TTU TENNESSEE TECH UNIVERSITY

Whitson-Hester School of Nursing

Student Handbook
2014-2015

Revised 2014

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Introduction

The School of Nursing offers a four-year program of study leading to a baccalaureate degree in nursing (B.S.N.). Graduates from this program are eligible to write the licensure examination and, upon receiving satisfactory scores, become registered nurses (RN). The curriculum in the School of Nursing is designed to accommodate individuals with baccalaureate and master's degrees in fields other than nursing, as well as registered nurses who have nursing diplomas or associate degrees.

The Upper Division nursing courses, along with the Lower Division foundation courses, are designed to prepare graduates as generalists in nursing. Graduates are prepared to practice in a variety of professional roles in diverse health care settings.

The program (curriculum) objectives for the School of Nursing are the outcomes or behaviors the student will achieve upon completion of the program. Graduates of the program have the foundation for graduate study for advanced practice in nursing.

Nursing students are an integral part of the undergraduate student body of the University. They share with other university students in arts and sciences, education, business, agriculture, home economics, and engineering in all aspects of the academic, social, and cultural life of the campus.

Section I – Mission, Philosophy, Curriculum Objectives, and Program Outcomes

Mission Statement of the Whitson-Hester School of Nursing

The mission of the Whitson-Hester School of Nursing (WHSON) furthers the mission of the University as a provider of a strong academic program in nursing with a special commitment to meeting the health care needs of the diverse population of the Upper Cumberland region of Tennessee. The goal of the nursing program is to prepare graduates with a commitment to lifelong success as nursing leaders in rural and urban areas who are committed to professional nursing standards, open to the changes occurring in a global health care system, and motivated to improve the health status of individuals, groups, and communities.

The WHSON offers an undergraduate course of study leading to a Baccalaureate Degree in Nursing. The program prepares students as generalist professional nurses eligible to take the state licensure exam. Innovative approaches with the delivery of the program also provide the opportunity for diploma and associate degree registered nurses and students with previous non-nursing baccalaureate degrees to complete their Baccalaureate Degree in Nursing. The WHSON continuously seeks to provide not only undergraduate education—but assesses the futuristic needs for graduate education thru joint appointments with other universities and/or interprofessional collaboration. Currently, a master's degree in nursing is offered through the collaborative system of the Tennessee Board of Regents schools through online delivery.

Curriculum development is an ongoing process. The changes in the curriculum are based on the following: the American Association of Colleges of Nursing "The Essentials of Baccalaureate Education for Professional Nursing Practice", professional standards, assessment of student needs, program evaluation outcome measures, and the health care marketplace. The faculty considers the research literature and incorporates evidence based practice in nursing and health care as well as academic and clinical position papers developed by professional groups.

Instruction, which includes classroom teaching and clinical supervision, is the major component of the faculty role in the School of Nursing. Faculty also engages in scholarly activities and University and community service. The faculty provides leadership in many local, regional, and international community groups. Faculty works closely with students, individually, and in groups, to provide support, advising, mentoring, and professional and personal enrichment.

Shared governance is an integral part of the mission of the School of Nursing. Faculty participates in decision making and policy development. Students are members of selected nursing faculty organization committees. Students are encouraged to participate in professional and University organizations.

The School of Nursing provides educational opportunities to all eligible persons without regard to age, gender, color, race, religion, national origin, or disability. Tennessee Technological University School of Nursing is accredited by the Commission on Collegiate Nursing Education.

Approved by the Faculty Organization 4/9/96
Revised by the Faculty Organization 9/10/02, 9/28/06
Revised by the Faculty Organization 5/1/08

Philosophy of the School

The faculty of the School of Nursing subscribes to the following beliefs:

Nursing:
Nursing is an art, service and an applied science, evolving from a theoretical foundation in the natural and social sciences. Nursing directs its therapeutic nursing interventions by enhancing the wellbeing of others through the integration of nursing theories and models. Professional nursing practice encompasses the nursing process, research, and leadership skills. These nursing dimensions enhance accountability, critical thinking, communication, assessment and therapeutic nursing interventions in a dynamic and ever changing health care system.

Individual:
Individuals are born with certain genetic attributes which are influenced by their familial, societal, psychological and cultural environments. Individuals are dynamic and have the potential for change. Persons have the ability to affect their own health, and are responsible for their choices. Utilizing a variety of coping mechanisms, individuals adapt to stress based on their current stage of growth and development.

Society:
Society is composed of social/cultural systems possessing structure, values, beliefs, and morals of which family is the basic unit. Societies as well as individuals have the ability to grow, adapt, and change.

Environment:
The environment affects the health and wellbeing of its people. Families, groups, organizations, communities, and economic, political, and ecological systems comprise the environment. The relationship between the various systems in the environment is dynamic and interactive. When one system changes, it affects the other systems, including the individual.

Health:
Health is a state of wholeness or integrity of the individual or larger system at any point along a continuum of health, illness, or disability. Health is influenced by the interrelationships among systems. Individuals and other systems may be empowered to achieve and maintain the highest possible level of health. This level of health may occur through education, self-care or assistance with self-care, adaptation, and interactions with health care workers to meet the needs throughout the life span.

Students:
Students are involved in a lifelong learning process, which encompasses

interdependent/independent and self-initiated learning. Each student brings unique past experiences, lifestyles, learning patterns, and life goals to the learning environment. Faculty assists the students in their learning by acting as facilitator, resource person, and role model in the classroom and practice settings by stimulating intellectual curiosity, creativity, critical thinking and professional growth. Students can grow in self-confidence and assertiveness in an environment that supports their personal and professional growth. Students and faculty collaborate to meet the goals and objectives of the School of Nursing by assisting in curriculum planning, policy-making, the development and evaluation of learning experiences and instructional methods, community involvement, and participation in professional organizations.

Baccalaureate Education:
The baccalaureate nursing degree is the minimal educational preparation for entry into professional nursing practice. Baccalaureate nursing education lays the foundation for graduate study. Graduates are prepared as generalists, responsible for counseling, health promotion, prevention of disease, and the care of the sick in the community, hospitals, other agencies, and the home. The graduate is prepared for independent, collaborative, managerial and leadership roles with individuals of all ages in a variety of settings.

In classroom, laboratory, and clinical assignments, students will be expected to utilize the following:

CRITICAL THINKING: Is defined as interpretive, strategic, and adaptive reasoning. Critical thinking also includes critiquing one's own reasoning skills in nursing practice through self-evaluation.

THERAPEUTIC NURSING INTERVENTION: Is safe, effective care to meet the physical and psychosocial needs of the client.

COMMUNICATION: Is the expression and transmission of information in a written and oral form.

Revised by the Faculty Organization 4/9/96
Revised by the Faculty Organization 9/10/02

Program/Curriculum Objectives of the Whitson-Hester School of Nursing

The graduate of Tennessee Technological University baccalaureate program in Nursing:

1. Integrates knowledge and theories from the natural and social sciences, liberal arts, humanities, and nursing to develop a generalist professional nursing practice.

2. Identifies and applies knowledge of basic organizational and systems leadership for safe and high quality patient care.

3. Evaluates and utilizes theory and research based knowledge in nursing practice for beginning scholarship for evidence-based practice.

4. Demonstrates professional nursing practice through critical thinking, clinical judgment, therapeutic nursing intervention and communication utilizing information management and patient care technology within the practice of the baccalaureate generalist.

5. Demonstrates basic knowledge of healthcare policy, finance, and regulatory environments, including local, national, and global trends.

6. Develops collaborative relationships and interprofessional communication with health care professionals and the health care consumer to promote and advance positive patient health care outcomes founded on evidenced based practice.

7. Utilizes evidence based practice for health promotion, risk reduction, disease prevention, and illness management of individuals, families, groups and communities.

8. Demonstrates quality nursing practice based on professional values, incorporating ethical, moral and legal standards, and human diversity.

9. Provides professional nursing care which includes health teaching and health promotion to individuals, families, groups, and communities throughout the life span along a continuum of health, illness, and/or disability within various health care settings.

Revised by the Faculty Organization 4/9/96
Revised by the Faculty Organization 9/10/02
Revised by the Faculty Organization 5/01/08
Revised/Reviewed by Curriculum Committee 2/19/2014
Revised/Reviewed by Faculty Organization 2/25/2014

Program Outcomes (CCNE)

Program Outcomes, Description, Explanation of the Extent of Compliance, and Evidence

Meet standards of University, and accrediting agencies.
   A. 43 graduates in May 2007, all of whom were certified for graduation with a BSN and met requirements by the TBON for licensure. An additional 4 graduates completed the RN-BSN program.
   B. Received continuing approval by the TBON (March 2, 2005) to continue operation without restrictions or recommendations.
   C. Received initial accreditation status from CCNE for maximum length available (5 years; 2004-2009).
   D. Participated in meeting NLNAC accreditation standards for MSN-RODP program. Results were receipt of fall 2005-2006 accreditation status.
   E. Participated in the 2007 SACS university reaccreditation with no recommendations received for the School of Nursing.

Graduation rates will exceed the rates for the University for upper division programs.

A. Graduation rates in the School of Nursing are tracked from Upper Division admission to graduation.
B. Rates for the University for Junior standing to graduation is 69.8%.
C. School of Nursing graduation rates are:
   a. 2004—87.75%
   b. 2005—97.5%
   c. 2006—85.7%
   d. 2007—87.5%

100% of graduates will obtain jobs in nursing within one year of graduation.
A. Senior survey for May 2007 graduates demonstrated job availability for 100% of graduates upon satisfactory completion of NCLEX-RN. Survey demonstrated by self-report that graduates will be employed by 19 different employers across the U.S.
B. Alumni follow-up surveys were sent to the graduates of May 2006 and their employers. This was the first year of online administration of the surveys. Response rates were low with the new administration package. Results were analyzed and indicated strong agreement with program satisfaction by both graduates and employers. In 2007 circulation of the surveys will be done later in the year to attempt to improve return dates.

95% of graduates will pass the NCLEX-RN on first attempt and 100% will pass ultimately.
A. Class of 2003 35 graduates, 33 Passed NCLEX-RN on first attempt (94.3%)
A. Class of 2004 42 graduates, 35 Passed NCLEX-RN on first attempt (83.3%) Class of 2005 42 graduates, 39 Passed NCLEX-RN on first attempt (92.9%)
B. Class of 2006 51 graduates, 43 Passed NCLEX-RN on first attempt (84.3%)
C. Class of 2007 43 graduates, 42 Passed NCLEX-RN on first attempt (97.7%)
D. Class of 2008 44 graduates, 44 Passed NCLEX-RN on first attempt (100%)
B. Intervention Strategies are implemented in an ongoing effort to improve rates.
   a. Annually an extensive evaluation of the database of the profiles of the students admitted to Upper Division is implemented for predictors of success on the NCLEX-RN exam.
   b. Advisors are assigned to all graduating seniors with individual plans for remediation developed based on standardized testing (HESI). Evidence of improvement with 100% pass rate.

Employers will be satisfied that graduates were well prepared for initial employment in entry-level nursing positions.
Employer survey was revised and developed for online administration to improve response rates and enable analysis of data. Limited responses to formal surveys thwart efforts to analyze data. Informal evaluation of the largest employer of graduates occurs through daily interactions at various levels. Employers provide feedback that graduates are well-prepared, flexible, and very competitive with other new graduates.

Graduates will be satisfied that they were well-prepared for initial employment in entry-level nursing positions.

A. Graduate survey was revised and developed for online administration to improve response rates and enable analysis of data.
B. Maintenance of e-mail addresses for graduates was implemented in 2006 with graduates being able to maintain their student accounts as alumni.

***Learning Outcomes for the School of Nursing are the Curriculum Objectives (located in the student handbook on the website). These objectives guide the selection of the courses to be included in the curriculum, and the objectives for individual courses are used to evaluate student success in the individual courses.

Licensure to Practice Nursing

The practice of nursing is governed by state laws. The Tennessee Board of Nursing is the regulatory board for the practice of nursing. Graduates of the School of Nursing must meet eligibility requirements to write the licensing examination for the practice of nursing. This examination is called the National Council Licensing Examination (NCLEX) for registered nurses (RN). The Tennessee Board of Nursing issues RN licenses to individuals who have successfully passed the examination. The Board of Nursing has the authority to deny, revoke or suspend a license. See Appendix A13 for the Tennessee Code Annotated 63-7-115 for the description of the grounds for denial of license.

Academic Student Advisement

It is important for students to watch the Academic Schedule of the University Calendar for notices of Advisement and Registration dates.

Students may be advised by any one of the faculty members during group advisement sessions. Each student has a faculty member assigned to whom special problems may be directed. After being admitted, a student can check Eagle Online for the name of their assigned advisor.

Section II – Admissions and Credits

Lower Division Nursing (NULO)

NULO refers to the first three semesters of the nursing curriculum. Lower Division Nursing provides a basic foundation in the physical and social sciences, the humanities and an orientation to professional nursing. Students wishing to transfer from another college to TTU School of Nursing, or a TTU student wishing to change their major to Nursing, must have at least a 3.0 Quality Point Average (QPA). In order to be considered a candidate for Upper Division Nursing a minimum of a 3.0 Quality Point Average (QPA) is required.

Revised: A&C 9/23/97; Approved: Faculty Organization 10/7/97
Revised: A&C 1/14/03; Approved: Faculty Organization 1/28/03
Revised: A&C 5/4/03; Approved: Faculty Organization 5/11/04
Approved: University Admissions Committee 9/21/04
Revised: A&C 9/13/13; Approved FO 9/24/13
Revised A&C 3/18/14
Approved by Faculty Organization 3/25/14

Admission of ROTC Students

Purpose: To outline the process by which ROTC students are considered for admission to the School of Nursing.

Policy: Two seats will be reserved in each Upper Division class for qualified and approved ROTC cadets.

Procedure:
The following criteria must be met for consideration for Upper Division Nursing:
1. ROTC cadet must meet all requirements for admission to Upper Division Nursing..

2. ROTC cadets must meet all application deadlines.

3. In addition:
All ROTC cadets being considered for Upper Division Nursing must make their ROTC status known to the Admission & Credits Committee at time of Upper Division application

All ROTC cadets meeting the requirements for application and being considered for admission to Upper Division Nursing will be interviewed by a board consisting of Admission & Credits Committee member(s), nursing faculty, and ROTC staff.

Approved WHSON Admissions and Credits Committee December 9, 2013
Approved WHSON Faculty Organization December 12, 2013
Revised: March 18, 2014A&C
Approved by Faculty Organization: 3/25/14

Accelerated BSN (Pilot) Program Procedures

1. Students are to request an advisement appointment of the academic advisor or program coordinator.
2. Students must apply and be admitted to TTU.
3. Official transcripts for all course work taken at other universities/colleges must be received in the TTU Office of Admissions by the Upper Division Application deadline.
4. A completed Application for Accelerated BSN must be submitted by the deadline posted on the application. Applications will be available in December prior to the year of admission.
5. If all Lower Division requirements are not complete by time of admission a plan must be included on the application as to the student's plan for completion. Students must attain a grade of "C" or better in each of the required pre-requisites.
6. The HESI Admission Assessment (A2) Exam must be complete prior to application and scores included with the application.
7. Mail application to:
   Tennessee Technological University
   Whitson Hester School of Nursing
   ATTN: Accelerated BSN Application
   P.O. Box 5001
   Cookeville, TN 38505
8. Completed applications will be reviewed by the Admissions and Credits Committee of the Whitson Hester School of Nursing.
9. Qualified students will be contacted for an interview with the committee.
10. Applicants will be notified in writing of the acceptance, conditional acceptance, or denial.
11. Accepted applicants must reply in writing advising the Whitson Hester School of Nursing of their acceptance or refusal of a seat in the program.

Accepted Applicants

The following must be completed prior to enrolling in Upper Division Course:
1. Student's written statement of intent to enroll in the Accelerated BSN program must be received in the School of Nursing within two(2) weeks of notification of acceptance.
2. Most recent transcripts
3. All health records complete and submitted to the Whitson Hester School of Nursing Academic Advisor (including immunization information)
4. Completed and acceptable background check
5. Current CPR certification for "Heathcare Provider"
6. Current professional liability insurance
7. Evidence of current medical health insurance or a documented waiver denying coverage
8. Successful completion of pre requisites (Grade of "C" or better)

Progression

To maintain status as an Accelerated BSN student in Upper Division the student must:
1. Maintain current documentation as outlined above
2. Achieve success in ALL nursing courses with a grade of "C" or better. Receiving a grade less than a "C" will forfeit the student's seat in the Accelerated BSN program. Students may make application for readmission to the traditional BSN program. Readmission is

not guaranteed. Students receiving "C" or less in more than one semester are ineligible for readmission.
3. Meet at least once a semester with student academic advisor to monitor progress.
4. Students requesting withdrawal from the Accelerated BSN program must make an appointment with a faculty advisor and submit a letter of intent to withdraw to the Admissions and Credits Committee. Students may be considered for re-admittance on a "space available" basis and on the academic standing at time of withdrawal.

Approved Whitson-Hester School of Nursing Admissions and Credits Committee November 12, 2013
Approved Whitson-Hester School of Nursing Faculty Organization December 12, 2013

2.0 Upper Division Professional Nursing (NUUP)

NUUP is an established Upper Division Professional Nursing option designed for the student who is admitted to Upper Division Nursing and who is not an associate degree or diploma nurse. This program has a specialized, limited enrollment with selective criteria for admission. See 2.1 Policies for Admission to Upper Division Professional Nursing (NUUP).

Revised: A&C Committee 11/8/99; Approved: Faculty Organization 12/7/99
Revised: A&C Committee 1/14/03; Approved: Faculty Organization 1/28/03

2.1 Policies for Admission to Upper Division Professional Nursing (NUUP)

The applicant:

must be admitted to the University.

must complete all required courses in Lower Division prior to entry into Upper Division. Conditional acceptance may be given to persons completing required Lower Division course work prior to the semester they will enter into Upper Division. Inability to complete this course work will result in cancellation of conditional acceptance.

must attain a minimum 2.5 cumulative quality point average (QPA) in all university/college coursework. In order to be competitive for the limited number of spaces in Upper Division Nursing, it is recommended that the student attain at least 3.0 or above quality point average. The student's academic record is used in the selection process by the Admissions and Credits Committee.

must attain a grade of "C" or better in each required social, physical science and nursing course. These include biology, chemistry, human ecology, math, psychology, sociology and nursing.

must complete 8 hours (including BIOL 2010) of the required 16 hours of science before they apply for Upper Division Nursing. The 16 hours of science are CHEM 1210; BIOL 3230; 2010 and 2020.

who has failed two times in another nursing program is not eligible for admission to Upper Division Nursing.

who has one failure in another program has that failure count as the first failure in TTU Upper Division Nursing.

needs to know that the number of students admitted each year is dependent on clinical sites and faculty.

needs to know that when students are equally qualified, preference in admission will be given to students at TTU and transfer students from TBR community colleges having transfer agreements with TTU that meet admission requirements to Upper Division Nursing. Preference is given to Tennessee residents when two students are equally qualified.

Revised: A&C Committee 11/8/99; Approved: Faculty Organization 12/7/99
Revised: A&C Committee 1/14/03; Approved: Faculty Organization 1/28/03

2.2 Procedure for Application to Upper Division Professional Nursing (NUUP)

Submit a completed form during the semester before you plan to begin Upper Division. The application form will be available during spring and fall semesters. If all Lower Division courses are not completed at the time of application, a plan for completion must be stated on the form. Any request for exceptions to required course work must be clearly stated at this time.

To be considered for admission into Upper Division, the completed application must be received in the School of Nursing by the deadline stated on the application.

Send application to:
Tennessee Technological University
School of Nursing
ATTN: Upper Division Nursing Applications
P.O. Box 5001
Cookeville, TN 38505

Official transcripts for all course work taken at other universities/colleges must be received in the TTU Office of Admissions by the Upper Division Application deadline.

Completed applications are reviewed by the Admissions and Credits Committee of the School of Nursing in the fall and spring semesters.

Applicants will be notified in writing of their acceptance, conditional acceptance, or denial.

Accepted applicants shall respond in writing advising the School of Nursing of their decision to be included in the Upper Division class.

3.0 Admission of Registered Nurses to Upper Division Professional Nursing (NURN)

NURN is a classification within the Nursing major for those applicants to Upper Division who are registered nurses [RN] seeking a bachelor's degree of science in nursing [BSN]. NURN students may complete coursework as full-time or part-time students. TTU School of Nursing offers two avenues for RN to BSN students to complete a BSN.

 Online Option—except for clinical practicums—the online learning experience allows students to pursue the BSN after traditional classroom hours, thus providing the opportunity to work and attend class online.

 On-Campus Option—Traditional classroom experience.

Online nursing courses may not be offered every semester; however, TTU School of Nursing will make every effort to offer these during high demand semesters.

3.1 Policies (NURN) Eligibility for admission to upper division nursing includes that the RN student:

 Provide evidence of current and active Licensure as a Registered Nurse in the state in which clinical practicums will occur—Please consult nursing advisor regarding contracts with potential clinical sites.

 Earned a Degree or Diploma from an accredited nursing program--National League for Nursing Accrediting Commission [NLNAC] or Commission on Collegiate Nursing Education [CCNE]-- at the time of his/her graduation

 Earned the grade of "C" or better in nursing course work.

 Remained active in clinical practice during the past three years.

 Is currently accepted and enrolled as a student at Tennessee Technological University.

 Completed a Criminal Background Check.

 Must score a 500 on the paper or 173 on the computer version of the TOEFL, or its equivalent, exam if his/her native language is not English. Minimum scores for the Internet Based Test [iBT] are 61.

Required Coursework
1. The Bachelor of Science in Nursing curriculum consists of 120 semester credit hours. The Lower Division (60 hours) courses are to be completed before entry into Upper Division.
2. **Transcripts**:

Individual transcripts are evaluated by the TTU Graduation Office and a SON advisor to determine each NURN student's individual requirements for graduation.

The SON Admissions and Credits Committee [A&C] will assess the educational and experiential background of each eligible RN to BSN student, develop a curriculum plan and approve on initial admission. Any requested alterations will require SON A&C committee action for approval.

3. NURN Students fulfilling the Tennessee Career Mobility Plan criteria (see http://www.centerfornursing.org/research/articulationmodels.html) receive credit for 33 semester hours of upper division nursing courses—NURS 3220, 3250, 3280, 3360, 3361, 3370, 3371, 4000, 4001, 4100 and 4101 after the successful completion of 12 hours of Upper Division nursing course work (NURS 3281, 3380, 3465, and 4230).

4. Registered nurses not satisfying the Tennessee Career Mobility Plan criteria include those whose:

☐ Degree at the time of his/her graduation was not from an NLN or CCNE accredited nursing program.

☐ Official transcripts reveal a grade of less than "C" in any nursing course.

☐ Nursing practice has been inactive for the past three years.

☐ RN's not meeting the TN Career Mobility Plan are required to take and score a minimum of 85 on each of the of the following NLN ACE Exams:

o Care of the Adult Client

o Care of the Client with Mental Disorder

o Care of the Child and Care of the Client During Childbearing

☐ NLN ACE exams must be taken prior to enrolling in Upper Division nursing coursework.

☐ Thirty-three semester hours of nursing credit will be awarded for NURS 3220, 3250, 3280, 3360, 3361, 3370, 3371, 4000, 4001, 4100 and 4101 for students with scores 85% or greater on all three exams.

5. Upper Division Nursing courses NURS 3281 Health Assessment and Implementation and NURS 3380 Pathophysiology may be taken prior to taking NURS 3465 Bridging to Professional Nursing Practice.

6. TTU General Education requirements must be completed for NURN students with either a Diploma or Associate's of Applied Science in Nursing degree.

7. NURN students must meet the requirements for Upper Division Nursing Promotion and Retention Policies of the School of Nursing. See SON Student Handbook https://www.tntech.edu/nursing/

8. RNs entering the NURN curriculum may receive advanced standing credit for their knowledge and experience in the field of nursing. TTU School of Nursing offers the opportunity for the RN to BSN student to receive credit for college level knowledge learned through working experiences as a registered nurse. Students requesting experiential learning credit must adhere to the following policies:

a. Students must have at least one year of work experience in the role in which he/she is requesting experiential credit.

b. Each student is responsible for initiating the request to SON Admissions and Credits Committee on initial admission to Upper Division Nursing or as early as possible in the

educational process.

c. The School of Nursing Admissions and Credits Committee is responsible for evaluating the student's work experience and determining if the student is eligible for consideration of course credit.

d. Students with approval for consideration must complete and submit to the A&C Committee a portfolio with artifacts and descriptions that support the achievement of course goals/objectives and a letter from a supervising nurse administrator describing the individual's performance regarding the achievement of course goals/objectives.

e. Committee-approved courses will be granted credit with a grade of "S" [Satisfactory]—acceptable for credit toward the degree.

f. A student may not fail a nursing course and later request credit for the same course through the experiential learning option.

Licensure and Certification Requirements: NURN students must provide evidence of the following:

 Current and active Registered Nurse License in Tennessee or the state in which clinical assignments are to be completed before admission to UDN.

Current professional liability insurance throughout clinical nursing courses.

A completed Health History form with required immunization/test results, which includes a yearly TB Skin Test, for UDN Clinical Courses.

Current cardiopulmonary resuscitation (CPR) minimum BLS certification for health care providers on file in the School of Nursing prior to and during enrollment in Upper Division nursing courses.

International Students: Graduates of International Nursing Programs must meet the same criteria as all NURN students. If the student's native language is not English then he/she is required to take the TOEFL*, or its equivalent, exam and score a minimum of 500 (paper based) 173 (Computer based).   The new internet based [iBit] exam minimum score is 61.

The international student is responsible for submitting transcripts for "Full Education Course-By-Course Report from non-US nursing programs to be analyzed and awarded credit by the Commission on Graduates of Foreign Nursing Schools **COGFNS***
http://cgfns.org/sections/app/applib.shtml. Students are responsible for the transfer of COGFNS analyzed transcripts to TTU Admissions Office.

Technology Requirements:
Digital Camera
Computer Requirements

The following are the **minimal** hardware and software needed to successfully gain access online as well as to iLearn enhanced courses. More sophisticated systems are better and easier to access and navigate.

If a student needs to review or improve the computer skills needed to fulfill curricular requirements, he/she may self-enroll in enrichment activities through ITS at www.tntech.edu/its/training.

The TTU Computer Help Desk is available should you need assistance at 372-3975.
<u>Hardware</u>—Students should have access to a computer with an appropriate internet connection—while students are free to choose the level of connection, it should be noted that the higher the speed of the connection, the easier course materials will arrive on their computers. Additionally, these computers should have an updated, recently released browser such as Internet Explorer, Mozilla Firefox, Opera, or Safari.

The following is a list of the basic minimal requirements for online courses. Some courses will have more advanced requirements. Information on advanced requirements may be found in each course syllabus.

PC Users

Minimum system requirements for a Windows machine is a Pentium 4 2.0 GHz running Windows XP or above,

512 MB of RAM or better,

Broadband internet access such as Cable or DSL will give you the best performance,

And a dependable internet service provider (ISP). Any provider will do as long as you get an email account, have access to the World Wide Web, and don't have serious problems connecting.

Mac Users

Minimum system requirements for Mac users are a G4 processor computer running Mac OS X v3.9 or above,

512 MB of RAM or better,

Broadband internet access such as Cable or DSL will give you the best performance,

And a dependable internet service provider (ISP). Any provider will do as long as you get an email account, have access to the World Wide Web, and don't have serious problems connecting.

<u>Software:</u> The following software is needed to complete online coursework. If you encounter problems, you may contact the TTU Student Helpdesk at 372-3975 between 8:00 a.m. to 10:00 p.m. M-Th, 8:00 a.m. to 4:30 p.m. Friday, and 5:00 p.m. to 10:00 p.m. Sunday.

Microsoft Word: Please submit all online assignments via iLearn using Microsoft Word unless otherwise specified by course faculty. Some assignments will be available as Word Document templates.

PowerPoint
Microsoft Excel
Make sure Java is installed and enabled on your computer—Go to www.java.com to
   download the Free Java Download.

Proper and Improper Use of Technology-- http://www.tbr.state.tn.us/technet_policy.htm

Reviewed by C&I Committee 2/11/97
Approved by the Faculty Organization 4/1/97
ERI Approved by Faculty Organization 5/7/00
ATI Approved by Faculty Organization 11/20/01
Approved by the Faculty Organization 11/27/01
Technology Requirements Adopted by the Faculty Organization 4/26/06

NURN Participation-- RN students are strongly encouraged to have elected representation on committees in the School of Nursing and participate in student organizations and activities**.**

Students with Disabilities: Students with a disability requiring special accommodations should contact the **Tennessee Technological University Office of Disability Services**.
An Accommodation Request (AR) should be completed as soon as possible, preferable by the end of the first week of the course. The TTU Office of Disabilities is located in the Roaden University Center, room 112; phone 372-6119.

Graduation Policies: University residency requirements for graduation must be met. See University Catalog for details:
http://www.tntech.edu/ugcat/html/university_requirements_for_a_ba.asp.

3.2 Procedure (NURN)

1. Admission
    a. Complete University application. Obtain a Certificate of Admission to TTU.
    b. Complete and submit form "Admission to Upper Division Nursing" to the School of Nursing prior to enrolling in Upper Division Nursing courses.
    c. Complete and submit health insurance or waiver, Health & Information form and required immunizations/test results and current cardiopulmonary resuscitation (CPR) certification for health care providers to the School of Nursing. Students will not be permitted in clinical practicum without this completed information on file in the School of Nursing.
    d. Submit proof of current Tennessee licensure as RN and professional liability insurance to the School of Nursing prior to enrolling in Upper Division courses.
    e. Provide verified criminal background check with a "green flag" rating indicating appropriate clearance to provide direct patient care.

2. NLN Mobility II Exams
    a. Students who are required to take the NLN Nursing Mobility Profile II Exams, must request the forms for ordering the NLN Mobility Exams available in the School of Nursing so that the test may be ordered.
    b. Complete these forms six weeks prior to desired testing date.
    c. Submit proof of payment to the School of Nursing so that the test may be ordered.
    d. Payment for the exams is made in the TTU Business Office six weeks prior to desired testing date.

3. Experiential Learning Credit
        a. Complete and submit the form, *Request for Experiential Learning Credit,* to the School of Nursing Admissions and Credits Committee on initial admission to Upper Division Nursing or as early as possible in the educational process.
        b. If the SON A&C Committee approves the request, then complete the remainder of the procedure (#c).
        c. Submit a portfolio to the SON A&C Committee that includes the following:
            1. The completed and approved *Request for Experiential Learning Credit* form—use as cover page of portfolio.
            2. Evidential artifacts with descriptions to support the achievement of each of the course goals/objectives.
            3. Letter of support/documentation from a nurse administrator supervising the candidate's performance that:
                    Supports claims in the portfolio.
                    Describes the RN student's performance in achieving each of the course goals/objectives in his/her role.
    d. The SON A&C Committee will evaluate the student's portfolio using the most current course description and goal/objectives. Faculty teaching the course being considered for credit will be consulted.

Key criteria used by the SON A&C Committee includes but is not limited to:

The extent to which the work experience provides evidence of the RN to BSN student's knowledge and application skills regarding the course.

The candidate's ability to analyze, synthesize and evaluate work experiences using the course content/expectations in the stated role.

e. Approved courses will receive a grade of "P". "P" grade is acceptable for credit toward the degree.

Applying for Graduation

Apply for graduation in the TTU Graduation Office, Derryberry Hall, at least two semesters prior to date of graduation. (Follow instructions at www.tntech.edu/records/grad.html .)

Revised by the A&C Committee 1/4/97
Approved by the Faculty Organization 1/21/97

5.0 Advanced Standing

Advanced standing for students will be determined by the TTU School of Nursing Admissions & Credits Committee upon student request.

Reviewed by A&C Committee 10/9/96
Approved by the Faculty Organization 10/29/96

6.0 Upper Division Professional Nursing Promotion and Retention Policies

1. An overall grade point average of 2.0 is necessary in order to qualify for graduation.

2. A grade of at least "C" in each nursing course is required. If a grade of "C" or higher is not achieved in a required nursing course, the course must be repeated before taking the next course in the nursing sequence.

3. The required curriculum sequence must be followed.

4. A nursing course with a grade of less than "C" may be repeated one time only. Students making a grade of less than "C" in more than one semester of nursing courses are not readmitted.

5. A criminal background check, current health screenings, immunizations and current CPR certification are required as specified in GENERAL POLICIES FOR UPPER DIVISION STUDENTS.

6. Students with disabilities and/or health problems are given individual guidance in meeting the course objectives of the School of Nursing. The student and faculty will

work closely with the Office of Disabilities www.tntech.edu/www/admin/disability
==It is the student's responsibility to know the requirements for taking the NCLEX-RN licensure exam.==

7. If a student has health problems that negatively influence progress in the nursing program, faculty may require additional information from various professionals. This information may be used in faculty decision making regarding the student's continuation in the program.

8. The student enrolled in Upper Division Nursing courses who withdraws or fails must follow the PROCEDURE FOR READMISSION for re-entry. Approval for readmission is not guaranteed.

9. The School of Nursing Admissions and Credits Committee has the prerogative of determining student placement in the curriculum. Remediation coursework may be required for readmission.

Reviewed by A&C Committee 10/9/96; Approved by the Faculty Organization 10/29/96
Revised: A&C 1/14/03; Approved Faculty Organization 1/28/03
Revised: A&C 3/18/14; Approved by Faculty Organization 3/25/14

Readmission to Upper Division

Purpose: To outline eligibility requirements for students seeking readmission and described required steps to be considered for readmission.

Policies:

The student applying for readmission to Upper Division Nursing must:
1. Must be admitted to the University.
2. Submit a letter stating why the student believes he/she will be successful.
3. Submit supporting letters of recommendation from faculty if desired and submit required Permission for Release of Information to Upper Division Nursing.
4. Obtain approval of his/her application for readmission to Upper Division Nursing from the School of Nursing Admissions and Credits Committee. The School of Nursing Admissions and Credits Committee has the prerogative of determining student placement in the curriculum. This may include a requirement to repeat previous courses.
5. Comply with requests by the School of Nursing Admissions and Credits Committee (if requested) for student testing to validate knowledge of completed preceding courses.
6. Register to repeat the course(s) in which a "D" or "F" was received. A letter of readmission approval from the School of Nursing Admissions and Credits Committee will delineate the curriculum to be followed on readmission.
7. Provide written documentation of all required health screenings and immunizations, verified criminal background check, CPR Certification, and health insurance, as specified in the policy: **General Policies for Students**. These must be submitted to the School of

Nursing prior to entry or readmission will be forfeited.

Procedure: Readmission to Upper Division

1. Notify in writing the School of Nursing of the intent to apply for readmission to Upper Division Nursing and obtain the application materials.
2. Submit the application to the TTU School of Nursing Admissions and Credits Committee before the beginning of one semester prior to the desired semester of readmission. Unsatisfactory completion of Spring semester courses will require application submission by the end of the Spring semester of that year. Unsatisfactory completion of Fall semester courses will require application submission by the end of the Fall semester of that year.
3. Submit the completed readmission application, Student Statement and Permission for Release of Information to Upper Division Nursing Academic Advisor prior to posted deadline. See Appendix A7, A8, & A9.
4. Request TTU School of Nursing faculty letters of recommendation or Student Evaluation Form for Readmission (Form A?number) if desired. You must complete Form A9 (Permission for release of Information) before a faculty member can give a recommendation. Have these letters sent to the Chairperson of the Admissions and Credits Committee.
5. After written notification that readmission has been granted by the TTU School of Nursing Admissions and Credits Committee, the student must see an academic advisor to register for the identified coursework.
6. Direct any questions or other concerns to the Chairperson of the TTU School of Nursing Admissions and Credits Committee.

Reviewed by: A&C Committee 10/9/96; Approved by the Faculty Organization: 10/29/96
Revised: A&C 1/14/03; Approved by Faculty Organization: 1/28/03
Revised: A&C 04/08/14; Approved by Faculty Organization: 04/22/14

General Policies for Upper Division Students

Packet for Students Admitted to Upper Division Nursing

The "Junior Packet" of materials and information needed by admitted students is given out at the required orientation meeting. The information contained requires immediate action by students. Requirements of admitted students prior to beginning Upper Division are included. Students should direct any questions about these requirements to the School of Nursing as soon as possible.

Health Requirements

All Upper Division nursing students are required to complete the Health & Information form. This form is part of the junior packet given to students accepted for Upper Division, and it must be completed and returned by the beginning of the semester in which the student will enter Upper Division. No student will be permitted in the clinical area until the form is completed and all required tests/immunizations are obtained and documented. The student is responsible for the cost of the lab tests/immunizations.

The student must show proof of the Tetanus series and booster. Booster must be within the last ten years.

The student must show valid proof of Hepatitis B vaccination series.

Other immunizations may be required depending on clinical agency assignment.

The student must show proof of a TB test at the beginning of each academic year. A Negative PPD or Negative Chest X-Ray will be accepted. A TB Tine test will not be accepted.

The student must show proof and results of a varicella antibody screening and titers for Measles, Mumps, and Rubella.

CPR Certification

Students are required to have a valid basic life support (BLS) Cardiopulmonary Resuscitation (CPR) Certification - Health Care Provider Level - prior to the beginning of clinical experiences and while in Upper Division. Certification must be awarded by either the American Heart Association or the American Red Cross and include certified proficiency in One Man Rescue, Two Man Rescue and Infant/Child rescue. A Heart Saver certification will not be accepted.

Insurance Coverage

a. Liability Insurance

Liability (malpractice) insurance is required by the School of Nursing and affiliating clinical agencies. Students will not be permitted into clinical practice areas without liability insurance. Liability insurance charges will be included in the University's billing fees at the beginning of the junior and senior years of the Nursing curriculum, except for RN students. RN students are required to show proof of liability insurance prior to participation in clinical course work.

b. Health Insurance

Students are responsible for all costs incurred related to health problems. Students must show documentation that they are covered by health insurance or sign a waiver that states their responsibility for health care costs should these occur. Some clinical agencies will require students to show proof of health insurance coverage.

c. Automobile Liability Insurance

 In the event that a student is transported by clinical agency personnel, the student may be required to: 1) sign a release of responsibility form, or 2) add a rider to their personal coverage, or 3) elect to drive own vehicle.

 Attendance

 Classroom

Registration for a course obligates the student to attend class and be punctual. TTU Academic Regulations require: 1) class attendance and 2) faculty to notify the Office of Student Organizations and Conduct and the Office of the Assistant Vice-President for Student Services of excessive absenteeism. The Director of the School of Nursing will also be notified in writing. Faculty is responsible for stating in the course syllabus policies for attendance in class. Additional policies will be followed regarding class attendance as stated in the TTU Student Handbook and Calendar.

Clinical and Laboratory

Attendance in the clinical/laboratory is mandatory in order to meet the objectives and evaluate the student's clinical performance. If it becomes necessary for a student to miss clinical/laboratory obligations, the student must contact the respective faculty and the clinical agency preceptor prior to the scheduled time for attendance. Arrangements to make up time missed must be made with the respective clinical faculty within 5 week-days of the absence. Faculty is responsible for stating in the syllabus the policies for attendance in clinical areas or in the laboratory.

Grades

The grading scale in the School of Nursing is as follows:

Excellent = A (93-100)
Good = B (84-92)
Satisfactory = C (75-83)
Unsatisfactory = D (65-74)
Failing = F (64 and below)

All written work must be submitted on the scheduled date. Penalties will be stated in the syllabus at the beginning of each course for work not submitted on the scheduled date.

If it becomes necessary for a student to miss an examination, the student must contact the instructor prior to the scheduled time of the test. Policies for absence from an examination or test are stated in each course syllabus.

Americans with Disability Act

Because the School of Nursing seeks to provide in as much as possible a reasonably safe environment for its nursing students and patients, a student may be required during the course of the program to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements may include the ability to perform certain physical tasks and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990 so as not to discriminate against any individual on the basis of handicap. If special accommodations for a disability are needed for a course, contact the University ADA Officer. The School of Nursing has established core performance standards for students' use that were promulgated by the Southern Council on Collegiate Education for Nursing.

They are as follows:

Some Examples of Necessary Activities (not issue Standard   all-inclusive)
Critical Thinking
Critical thinking ability sufficient for clinical judgment; critical thinking ability in application and integration of knowledge. Identify cause effect relationships in clinical situations, develop nursing care plans.

Interpersonal abilities
Establish rapport with personal sufficient to interact with patients/clients and individuals, families, colleagues, faculty, colleagues and groups of a variety of social, emotional and cultural backgrounds.

Communication abilities sufficient for verbal interaction with others, explain treatment procedures, initiate health teaching, document and in-written form nursing actions and interpret patient/client

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responses.

Mobility Physical abilities sufficient to move from room to room and maneuver in small spaces. Moves around in patient's rooms, work spaces, and treatment areas, administers cardio-pulmonary procedures. Lift up to fifty pounds of weight.

Gross motor and fine motor skills/abilities sufficient to provide safe and effective nursing care, calibrate and use equipment and to operate computers and other equipment in clinical and classroom settings.

Hearing- Auditory ability sufficient to monitor and assess health needs; and to learn from audio aided instruction in classroom settings. Hears monitor alarm, emergency signals, auscultator sounds, cries for help.

Visual- Visual ability sufficient for observation and assessment necessary in nursing care; and to learn from visual-aided instruction and demonstration in the classroom. Observes patient/client responses.

Tactile- Tactile ability sufficient for physical assessment and to use media-aided instruction. Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertions of a catheter.

Clinical Agencies
 a. Travel

The University does not provide for transportation for nursing students to and from their clinical practice. Students are responsible for their own transportation and/or carpool.

 b. Visits to Clinical Agencies

Faculty supervision is provided for students during scheduled clinical hours. Arrangements are made by faculty with clinical agencies for student visits other than scheduled hours. Specific agency information and schedules are provided in each course syllabus.

Standardized Nursing Achievement Tests

Nursing majors are required to participate in the standardized nursing achievement tests administered throughout the curriculum by the School of Nursing.

Standardized Tests for NUUP and NUUN. These tests are provided to prepare the student for success in practice as well as licensure.

 Cost
   i.   Nursing students classified as NUUP and NUUN will pay for standardized testing through the University billing system. Students are billed once during their first semester of Upper Division.

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ii.   Fees for other required tests will be paid for directly by the student.

Standardized Testing and Review Program
    a. Students scoring above the national passing score on the examinations should:
     Devise and implement a plan addressing identified weaknesses, and
    Write a pre-licensure test.
    b. Students scoring at or below the national passing score on the examinations are required to
    complete the following plan:
    Devise and implement a plan with a time frame addressing identified weaknesses.
    Develop a diary which includes the plan for addressing identified weaknesses and data to
    validate that the plan was implemented. This diary must be submitted to your advisor on the
    assigned date, i.e., will spend a minimum of 2 hours per week in review and validate that this
    was accomplished by including data to support enrichment activities.
    Focus on areas of remediation during clinical.
    Work with a study support group/partner.
    Write a pre-licensure test.
    c. The students will be responsible for obtaining their test scores.
Standardized Tests for NURN. If a standardized test is required for a Registered Nurse, the
following process should be followed:

 Nursing students classified as NURN will pay for Mobility II tests at the time the tests are
ordered (6 weeks prior to testing date).

 Fees for other required tests will be paid for directly by the student.

 Technology Requirements

Computer Requirements

The following are the **minimal** hardware and software needed to successfully gain access online
as well as to iLearn enhanced courses. More sophisticated systems are better and easier to access
and navigate.

If a student needs to review or improve the computer skills needed to fulfill curricular
requirements, he/she may self-enroll in enrichment activities through ITS at
https://www.tntech.edu/its/training

The TTU Computer Help Desk is available should you need assistance at 372-3975.

Hardware—Students should have access to a computer with an appropriate internet
connection—while students are free to choose the level of connection, it should be noted that the
higher the speed of the connection, the easier course materials will arrive on their computers.
Additionally, these computers should have an updated, recently released browser such as Internet
Explorer, Mozilla Firefox, Opera, or Safari.

The following is a list of the basic minimal requirements for online courses. Some courses will have more advanced requirements. Information on advanced requirements may be found in each course syllabus.

PC Users
Minimum system requirements for a Windows machine is a Pentium 4 2.0 GHz running Windows XP or above,

512 MB of RAM or better, Broadband internet access such as Cable or DSL will give you the best performance, And a dependable internet service provider (ISP). Any provider will do as long as you get an email account, have access to the World Wide Web, and don't have serious problems connecting.

Mac Users
Minimum system requirements for Mac users are a G4 processor computer running Mac OS X v3.9 or above,

512 MB of RAM or better,

Broadband internet access such as Cable or DSL will give you the best performance,

And a dependable internet service provider (ISP). Any provider will do as long as you get an email account, have access to the World Wide Web, and don't have serious problems connecting.

Software: The following software is needed to complete online coursework. If you encounter problems you may contact the TTU Student Helpdesk at 372-3975 between 8:00 a.m. to 10:00 p.m. M-Th, 8:00 a.m. to 4:30 p.m. Friday, and 5:00 p.m. to 10:00 p.m. Sunday.
Microsoft Word—Please submit all online assignments via iLearn using Microsoft Word unless otherwise specified by course faculty. Some assignments will be available as Word Document templates.
PowerPoint
Microsoft Excel
Make sure Java is installed and enabled on your computer—Go to www.java.com to
    download the Free Java Download.
Proper and Improper Use of Technology-- http://www.tbr.state.tn.us/technet_policy.htm

Reviewed by C&I Committee 2/11/97
Approved by the Faculty Organization 4/1/97
ERI Approved by Faculty Organization 5/7/00
ATI Approved by Faculty Organization 11/20/01
Approved by the Faculty Organization 11/27/01
Technology Requirements Adopted by the Faculty Organization 4/26/06

Uniform Code for Student Nurses in the Clinical Setting

Policy:

Personal appearance is valued as a part of professional development for students in the Whitson-Hester School of Nursing. The Uniform Code is a guide for student use in meeting professional standards. This dress code is to be followed when the student is in any clinical setting (including pre-planning and the simulation labs).

The student uniform for female student nurses consists of a purple (dark purple/grape) dress uniform or a purple scrub top with purple pants or skirt. White or beige brief-style undergarments must be worn under the purple pants or skirt (i.e., undergarments should never be visible). The student may wear an optional white undershirt under the purple shirt. The student name pin is worn on the left front of the shirt. White hose are to be worn with either pants or skirts. White socks may be worn with pants in place of hose. White leather shoes or solid white leather tennis shoes are to be worn with the uniform. Open-toe shoes are not acceptable in any clinical setting (including clinicals that take place in simulation labs or anywhere else on the campus of TTU).

Male student nurses wear a purple (dark purple/grape) scrub shirt and purple slacks. The student may wear an optional white undershirt under the purple shirt. White leather shoes or solid white leather tennis shoes and white socks are to be worn with the uniform. Open-toe shoes are not acceptable in any clinical setting (including clinicals that take place in simulation labs or anywhere else on the campus of TTU). Facial hair must be kept neat and trimmed. The student name pin is worn on the left front of the shirt.

Registered Nurse students wear standard purple uniform.

When the student is not in uniform, but when making a clinical visit or home visit, the white TTU Whitson-Hester School of Nursing laboratory coat is worn over appropriate professional attire. The student making a visit to a health care facility or a home visit should be dressed as if going to a professional job interview. Shorts and Capri pants are not acceptable in these settings. The student's name pin is worn on the left of the coat.

The entire uniform will be clean and wrinkle free. Shoes will be clean and polished.

All students must have the Whitson-Hester School of Nursing Patch on their uniform and lab coat. This must be applied to the left upper arm.

Hair is worn up off the shoulders and out of the face. No extreme colors should be in the hair. There are no decorative ribbons and hair decorations worn.

Jewelry: a simple band ring and one pair of stud earrings may be worn in the ear lobe. Chandelier earrings or hoop earrings of any size are not acceptable in any clinical setting including simulation labs and during pre-planning in health care settings. Makeup should be

kept to a minimum. No piercings other than earrings should be visible; this includes tongue piercings.

No visible tattoos allowed.

Hose should not have runs. Only white hose are permitted.

Exceptions to the standard dress code may be necessary or allowed for clinical experiences in some health care agencies. The exceptions may be determined by the faculty of the Whitson-Hester School of Nursing. Additional dress code information is included in the syllabus of each course.

Approved by the Faculty Organization 5/08
Approved by the Faculty Organization 10/25/11
Reviewed and updated by FSRC 4/1/2014
Approved by the Faculty Organization 5/8/2014

Academic Conduct Policies for Classroom and Clinical Settings

The Tennessee Technological University (TTU) Student Handbook describes the University procedures and policies that relate to all students at TTU. There is a section in the Handbook that covers student conduct and disciplinary sanctions. You can find this section at https://www.tntech.edu/handbooks/ttustudenthandbook/academic-regulations

 1.0 Plagiarism

The School of Nursing adheres to the University policy on plagiarism. You may find the policy on plagiarism https://www.tntech.edu/handbooks/ttustudenthandbook/academic-regulations

 Students may be asked in individual courses to sign that they have read this statement.

2.0 Confidential Information

Information obtained by students through their activities and experiences in nursing classrooms, laboratory and clinical situations, related to clients, personnel and facilities shall be considered confidential. This policy reinforces the ethical and legal responsibility of registered nurses in working with clients and families. Each student is required to sign and practice according to the Clinical Confidentiality Contract shown below.

Tennessee Technological University
School of Nursing

CLINICAL CONFIDENTIALITY CONTRACT

I, _____, hereby state that I will not divulge information, WRITTEN OR VERBAL, about any clients and/or families I or my classmates will encounter in classroom discussion, clinical practice, and agency visits this semester except to my agency preceptor, or clinical instructor. I will omit client/agency identifying data in any written form. I understand that any breech of this confidentiality will result in a grade of "0" for the clinical week, and that a second offense will result in a final course grade of "0" which would result in failure to progress in the curriculum.

_____
Name

_____
Date

_____
Course

A copy of the Clinical Confidentiality Contract will be returned to the student and a copy will be placed in the student file.

Problems Negatively Influencing Progress in the Program

Students exhibiting inappropriate behaviors that impede the performance of other students in the classroom or interfere with the functioning of the student will be removed from that setting by faculty or preceptor. The School of Nursing may require the student to present documentation from a mutually agreed upon licensed health care provider as to the person's fitness for continuation in the School of Nursing.

Because the School of Nursing seeks to provide in as much as possible a reasonably safe environment for its nursing students and their patients, a student may be required, during the course of the program, to demonstrate physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements may include freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of handicap.

Section III – Policies and Procedures

Disciplinary Offenses Related to Alcohol and Other Drugs

Use and Possession

The use and/or possession of alcoholic beverages or any drug or controlled substance by a student nurse in the School of Nursing will be subject to disciplinary action. Please refer to the current Tennessee Technological University Student Handbook and the Policy Statement, Drug Free Campus/Workplace Policy at
https://www.tntech.edu/handbooks/ttustudenthandbook/drug-free-policy-statement

Clinical agencies have the right to enforce policies regarding substance abuse.

Student Suspected of Using Alcohol and Other Drugs

Students exhibiting inappropriate behaviors that impede the performance of the student in the classroom or interfere with the functioning of the student will be removed from that setting by faculty or preceptor. These behaviors (i.e., forgetfulness, poor decision making, extreme fatigue, using unsafe practices in clinical areas, etc.) are often related to the use of alcohol and/or other drugs. Any time a faculty member suspects that a student is under the influence of alcohol or other drugs, the student's behavior will be documented and reported to the Director of the School of Nursing.

After the behaviors have been thoroughly investigated, the faculty members of the nursing course will make a decision regarding requirements for continued progress in the program. Failure of the student to comply with the decision as outlined will be considered grounds for dismissal from the program.

1.0 WH-SON Procedure for Student Grievance

Policy:

1. Nursing majors are expected to present their grievance using the following Whitson-Hester School of Nursing (WH-SON) process within five (5) University days of the occurrence: (University days are defined as time the semester is in session from registration through final exams.)

2. Student is responsible for scheduling a conference with the individual faculty member with whom the grievance has occurred. This is the initial step in the grievance process.

3. If the problem or concern is not resolved with the individual faculty member, the student presents the grievance in writing to the Course Coordinator with a copy to the individual faculty member involved. This should occur within five (5) University days after the conference with the individual faculty member.

4. If no resolution to the problem or concern is attained within the next five (5) University days, then the student presents the grievance in writing within the following five (5) University days to the BSN Coordinator of the WH-SON with copies to the Course Coordinator and the individual faculty member involved.

5. If no resolution to the problem or concern is attained within the next five (5) University days, then the student presents the grievance in writing within the following five (5) University days to the Dean of the WH-SON with copies to the BSN Coordinator, Course Coordinator and the individual faculty member involved.

6. If resolution is not attained, the grievance is referred in writing to the WH-SON Grievance Subcommittee of the Faculty and Student Relations Committee within the next five (5) University days with copies to the Dean, BSN Coordinator, Course Coordinator and the individual faculty member involved. If deemed appropriate by the committee, a hearing will be held within ten (10) University days. Recommendations from the committee will be forwarded to the Dean of the WH-SON.

7. If the grievance is not resolved, the student may seek assistance as stated in the Tennessee Technological University Student Handbook. https://www.tntech.edu/handbooks/ttustudenthandbook/student-complaint

Reviewed and updated by FSRC 4/1/2014
Approved by the Faculty Organization 5/8/2014

Grade Appeal Procedure

Policy:
The Whitson-Hester School of Nursing adheres to the university policy and procedure

concerning grade appeals. You can find the policy and procedures in the TTU Student Handbook at https://www.tntech.edu/handbooks/ttustudenthandbook/academic-regulations

Reviewed and updated by FSRC 4/1/2014
Approved by the Faculty Organization 5/8/2014

Procedure for Student Recommendations and Policy Changes

Policy:

Nursing majors are encouraged to make suggestions and recommendations for change to the appropriate committee of the Whitson-Hester School of Nursing (WH-SON) Faculty Organization. These should be presented in written form to the chairperson of the committee, or through any faculty or student committee member.

The following are standing committees of the WH-SON Faculty Organization:

> Curriculum Committee
> Admissions and Credits Committee (A & C)
> Faculty and Student Relations Committee (FSRC)

Reviewed and Updated by FSRC 4/1/2014
Approved by the Faculty Organization 5/8/2014

Student Representation on Whitson-Hester School of Nursing (WH-SON) Faculty Organization Committees

Policy:

Nursing majors are involved in the affairs of the WH-SON through membership on WH-SON Standing Committees of the Faculty Organization. The Faculty Organization is the policy making body for the WH-SON.

Reviewed and updated by FSRC 4/1/2014
Approved by the Faculty Organization 5/8/2014

1.0 Membership and Purposes of the Standing Committees of the School of Nursing

Admissions and Credits Committee (A&C)
Membership: A minimum of three (3) faculty and two (2) students.

This Committee shall make recommendations to the Faculty Organization regarding:
   a. policies, procedures, and criteria dealing with: admission, progression, retention, dismissal and graduation of students in the School.
   b. monitoring and disseminating information dealing with scholarship awards from the University and outside agencies.
   c. this committee implements the process of admission to Upper Division Nursing.
   d. policies for recruitment activities for the School of Nursing.

Curriculum Development and Instruction Committee (CD&I)
Membership: A minimum of three (3) faculty and two (2) students.
This Committee shall make recommendations to the Faculty Organization regarding:
   a. courses and program objectives which include review of programs and offerings in the School of Nursing.
   b. position and policy statements regarding the educational offerings of the School, including criteria for initiation and discontinuation of programs and changes in the general direction and philosophical base of the program.
   c. review, submit and recommend to the University Curriculum Committee additions, changes and deletions including but not limited to new course offerings, catalog descriptions and undergraduate curricular needs of all nursing majors.

Faculty and Student Relations Committee (FSRC)
Membership: A minimum of three (3) faculty and five (5) students. Five (5) alternate student members. One student and one student alternated shall be elected from each class: freshman, sophomore, junior, senior and RN to BSN.
This Committee:
   a. shall make recommendations to the Faculty Organization regarding the welfare and non-curricular development activities of the faculty and students.
   b. is responsible for providing leadership for Homecoming, University Day and other School of Nursing activities.
   c. shall oversee the election of student members to the Faculty Organization Standing Committees.
   d. coordinates the activities of the student organizations.
   e. is responsible for assigning the chair, 2 faculty members, and 2 Upper Division students to the School of Nursing Academic Misconduct Committee.

 Approved by the Faculty Organization 4/29/97

2.0 Policies for Students Regarding TTU Whitson-Hester School of Nursing Faculty Organization Committee Membership

Policy:

1. Student members are elected to serve one academic year term (student may be re-elected to serve on the committee).
2. Students may only serve on one Whitson-Hester School of Nursing standing committee per academic year.
3. A student is considered to be in the nursing program if that person is classified by the Whitson-Hester School of Nursing as a Lower-Division nursing major, Upper-Division nursing major or RN-BSN nursing major.
4. Students missing two or more committee meetings per semester will be replaced by the committee chair. The replacement will serve the remainder of the academic year and must be on the same academic level as the original student.

5. Elections are to be completed early in the semester during fall semester (exception: Sophomore 2 elections should occur by mid-semester during the UD Sophomore 2 semester).

Reviewed and revised by FSRC 4/1/2014
Approved by the Faculty Organization 5/8/2014

3.0 Student Representation on School of Nursing Faculty Organization Committees

Admissions and Credits Committee (two year term)
   1 junior nursing major elected annually by the Junior class to serve two years.

  Election:
    If for some reason the person elected is not able to serve the full term, a representative to the committee from the same class will be elected to complete the vacated term.

Curriculum Development and Instruction Committee (two year term)
   1 junior nursing major elected annually to serve 2 years
   1 RN nursing major elected biannually to serve 2 years

  Election:
    One RN in the nursing major will be elected by the RN to BSN group.
    One junior nursing student will be elected from the Junior Class to serve two years. If for some reason the person elected is not able to serve the full term, the class will elect a representative of the same level to complete the vacated term.

Faculty and Student Relations Committee - (FSRC) (one year appointment)
   1 freshman nursing major, one freshman alternate
   1 sophomore nursing major, one sophomore alternate
   1 junior nursing major, one junior alternate
   1 senior nursing major, one senior alternate
   1 RN student, one RN alternate

  Election:
    Each class will elect its own representatives to the FSRC committee.

Organizations for Students in the Whitson-Hester School of Nursing (WH-SON)

Policy

The following organizations are established within the WH-SON for students. These organizations, each with a faculty advisor, give students opportunities to develop leadership and followership roles.

TTU Student Nurse Association (TTU SNA)

The Student Nurse Association (SNA) - TTU Chapter was organized September 1980 with 79 charter members. The Tennessee Association of Student Nurses (TASN) is for students what the Tennessee Nurses' Association (TNA) is for professional nurses. The Student Nurse Association assists students to develop a broader view of professional nursing and to participate in state and national student nurse activities. All nursing majors are eligible for membership with dues payable each academic year. Activities include attendance at the Tennessee Association of Student Nurses' Convention each fall (October/November) and the National Student Nurses' Association (NSNA) Convention each April. The Chapter sponsors a community service project each academic year and a fundraiser during the year.

Reviewed by TTU SNA 4/10/2014
Approved by the Faculty Organization 5/8/2014

Procedures for Graduation

The application, procedure, and deadlines for applying for graduation can be found on the TTU website at https://www.tntech.edu/em/records/grad

 The School of Nursing will provide assistance if course substitution forms are needed.

School of Nursing pin orders are placed through the School of Nursing in the semester before graduation. Pins must be paid for at the TTU Bookstore by the deadline given when placing the order. Several choices of pins are available at various prices. Only graduating seniors are eligible to purchase pins.

 Composite pictures are usually taken at the beginning of the semester in which you will graduate. Information regarding these is available from the Senior class faculty advisor.

 Application for the National Council Licensure Examination for Professional Nursing is completed in March for Spring graduates and October for Fall graduates. All costs and fees are the student's responsibility. Direction and assistance are provided by the School of Nursing. Eligibility criteria for practicing nursing in Tennessee are found in the Appendix in State Law Regulating the Practice of Nursing in TN, 1990.

Academic Scholarships

Scholarships specifically identified for students in declared nursing majors (pre-nursing and nursing) can be found in Scholarweb by visiting https://www.tntech.edu/em/scholarships/

The School of Nursing Development Council is responsible for overseeing and selecting recipients of nursing scholarships. The Development Council has assisted in raising the money for these scholarships. Gifts from individual donors, also, have been received for the scholarship awards.

Problems Negatively Influencing Progress in the Program

Policy:

Students exhibiting inappropriate behaviors that impede the performance of other students in the classroom or interfere with the functioning of the student will be removed from that setting by faculty or preceptor. The Whitson-Hester School of Nursing (WH-SON) may require the student to present documentation from a mutually agreed upon licensed health care provider as to the person's fitness for continuation in the WH-SON.

Because the WH-SON seeks to provide in as much as possible a reasonably safe environment for its nursing students and their patients, a student may be required, during the course of the program, to demonstrate physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements may include freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Section 508 of the Rehabilitation Act of 1998 so as not to discriminate against any individual on the basis of disability for otherwise qualified persons.

https://www.tntech.edu/studentaffairs/disability/

Reviewed and updated by FSRC 4/1/2014
Approved by the Faculty Organization 5/8/2014

Policy Statement: No Smoking & Tobacco-Free Campus Policy

Policy:

The Whitson-Hester School of Nursing adheres to the university-wide No Smoking & Tobacco-Free Campus policy statement. The full policy can be found in the TTU student handbook at http://www.tntech.edu/ttustudenthandbook/administrative-regulations/

Developed by FSRC 4/1/2014
Approved by the Faculty Organization 5/8/2014

APPENDIX

A1 Application for Upper Division Professional Nursing Major

Applications for Upper Division Professional Nursing are available online twice per year (during fall and spring semesters) at https://www.tntech.edu/nursing/apply
Deadlines for submission will be posted directly on the application.

Reviewed 3/18/14 A&C
Reviewed by Faculty Organization: 3/25/14

A2 Tennessee Tech University School of Nursing Health and Information Form

Name_____
 First   Middle/Maiden   Last

Permanent_____
Address Street   City   State/Zip

Local _____
Address Street   City   State/Zip

 Phone_____Cell_____
  Please include area code for both local and cell number.

Emergency Contact:

Name_____Relationship_____

Address_____
  Street   City   State/Zip
 Phone _____Cell_____
  Please include area code for both local and cell number

Health History

Name_____SS#_____

Medical/Surgical History – please attach a separate sheet if needed.

Surgery   Date

Respond to the following statements:

Explain any activity restriction during the past year.

Explain any particular difficulty with school, studies, or teachers in the past year.

Discuss any need for counseling or treatment for any nervous condition, mental illness, emotional problem or substance abuse during the last five (5) years.

If you are presently under a physician's care for any chronic condition, please explain.

List any prescribed medications you are presently taking.

If there is other information of which you think the School of Nursing should be aware, please describe below.

A3 HIV Positive - Faculty, Students Position Statement

The School of Nursing cannot deny admission of qualified individuals to the nursing program or employment as faculty on the basis of HIV status in compliance with the Americans with Disabilities Act of 1990 (P.L. 101-336).

The School of Nursing recognizes that to effectively halt the transmission of HIV infection from nurse to client, as well as client to nurse, adherence to the Centers of Disease Control (CDC) "universal precautions" and OSHA guidelines regarding exposure to blood-born pathogens must be observed. According to the CDC, the current data suggests that even during invasive exposure prone procedures, the risk of transmission of blood to a patient from an infected health care worker (or nurse) is small. The risk of health care worker to patient transmission during invasive procedures is minimized when the health care worker adheres to universal precautions. Recognizing the mode of HIV transmission, the School of Nursing faculty and students will strictly adhere to the CDC recommended universal precautions.

The Code for Nurses states that nurses as client advocates act "to safeguard the client and public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person" (3rd statement, ANA Code for Nurses). Therefore, the student and faculty member must consider his/her ethical obligation to patient and self regarding disclosure of HIV status.

Faculty and students infected with the Human Immunodeficiency Virus will be allowed equal access, as long as their medical condition permits, to school facilities or to academic activities including participation in clinical experiences. The presence of HIV infection alone does not constitute a basis for the faculty or student nurses to withdraw from their practice. However, those infected with HIV should be advised of the risks imposed by clinical settings and urged to consult their private health care provider to assess the significance of the risks to their own health. As recommended by the CDC, any restriction imposed on a HIV positive faculty member and/or student will be determined on an individual basis following medical evaluation.

Strict adherence to universal precautions and strict infection control procedures would clearly eliminate all but the rarest cases of HIV transmission. It must be emphasized that the most likely transmission is from patient to nurse, not nurse to patient.

A4 Important Information About Hepatitis B and Hepatitis B Vaccine

Please Read This Carefully

What is Hepatitis B?:
Hepatitis B is an infection of the liver caused by the hepatitis B virus (HBV). The term "viral hepatitis" is often used for and may include hepatitis B and other similar diseases which affect the liver but are caused by different viruses.

Acute hepatitis generally begins with mild symptoms that may or may not become severe. These symptoms may include loss of appetite, a vague feeling of oncoming illness, extreme tiredness, nausea, vomiting, stomach pain, dark urine, and jaundice (yellow eyes and skin). Skin rashes and joint pain can also occur.

The incidence of reported Hepatitis B peaked in the mid-1980s, with about 26,000 cases reported each year. Reported cases have declined since that time, and fell below 10,000 cases for the first time in 1996. During 1990-2004, incidence of acute hepatitis B declined 75%. The greatest decrease occurred among children and adolescents, coincident with the increase in hepatitis B vaccine coverage. A total of 3,405 cases of hepatitis B were reported in 2009.

The risk of catching hepatitis is higher in certain groups of people because of their occupation, lifestyle, or environment. Because of the risks of serious problems associated with hepatitis B infection, vaccination to help prevent infections is recommended for these groups.

Hepatitis B Vaccine:
Recombinant hepatitis B vaccine was licensed in 1989. HBV infection cannot result from use of the recombinant vaccine since no potentially infectious viral DNA or complete viral particles are produced in the recombinant system. After three intramuscular doses of hepatitis B vaccine, over 90% of healthy adults develop adequate antibody responses. The deltoid muscle is the recommended site for the vaccination. The usual interval between doses for adults is one month between the first and second dose and two to five months between the second and third doses. Allergic reactions are rare; however, it is wise to inform the health care provider if an individual is allergic to baker's yeast or to a prior dose or if the person has a moderate to severe illness. Available data show that vaccine-induced antibody levels decrease with time. However, immune memory remains intact for more than 20 years following immunization, and both adults and children with declining antibody levels are still protected against significant HBV infection. Exposure to HBV results in an anamnestic anti-HBs response that prevents clinically significant HBV infection. Routine booster doses are not recommended. The need for booster doses after longer intervals will continue to be assessed as additional information becomes available.

Hepatitis B Vaccine for Health Care Workers:
The risk of health care workers contracting HBV infection depends on how often they are exposed to blood or blood products through percutaneous and mucosal exposures. Any health care or public safety worker may be at risk for HBV exposure, depending on the tasks performed. If those tasks involve contact with blood or blood contaminated body fluids, then such workers should be vaccinated. Risk is often highest during training periods. Therefore, it is recommended that vaccination be completed during training in schools of medicine, dentistry, nursing, laboratory technology, and other allied health professions.

Possible Side Effects from the Vaccine
The most common side effect is soreness at the site of injection. Illnesses, such as neurologic reactions, have been reported after vaccine is given, but hepatitis B vaccine is not believed to be the cause of these illnesses. As with any drug or vaccine, there is a rare possibility that allergic or more serious reactions or even death could occur. No deaths, however, have been reported in persons who have received this vaccine. Giving hepatitis B vaccine to persons who are already immune or to carriers will not increase the risk of side effects.

Pregnancy:
No information is available about the safety of the vaccine for unborn babies; however, because the vaccine contains only particles that do not cause hepatitis B infection, there should be no risk. In contrast, if a pregnant woman gets a hepatitis B infection, this may cause severe disease in the mother and chronic infection in the newborn baby. Therefore, pregnant women who are otherwise eligible can be given hepatitis B vaccine.

Questions:
If you have any questions about hepatitis B or hepatitis B vaccine, please ask your health care provider or health department before you sign this form.

Hepatitis B Immune Globulin (HBIG):
HBIG is used for passive immunization for accidental (percutaneous mucous membrane) exposure or for a person having sexual contact with someone who has a positive blood test for HBsAg.

Adapted on 5/5/97 from Epidemiology and Prevention of Vaccine-Preventable Diseases, CDC. Jan. 1996.
Centers for Disease Control (2012). Epidemiology and Prevention of Vaccine-Preventable Diseases (12th Ed.)

Revised: 3/18/14 A&C
Approved by Faculty Organization 3/25/14

A5 Policy Statement: Drug-Free Campus/Workplace Policy

The School of Nursing adheres to the university-wide drug-free policy statement. The full policy can be found in the student handbook at
https://www.tntech.edu/handbooks/ttustudenthandbook/drug-free-policy-statement

A6 Admission and Credits Committee
Request Concerning Academic Credit

To: Chairperson, Admission and Credits Committee

Date: _____

From: _____ SS# _____

Address: _____ Phone _____

Check any of the following that apply: R.N._____ L.P.N._____ B.S.N._____

BA or BS other field:_____ Masters other field:_____

Academic Status: Lower Divsion_____ Upper Division_____

Current Major:_____ Last Term enrolled at TTU:_____

Request: Course Substitution: Yes_____No_____Other_____ (Explain)

Detail Request:

Faculty Advisor:_____

Admission/Credits Committee Action: Date:_____

Committee Members
Signature:_____Chairperson

Member:_____

Member:_____

Member:_____

A7 Request for Readmission to Upper Division Nursing

To: Chairperson, School of Nursing Admission and Credits Committee

From: Name_____ Previous Name_____

Address _____

Phone_____ T#_____

Date_____ Faculty Advisor_____

I request readmission for _____ Semester, 20_____

Procedure:

1. Completion and submission of this form (front and back) mailed to: Chairperson, Admissions and Credits Committee, TTU Box 5001, Cookeville, TN 38505.

2. Follow policy/procedure for readmission to Upper Division Nursing as stated in the current TTU School of Nursing Student Handbook.

3. Deadlines: Be certain to meet the deadline for submission of application as stated in the current TTU School of Nursing Student Handbook.

4. The student may elect to obtain a written letter(s) of recommendation from current TTU nursing faculty as part of the application process.

Official Use Only -- Students Do Not Write Below This Line

Classification_____ Cumulative GPA_____Nursing GPA_____

Votes for:_____ Votes against:_____ Abstentions:_____

Admissions and Credits Committee Action: Approved_____ Denied_____

Conditions/Recommendations:

Signatures: Chairperson_____ Date_____

Member _____

Member _____

Member _____

Reviewed A&C 4/8/14; Approved FO: 4/22/14

A8 Student Statement

The following information must be provided for readmission application to be completed.
This Section of the Application Form must contain:

A description of why you believe you will be successful if permitted readmission.

The reason(s) you were unable to maintain a continuous progression during your previous enrollment in nursing.

Work and study experience since your previous enrollment.

Other information you would like the Admissions and Credits Committee to consider.

Reviewed and approved A&C: 4/8/14
Reviewed and approved FO: 4/22/14

A9 Permission for Release of Information

I give permission for _____ to provide information to the Tennessee Technological University School of Nursing regarding my academic and clinical performance as a student in the School of Nursing.

_____

Signature of Student

_____

Date

_____

Signature of Witness

_____

Date

Instructions: If you chose to request faculty input into your request for readmission, please complete, sign and date this form and include in readmission packet:

      Chairperson, Admissions and Credits Committee
      School of Nursing
      Tennessee Technological University
      Box 5001
      Cookeville, TN 38505

Revised A&C: 4/8/14
Reviewed and approved FO: 4/22/14

A10 Academic Policy Relative to Closing Due to Inclement Weather

The School of Nursing adheres to the university policy relative to closing due to inclement weather. This policy can be found at https://www.tntech.edu/em/records/generalinfo/weather

Please review individual course syllabi for additional information.

A11 Eligibility for Writing Licensing Examination to Practice Nursing in Tennessee

Graduates of the School of Nursing may apply directly after graduation to take the National Council Licensure Examination (NCLEX). Please make an appointment with faculty if you anticipate any problem other than academic in establishing eligibility for writing State Board Exams. Section 63-7-115, Law Regulating the Practice of Nursing in Tennessee, Tennessee Board of Nursing follows:

63-7-115. Grounds for denial, revocation, or suspension of certificate or license.

(a)(1) The board shall have power to deny, revoke or suspend any certificate or license to practice nursing or to otherwise discipline a licensee upon proof that the person:
A. Is guilty of fraud or deceit in procuring or attempting to procure a license to practice nursing;
B. Is guilty of a crime;
C. Is unfit or incompetent by reason of negligence, habits, or other cause;
D. Is addicted to alcohol or drugs to the degree of interfering with nursing duties;
E. Is mentally incompetent;
F. Is guilty of unprofessional conduct; or
G. Has violated or attempted to violate, directly or indirectly or assisted in or abetted the violation of, or conspired to violate, any provision of this chapter or any lawful order of the board issued pursuant thereto.

(2) This section shall also apply to members of the board.

(b) The board shall have concurrent enforcement power, pursuant to 63-1-122, with the division, to revoke or suspend any certificate of fitness of a nurse practitioner who has been issued a certificate of fitness pursuant to 63-1-104, or to otherwise discipline such person in accordance with the provisions of this section.

from: Law Regulating the Practice of Nursing in Tennessee, (1990, p.19)

A12 RN to BSN Request for Experiential Learning Credit

Student Name:

Date of Request:

Course in which credit is requested:

Course Credit Hours:

Brief Description of Working Experience as RN that fulfills this course requirements including the following:

Job Title

Job Description/Responsibilities

Dates in Position—include number of years in role as well

Organization/Institution

Achievement of Course Goals/Objectives

I, _____, verify that the aforementioned is true and accurately represents my work experience.

Signature _____

Date _____

Witness _____

Date _____

SON Admissions and Credits Decision for Consideration:

___ Accepted for Consideration--Student May Complete Request Process

___ Denied for Consideration

Date of Consideration:
Committee Signatures:

SON Admission and Credits Decision for Course Credit

___ Accepted

___ Denied

Decision Date:

Committee Signatures:

Course Name: _____ Course Number: _____ Credit Hrs: _____

Award a grade of "P" and credit toward degree.

School of Nursing Director's Signature: _____
                                    Date: _____

Forward to TTU Records Office.