

OFFICE FOR ACADEMIC AFFAIRS

Overview

The Office for Academic Affairs provides support to faculty and students in the School of Nursing. The Office for Academic Affairs is responsible for the Undergraduate and Graduate course schedules, maintaining student files, securing clinical placements for SON students in clinical courses, securing academic room requests, management of the exam platform, and course evaluations, exit and alumni surveys, standardized testing, and clinical tracking system. The Office for Academic Affairs is also responsible for School of Nursing catalog updates in UT Health Catalog, preparation and submission of curricular components to appropriate entities (registrar, THECB, CCNE, accrediting bodies) upon approval through the SON governance process (include new course and course change requests, change in sequencing or revision of entire program). OAA provides support to COGS, COUS and ComSI and coordinates with OASS and the Office of the Registrar regarding new admissions and ongoing students.