

HOW TO GRADUATE ON TIME

This is a summary of important points. It in no way is intended as a substitute for reading the Texas Christian University Undergraduate Studies Bulletin. Students should read and be familiar with all policies and documents pertinent to their degree and understand them fully.

I. Academic Advisement

- Faculty advisors are available to help students understand and meet academic requirements for a degree. **HOWEVER, THE STUDENTS THEMSELVES ARE RESPONSIBLE FOR UNDERSTANDING AND FULFILLING THE REQUIREMENTS** which are found in the Texas Christian University Undergraduate Studies Bulletin.
- A counseling plan is made with an advisor before or shortly after enrollment as a nursing major. The counseling plan should be updated each semester as necessary. If the counseling plan has not been updated the student should request the advisor to do so as soon as possible. **Students must notify their advisor when courses are not taken as scheduled, are dropped or failed.** Failure to do so may result in interruption of the student's progression in the program.
- Students are expected to become familiar with all of the details of their degree requirements. Prior to academic advising, students must have a proposed schedule of courses ready for their advisor's review. TCU students must successfully complete a minimum of 124 semester hours. To earn a degree from TCU, 58 semester hours of residency are required, of which 42 semester hours must be upper division. The student may not interrupt the last 30 hours of coursework at TCU with courses taken at another institution.

II. Progression

- TCU Continuing Students (entered TCU as a freshman; major-nursing). Continuing TCU nursing majors should file an *Intent to Enroll in First Practicum Courses* by October 1 for the spring semester and February 1 for the fall semester. Forms are available in the Harris College-Nursing administrative office.
- A TCU cumulative grade point average (GPA) of 2.50 and a minimum of "C" grades in all designated prerequisite courses are required to be eligible to enroll in clinical nursing courses, and the courses listed as concurrent with clinical courses. A grade of "C-" is not acceptable.
- A student earning a "C-", "D" or "F" in one nursing course for the nursing major must repeat the course and achieve a minimum grade of "C" prior to progression. A student earning more than one "C-", "D" or "F" (including repeated courses) in nursing courses required for the nursing major will be discontinued from the nursing major. A student who is repeatedly unable to either achieve or maintain a minimum GPA of 2.50 or better will be discontinued from the major for failure to demonstrate progress. For additional information regarding nursing progression policies consult the Texas Christian University Undergraduate Studies Bulletin.
- All clinical students who have successfully completed NURS 20163 Pharmacotherapeutics must pass a 20-item dosage calculation test by the end of the first week of each clinical semester. Students have two attempts to pass, the passing score is 90% or above. If a student is unsuccessful, completion of NURS 30331 Dosage Calculations for Nurses is required for a student to student remain in clinical course work.
- Students should not base their progression or graduation on required courses being available/offered during the summer sessions. Summer course offerings are subject to change at any time up to and including the first day of classes.

III. Transfer Coursework

- After admission to TCU and prior to taking courses at other institutions, students must receive written permission to enroll in any course at another institution. Students should not base their progression or graduation on permission being granted to take coursework off campus. Students must notify their advisor when courses are not taken as

scheduled, are dropped or failed and should subsequently contact their advisor or Director to receive authorization to alter the originally agreed upon permission form. Students who fail to adhere to this policy may not receive credit.

- Courses taken at other colleges and universities do **not** alter the TCU GPA.
- Once a student has declared nursing as his/her major, permission will be granted to take the prerequisite science courses off campus only at a 4-year university.
- Students are responsible for having official transcripts for all authorized work taken at other colleges and universities forwarded to the TCU Admission's Office for proper recording within one (1) semester of completion. Unless this is done, the credits will not be applied toward a TCU degree and may prevent the student from progression. **It is the student's responsibility to determine that the transfer courses have been recorded in the TCU Registrar's Office.**
- After matriculation at TCU, a student may transfer in a maximum of 12 credit hours from other institutions.

IV. Declaring the Nursing Major

- Students who change their major to nursing will be governed by the policies in effect at the time the change of major is approved.
- Students who have been out of the nursing major at TCU for one or more years for any reason must apply to the Director for readmission. Space availability will be one of the criteria used for the readmission decision as well as review of the student's previous academic record. If readmitted, students must meet the requirements of the Bulletin in effect at the time of re-enrollment.

V. Enrollment

- Nursing course offerings are published online on TCU's Class Search. In addition, students will receive a listing of course offerings related to the nursing major and other information pertinent to their classification via the student's TCU email address. It is the student's responsibility to periodically check his/her email for correspondence from Harris College of Nursing & Health Sciences.
- Students who have their advance registration cancelled by the TCU Business Office or Nursing Director's office will be placed in available sections during general registration times. This same method of placement will be used for students who do not advance register. Students should notify the Director of their intent to continue enrollment to assure spaces will be available.
- Advance registration in clinical courses and the corresponding concept courses will be cancelled for all students whose TCU cumulative GPA falls below the required cumulative GPA or if a student has not successfully completed prerequisite courses. When this occurs the student should contact an advisor as soon as possible for re-advising.
- Changes in faculty, clinical facility availability or enrollment may require closing or rescheduling clinical or class sections. Changes will be made in the fairest and most equitable manner possible. Although required courses are guaranteed to be taught in the semester scheduled (except for summer), specific sections, days or times cannot be guaranteed.

I have read and have had opportunities for questions to be answered concerning "How To Graduate On Time".

Print Name

Advisor Signature

Student Signature

Date