



Whitson-Hester School of Nursing

Student Handbook

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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:

The Whitson-Hester School of Nursing is a passionately engaged community of highly qualified educators, scholars, and graduates serving the health care needs of a diverse society while providing leadership in the advancement of the profession.

Vision:

The WHSON will create an environment that builds on our tradition of commitment to the highest standards of excellence in teaching, research, service and nursing practice.

Philosophy of the School

The faculty of the Whitson-Hester 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 Whitson-Hester 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.

Curriculum Threads

CPR/ Emergency Response

Infection Control

Priority Setting

Delegation/Team Coordination (function)

Safety

Pharmacology

Growth & Development

Communication/Documentation

Nutrition

Professionalism/Collegiality/Responsibility

Ethics

Caring

Wholistic Approach (Bio-Psycho-Socio-Spiritual needs)

Self-regulation

Cultural Awareness/Diversity Sensitivity

Critical Thinking

Scientific/Research Process

Pathophysiology

Accountability (can go under professionalism)

Graduate Education:

Our graduate programs build upon the foundation laid by the baccalaureate degree. Incorporating theories and concepts of nursing science and their applications, graduates possess the knowledge, leadership skills, and interpersonal skills enabling them to positively impact our healthcare system. The graduate programs provide both didactic and practicum experiences focused on the student's area of concentration, preparing the graduate for an advanced role in practice. The Regents Online Degree Program (RODP) Master of Science degree program offer areas of concentration in nursing education, nursing administration, nursing informatics, and family nurse practitioner. The Doctor of Nursing Practice (BSN-DNP and the MSN-DNP jointly offered with East Tennessee State University) offers concentrations in Acute Care Nurse Practitioner, Pediatric Nurse Practitioner, Women's Health Nurse Practitioner, Family Nurse Practitioner, Psychiatric-Mental Health Nurse Practitioner, and Executive Leadership.

Revised by the Faculty Organization 4/9/96

Revised by the Faculty Organization 9/10/02

Revised by the Faculty Organization 11/16/2006

Revised by Curriculum Committee 3/18/2014

Revised by Faculty Organization 3/25/2014

Revised by Curriculum Committee 9/9/2014

Revised by Faculty Organization 9/23/2014

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

Reviewed by the Curriculum Committee 4/10/2018

Program Outcomes (CCNE)

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

Meet standards of University, and accrediting agencies.

- A. 63 graduates in spring 2018, all of whom were certified for graduation with a BSN and met requirements by the TBON for licensure. An additional 3 graduates completed the RN-BSN program.
- B. Received continuing approval by the TBON (2017), 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 December 2016 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 entrance Fall 2012 is 55.1% (Completion in 6 years)
- C. School of Nursing graduation rates are:

Year of Graduation	2015				2016				2017			
	Trad	Accel	RN-BSN	TOTAL	Trad	Accel	RN-BSN	TOTAL	Trad	Accel	RN-BSN	TOTAL
Number of Students	91	1	92	104	10	114	116	7	123			
Number of Graduates	84	1	85	98	10	108	111	7	118			
Rate by Calendar year	92.4%				94.7%				95.9%			

RN-BSN Students completed in 6 semesters of coursework or less
 Traditional & ABSN Students complete in 6 semesters after upper division admission

100% of graduates will obtain jobs in nursing within one year of graduation.

- A. 100% of WHSON graduates Fall 2017, Spring 2017 and Fall 2016 were able to find employment within 6 months of graduation
- B. WHSON & Skyfactor sends alumni follow-up surveys within 6 months of graduation.

95% of graduates will pass the NCLEX-RN on first attempt and 100% will pass ultimately.

A. Summary Outcomes Data (Traditional, ABSN, RN-BSN)

	2015	2016	2017	WHSON Benchmark	Standard
NCLEX-RN	98% 57 grads/1 failure (F14/S15)	95% 108 grads/5 failures (F15/S/16)	95% 108 grads/5 failures (F16/S17)	95%	80% CCNE
Completion/Graduation	92.4%	94.7%	95.9%	70%	70% CCNE
Employment	99%	99%	100%	70%	70% CCNE

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.

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

Reviewed A&C August 16, 2018

Approved FO August 17, 2018

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), 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

Revised by A&C: 8/16/2018

Reviewed and Approved by Faculty Organization 8/17/2018

Upper Division Professional Nursing (NURS)

I. PURPOSE

To outline the process and requirements by which a student may seek and achieve admission to Upper Division Nursing.

II. POLICIES

A. NURS is an established Upper Division Professional Nursing option designed for the student who is admitted to the 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.

B. Requirements for potential applicants to NURS level include:

- * must be admitted to the University

- * must have completed NURS 2300 and the required sciences and math completed prior to entry into Upper Division. A maximum of 6 credit hours of pre-requisites can be completed in the Sophomore 2 semester. 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 3.0 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 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.

III. PROCEDURE

1. 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.
2. 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
Whitson-Hester School of Nursing
ATTN: Upper Division Nursing Applications
P.O. Box 5001
Cookeville, TN 38505

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. Completed applications are reviewed by the Admissions and Credits Committee of the School of Nursing in the fall and spring semesters.
5. Applicants will be notified in writing of their acceptance, conditional acceptance, or denial.
6. Accepted applicants shall respond in writing advising the School of Nursing of their decision to be included in the Upper Division class.

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
Revised: A&C Committee 10/02/14; Approved: Faculty Organization 10/28/14
Revised: A&C Committee 8/16/18; Approved: Faculty Organization 8/17/18

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. Students who prefer the on campus classroom experience may request that option. However, some RNBSN classes are offered only in the on line format.

Policies (NURN)

Eligibility for admission to upper division nursing includes:

- Provide evidence of current and active Licensure as a Registered Nurse (in good standing) in the state in which clinical practicums will occur or be eligible for licensure— 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

- Must attain a minimum 2.5 cumulative quality point average (QPA) in all university/college coursework. The student's academic record is used in the selection process by the Admissions and Credits Committee.
- Earned the grade of "C" or better in nursing course work.
- Maintain current clinical practice
- Is currently accepted and enrolled as a student at Tennessee Technological University

- Completed a Criminal Background Check. (may be after acceptance but required prior to enrolling in classes)
- If his/her native language is not English must take ESL examination. Minimum score for the TOEFL is 79 based on a 0-120 point scale for TOEFL. Minimum score for the IELTS is 6.5 based on a 0.0-9.0 scale.

Required Coursework

1. The Bachelor of Science in Nursing curriculum consists of 120 semester hours consisting of pre-requisites, nursing courses accepted from the Associate's or Diploma program, and the TTU upper division nursing courses (30 hours). At least 30 credit hours must be taken from TTU and the last 24 hours of credit must be taken from TTU to meet requirements for a BSN degree from TTU.

1. 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 and RN-BSN advisor action for approval.

2. Registered nurses must complete 12 hours of TTU nursing course work with a grade of "C" or better to be fully admitted. Students will receive 32 semester hours of upper division nursing courses—NURS 3250, 3270, 3271, 3280, 3350, 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 3430).

3. 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.

4. NURN students must meet the requirements for Upper Division Nursing Promotion and Retention Policies of the School of Nursing. See SON Student Handbook <http://www.tntech.edu/nursing/Shandbook.htm>.

5. 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 or be eligible and complete licensure by the end of the first semester enrolled.
- 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:

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.

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

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.

- To meet the residence requirements, a student must complete at least 25 percent of the credit for the degree requirements including a minimum of 24 of the last 30 semester hours of 3000 and 4000 level requirements at Tennessee Technological University.

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 “Application for RN-BSN (NURN) Program” 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.

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. (Appendix 12)
- 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:
 - o Supports claims in the portfolio.
 - o 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:

- 1. The extent to which the work experience provides evidence of the RN to BSN student's knowledge and application skills regarding the course.
- 2. The candidate's ability to analyze, synthesize and evaluate work experiences using the course content/expectations in the stated role.
- e. Approve d courses will receive a grade of "S". "S" grade is acceptable for credit toward the degree.

4. **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

Revised A&C Committee 9/6/11

Approved by Faculty Organization 9/27/11

Revised A&C Committee 4/11/14

Approved by FO October 28, 2014

Reviewed by A&C committee, February 21, 2017

Revised by the A&C committee 2/25/2019

Approved by FO 3/26/2019

Transfer of Nursing Credits

Evaluation and approval of transfer of nursing credits will be determined by the WHSON Admissions & Credits Committee with input from faculty teaching the course.

Reviewed by A&C Committee 10/9/96

Approved by the Faculty Organization 10/29/96

Revised by A&C Committee 10/2/14

Approved by FO 10/28/14

Reviewed by A&C 8/16/2018

Approved by FO 8/17/2018

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

Reviewed: A&C 8/16/2018; Approved by Faculty Organization 8/17/2018

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

Reviewed: A&C 8/16/2018; Approved by Faculty Organization: 8/17/2018

CONCURRENT ENROLLMENT: RN-BSN

PURPOSE: Concurrent enrollment would allow students currently enrolled in nursing at a community college to concurrently enroll at TTU and begin completion of their BSN.

POLICY:

1. Students currently enrolled in “upper division” course work at the community college may apply for admission as a concurrent student at TTU.
2. After admission to nursing course work at the community college the student may apply to the Whitson-Hester School of Nursing at TTU as a concurrently enrolled student.
 - a. The following course work must be successfully completed (grade of “C” or better) prior to acceptance to TTU Upper Division Concurrent Enrollment: BIOL 2010 and 2020 (A&P I&II) and BIOL 3230 (Microbiology)
3. Students become eligible after successful completion of one semester of nursing course work of their upper division nursing at the community college and require continued successful completion of all upper division nursing courses.
4. Students who are unsuccessful (D or F) in any nursing course at their community college will be disqualified to participate or continue participation in the concurrent enrollment at TTU. Students may submit for reapplication. Students earning more than one (1) D or F in a nursing course will be ineligible for admission.
5. Prior to application submission for concurrent enrollment the student must apply and be admitted to TTU.
6. Prior to application the applicant must meet (in person or via phone) with the RN-BSN coordinator to develop a curriculum plan for completion of the BSN.
7. Upon graduation from the ASN program the applicant must successfully complete the NCLEX prior to enrolling in NURS 4350/4351 and NURS 4450/4451.
8. In addition to the general education requirements the following nursing courses may be taken (students may choose to enroll in one or more). Faculty strongly encourage students to consider these courses during a break in their Community College schedule, i.e. summer.

NURS 3281	Health Assessment/Promotion	3 credit hours
NURS 3380	Pathophysiology	3 credit hours
NURS4300	Research	3 credit hours

9. All general education requirements must be completed prior to enrolling in NURS 4350/4351 and NURS 4450/4451.
10. Nursing courses offered to the concurrently enrolled students are expected to be completed as on-line courses. If alternatives are available students will be notified.

Approved: March 20, 2012 Admission and Credits Committee

Approved: March 27, 2012 WHSON Faculty Organization

Revised: April 11, 2014 A&C Committee

Approved by FO: October 28, 2014

Reviewed by A & C: August 16, 2018

Approved by FO: August 17, 2018

General Policies for Upper Division (UD) Students

1. Orientation Guide Pack for Students Admitted to Upper Division Nursing

Students admitted to Upper Division or Accelerated Nursing programs will receive a packet regarding requirements for clinical placement at the end of the Fall or Spring semester prior to their semester of admission. This packet will require immediate action by students with a deadline by the date indicated on the packet. Students should direct any questions about these requirements to the Whitson-Hester School of Nursing (WHSON) as soon as possible.

2. Health Requirements

All Upper Division nursing students are required to complete the Health & Information forms. These forms are provided to students accepted for Upper Division. Forms must be completed and returned by the stated deadline for the semester in which the student will enter Upper Division. Failure to provide forms and supporting documentation by the first day of classes may result in the dismissal from class. No student will be permitted in the clinical area until the forms have been 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 provide **PROOF OF IMMUNIZATION** or **RESULTS** for the items below. These immunization requirements are per CDC Recommendations for Health Care Workers.

Influenza Vaccination – The flu vaccine is mandatory for all students **ANNUALLY**. Proof of annual influenza vaccination is required by October 1st of each year in Upper Division Nursing. If admitted into Upper Division Nursing in the spring semester, proof of influenza vaccination for the current flu season is required. If admitted into Upper Division Nursing in the summer semester, proof of influenza vaccination for the upcoming flu season is required during the fall semester. Waivers for reasons of religious conflicts or severe allergies **ONLY** will be accepted but may affect placement in some facilities.

TB Skin Test – Documentation of a 2-step TB skin test is required upon admittance to Upper Division Nursing. For each year thereafter, provide documentation of a negative PPD (TB skin test) **ANNUALLY**. (A TB Tine Test is not acceptable.) For a positive TB skin test, documentation of a negative chest x-ray is required for admission. Each year, a student with a positive TB skin test will provide documentation of an annual TB screening by their provider. Some clinical sites may require more frequent chest x-rays for those with a history of a positive TB skin test.

Tetanus, diphtheria, and pertussis (Tdap) – Documentation of a dose of Tdap is required. This is typically administered before beginning tetanus boosters (Td) every 10 years. If a dose of Tdap has not been received, vaccination should be completed and documentation provided as soon as possible. If the documented dose of Tdap was more than 10 years ago, please provide

documentation of the original Tdap vaccination as well as documentation of a new tetanus booster (Td).

MMR (Measles, Mumps and Rubella) – Documentation of 2 doses of MMR is required prior to admission in Upper Division Nursing. If vaccination was not completed prior to admission into Upper Division Nursing, begin the series as soon as possible and provide documentation of each dose. In cases of lack of documentation of MMR vaccinations, titers should be drawn for each of the three components: measles, mumps, and rubella. If titer results show non-immunity to measles or mumps, proof of 2 doses of MMR (1 dose now and the 2nd dose at least 28 days later) is required. If titer results show non-immunity to rubella, proof of 1 dose of MMR is required.

Hepatitis B –Documentation of a completed Hepatitis B series (3 doses) is required upon admittance to Upper Division Nursing. If vaccination was not completed prior to admission into Upper Division Nursing, begin the series as soon as possible and provide documentation of each dose. If documentation of Hepatitis B vaccinations cannot be provided, have a titer drawn for Hepatitis B. If titer results show non-immunity to Hepatitis B, start the 3-dose series as soon as possible (1 dose now, 2nd dose in 1 month, and 3rd dose approximately 5 months after the second dose.) Documentation of each dose is required.

Varicella –Documentation of a varicella titer is required (including date and result of test) upon admittance to Upper Division Nursing. If the titer results show non-immunity, proof of 2 varicella vaccines in the past OR proof of 2 vaccines as scheduled by the student's health care provider is required.

Drug Screen – A 10-PANEL drug screen is required to be completed upon admittance to Upper Division Nursing. Documentation **MUST INCLUDE** the date the test was done, a list of which drugs the students was tested for, results of the test (positive or negative), and a signature of the provider. If one or more panels are found positive due to a prescribed medication, the student will be required to submit either a physician's note stating that he or she is taking this medication by prescription or bring in the prescription bottle which shows the student's name and expiration date of the prescription. Only urine drug screen documents from tests within the last (1) year prior to the date of admittance into Upper Division Nursing will be accepted. Handwritten urine drug screen documents will **NOT** be accepted. Results must be a computer-generated document on official letterhead or agency insignia.

Some clinical agencies may require additional tests/immunizations. Students will be notified prior to assignment in these agencies.

CPR Certification

Students are required to present documentation of a valid basic life support (BLS) Cardiopulmonary Resuscitation (CPR) Certification - Health Care Provider Level - prior to the beginning of clinical experiences and throughout Upper Division. Certification must be awarded by the American Heart Association (AHA BLS) and must include certified proficiency in One Man Rescue, Two Man Rescue for Adult/Infant/Child rescue including AED and bag/mask. Any other CPR certification will not be accepted.

Insurance Coverage

1. Liability Insurance - Liability (malpractice) insurance is required by the Whitson-Hester 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 Upper-Division years of the Nursing curriculum, except for RN students. RN students are required to show proof of liability insurance prior to participation in BSN clinical course work.

2. 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.

3. 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.

3. Attendance

Classroom

Registration for 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 Affairs and the Dean of Students of excessive absenteeism. The Dean of the Whitson-Hester 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.

4. 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 faculty/instructor prior to the scheduled time of the test. Policies for absence from an examination or test are stated in each course syllabus.

5. Americans with Disability Act

Because the Whitson-Hester 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, Americans with Disability Act (ADA) of 1990, and ADA Amendments Act in 2008. . If special accommodations for a disability are needed for a course, contact the University ADA Officer. The Whitson-Hester School of Nursing has established Core Performance Standards for students' use that were promulgated by the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing Education. They are as follows:

Requirements	Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none"> •Identification of cause/effect relationships in clinical situations •Use of the scientific method in the development of patient care plans •Evaluation of the effectiveness of nursing interventions
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	<ul style="list-style-type: none"> •Establishment of rapport with patients/clients and colleagues •Capacity to engage in successful conflict resolution •Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> •Explanation of treatment procedures, initiation of health teaching.

		<ul style="list-style-type: none"> •Documentation and interpretation of nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	<ul style="list-style-type: none"> •Movement about patient's room, work spaces and treatment areas •Administration of rescue procedures-cardiopulmonary resuscitation •Lift up to 50 pounds of weight
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> •Calibration and use of equipment •Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	<ul style="list-style-type: none"> •Ability to hear monitoring device alarm and other emergency signals •Ability to discern auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in patient care	<ul style="list-style-type: none"> •Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> •Ability to palpate in physical examinations and various therapeutic interventions (e.g. catheter insertions)

6. 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/course management system).

7. Standardized Nursing Achievement Tests

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

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

b) Cost

i. Nursing students classified as NUUP and NURN will pay for standardized testing through the University billing system. Students are billed during Upper Division semesters.

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

c) Standardized Testing will be used for student enrichment and may be used for evaluation methods within nursing courses.

8. Technology Requirements

Computer Requirements

The following are the **minimal** hardware and software requirements needed to successfully gain access online and to the TTU network as well as to the iLearn enhanced courses. Computer systems with more advanced features would make accessing resources better and faster. Some courses will have more advanced requirements. Information on advanced requirements may be found in each course syllabus.

If a student needs to review or improve the computer skills needed to fulfill curricular requirements, he/she may get some help on this page: <https://www.tntech.edu/institute/>

Hardware:

Minimum system requirements for a Windows machine is a 2.4 GHz Duo Core processor, 4GB of ram will work but 8GB would be better, Windows 7 or 10 Operating System.

Minimum system requirements for Mac users are an Intel Core-2 Duo (2GHz or higher) 4GB of ram will work but 8GB would be better and OS High Sierra capable.

Any computer will need a wireless network controller to be able to connect to the TTU EagleNet wireless network. To be able to access course material and resources at home, a dependable internet service provider (ISP) will be needed. 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. Broadband internet access such as Cable or DSL will give you the best performance.

Software: The following software is needed to complete online coursework and connect to the

TTU network:

Up to date virus and security software is required to gain access through the TTU security device that protects TTU's network. TTU recommends and uses SOPHOS which is available free to students at this link: <https://its.tntech.edu/display/MON/Antivirus+Software>

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: Some iLearn course material is presented in power point

Microsoft Excel: For spreadsheet and data recording.

Information Technology Services has arranged, through the campus Office365 licensing, the ability for each student to obtain this software for free while they attend classes at TTU. This is available for download and installation at this link:

<https://its.tntech.edu/display/MON/Software+Information>

Approved by:

Reviewed by C & I committee 2/11/97

Approved by the Faculty Organization 4/01/97

ERI Approved by Faculty Organization 5/7/00

ATI Approved by the Faculty Organization 11/20/01

Approved by the Faculty Organization 11/27/01

Technology Requirements Adopted by the Faculty Organization 4/26/06

Reviewed by FSRC committee 4/2014

Reviewed by FSRC committee 10/2014

Reviewed by FSRC committee 2/12/2015

Approved by Faculty Organization

Reviewed by FSRC Committee 12/07/2017

Approved by FSRC committee 4/19/2018

Approved by Faculty Organization 4/27/2018

Revised/Approved Faculty Organization 5/02/2019

Uniform Code for Student Nurses in the Clinical Setting

Personal appearance is valued as a part of the 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 simulation labs).

The student uniform for the female student nurses consists of purple (dark purple/grape) dress uniform or a purple scrub top with purple pants or skirt. White or beige brief-styled 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 or black leather shoes or solid white or black leather tennis shoes are to be worn with 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 or black leather shoes or solid white or black 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 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.

Nails: Nails should be clean, smooth and of fingertip length that does not interfere with client care, scratch, or injure clients. No artificial nails, nail jewelry, or nail polish.

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 10/25/2011

Reviewed and updated by FSRC 4/01/2014

Reviewed by FO 4/2014

Updated with addendum by FO 12/2014

Reviewed and updated By FSRC 4/2017

Approved by Faculty Organization 5/2017

Academic Conduct in Classroom and Clinical Settings

The Tennessee Technological University (TTU) Student Handbook describes in 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>

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

WHSON follows TTU Policy #217 Student Misconduct Policy. The policy can be found in PolicyTech at <https://tntech.policytech.com/dotNet/documents/?docid=701>

Revised and Approved by FSRC: 11/20/2018

Approved by FO: 11/27/2018

Clinical Confidentiality Agreement for Undergraduate Students

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 Tech University, Whitson Hester 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 breach of this confidentiality will result in a grade of “unsatisfactory” for the clinical day, and that a second offense will result in a final course grade of “D or lower” which would result in failure to progress in the curriculum.

Name _____

Date _____

Course(s) _____

A copy of the Clinical Confidentiality Contract will be kept by the student and a copy will be placed in the Learning Management System (LMS).

Revised by FSRC: 10/2018
Approved by FO: 12/13/2018

Section III – Policies and Procedures

Policy for Faculty Advisement of Students

1. Assignment of Students
 - a. Faculty who are teaching NURS 1020 or equivalent in the Fall semester will have the students in that course assigned to them for advisement.
 - i. Faculty with multiple NURS 1020 or equivalent sections will have an alternate faculty member assigned to the second and subsequent sections of their class.
 - ii. Faculty who are not teaching NURS 1020 or equivalent sections during the Fall may have a NURS 1020 group assigned to them.
 - b. Faculty will carry over students from NURS 1020 into their regular advisement roster for subsequent semesters.
 - c. Students who reach application for Upper Division and are unsuccessful in that application may be moved to the rosters of the administrative advisors; this decision will be based on individual faculty preferences, academic needs, and considerations such as the need for alternative majors or placements for students.
 - d. Students may also be reassigned if imbalances in number of advisees assigned to each faculty present themselves.
2. Role of Professional Advisors
 - a. Professional advisors will provide an update listing of advisees at least one month prior to registration.
 - b. Professional advisors will provide the faculty with updates on university policies, Admissions concerns, and other relevant information throughout the semester.
 - c. Professional advisors will compile and update a faculty handbook for advisement.
 - d. Professional advisors will provide faculty members with training and demonstrations of the university's web-based advising tools.
 - e. Professional advisors will provide support to faculty and their advisees by maintaining availability throughout the registration period.
 - f. Professional advisors will provide faculty members with a checklist to ensure that all common and appropriate advisement steps have been followed and that students have received adequate information regarding the program.
3. Scheduling Advisement
 - a. 1 month prior to registration each semester, professional advisors will contact students by email and notify that they should be preparing for advisement. Students will receive instructions for completing advisement either in their NURS 1020 or equivalent course, 1-on-1 with a faculty advisor, or under the supervision of an administrative advisor.
 - b. No later than two weeks prior to the start of registration each semester, faculty will contact their assigned advisees via email with details of their advisement schedule.

- c. Faculty members will provide adequate time for one half hour of advisement for each of their scheduled advisees.
 - d. Faculty members will provide students with some way of reserving advisement times – it is suggested faculty members utilize online resources for facilitating scheduling.
 - e. Professional advisors will follow 3(c) and 3(d); in addition, they will reserve times adequate to accommodate students who cannot meet with their faculty advisors.
 - f. Upon the start of registration, faculty members are released from their obligation to meet with advisees and students who have not scheduled advisement will be directed to administrative advisors
4. Advisement Process
- a. Faculty advisors are responsible for staying up-to-date on the admissions requirements and students shall be advised with those requirements in mind.
 - b. Faculty members are expected to answer basic questions regarding the curricula, applying to Upper Division Nursing, and registration but should either redirect students to an administrative advisor or seek the input of an administrative advisor for more in-depth questions.
 - c. All advisors may document their advisement sessions using either the triplicate carbon copy advisement sheets or the “Notes” system integrated into Degree Works.
 - d. All advisors are to provide students with their Registration Code and time upon completion of advisement.
 - e. Faculty advisors are not required nor expected to assist students with scheduling of courses, obtaining permits, or other actions not related to selecting courses or seeking admission to Upper Division

Approved by A&C: 10/2/14

Approved by FO: 10/28/14

Disciplinary Offenses Related to Alcohol and Drugs

1. Use and Possession

WHSON follows TTU policy #172 Alcohol and Drugs. Please review TTU policy 172:
<https://tntech.policytech.com/dotNet/documents/?docid=788>

2. Clinical agencies have the right to enforce the agencies policies regarding substance use.

3. Student Suspected of Using Alcohol and Other Drugs

WHSON follows TTU Policy #302 Student Conduct
<https://tntech.policytech.com/dotNet/documents/?docid=781>. 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 WH-SON.

Reviewed and updated by FSRC 4/1/2014

Approved by FO 5/08/2014

Reviewed and updated by FSRC 11/20/2018

Approved by FO 11/27/2018

WHSON Procedure for Student Complaint

Policy:

WHSON follows TTU policy #301 Student Complaint. The full policy can be found in PolicyTech at <https://tntech.policytech.com/dotNet/documents/?docid=572>

Reviewed and updated by FSRC 4/1/2014

Approved by the Faculty Organization 5/8/2014

Reviewed and updated by FSRC 11/28/18

Approved by the Faculty Organization 12/13/2018

Grade Appeal Procedure

The Whitson-Hester School of Nursing follows TTU policy #218 Grade Appeals Policy. You can find the policy and procedures in the TTU Student Handbook at <https://tnitech.policytech.com/dotNet/documents/?docid=534>

Reviewed and updated by FSRC 4/1/2014

Approved by the Faculty Organization 5/8/2014

Revised and approved by FSRC 11/20/2018

Approved by the Faculty Organization 11/27/2018

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 WH-SON Scholarship Committee along with input from the Development Council is responsible for overseeing and selecting recipients of nursing scholarships.

Reviewed by: A&C 8/16/2018

Approved by Faculty Organization 8/17/2018

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 (WHSON) 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 WHSON.

Because the WHSON 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

Prohibition on Use of Tobacco and Electronic Nicotine Delivery Systems

Policy:

The Whitson-Hester School of Nursing follows TTU policy #171 Prohibition on Use of tobacco and Electronic Nicotine Delivery Systems. The full policy can be found in the TTU student handbook listed in PolicyTech at <https://tntech.policytech.com/dotNet/documents/?docid=925>

Developed by FSRC 4/1/2014

Approved by the Faculty Organization 5/8/2014

Reviewed and Revised by FSRC 11/20/2018

Approved by Faculty Organization 11/27/2018

WH-SON Merchandise Approval Procedure:

Student groups will submit apparel design proof & printer (vendor) details to faculty advisor. This process will take up to 4 weeks or longer.

Faculty advisor may approve or not approve design. Students will receive faculty advisor feedback.

If design approved by faculty, student will forward design proof and vendor info to TTU Public Relations Dept. for approval.

If vendor is not an approved TTU vendor - a request for exception may be submitted to TTU.

TTU PR Department will reply approved or not approved status to the faculty advisor and the student group.

Faculty advisor will notify student group of TTU PR decision.

If approved, apparel order may be submitted by student group at the student group's expense. No orders should be charged to Whitson-Hester School of Nursing.

FSRC developed 11/2015

FO approval: 2/2/2016

FSRC reviewed 4/12/2016

FSRC reviewed 3/28/2017

FSCRC reviewed 10/2018

Alcohol and Drugs

Whitson-Hester School of Nursing follows TTU Policy #172 Alcohol and Drugs. The full policy can in PolicyTech at <https://tntech.policytech.com/dotNet/documents/?docid=788>

Revised and Approved by FSRC: 11/20/2018

Approved by FO: 11/27/2018

APPENDIX

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

Reviewed by A&C 8/16/2018

Approved by Faculty Organization: 8/17/2018

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.

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

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/ttstudenthandbook/drug-free-policy-statement>

**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 Division _____ 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: _____

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

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 and a plan for improvement if readmission is permitted.

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

Revised: A&C 8/16/18

Approved: Faculty Organization 8/17/2018

Permission for Release of Information

I give permission for _____ to provide information to the Whitson-Hester 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 request faculty input into your readmission packet, please complete, sign and date this form.

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
Revised A&C: 8/16/2018
Reviewed and approved FO: 8/17/2018

Academic Policy Relative to Closing Due to Inclement Weather

WHSON follows TTU Policy #420 Emergency Notifications. The University will notify the campus community when a significant emergency or dangerous situation occurs. This includes (but not limited to) disease outbreak and extreme weather conditions.

TTU Policy-Emergency Notifications:

<https://tnitech.policytech.com/dotNet/documents/?docid=590>

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)

Reviewed A&C: 8/16/2018

Approved Faculty Organization: 8/17/2018

RN to BSN Request for Experiential Learning Credit

- a. Complete and submit the Request for Experiential Learning Credit from to the Admissions and Credits Committee of the Whitson-Hester School of Nursing as soon as possible in the educational process. (Appendix A12).
- b. If approved by the above committee student must then submit the following portfolio:
 - a. Completed and approved Request for Experiential Learning Credit form---use as the cover page
 - b. Evidential artifacts with descriptions to support the achievement of each of the course objectives
 - c. Letter of support/documentation from a nurse administrator supervising the candidate's performance that
 - i. Supports claims in portfolio
 - ii. Describes the RN student's performance in achieving each of the course objectives in his/her role
 - d. The School of Nursing A&C Committee will evaluate the student's portfolio using the most current course description and objectives. Faculty teaching the course being considered for credit will be consulted.

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

1. The extent to which the work experience provides evidence of the RN to BSN student's knowledge and application skills regarding the course.
 2. The candidate's ability to analyze, synthesize, and evaluate work experiences using the course objectives in the stated role.
- e. Approved courses will receive a grade of "P" and is acceptable credit toward the degree.

Approved by A&C 10/2/14

Approved by FO 10/28/14

Reviewed A&C 8/16/18

Approved FO 8/17/18

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 requirement 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.