drop the course. Please refer to the Office of the University Registrar's section of the catalog.

Withdrawal from Courses

Students who complete the formal withdrawal process through the Office of the University Registrar by the last class day of the term and before finals week begins will be awarded a grade of W. Students who do not complete the formal withdrawal process will receive a letter grade which they earned in a course. To withdraw from all courses, student must complete a clearance form located in my Student Center. Announcements will be posted on Canvas as reminders.

LEAVE OF ABSENCE

Under certain circumstances, students may be granted a leave of absence. See the UT Health San Antonio Course Catalog – [School of Nursing Policies](#) for general and military leave of absence.

Students go to [My Student Center](#) and login to submit a Student Clearance eForm to begin the Leave of Absence process.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA)

See the UT Health San Antonio Course Catalog regarding [FERPA](#).

TUITION AND FEES

Please note that registration is not complete until all applicable fees have been paid. Students may register by the end of the Web Registration period without late fees or penalties. Tuition and fees must be paid by the close of business the day before the first day of class or class registrations will be voided. To determine class dates, see the [Academic Calendar](#). Students with financial aid awards (loans, grants, scholarships, waivers) must acknowledge their intent to pay tuition with financial aid by the tuition payment deadline or class registrations will be voided. See the [Tuition and Fees](#) section of the UT Health San Antonio Course Catalog for more details and the [Tuition and Fees Schedule](#) on the Financial Aid website.

CONTINUOUS ENROLLMENT

Once admitted to the graduate program, a student must be registered for a minimum of one credit hour during each Fall and Spring terms of his/her graduate education (unless he/she is on an approved leave of absence).

READMISSION

Individuals who have not registered in three consecutive terms must apply for readmission unless they were previously granted official permission for leave of absence. Students who do not return from leave within the one-year limit will be withdrawn from the nursing program and will have to apply for admission as a new student.

An application for readmission by a student who has previously withdrawn or has been dismissed is subject to the same requirements, procedures, and acceptance considerations that apply to first-time applicants.

When students interrupt their enrollment at the HSC and return later to complete their plan of study, major curriculum changes may have occurred, affecting the student's ability to graduate with requisite competencies/knowledge currently implied by the degree or certificate sought.

1. If there have been no curricular changes in the program during the non-enrollment period, the student may remain under the student's original degree plan.
2. When a student re-enrolls after an interruption of enrollment of more than one year a conference shall be held between the student and the student's Academic Advisor or other designated official to determine whether changes in the student's degree plan are necessary to acquire the competencies and knowledge required by the current degree or certificate:
 - a. If course content has changed during the period of non-enrollment, even though course titles have not, the student may be required to repeat such courses if essential new competencies/knowledge must be acquired.
 - b. If program curricula have changed during the period of non-enrollment, the student may be required to follow the current degree plan.
 - c. If the student re-enrolls in a different program than the one in which the student was previously enrolled, the student's new degree plan shall be governed by the degree or certificate requirements in the newly selected program that are in effect at the time of re-enrollment.
 - d. It is recommended that, prior to the conference with the student; the person responsible for this function should obtain a copy of the student's current transcript and current degree audit record to determine the remaining courses that are necessary to omit the requirements of the original degree plan.

Those seeking readmission are subject to all requirements, procedures, and acceptance considerations outlined in the UT Health San Antonio Course Catalog.

ADVISEMENT

PROGRAM COORDINATOR

The Program Coordinator serves as the Academic Advisor for the student in program planning and academic counseling. The Program Coordinator is a graduate support staff member in the Office for Academic Affairs who assists students to develop their academic plan and to select courses for each term of study. They will ensure that the student enrolls in courses that meet program and degree requirements.

FACULTY ADVISOR

The faculty advisor serves as a mentor for the student.

- Master's and Post-BSN to DNP students should seek advisement from their track coordinator.
- Post-MSN to DNP students select an advisor based on mutual practice interests. Specifically, the faculty advisor:
 - plays an important role in orienting the student to the program
 - monitors the student's progress
 - interprets the DNP program requirements and policies
 - assists the student in selecting a faculty chair for their *DNP Project* or serve as the student's project Chair if appropriate

The DNP Project Committee must consist of at least two qualified members. See [Selection of DNP Project Committee](#) for more details.

CHANGE OF CHAIR OF DNP PROJECT

In the event you wish to make a change, you should contact your proposed new faculty to see if they are willing to take you on as a student. Remember that it is not a foregone conclusion that they will say yes—they may already have too many students or too many other obligations to allow that. It is a matter of professional courtesy to also talk to your previous faculty to let them know of your decision and thank them for their assistance.

After communication has taken place, you must contact the Office for Academic Affairs to complete the required paperwork and process the request.

STUDENT ADVISEMENT RESPONSIBILITIES

The student bears substantial responsibility to assure that advisement occurs in a timely and appropriate manner. Graduate students are responsible for familiarizing themselves with all university and graduate policies and procedures. Each student should also communicate directly with his/her academic faculty to be clear on its expectations for degree completion and is responsible to follow the program plan agreed upon with the Program Coordinator. In addition, the student should communicate regularly with his/her faculty advisor regarding progress, plans, and goals.

ACADEMIC PROGRESS

ATTENDANCE

The School of Nursing faculty believes that attendance at scheduled classes, examinations, clinical experiences and clinical learning laboratory is crucial to meeting course and program objectives. Excused absences may be granted by the instructor in such cases as illness or personal emergency and are considered on an individual basis. Time missed, even when excused, will count toward the total allotment for missed time from clinical. Faculty may also require that the student complete a makeup assignment. Please see course syllabus and the [University Catalog](#) for attendance requirements.

EXCUSED ABSENCES

The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the School of Nursing are the following:

- Death or major illness in a student's immediate family. Immediate family may include: mother, father, sister, brother, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, step-mother, step-father, step-sister, step-brother, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by the Dean or Dean's designee.
- Illness of a dependent family member or any familial responsibilities associated with COVID-19 (e.g., loss of childcare, closing of schools, inability to secure eldercare, etc.).
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious Holy Day (Notification must be submitted to the Office of Academic Affairs: <http://students.uthscsa.edu/registrar/wp-content/uploads/sites/2/2021/12/HolyDayAbsForm.pdf>)
- Injury or illness that is too severe or contagious for the student to attend class or clinical. Immediate notification to the Associate Dean for Admissions and Student Services should be attempted via email as quickly as the student's health condition allows.
- Injury or illness of three or more days. For injury or illness that requires a student to be absent from classes for three or more business days (to include classes on weekends), the student should obtain a medical confirmation note from her or his healthcare provider. The Student Health Clinic or an off-campus healthcare provider can provide a medical confirmation note only if those providers are directly involved in the care of the student. The medical confirmation note must contain the date and time of the illness and the provider's confirmation of needed absence. Familial obligations that require more than three days of absence should be reported to the Associate Dean for Admissions and Student Services for further consideration of options.
- Injury or illness less than three days. Faculty members may require confirmation of student injury or illness that is serious enough for a student to be absent from class for a period less than three business days (to include classes on weekends). At the discretion of the faculty member and/or Associate Dean(s) standard, as outlined in the course syllabus, illness confirmation may be obtained by confirmation of a visit to a healthcare provider affirming date and time of visit.
- Students required to miss clinical experiences due to injury or illness may be required to receive clearance from a healthcare provider to perform the essential functions of the clinical if patient

safety might be jeopardized or if it is perceived that participation in clinical might cause further harm to the student.

- Required Military Duties (<http://catalog.uthscsa.edu/generalinformation/generalacademicpolicies/studentabsences/>).
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.
- In accordance with Title IX of the Educational Amendments of 1972, the School of Nursing shall treat pregnancy (childbirth, false pregnancy, termination of pregnancy and recovery therefrom) and related conditions as a justification for an excused absence for so long a period as is deemed medically necessary by the student's healthcare provider. Requests for excused absence related to pregnancy should be directed to the Associate Dean for Admissions and Student Services; questions about Title IX should be directed to the University's Senior Director of Student Success and Title IX Director.

The dean or designee may provide a letter for the student to take to the instructor stating that the dean has verified the student's absence as excused.

If the absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. If an instructor has a regularly scheduled make up exam, students are expected to attend unless they have a School approved excuse. The make-up work must be completed in a timeframe not to exceed 30 calendar days from the last day of the initial absence. Clinical experiences may not have the opportunity to be made up, but students will not be penalized for missed clinical time due to an excused absence. Graduate students in NP Tracks are required to complete all clinical hours; however, will not be penalized and will have the ability to make up all the required clinical hours upon return to school.

The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence. If the student is absent for excused reasons for an unreasonable amount of time during the semester, the dean or designee may consider giving the student a grade of WP during the semester enrolled.

Whenever a student is absent for unknown reasons for an extended period of time, the instructor should initiate a check on the welfare of the student by reporting to the Associate Dean for Admissions and Student Services.

EXAMINATIONS

Examinations must be taken on the date and time scheduled. If extenuating circumstances prevent the student from taking an examination, prior approval must be granted by the course instructor to postpone the examination. If a student misses an examination without prior approval by the instructor, a grade of **F** will be recorded for the examination.

GUIDELINES FOR WRITTEN WORK

All written work is to be submitted on the announced due date(s) and time (s) unless the student has made previous arrangements with the faculty member. Penalties may apply to late submissions as noted in course materials. Guidelines for written work have been approved and adopted by the faculty. All

students are required to use the official source book for citation and writing protocols. The official source book to be used at every level in the graduate program will be the most recent edition of the [*Publication Manual of The American Psychological Association*](#), Washington, D.C. Students are expected to follow the guidelines set forth in this manual; it is the only acceptable source book.

The University Course Catalog addresses plagiarism in the section that addresses scholastic dishonesty under procedures and regulations governing [Student Conduct and Discipline](#). Any student found guilty of plagiarism is subject to disciplinary penalty ranging from written reprimand, zero on the work, failure in the course and through dismissal from the program.

INSTITUTIONAL REVIEW OF SCHOLARLY PROJECTS

Institutional Review Board (IRB)

Selected Scholarly Projects that the students initiates or participates in during graduate school may require review by UT Health San Antonio Institutional Review Board (IRB) to establish benefits and risks and the need for protection of human subjects prior to the implementation of the project. To protect human subjects, IRB review is indicated. The IRB at UT Health San Antonio policies for human subjects' protection reflect national standards of compliance with the Office for Human Research Protection of the Department of Health and Human Services (Title 45, Part 46).

Completion of the Human Research Curriculum (CITI –Collaborative Institutional Training Initiative) is required prior to the submission of the online application. This web-based training is available on the [UT Health San Antonio IRB web site](#). The CITI training must be completed prior to initiation of these projects. The IRB application is submitted ***only after*** the faculty has reviewed and approved the application. A copy of the IRB letter of approval must be submitted to the Faculty Chair and the Office for Academic Affairs before implementation of the project. Additional IRB approvals and CITI training may be required from the agency or institution in which the project will be implemented ([DNP IRB Guidelines](#)). Working with IRB approvals outside UT Health San Antonio may take up to one to two months so plan appropriately by checking with your IRB institution.

PROGRESSION IN THE GRADUATE PROGRAM

Complete policies and details on progression in the Graduate Program are outlined in the specific degree programs section of the [UT Health San Antonio School of Nursing Catalog](#).

DEGREE COMPLETION AND GRADUATION

DETERMINATION OF ACADEMIC REQUIREMENTS DEGREE AND TIME LIMIT

Students have 6 years to complete a graduate or professional program under the catalog in effect when they initially registered.

INTENT TO GRADUATE

It is the responsibility of the candidate to apply for graduation online in [My Student Center](#) the term prior to the anticipated graduation. Students may expect to receive an email through their LiveMail accounts from the Registrar Office once the application is available to them for completion. Note that the email will reach students in the term preceding their scheduled term of graduation (e.g., students expecting to graduate in the spring will receive an email prompt in the fall). Failure to receive and/or read said email is not grounds for failing to apply for graduation online.

Online submission of the Application for Graduation will prompt an audit of your academic record to ensure you are eligible to graduate and have completed all requirements to receive your award. Information provided by the student is used in commencement programs. Your degree will be published using your **full legal name**.

Candidates for degrees and certificates are required to complete the following procedures:

- Complete the University's Application for Graduation form online in the Student Center via The Portal in the term before anticipated graduation. The student's diploma name as requested in the Application for Graduation form is printed on her/his diploma and information provided by the student is used in commencement programs. Submission of this form is mandatory for release of a student's diploma.
- Register in the term the certificate or degree is to be conferred.
- Attend an Exit Interview session scheduled by the Student Financial Aid Office for students who have received financial assistance which must be repaid after graduation. See the University Course Catalog for the complete [Graduation Policy](#) and the Office of the Registrar for complete information on [Applying for Graduation](#).

GRADUATE RECOGNITION AND COMMENCEMENT

Each May and December, the School of Nursing hosts a Commencement Ceremony for its graduates to recognize and celebrate their accomplishments. All graduates are expected to attend this ceremony. August graduates may participate in the May or December Commencement Ceremony. All faculty are also expected to attend and participate in the School of Nursing Commencement Ceremony.

School of Nursing graduates can find additional information about the School of Nursing Commencement Ceremony via the [Office of Admissions and Student Services](#) or the Office of Student Life [Commencement](#) and [Regalia & Invitations](#) sites.

EXIT AND ALUMNI SURVEYS

Every year, the School of Nursing evaluates data obtained from two surveys. In the last term of their program, students are requested to evaluate the curriculum of their respective program in the Exit Survey. They are also asked where they will be employed, professional activities and career goals upon graduation. Much of the same information is requested in the Alumni survey, which is sent to students who have already graduated from the program. Tracking information is also requested. Both surveys provide information to help the school plan for future students and strengthen the program. All responses remain confidential and are reported only in aggregate form.

CONDUCT AND DISCIPLINE

Students are responsible for knowing and observing the University's procedures and regulations governing Student Conduct and Discipline and the Rules and Regulations of the Board of Regents. See the UT Health San Antonio Course Catalog – [School of Nursing Policies](#) for the following:

- Conduct and Discipline
- Professional Conduct Guidelines
- Professionalism
- Students Rights and Responsibilities
- Faculty Responsibilities
- Social Media Guidelines
- Scholastic Dishonesty

School of Nursing Code of Professional Conduct

Please read this document carefully, let us know if you have questions, sign and return with your intent to enroll form.

Students who are nurses or are preparing to enter the profession of nursing are expected to treat others with respect and compassion. “The principle of respect for persons extends to all individuals with whom the nurse interacts. The nurse maintains compassionate and caring relationships with colleagues and others with a commitment to the fair treatment of individuals, to integrity-preserving compromise and to resolving conflict. This standard of conduct precludes all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effects of one's actions on others” (American Nurses Association Code for Nurses, Interpretive Statement 1.5).

The students, faculty, Vice Deans, Associate Deans, and the Dean of the School of Nursing of the UT Health San Antonio subscribe to the highest standards of conduct. Our aim is professional behavior beyond reproach. Failure to abide by the signed code of professional conduct may lead to suspension and/or permanent dismissal from the UT Health San Antonio School of Nursing. We subscribe to the provisions of the *Code of Ethics for Nurses* and the following points of conduct.

A. I will promote and maintain an honest and effective physical and online learning environment. I will:

- Do my part to ensure that the environment promotes acquisition of nursing competencies, integrating nursing knowledge with the mastery of skills, and the values of the profession.
- Not tolerate or engage in harassment, flagrant disruption of the learning process, demeaning language or visual aids, disrespectful behavior, or lack of respect for life and living things.
- Exhibit the highest standards of conduct, honesty, and professionalism.

- Not engage in academic or professional misconduct and identify and report those who exhibit academic or professional misconduct following the chain of command.
- Appreciate everyone as a person of value and help maintain dignity during the learning process.

B. I will place primary emphasis on the health and welfare of patients, students, and the school of

Nursing. I will:

- Attain and maintain the most current knowledge in the healing arts, the skill to apply that knowledge, and caring attitudes.
- Follow the rules and expectations of the UT Health San Antonio regarding public health.
- Display respect and compassion for all patients, students, and members of the School of Nursing.
- Foster and preserve the trust that exists between the faculty and all patients, students, and members of the School of Nursing.
- Protect and maintain the confidentiality, integrity and availability of patients, students, and members of the School of Nursing information – especially when communicating via social media – and adhere to the UT Health San Antonio information security and anti-phishing standards including but not limited to encryption and device management.
- Not tolerate or engage in unprofessional behavior (as defined by Rule §217.12 of the Texas Administrative Code and the Texas Board of Nursing Rules and Regulations Relating to Nurse Education Licensure and Practice).

C. I will conduct myself at all times in a professional manner. I will:

- Exhibit honesty, openness, and evenhandedness (fair and impartial) in dealing with others.
- Maintain a professional appearance at all times and adhere to the dress code defined within the School of Nursing Student Handbook.
- **Not** harass other individuals, including participation in behavior that is severe, pervasive, or persistent to a degree that a reasonable person similarly situated would be prevented from accessing an educational opportunity or benefit. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, harassment, and coercion. In addition, harassment may be conducted by a variety of mediums, including but not limited to, physical, verbal, graphic, written or electronic. The School of Nursing will not tolerate harassment to include harassment against individuals based on sexual identity, race /ethnicity religion, gender, and/or sexual orientation, stalking, or physical threats of violence.
- Take responsibility for my actions, acknowledge my limitations, and ask for assistance when needed.

- Assure the health and welfare of others is not compromised as a result of my actions.
- Not be deceitful or self-serving.
- Achieve satisfactory balance in personal, community, and professional activities.
- Not allow personal conflict to interfere with objectivity in relationships with colleagues or patients.
- Not participate in activities that include hazing, theft, vandalism, abuse of alcohol in violation of University rules, illegal or unauthorized use of firearms or explosives, or the act of using, possessing, being under the influence of, manufacturing or distributing illegal drugs or illegally obtained/possessed controlled substances.
- Accommodate a fellow professional's request for my knowledge and expertise.
- Refrain from a manifestation of bias, including sexual, marital, disability, racial, ethnic, or cultural harassment.
- Not engage in physical abuse of others to include any intent or attempt to cause injury or inflict pain; or causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. It is not a defense that the person, group, or organization against whom the physical abuse was directed consented to, or acquiesced to, the physical abuse.
- Support my fellow professionals if they should falter.
- Identify any person whose ability is impaired, support them as they seek rehabilitation, and help them to reintegrate into the community.

Graduation Attire

UT Health San Antonio School of Nursing commencement ceremony participants must wear a University-approved regalia black cap and gown.

Regalia will be free of wrinkles during the graduation ceremony. Steaming is usually the preferred method as ironing may damage the fabric (see garment instructions for more information).

Mortarboard decorating is optional and may be decorated in good taste, as directed by the Student Success Center. Only graduates who have passed the NCLEX-RN® licensure exam is allowed to label caps with "RN" or "Registered Nurse."

Undergraduate students: Undergraduate students will wear the tassel on the right side of the mortarboard until the degree is conferred. When the degree is conferred, the tassel will be moved to the left side.

Graduate students: Candidates will place the tassel on the left side of the mortarboard where it will remain.

Doctoral/DNP students: Candidates will wear an appropriate tam or mortarboard along with the correct hood for the degree to be conferred. Academic medallions or other forms of scholarly achievements from previous institutions may be worn with the UT Health San Antonio regalia. Regalia from previous degrees may not be worn – doctoral gowns must be either purchased or rented for the ceremony.

Military attire: Degree candidates who will join a branch of the United States military as a commissioned officer may wear the military dress uniform with approval from the Committee of Faculty, Staff, and Student Matters in collaboration with the Student Success Center. Requests should be made by the student at least 2 months before graduation.

Honor cords: Approved nursing organizations may provide cords for those who have met the organization's criteria. Up to three honor cords may be worn by undergraduate nursing students.

Student Mistreatment Policy

<http://catalog.uthscsa.edu/generalinformation/institutionalpolices/studentmistreatmentpolicy/>

STUDENT CONCERNS

ACADEMIC APPEALS AND GRIEVANCES

Student academic appeals and grievances are handled through established policies and procedures for the School of Nursing as outlined in the following UT Health San Antonio Course Catalog – [School of Nursing Policies](#):

- Academic Appeals and Grievances
- Procedure for Academic Review (Grade Appeal Process)
- Procedure for Second Readers of Papers and/or Projects
- Non-Academic Appeals and Grievances

POLICY/PROCEDURE FOR STUDENT COMPLAINTS

This policy provides guidelines for the collection and record retention of student complaints submitted to an institutional officer of UT Health San Antonio SON. The purpose of this policy is to provide a mechanism for tracking the timeliness of responses to complaints as well as the outcome of complaints. In addition, this policy provides a mechanism for identifying patterns or systemic problems with institutional quality or with factors related to the General Institutional Requirements or Criteria for Accreditation.

Definitions

Complaint Log - a confidential record of student complaints which identifies the persons involved with individual complaints and the outcomes of the complaints.

Student complaint - focused principally on complaints made formally by a student and addressed to an institutional officer with the responsibility to handle the complaint.

Minor complaints –complaints that, after appropriate evaluation, are deemed to have little or no effect on the well-being of students, faculty, staff, or the school of nursing.

Institutional Officer – a dean, an associate dean, department chair or anyone in an administrative role who has the responsibility to handle the complaint.

Applicability

This policy applies to institutional officers with responsibility to handle student complaints.

Procedure

- Complaints must be dealt with in a timely manner and in a way that demonstrates fairness to students, faculty, and staff. The student has 10 business days after the occurrence to submit a complaint. Within 7 business days of the receipt of complaint, the institutional officer will respond to the student in writing with feedback regarding status of the complaint resolution.
- Complaint logs must be reviewed by the officers of the institution or their designees to assess patterns to the complaints that might suggest problems with institutional quality or with factors related to the General Institutional Requirements or Criteria for Accreditation. Complaint logs will be reviewed by the appropriate Associate Deans in September of each year to draft a report that will be shared with Committee on Undergraduate Studies (COUS), the Committee on Graduate Studies (COGS), Faculty Council and Faculty Assembly

- Complaint logs must be used to record receipt of a student complaint and at a minimum must contain the date of receipt, persons involved and the resolution of the complaint. The amount of detail provided may vary according to the complaint but should be sufficiently documented to provide the issues and resolutions.
- Complaints from parents, employers, community residents, or former students or alums do not need to be recorded although they may be tracked if a unit wishes to do so. Minor complaints do not need to be recorded on the complaint log. However, the complaint log should include complaints that are of a non-academic as well as an academic nature, provided these complaints are from current or recent students.
- The privacy of students as well as the privacy of other parties must be enforced in accordance with the Family Educational Rights and Responsibility Act (FERPA). Do not share complaint logs with anyone if the logs contain student and/or other names on it. Electronic copies of student complaint logs must be password protected.

Supporting Documentation

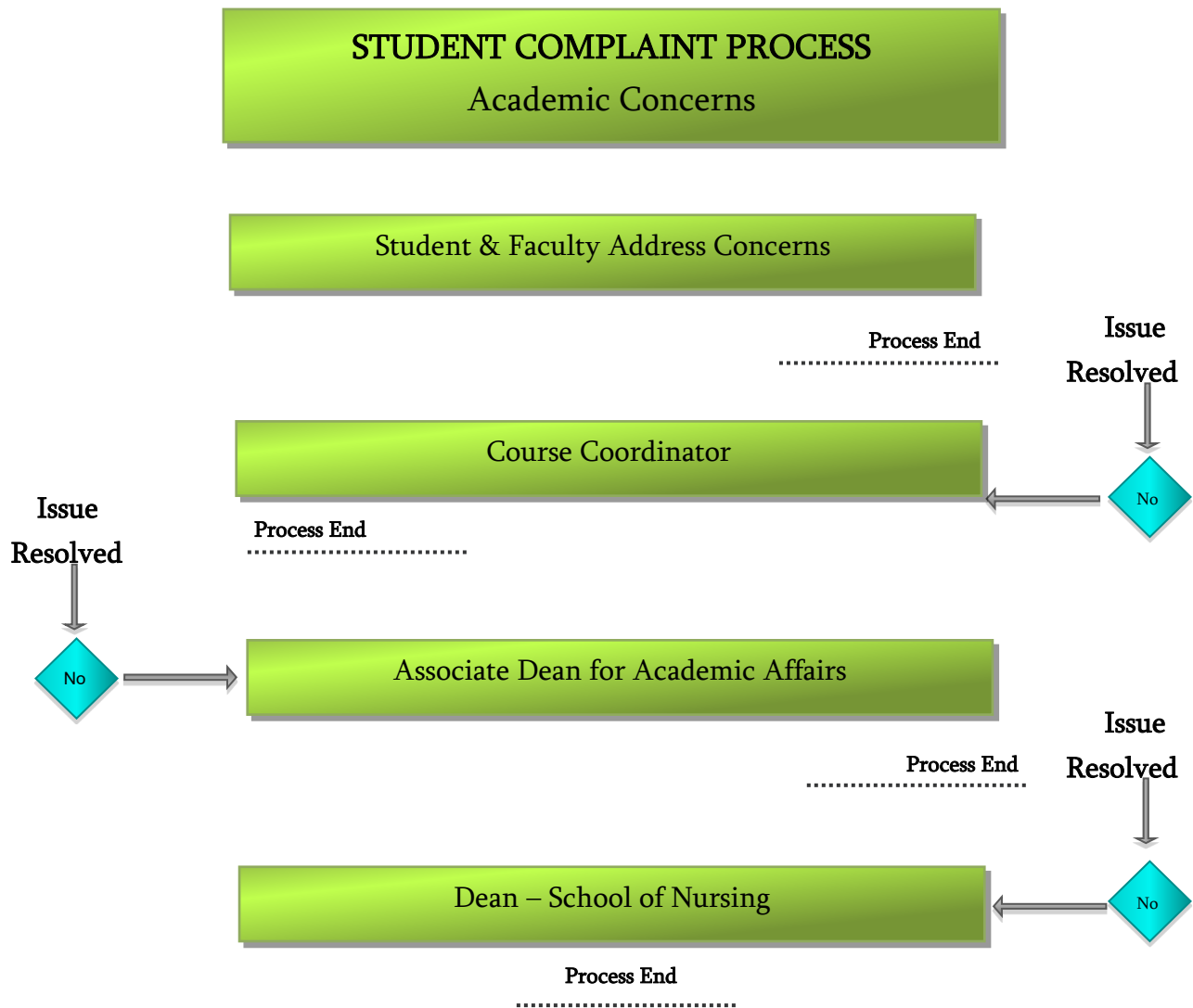
- Student Complaint Process Academic Flow Chart
- Student Complaint Process Non-Academic Flow Chart
- Confidential Record of Student Complaint Form
- Complaint Log

Records Retention

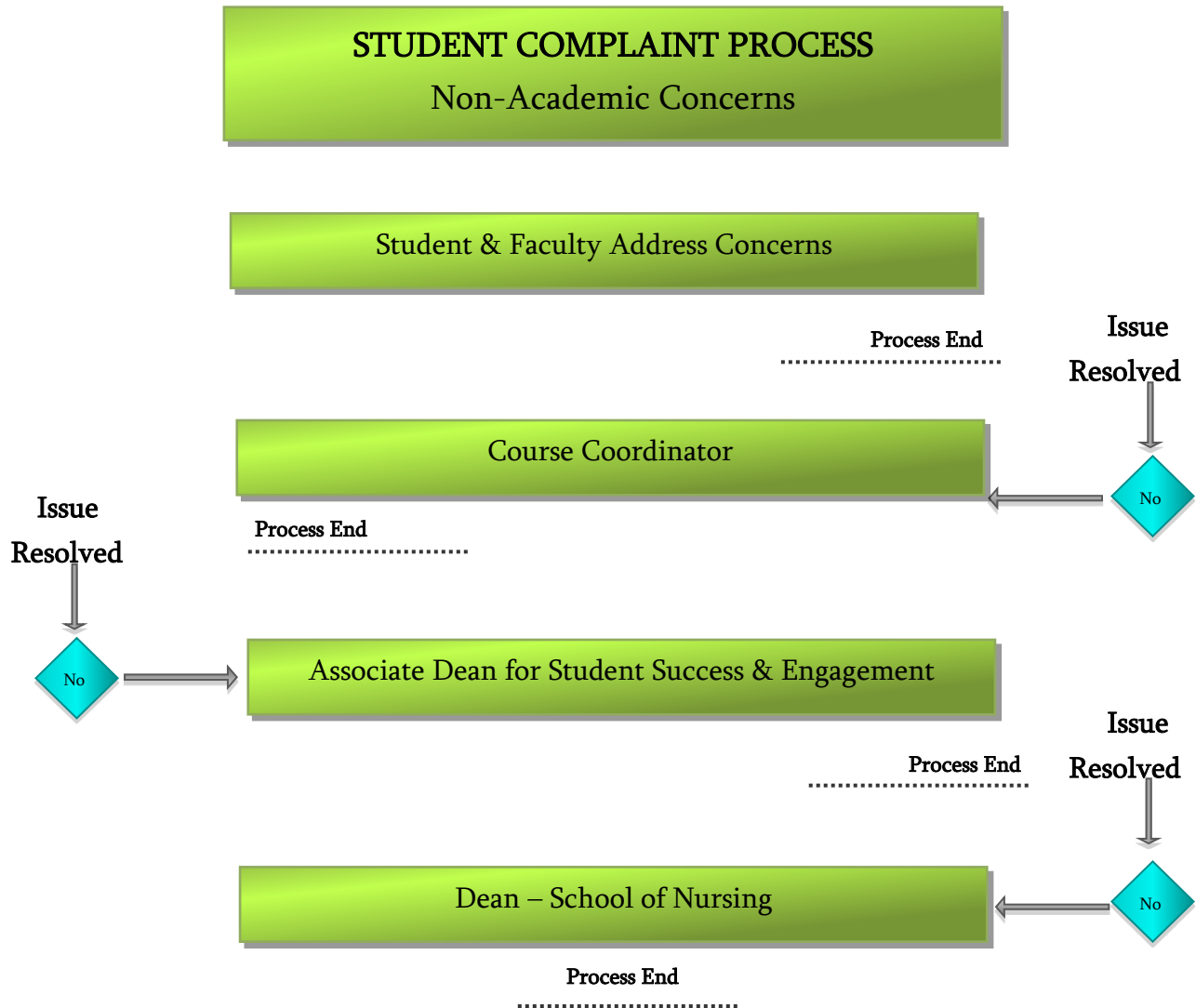
- The Office for Academic Affairs maintains records of student complaints related to academic matters and the Office of Admissions and Students Services maintains records of student complaints related to non-academic matters.
- The Confidential Record of Student Complaint Form will be retained for five years following the student's graduation and then destroyed per University policy.
- The Complaint Log will be retained for the period of program re-accreditation and subsequently destroyed per University policy.

Flow charts outlining the student complaint process for academic concerns and non-academic concerns are provided on the following pages.

ACADEMIC CONCERNS FLOW CHART



NON-ACADEMIC CONCERNS FLOW CHART



NOTICE OF NON-DISCRIMINATION ON THE BASIS OF SEX

UT Health San Antonio is committed to maintaining an environment free from discrimination in accordance with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Visit the [UT Health San Antonio Title IX Office](#) website for more information about the University's [Notice of Non-Discrimination on the Basis of Sex](#) and the [Sexual Misconduct Policy HOP 4.2.2](#). For questions, to submit a report, or file a complaint regarding sex discrimination or sexual misconduct/sexual harassment, contact:

Dr. John Kaulfus, Title IX Coordinator

Email: TitleIX@uthscsa.edu

Phone: (210) 450- 8131

Website: <https://students.uthscsa.edu/titleix/>

The UT Health San Antonio Compliance Hotline is a confidential hotline available 24/7 for anonymous reporting.

Online: [Compliance Hotline](#)

Phone: 1-877-507-7317

RESOURCES

Visit the [Current Students](#) site for information regarding:

University Course Catalog	Scholarships	Helpdesk
Degree Requirements	Traineeships	Tuition and Fees
Library, School Policies	Forms	Program Cost Sheets
Program Policies	Graduation Information	ADA and ADA Request
Student Life	Registrar's Office	Forms
Calendars	Blackboard	Emergency Information
Financial Aid	UT LiveMail	UT Police
Work-Study-Scholarship Program	Bookstore	Campus Maps
	Counseling	

TEACHING ASSISTANTS

Opportunities are available for graduate nursing students enrolled part-time to work as teaching assistants in the School of Nursing. Interested applicants should contact the Office of Admissions and Student Services in the School of Nursing for additional information.

OFFICE OF ACADEMIC AFFAIRS

This office supports the school's educational goals of educating a diverse student body to become excellent nurses. The office provides oversight of the development, implementation, and evaluation of the curriculum to ensure the quality of education offered. The office serves as a resource for faculty and students in both the undergraduate and graduate programs. Major responsibilities include:

- Strategic planning for academic programs
- Academic advisement and student progression issues
- Clinical site development and management of clinical contracts
- Coordination of accreditation and regulatory requirements
- Coordination of course schedules and maps
- Depository for student program plans, comprehensive exams, DNP projects and thesis/dissertation approvals and electronic DNP projects.
- Development and coordination of academic policies and procedures
- Program evaluation oversight, including course and teaching evaluations

OFFICE OF ADMISSIONS

The Office of Admissions aids prospective students at the undergraduate and graduate levels throughout the admissions process. We support prospective students with campus visits, group presentations, individual appointments, information sessions, and application workshops. Our team also facilitates the matriculation process for all admitted students.

We engage with our diverse students and communities to produce the future nursing leaders of our expanding world who will lead the transformation of nursing care to make lives better through education, research, and practice.

CAREER SERVICES AND GUIDANCE

The OASS team organizes a career fair every fall and spring. The goal of the fair is to bring employers to campus to meet with junior and senior students. The fall fair is normally organized in October and the spring fair in early March.

It is recommended that students prepare a resume or curriculum vitae prior to attending the fair. The OASS team can provide input on resume writing at the professional success seminar series scheduled each fall term. In the spring, students preparing to find a job are invited to attend a seminar about appropriate etiquette and protocol during the job search. For further details about preparing a cover letter or resume, please visit [Purdue University Owl](#).

TUTORING & ACADEMIC SUPPORT

Academic support services including tutoring and counseling services are provided to our nursing students. The OASS team in collaboration with the Office for Academic Affairs, and the Counseling Services can assist nursing students to identify needed services to ensure academic success.

FINANCIAL AID AND SCHOLARSHIPS

The School of Nursing recognizes that a professional degree can be expensive. The Office of Financial Aid and Veteran's Affairs in conjunction with the OASS team strives to lessen the financial hardship through grants, scholarships, and loans for eligible students. School of Nursing students must apply for need-based financial aid via the FAFSA. For further details about grants and loans, contact the Office of Financial Aid at (210) 567-2635 or visit their [website](#).

In addition to aid offered by the Office of Financial Aid, the School of Nursing awards scholarships funded by private donors to eligible applicants. Applications are provided to enrolled students and candidates in the fall, spring and summer terms. Applications are distributed to enrolled students via e-mail to their LiveMail account. A Scholarship Committee composed of faculty and staff determine awards. Visit the SON [Financial Aid and Scholarships site](#) for details.

EMERGENCY LOANS

The purpose of the SON Emergency Fund is to assist students by providing interim funding for educational needs until long-term financial aid is available. The funds will be made ONLY for educational necessities room and board, hospitalization not covered by insurance, and other unplanned emergencies. Emergency funds provided might impact financial aid and are count as income. Read the [Emergency Fund Policies and Conditions](#) for further information.

STUDENT HEALTH SERVICES

The Student Health Clinic at the San Antonio campus offer many services, including:

- Health Promotion/Disease Prevention
- Acute Minor Illness and Injury
- Routine Physical Exams
- Women's & Men's Health
- Contraceptive Counseling
- STD Screening / Treatment
- Immunization
- TB Screening
- Stable Chronic Disease Management (e.g., asthma, diabetes, hypertension)

PERSONAL COUNSELING

Format of services: Individual counseling, couples counseling, medication consultation, workshops that focus on study skills, time management, stress management or other topics may be arranged for a group by contacting the office. The following services are provided:

1. **Academic Difficulties**
 - Test or performance anxiety
 - Conflict with instructor or clinical supervisor
 - Organizing and learning course objectives
 - Time management
2. **Career Issues**
 - Clarifying career goals and interests
 - Confronting doubts about career choice
 - Identifying a specialty interest
3. **Medication Consultation**
 - Evaluation and medication treatment
 - Medication management
4. **Personal Problems**
 - Increasing self-confidence and coping with self-doubt
 - Managing stress effectively
 - Coping with feelings of depression and/or anxiety
 - Developing self-assertion
 - Overcoming self-defeating behavior
 - Relationship issues
5. **Substance abuse**
 - Evaluation
 - Referral
 - Consultation
 - Education

HEALTH INSURANCE

The UT System Board of Regents requires you to maintain a valid major medical insurance policy while you are a registered student at UT Health San Antonio. If you do not have your own health insurance policy, you will be automatically enrolled in a group plan chosen by the UT System. A student may enroll her/his spouse and/or children at additional cost(s). **You must declare health insurance every term.** <http://students.uthscsa.edu/studentlife/2013/03/health-insurance/>

UNIVERSITY POLICE

The UT Health SA Police Department (located at 7703 Floyd Curl Drive.) provides 24-hour law enforcement and security services. If a crime is in progress or if you have an emergency to report, dial 7-8911. For non-emergencies, call (210) 567-2800. Student ID badges and parking permits may be purchased at the UT Police Department next to the School of Nursing.

PARKING

The University Police Department is responsible for issuing and collecting permits, collecting fees for permits either monthly or through payroll deduction and maintaining all permit records.

No parking permits will be renewed if any unpaid campus citations exist. Those permits bought on the payroll deduction plan will be cancelled as of September 1st, if any unpaid citations are shown for the permit holder. Any permit that is cancelled or allowed to expire, for citations or any other purpose, will cause the permit holder to forfeit any preferred parking assignment then in effect. Renewal of parking permits on or before August 31st of each year will allow the current parking assignment to continue in effect. Renewal of the parking permit after September 1st of each year will be based solely on the availability of parking then existing. Any forfeited special parking assignment will automatically be made available to those persons on the Waiting List.

SHUTTLE SERVICES

The University Police Department provides a [Shuttle Bus](#) to all UT Health San Antonio personnel who have purchased a permit. The shuttle service is in operation from 6:00 am to 6:00 pm normal university business days. The shuttle provides service to various locations on the Main Campus and two trips a day to the Texas Research Park.

BUILDING ACCESS

The University Police are responsible for security of Health Science Center buildings at all times. After normal business hours, weekends, and holidays all outside doors are locked to protect both personnel and property. Some doors may be opened by card keys if so equipped. Certain doors have been identified as “after-hour entries” and are equipped with cameras and intercoms which are controlled by University Police personnel. Upon proper identification, the door will be opened electronically by University Police personnel. All transactions at the after-hour doors are video and audio recorded. Tampering or disabling of a security device, CCTV, card reader, security alarm point or motion detector is cause for arrest and/or termination of employment and/or expulsion from the University.

LOCKERS

Lockers are located on the sublevel of the School of Nursing near the Simulation Lab and are available to students on a first come, first serve basis. Students can setup their own combinations. Issues with lockers should be directed to the Student Success Center.

Lockers are also available in the ALTC and students must provide their own locks to use on a day-to-day basis.

RESEARCH AND SCHOLARSHIP

OFFICE OF NURSING RESEARCH AND SCHOLARSHIP

The Office of Nursing Research and Scholarship (ONRS), housed in the School of Nursing, mentors student and faculty investigators, fosters interprofessional collaborations and helps investigators meet regulatory compliance for engaging in research.

The School of Nursing is an integral part of a large internationally recognized academic health center (AHC) that is a site for a funded Clinical Translational Science Award (CTSA) ([Institute for Integration of Medicine and Health \(IIMS\)](#)). Interprofessional research collaborations are strongly supported by the IIMS.

There are just over 100 AHCs nationwide that have enormous impact through integration of research, education and patient care that produces the knowledge and evidence foundation for treating illness and improving health. The 2002 and 2003 Institute of Medicine (IOM) Report on Academic Health Centers challenged AHCs to take the lead in:

- *Transforming content, methods, approaches, and settings used in health professional education*
- *Designing and assessing new structures and approaches for patient care*
- *Translating science through increased emphasis on clinical health services, prevention, and community-based research to move discoveries to clinical and community settings.*

The School of Nursing faculty is responding to the IOM challenges through their programs of science that focuses on the scholarship of teaching, practice, and discovery (research). They are bringing to life the School of Nursing Mission which is, "we engage with our diverse students and communities to produce the future nursing leaders of our expanding world who will lead the transformation of nursing care to make lives better through education, research and practice."

THE CENTER FOR COMMUNITY-BASED HEALTH PROMOTION WITH WOMEN AND CHILDREN

The UT Health San Antonio School of Nursing Center of Excellence, Community-Based Health Promotion with Women and Children (CBHP), supported in part by the Anita Thigpen Perry Endowment, is housed in the School of Nursing Office of Research and Scholarship. The goal of the Center is to collaborate with the community in the development, implementation and evaluation of culturally proficient health interventions for Women and their families' experiencing disparities in health outcomes.

The Center Advisory Council is made up of both interdisciplinary academic and community partners. Community partners include representatives of: Familias en Accion Community Collaborative Council (CCC), American Indians in Texas at the Spanish Colonial Missions (AIT-SCM), Mujeres Nobles de Harlandale, SUAVE (Southside United Against a Violent Environment), Coalition for GLBT Advocacy Group and the Prosumer Group. Academic partners include faculty and staff from the School of Nursing, Department of Family and Community Medicine, Department of Surgery, School of Public Health, UTSA, and Texas Woman's University.

THE LIBRARIES

The mission of The Libraries is to promote learning, inspire discovery, and connect with our communities.

The Libraries include the [Dolph Briscoe, Jr. Library](#) and the [P.I. Nixon Medical Historical Library](#) which is located on the 5th floor of the Briscoe Library.

The Briscoe Library is currently available 24 hours a day, 7 days a week for UT Health San Antonio faculty, staff, and students. You will need to bring your badge to access the building via card swipe. Food and covered drinks are allowed. We offer fresh and packaged food and coffee vending, as well as microwaves. Please clean up after yourselves and be respectful of others who also enjoy using the library. Group study rooms can be reserved for up to 4 hours, and individual study rooms are available on a first-come, first-serve basis. [Find your space](#) to study today!

Informational Links for Students

[DNP Library Orientation](#)

[Library Policies](#)

[Library Resources for Students](#)

[Printing at the Library](#)

[Video Tour of the Library Space](#)

Liaison Librarian for the School of Nursing

Name: [Emme Lopez](#)

E-mail: LopezE13@uthscsa.edu

Phone: 210-450-8124

PROFESSIONAL ORGANIZATIONS



NURSING STUDENT COUNCIL

The purpose of this organization is as follows:

- a. to represent and unite all students in the School of Nursing;
- b. to provide for and enhance communication between the student of the School of Nursing, students of the greater UT Health San Antonio community, the faculty and administration of the School of Nursing and the of UT Health San Antonio at large;
- c. to advise and assist the administration in reaching decisions on policy that concerns students of the school of nursing; and
- d. to assist tin broadening the intellectual, cultural and recreational opportunities and capabilities of the students of the School of Nursing.

Membership in this organization shall be open to all students registered in classes at the School of Nursing.

INTERNATIONAL NURSING STUDENTS ASSOCIATION (INSA)

The purpose of this organization is as follows:

- a. to promote understanding of different cultures;
- b. to provide a venue where students of any cultural background can find a common ground;
- c. to promote communication and relationships between INSA members, the School of Nursing and the community; and
- d. to assist in broadening the intellectual, cultural, and recreational opportunities and capabilities of students of the School of Nursing.

This organization is open to all students admitted to the School of Nursing, UT Health San Antonio.

BLACK STUDENT NURSES ASSOCIATION

The purpose of this organization is as follows:

- a) Represent and support both Black and non-black students in their scholastic endeavors.
- b) Create a forum for dialogue, advocacy, and address societal, health, and cultural issues present in minority communities.
- c) To serve as an advocate for the student body, national and state organizations, and groups of marginalized and disenfranchised individuals at the UT Health San Antonio SON.
- d) To contribute to the education of nursing students that facilitates care delivery that is safe, timely, effective, efficient, equitable, and patient-centered to all clients, particularly vulnerable medically underserved populations.



HISPANIC STUDENT NURSES ASSOCIATION

The purpose of this organization is as follows:

- a. To have direct input into standards of nursing education and to influence the education process.
- b. To promote and encourage participation in community affairs and activities towards improved health care and social issues.
- c. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of race, color, creed, sex, age, national origin, or economic status.

Membership in this organization shall be open to currently enrolled student of UT Health San Antonio, School of Nursing.

SIGMA THETA TAU

Sigma Theta Tau is the National Honor Society of Nursing. Constituent chapters are established in accredited collegiate schools of nursing. The organization recognizes superior achievement and the development of leadership qualities, fosters high professional standards, encourages creative work and strengthens commitment to ideals of the profession. Membership is by invitation only.

Invitations will be sent to candidates selected by the faculty who have leadership and research abilities, who have completed one-half of the nursing programs and who have a cumulative grade point average of 3.50 or higher. Graduate students who are currently members of Sigma Theta Tau through other chapters are invited to transfer membership to the Delta Alpha at Large Chapter and to participate in meetings with the School of Nursing <http://www.nursingsociety.org/default.aspx>.

THE SOUTHERN NURSING RESEARCH SOCIETY

The mission of the Society is to Advance Nursing Research through

- Dissemination and utilization of research findings
- Facilitating the career development of nurses and nursing students as researchers
- Promoting the image of nursing as a scientific discipline
- Enhancing communication among members

Student (Full time) * - Students residing or studying in the Society region who are in a program leading to the first professional or higher degree in nursing. Membership includes full voting privileges, all newsletters and notices, reduced prices for the Annual Conference, and inclusion in online searchable Membership Directory. – Dues \$85.00. See the [Student Network](#) for more information.

REPRESENTATION OF SCHOOL OF NURSING COMMITTEES

COMMITTEE ON GRADUATE STUDIES

The purpose of the COGS committee is to provide leadership for long-range planning, overall development, implementation and evaluation of the curriculum and graduate program policies and serves in an advisory capacity to the faculty. One student representative from each graduate program sits on the committee.

MISCELLANEOUS INFORMATION

STUDENT FILES

Official student files are maintained in the Office for Academic Affairs. The contents of the files are limited to information which is relevant and essential for academic purposes. This material may only be reviewed by the academic unit and the Associate Deans to determine appropriateness. Letters of reference and transcripts submitted for admission are the property of UT Health San Antonio and may not be forwarded outside the University.

Items included in the file are:

- application for admission with supporting materials (letters of reference and transcripts)
- changes in enrollment status
- official correspondence between the student, the college, college committees, and the university
- approved Plan of Study
- advisement notes
- petitions
- program plans
- CPR and ACLS certifications
- Board of Nursing license

Students may review their files anytime by coming to the Office for Academic Affairs. The file cannot be removed from the office. If another party is to review the file with the student, a written request must be made and the name of the third party must be stated on the written request. Student files are saved for the required five years from the end date of a student's last completed term in accordance with University policy.

BLS AND ACLS CERTIFICATIONS

According to state law and university policy, students are required to maintain Healthcare Provider Basic Life Support (BLS) certification at all times. Students in the AGACNP program are also required to maintain Healthcare Provider Advanced Cardiovascular Life Support (ACLS) certification at all times. All students must submit a copy of their current BLS certification to the Office for Academic Affairs and AGACNP students must submit a copy of their current BLS and ACLS certification to the Office for Academic Affairs.

APPOINTMENTS WITH FACULTY

Students may make appointments with their faculty advisor or course professor via Starfish, email or leaving message on faculty member's voicemail.

STUDENT EMAIL

Important communication regarding class offerings, financial assistance, job opportunities, and other information will be distributed electronically through UT Health San Antonio LiveMail. Every student is issued a free email account through [LiveMail](#).

STUDENT USE OF THE COPY MACHINES

The copy machines are available for student use with all charges going to the student's personal PayPal account.

STUDENT INFORMATION

Students are requested to advise both the University Registrar Office and the Office for Academic Affairs of changes in address, telephone numbers or name changes. Changes may be submitted via My Student Center. Failure to do so interferes with the timely receipt of important information.

LISTSERV ELECTRONIC COMMUNICATION

The Office for Academic Affairs maintains a student listserv. Correspondence and documents will be sent directly to student's LiveMail email addresses. The listserv will **only** be sent to your official UT Health San Antonio LiveMail email account.

GLOBAL HEALTH DISTINCTION PROGRAM

Goals

The Global Health Distinction (GHD) Program of the School of Nursing (SON) aims to acknowledge undergraduate and graduate students who demonstrate engagement in interprofessional global health-related activities while maintaining high academic standards. The goals of the GHD program are to promote culturally sensitive care, enhance interprofessional team skills, and to broaden students' vision for health equity and innovation by meeting the health needs of our local culturally diverse populations and extending health promotion as an act of social justice to communities across the globe.

Objectives

1. Construct a vision for health equity and healthcare innovation through global health-related activities.
2. Develop skills related to providing culturally sensitive health care for diverse populations.
3. Demonstrate effective interprofessional team skills.
4. Appraise methods for promoting health as an act of social justice across the globe.

Requirements for Achieving the Distinction

- Achieve a final cumulative GPA of 3.25 at graduation.
- Participate in a mentoring relationship with UT Health San Antonio faculty member(s) (*Appendix I: List of internationally-experienced faculty and their bios*).
- Present (poster or podium) at a mentor-approved conference.
- Document at least 150 hours of global health activities while enrolled in their program:
 - Complete a zero credit hour interprofessional global health course elective (15 hours)

- Participate actively in global health and study abroad activities to include an international experience (*Appendix II: Activity Log signed by their GHD faculty mentor*).
- Please note: hours achieved/logged for the GHD can also count toward the student's clinical hours required for their program of study as long as the specific criteria for clinical hours are met and are approved by either the Undergraduate or Graduate Associate Dean.

Implementation of the Global Health Distinction through the Committee on International Programs

The SON Committee on International Programs will implement, manage, confirm, and recommend awarding of the GHD. The Director of International Programs will send a letter of the student's completion to the SON Office of Academic Affairs, which will subsequently communicate to the Registrar's Office.

Application to Enroll in the Program

SON undergraduate students interested in the GHD must apply during the first semester of their program: March 1 for the Spring entry and October 1 for the Fall entry.

SON graduate students interested in the GHD must apply during the first year of their program.

The application must include the following:

- Completed application form
- Student's resume
- Student's statement, detailing how the GHD Program resonates with the student's values and experiences, career goals, and professional trajectory
- Letter of acceptance from a potential faculty mentor (*Appendix III: Sample Faculty Mentor Letter*)

Awarding of Global Health Distinction

Students who qualify to have the GHD appear on their transcript will need to submit documents verifying completion of the activities and requirements of the program by March 1, June 1 or October 1 of their final semester. These documents include:

- The verification of at least 150 hours of completed global health activities (*Appendix II: Activity Log*)
- Unofficial transcript displaying successful completion of the interprofessional global health course elective and a GPA of 3.25 or higher.
- Copies of all scholarly materials produced by the student (i.e., abstracts, posters, manuscripts)
- Present to the Committee on International Programs.

The Committee on International Programs decides on the final list of graduating students who have achieved distinction and the Director of International Programs will submit the list and letters to the Undergraduate and Graduate Program Coordinators in the Office of Academic Affairs in the School of Nursing. The Program Coordinators will submit the letters to the Registrar's Office for conferment.

Evaluation

The evaluation of the GHD Program will include an assessment of the students' global health activities and outputs as well as the objectives for the program. Quantitative evaluation of the program will be online surveys and questionnaires to both students and mentors before and after the completion of the GHD Program. The survey will include demographics, cultural skills,

interprofessional team skills, student's career plans, global health engagement, and reflection on program activities and recommendations.

Global Health Opportunities: “Going global but local”

A student's active participation in global health and study abroad activities is a requirement for the GHD. These activities may include but are not limited to, international medical missions, study abroad programs, South Texas, and border projects, local health, and cultural activities (i.e., health screening at Asian Festival, new year celebrations for different cultures), and many more. The Global Health Trip hours are calculated as 10 hours per day, including travel.

GLOBAL HEALTH DISTINCTION PROGRAM

APPENDIX I



GLOBAL HEALTH DISTINCTION PROGRAM

Program Objectives

Construct a vision for health equity and healthcare innovation through global health-related activities.

Develop skills related to providing culturally sensitive health care for diverse populations.

Demonstrate effective interprofessional team skills.

Appraise methods for promoting health as an act of social justice across the globe.

LIST OF POTENTIAL FACULTY MENTORS & LINK TO BIO

COMING SOON

APPENDIX II



GLOBAL HEALTH DISTINCTION PROGRAM ACTIVITY LOG

Program Objectives

1. Construct a vision for health equity and healthcare innovation through global health-related activities.
2. Develop skills related to providing culturally sensitive health care for diverse populations.
3. Demonstrate effective interprofessional team skills.
4. Appraise methods for promoting health as an act of social justice across the globe.

Activity Description	Program Objective Met (1, 2, 3, or 4)	Dates	Hours	Faculty Mentor Signature
<i>Global Health Course (i.e. ELEC 5047: Foundations in Global Health Enrichment Elective)</i>	<i>1, 3, 4</i>	<i>8/20/20-4/20/21</i>	<i>15</i>	
<i>San Antonio Refugee Health Clinic</i>	<i>1, 2, 3</i>	<i>9/20/20</i>	<i>4</i>	
<i>Global trip to Namibia</i>	<i>1, 2, 3, 4</i>	<i>6/1/21-6/15/21 (15 days including travel,</i>	<i>150</i>	

Activity Description	Program Objective Met (1, 2, 3, or 4)	Dates	Hours	Faculty Mentor Signature

List of Scholarly Materials Produced:	
Total Number of Hours:	
Student Signature:	Date:
Faculty Mentor Signature:	Date:

APPENDIX III



April 20, 2020

Re: Global Health Distinction Student Applicant: *Jane Smith*

Dear Committee on International Programs of the School of Nursing,

I am honored to assume the role of *Jane Smith's* faculty mentor for the Global Health Distinction Program.

I understand that my role as the faculty mentor includes meeting with *Ms. Smith* at least quarterly throughout her program to assist her in identifying global health opportunities and activities and to verify her activity log and the hours she has dedicated to the program. I look forward to working with her to achieve the goals of the GHD Program.

The goals of the GHD program are to promote culturally sensitive care, enhance interprofessional team skills, and to broaden students' vision for health equity and innovation by meeting the health needs of our local culturally diverse populations and extending health promotion as an act of social justice to communities across the globe.

Sincerely,

GENERAL APPENDIX

TYPHON POLICY AND PROCEDURE

PREAMBLE

Each student must document the number of precepted clinical/practicum hours completed in their Post-BSN to DNP or Post-MSN to DNP program(s) on some type of log for verification of work for credit attainment and completion of the clinical course objectives. Nurse Practitioner and CNL students will use the Typhon log system.

Typhon allows students to track hours completed with a preceptor. This is beneficial to keep record of the hours to meet the clinical hour requirements each term.

Students must enter Case Logs within 7 calendar days of the visit with the patient.

PROCEDURE

All graduate students enrolled in clinical courses will receive information about Typhon during course orientation. An e-mail will be sent to you with your login credentials. The login page is <http://typhongroup.net/uthscsa>. The Account Number is 3131.

Typhon will be used for Time Logs of Clinical/Practicum Hours

Video Tutorials and FAQ's are available in the Help section.

Completed IOR's must be submitted to the Clinical Liaison in the Office for Academic Affairs via the SON Graduate Clinical Placement CANVAS course to have the preceptor and site listed in Typhon. Typhon requires the preceptor and site to be listed before Case Logs and Time Logs can be entered.

Preceptors will be sent login and password instructions.

Preceptors will login to Typhon to approve your Time Logs for each shift worked.

Your faculty will review your Case Logs.



Graduate Preceptor Intent of Relationship (IOR) Form

THIS FORM MUST BE COMPLETED (FULLY) AND SIGNED. ONE FORM PER PRECEPTOR.

(version update 7/25/2022)

STUDENT SECTION (Please print)

I, Graduate Nursing Student _____, Texas RN License # _____, agree that it is my responsibility to arrange my clinical hours to meet the course requirements of Course NURS _____ in the _____ NP (example: FNP) track once a preceptor has been assigned. I also understand that **an IOR must be completed for each and every preceptor I work with to complete required hours.** I verify that I have discussed the requirements with the following person named below who agrees to serve as my preceptor for this course.

Student Initials _____

Preceptor's Name _____

Preceptor's Address _____

Preceptor's Telephone # _____ FAX # _____ Date Contacted _____

TOTAL HOURS TO BE COMPLETED WITH THIS PRECEPTOR: _____ SEMESTER AND YEAR: _____

(example: Fall 2022)

I understand if any information regarding total hours, preceptor name, and/or site provided on this form changes, I must notify the Clinical Liaison in the Office for Academic Affairs in writing immediately and a new IOR may be required. _____

Student Signature

STUDENT CONTACT INFORMATION	
Email Address: _____	Phone: _____
Facility Location: _____	Department: _____
I have read the Conflict of Interest Policy and understand that I must disclose any potential conflict of interest. _____ (Student's Initials)	

Student is covered under the UT Health San Antonio blanket malpractice insurance policy. For further information, contact the Clinical Liaison.

PRECEPTOR SECTION (to be completed by preceptor)

I agree to serve as preceptor for _____ hours, and have received information regarding the UT Health San Antonio program from the aforementioned student. I am including my Resume/Preceptor Profile which will be updated every three years, as requested.

Preceptor's Signature: _____ Date: _____ Credentials: _____

Specialty: _____ License: State _____ Number _____ Expires _____

Preceptor Email Address*: (Please Print)

Preceptor Verification of Hours Forms will be e-mailed to Preceptors after the term. Please provide a valid work or personal email address as this will become your User ID for access to Typhon where you will also approve student hours and complete evaluations. It is important this email address be unique to each preceptor as the system denies the use of a duplicate User ID. Your email address will not be shared.

CLINICAL SITE INFORMATION (to be completed by preceptor and/or related administrative representative)

Clinical site(s) we have agreed to utilize for purposes of this course (i.e., office, clinic, hospital, nursing home):

Name of Site 1: _____

Address: _____ Practice Specialty: _____

Signature of site administrative representative/business manager _____ Printed Name _____ Phone _____

Name of Site 2: _____

Address: _____ Practice Specialty: _____

Signature of site administrative representative/business manager _____ Printed Name _____ Phone _____

Name of Site 3: _____

Address: _____ Practice Specialty: _____

Signature of site administrative representative/business manager _____ Printed Name _____ Phone _____

STUDENT INSTRUCTIONS FOR SUBMISSION:	FOR FACULTY USE ONLY (DATE & INITIALS)
Upload completed IOR to 2022-2023 IOR Assignment in the Graduate Student Clinical Placement CANVAS course and email copy to yahyai@uthscsa.edu.	I have been made aware of any potential conflict of interest and this clinical placement is: Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Signed _____ Date _____

CLINICAL QUALITY IMPROVEMENT PROJECTS AND IRB REVIEW

The IRB can provide assistance in determining if a given project must be reviewed. This is most commonly done through a phone call (210-567-2351) or e-mail (IRBmail@uthscsa.edu) to the IRB providing a brief description of the nature of the project.

WHAT MUST BE SUBMITTED FOR IRB REVIEW?

Detailed information is available on the OIRB web site <http://research.uthscsa.edu/irb/>.

DNP PROGRAM APPENDIX I: ADDITIONAL PUBLIC HEALTH NURSE LEADER INFORMATION

DNP PUBLIC HEALTH NURSE LEADER STUDENT GUIDELINES

Students accepted into the Doctor of Nursing Practice (DNP) degree program with a Public Health Nurse Leader focus are required to apply for admission to the University of Texas Health Science Center at Houston School of Public Health (UTSPH) *Public Health Certificate* program. The student will take 16 credits of core Public Health courses at UTSPH that are required for the public health certificate. The UTHSCSA-SON and UTSPH have forged an agreement to facilitate your admission to the UTSPH Public Health Certificate Program.

Application to UT SPH certificate program is completed by the student. Please follow the School of Public Health directions for applying. There are two steps to the application process. **Please note, you must apply by July 1st.**

PROCEDURE FOR ADMISSION

Step 1: (To apply to UTHealth School of Public Health certificate program)

- a) Complete the Graduate Certificate Application for Public Health online via [SOPHAS Express](#).
- b) **Select The University of Texas School of Public Health, Certificate-Public Health-San Antonio. If you have questions about the program selection, please contact UTHealth School of Public Health in San Antonio at 210-276-9000 or sarc@uth.tmc.edu.**
- c) Pay application fee
- d) Upload either official or unofficial transcripts from all previously attended universities to SOPHAS express.
- d) Request Associate Dean for Graduate Studies (Dr. Sara L. Gill, GillS@uthscsa.edu) to submit a letter of recommendation. This letter can be uploaded into SOPHAS Express.
- e) Write a goal statement expressing interests in the Public Health Certificate Program.
- f) Once notified of acceptance via email, you must respond to the UTHealth School of Public Health invitation to accept or decline the offer.

Step 2: (Once you are admitted to UTHealth School of Public Health, contact their Student Affairs office at 210-276-9000 or sarc@uth.tmc.edu to complete your next steps)

You can find all next step information online at <https://sph.uth.edu/application/>.

- a) Complete and submit proof of immunization forms online through [myUTH](#). For more information on required immunizations, please review the [Certification of Immunization](#) handout provided by the UT Health Student Health Services.
- b) Complete the Proof of Insurance Form through [myUTH](#).
- c) Request Director of Admissions (Henry Cantu CantuH@uthscsa.edu) to submit your criminal background check results to UTSPH
- d) **Complete the Core Residency Form**
All students must complete the [Core Residency Form](#). The Office of the *Registrar will not accept forms via fax*. Forms must be: Emailed as an attachment to the [Office of the Registrar](#) at registrar@uth.tmc.edu or mailed to the Office of the Registrar at:

The Office of the Registrar
University of Texas Health Science Center at Houston
7000 Fannin Suite 2250
Houston, TX 77225

Steps 1 and 2 must be completed to enroll in Public Health classes.

The UT Health San Antonio-SON Office of Admission and Student Services requires all admitted students to the DNP Public Health Nurse Leader program sign a release of information form authorizing the sharing of relevant and academically pertinent data from UT Health San Antonio-SON and UTHealth School of Public Health as applicable.

You can find more information regarding the Public Health Certificate application at <https://sph.uth.edu/degree-finder/index.htm?searchby=dp&did=9c2b1220-d215-4b15-ae94-89ba810c218f&dept=175443c2-41e1-486e-9cf8-6743b49cc4ce>.

Contact Person at UTHealth School of Public Health:

Joshua Tyson
Phone: (210) 276-9015
E-mail: Joshua.A.Tyson@uth.tmc.edu

Contact Person at UT Health San Antonio:

Jennifer Aguilar
Phone: (210) 567-5804
Email: Aguilarj@uthscsa.edu

PROGRAM AND STUDENT ISSUES

1. Policies and procedures associated with the DNP Public Health Nurse Leader Program will be specified in the School of Nursing's Graduate Student Handbook and the UT Health San Antonio Course Catalog.
2. Students pay tuition to the institution at which they are registered. The students may be assessed any special fees relevant to enrollment in courses at each institution.
3. Students enrolled in the DNP Public Health Nurse Leader Program will comply with the individual academic calendars of each institution in which they are enrolled (each term) for registration and course schedules.
4. The UTSPH certificate courses are taught online, face-to-face and via Interactive Television and will be available to students in the DNP Public Health Nurse Leader Program. **To take online classes please register early to secure placement.**
5. All classes associated with the Program, except for courses offered online, shall be taught at the UTSPH San Antonio Regional Campus.
6. Public Health courses will be given letter grades (A, B, C, or F).
7. The UTSPH **will not** accept transfer of any UT Health San Antonio-SON credits into their certificate program completed by DNP Public Health Nurse Leader students who are also enrolled in the UTSPH

Public Health Certificate. All courses required for the Public Health Certificate must be completed with the UTSPH.

8. The UT Health San Antonio-SON will accept transfer of eligible UTSPH credits completed for the UTSPH Public Health Certificate by students who are enrolled in the DNP Public Health Nurse Leader Program.
9. The UT Health San Antonio-SON will accept transfer of only one eligible UTSPH course with a grade of 'C' unless the student has a 'C' in another course. Transfer of all other eligible UTSPH credits must show a grade of 'A' or 'B'. These grades are counted as part of your DNP Program. Receiving more than one 'C' or a failing grade in a course is an automatic dismissal.
10. If you are changing tracks to Public Health Nurse Leader, you will need to:
 - a. Contact the Office for Academic Affairs to discuss the change
 - b. Change of tracks must be approved by the UT Health San Antonio-SON COGS committee
 - c. Once approved, you will follow the Procedure for Admission.
11. In the event that academic policies of the UTSPH differ and cause a conflict for the student, an academically sound compromise will be negotiated between the respective academic associate deans. Academic and performance information will be shared between the Institutions as needed and the student may be asked to sign a release to ensure understanding of this requirement.

Students may select one faculty member from UTSPH to serve on the *DNP Project* committee. The CVs of faculty committee members will be made available to the UT Health San Antonio School of Nursing DNP Project Committee Chair and the Office for Academic Affairs. Faculty advisors may confer between institutions about student progress. The student will sign the necessary release for shared information.

PROGRAM REGISTRATION POLICY

1. DNP Public Health Nurse Leader students will enroll each term at the university offering the course(s) selected by the student in accordance with the student's individualized UT Health San Antonio degree plan.
2. Registration for courses offered by the UTHealth School of Public Health will require the student to apply and be accepted as a Public Health Certificate student (All requirements for admissions are met). UTHealth School of Public Health has assured availability of classes on a priority basis to the DNP students.
3. A student is eligible to register if he/she is in good standing in the UT Health San Antonio-SON and the UTHealth School of Public Health. Good standing can include: GPA of 3.0 or better, having no unpaid tuition or other institutional debts, having no institutional holds or any other restriction that would not allow registration.
4. Admitted students must register for program classes with the UTHealth School of Public Health by their registration deadline. **Note online courses fill up quickly so register early.**

TUITION AND FEE POLICY

1. DNP Public Health Nurse Leader students will enroll each term at each university offering the course(s) selected by the student in accordance with the student's individualized degree plan. Payment of tuition and fees by the student will be made to each university based on the number of semester credit hours selected.

Some fees paid to UT Health San Antonio and UT Health San Antonio-SON will be waived by the UTHealth School of Public Health such as recreation, shuttle fees, health and counseling after student matriculates into both programs, if determined by both registrars to be redundant. Tuition and fees are subject to adjustment. Note: There is an alternative instruction delivery fee associated with *each* credit hour for online courses in the UTSPH.

2. The DNP Public Health Nurse Leader students will follow policies and procedures in regard to payment schedule dates, refund dates, late fees, non-payment designation, etc. for each institution in which the student is registered.
3. Once you enroll for a class at UTHealth School of Public Health, a tuition bill is issued. Please share the tuition bill with our Financial Aid Office at UT Health San Antonio. You do not need to complete a FAFSA or financial aid forms for UTHealth, forms are done at UT Health San Antonio.
4. Students receiving any form of financial aid that is not automatically or fully distributed by the home institution (UT Health San Antonio-SON) to cover the payment of all tuition and fees at the other institution are responsible for the payment of those additional tuition and fees.

Rates for in-state and out-of-state student tuition and fees are established by each institution.

GENERAL POLICIES

1. **Home Institution**

The student's home institution is the UT Health San Antonio-SON for admission, advisement, mentorship, *DNP Project* and graduation. The UT Health San Antonio-SON is the degree granting institution and the UTHealth School of Public Health will award the Public Health Certificate. The student will receive a diploma following the established guidelines of the UT Health San Antonio-SON stating they have completed the DNP Degree.

2. **Program Coordination**

The UT Health San Antonio-SON Office for Academic Affairs will facilitate and coordinate students in the DNP Public Health Nurse Leader track in collaboration with the Dean of the San Antonio regional branch of the UTSPH. Policies and procedures will be specified in the UT Health San Antonio-SON Graduate Student Handbook and UT Health San Antonio Course Catalog.

3. **Orientation**

The UT Health San Antonio-SON will provide program orientation, ongoing program academic advising, mentorship and granting of the DNP Degree. Such services will incorporate input and consultation with our partner institution.

4. **Academic Calendars**

The academic calendars for each institution differ and students are expected to review the academic calendars each term to ensure that registration is completed by the deadline established by each institution and/or prior to the beginning of the first day of classes. The location of classes will be determined by the student's individualized degree plan.

5. **Student Orientation**

A DNP program orientation will be provided for all incoming students at the UT Health San Antonio-SON. The date, time, and location of this orientation will be provided by email to incoming students. Students will be invited to attend the UTSPH orientation at the San Antonio Regional Campus. The orientation will be coordinated through the UT Health San Antonio-SON Associate Dean for Admissions and Student Affairs.

6. **Transcripts**

Information on eligible coursework from UTSPH and UT Health San Antonio will be sent to respective Registrars each term at no charge.

7. **Student IDs:**

Students will obtain only one Student ID from UT Health San Antonio. This ID will work at the UTSPH San Antonio Regional Campus. Both institutions share identification access. The student ID card/badge must be carried by all registered students and must be presented to campus police upon request. The card/badge also allows access to certain campus facilities.

8. **Email:**

Although UT Health San Antonio will provide an email account, students will also receive a UTHealth School of Public Health email account and will be responsible for maintaining both.

9. Learning Platforms

Students are responsible for understanding the learning platforms at UT Health San Antonio-SON and UTHealth School of Public Health.

10. Parking

Enrolled students will pay for parking at UT Health San Antonio and the parking permit issued will be honored at the other institution. Students are expected to know and follow the parking rules and regulations of the institutions where they are attending class, including campus speed limits, parking zones, police citation and warnings, parking fines, appeal procedures and schedule and payment of parking fees.

11. Financial Aid

All financial aid will be coordinated through the students' home institution. Application of financial aid for the purpose of tuition and fees will be disbursed by the students' home institution. Students receiving any form of financial aid that is not automatically or fully distributed by the home institution to the other institution for payment of tuition and fees at the other institution are responsible for the payment of those tuition and fees.

12. Conduct and Discipline

Each institution maintains policies regarding conduct and discipline for students which may implicate faculty and staff as well. The agreed policy for handling these concerns is to follow the policies and practices of the institution where the infraction was committed. In addition, such policies may or may not distinguish between an academic or administrative infraction or the applicable disciplinary sanctions for either. If no distinction has been determined, or this area is vague or ambiguous, the most stringent policy, practice or procedure among the institutions shall apply.

13. Health Insurance

After enrolling, students will have health insurance through the UT Health San Antonio-SON and will not need insurance through the UTHealth School of Public Health. Students will need to provide proof of Insurance to UTHealth School of Public Health Auxiliary Enterprise to avoid being charged a fee.

DNP PROGRAM APPENDIX II: DNP PROJECT INFORMATION

DNP PROJECT

OVERVIEW

All DNP students will prepare a *DNP Project* that demonstrates the student's in-depth knowledge of one's area of specialty practice and the synthesis of the student's coursework and practice application. The *DNP Project* is guided and evaluated by a faculty committee chair and *DNP Project* Committee. The *DNP Project* results in a scholarly paper and presentation. The focus of all *DNP Projects* is on knowledge translation at multiple system levels.

INSTITUTIONAL REVIEW BOARD (IRB)

All *DNP Projects* require review by the UT Health San Antonio Institutional Review Board (IRB) to establish benefits and risks and the need for protection of human subjects prior to the implementation of the project. Projects may be considered non-research based on the nature of the project. The IRB at UT Health San Antonio policies for human subjects' protection reflect national standards of compliance with the Office for Human Research Protection of the Department of Health and Human Services (Title 45, Part 46). The IRB application is submitted ***only after*** the *DNP Project* Committee Chair has reviewed and approved the application. A copy of the IRB letter of approval must be submitted to the chair before implementation of the project. Additional IRB approvals and CITI training may be required from the agency or institution in which the project will be implemented ([See IRB Section](#)).

Completion of the Human Research Curriculum (CITI –Collaborative Institutional Training Initiative) is required prior to the submission of the online application. This web-based training is available on the [UT Health San Antonio IRB web site](#). The CITI training is usually completed in conjunction with the Science and Knowledge Translation and Implementation II course (NURS 7304).

LIBRARY

Students are required to follow the Digital Copies procedure and the Bound Copies procedure listed below before graduating.

LIBRARY DIGITAL COPIES OF THE DNP PROJECTS

The UT Health San Antonio Library houses digital copies of student's *DNP Projects*. In order for this to occur, students must send a digital copy of their final *DNP Project* to the Office for Academic Affairs.

The Office for Academic Affairs will send the digital copies to the Library. See below for procedure.

DNP Projects can be accessed via the Library's Digital Archive page under the "Electronic *DNP Projects*":
<http://digitalarchive.uthscsa.edu/>

Procedure for Storage:

- All graduating students send two Digital Copies (PDF and WORD) of their *Final DNP Project* to the Office for Academic Affairs via e-mail to Roxanne L. Lozano at lozanorl@uthscsa.edu.
- The Office for Academic Affairs sends a digital copy of the project to the library (Andrea Schorr, schorr@uthscsa.edu).
- Projects will be catalogued in the Digital Archive. Complete the [DNP Submission Form](#).

Bound Copies of the *DNP Project*

- The price is \$14.00 per bound copy and is done through the UT Health San Antonio library. The cover color is black, and the letter color is gold. It can take up to 2 months to receive the bound copies, depending on the numbers that they are sending out.
- You need to print (single-sided) the number of copies of your *DNP Project* that you wish to have bound and place the paper copies in envelopes (one copy of your complete project per envelope with your name on the front of the envelope) and deposit at the library circulation desk along with the attached completed form providing contact information, etc. The library will not make the copies for you. You can complete the [DNP Binding Form](#) electronically and then print. Visit the [Binding Services](#) website for more information.

UPDATE: Binding Services will end December 2020.

DNP PROGRAM PLANS

Profound changes in the increasingly complex health care systems mandates change to improve quality of care while reducing costs, improving access, eliminating disparities and promoting safe practice. The DNP is a practice-focused doctoral program designed to prepare experts in specialized advanced nursing practice. Emphasis is on advanced competencies for complex practice and research utilization for the improvement of clinical care delivery, patient outcomes and system management.

This Post-MSN to DNP program is for students who already hold a master's degree in nursing and who have nursing specialty preparation at the graduate level. The Doctor of Nursing Practice (DNP) degree at UT Health San Antonio offers three leadership tracks: Advanced Practice Leadership Executive Administrative Management and Public Health Nurse Leader. Applicants to the DNP program will choose one of these three leadership tracks.

The Post-MSN pathway ranges between 41-48 semester credit hours depending on the track chosen. Part-time and full-time study options are available.

The Doctor of Nursing Practice requires that all students must have 1,000 clinical/practicum hours post bachelors to DNP. Clinical/practicum hour requirements for nurses in the UT Health San Antonio Post-Master's DNP program are 480 hours for all tracks. More hours may be required to complete the total 1,000 hour requirement depending on review of hours completed at the Master's level.

Admission is offered once a year for the Fall term with an application deadline of April 1.

POST-MSN TO DNP MAJORS OFFERED:

- Advanced Practice Leadership
 - [Full-time](#)
 - [Part-time](#)
- Executive Administrative Management
 - [Full-time](#)
 - [Part-time](#)
- Public Health Nurse Leadership
 - [Full-time](#)
 - [Part-time](#)

POST-BSN TO DNP MAJORS OFFERED:

- Advanced Practice Leadership
 - Adult Gerontology Acute Care
 - [Full-time](#)
 - [Part-time](#)
 - Family Nurse Practitioner
 - [Full-time](#)
 - [Part-Time](#)
 - Psychiatric Mental Health Nurse Practitioner
 - [Full-time](#)
 - [Part-time](#)
 - Pediatric Nurse Practitioner-Primary Care
 - [Full-time](#)
 - [Part-Time](#)