Tennessee Tech University
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 Bachelor's of Science in Nursing (BSN). Graduates from the BSN program are eligible to sit for the NCLEX exam and become Registered Nurses. The School of Nursing also has an Accelerated 2nd-Degree program for individuals with Baccalaureate degrees in fields other than Nursing and an online RN-BSN program for individuals with an ASN in Nursing.

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.

History of Nursing Education Unit: Establishment of Programs

The School of Nursing (SON) at TTU was founded in 1980 with the purpose of preparing professional baccalaureate nurses to fulfill the growing demand for nurses in the Upper Cumberland and state. The Tennessee Board of Nursing (TBN) approved TTU School of Nursing when the first class was admitted fall of 1980. The program was fully accredited by the National League for Nursing before the first Bachelor of Science degrees in nursing were awarded in June 1982 and has maintained continuous accreditation for the BSN program by the National League for Nursing Accrediting Commission through 2005 and Commission on Collegiate Nursing Education from 2004 to the present. Over the past 38 years the program has graduated over 1000 individuals who practice in a variety of positions across the Upper Cumberland, state, and nation, thus achieving the school's primary mission and purpose. Admissions for the BSN program increased to twice per year beginning in 2007 and this admissions practice continues today. In 2009, the RN to BSN program was converted to an online format to allow more flexibility and a more cost-effective method of program delivery for both the school and the student. The traditional upper-division BSN program was expanded in spring 2012 from four semesters to five semesters. In 2014, WHSON launched a pilot accelerated program for students with previous BS degrees in multiple disciplines. This first cohort successfully graduated in Fall 2015. Following this pilot program, the faculty and administration of TTU continued this program and began another ABSN program in Fall 2017 with a third cohort to start in Summer 2019.

In 2004, the TBR requested that the six public universities develop a collaborative MSN online program to address shortages of graduate nursing programs and of nursing faculty. TTU joined with Middle Tennessee State University (MTSU), Austin Peay State University (APSU), Tennessee State University (TSU), East Tennessee State University (ETSU), and University of Memphis (UOM) for the MSN Regents Online Degree Program which later became the TN eCampus MSN Program. When each University began to have their own Board of Trustees and several universities opted to have their own independent program, TTU decided to stop admissions in TN eCampus MSN program as of Summer 2018, have a teach-out plan through 2020, and started their own independent TTU MSN Program in the Fall 2018.

Based on the national need for midlevel practitioners and nurse educators, the WHSON joined with East Tennessee State University to form a novel collaboration offering a joint DNP program, which began in Fall 2017. Building on the strengths of the faculty bodies at both universities, the students have the opportunity to participate in one of six concentrations: adult gerontology acute care nurse practitioner, pediatric nurse practitioner, women's health nurse practitioner, family nurse practitioner, psychiatric-mental health nurse practitioner, and executive leadership. The graduates of this program will be unique in receiving a joint DNP degree from both universities.

Overall, the WHSON represents a growing, quality program that is highly valued on the University campus for its undergraduate and graduate programs. TTU WHSON is fully accredited for the BSN program, MSN program and the Joint DNP program.

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 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 well-being 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 well-being 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, life styles, learning patterns, and life goals to the learning environment. Faculty assist 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.

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. Whitson-Hester School of Nursing Master of Science degree program offer areas of concentration in nursing education, nursing

administration, family nurse practitioner, psychiatric/mental health nurse practitioner, psychiatric/mental health nurse practitioner certificate.

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

Revised by Curriculum Committee 4/10/2018

Approved by Faculty Organization 4/27/2018

Revised by Curriculum Committee, 4/18/2022

Approved by Faculty Organization, 8/26/2022

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

Reviewed by Curriculum Committee 4/18/2022

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 2017 Cohort is 35.4% (Completion in 4 years) and the Fall 2015 cohort is 59.9% (Completion in 6 years).

    C. School of Nursing graduation rates are:

Pre-Licensure Graduation Rates

	Admitted 2018	Admitted 2019	Admitted 2020	Admitted 2021

Traditional BSN	Spring %	Fall %	Spring %	Fall %	Spring %	Fall %	Spring %	Fall %
Rate by Semester	100% (61/61)	94% (49/52)	93% (57/61)	84% (49/58)	95% (60/63)	90% (44/49)	95% 54/57	
Number of Exclusions	6	13	4	5	5	12	9	
Graduation Rate by Calendar Year	2020: 97%		2021: 89% **		2022: 93%		2023:***	

** Major disruption due to Covid-19 and local natural disaster

*** The 2023 completion rate cannot be calculated at this time due to the continued enrollment of current students.

Accelerated BSN Completion Rates

	Admitted 2019	Admitted 2020	Admitted 2021
Accelerated BSN	Summer 2019	Summer 2020	Summer 2021
Rate	23/28 (4 failures/1 finished outside of 6 semesters)	26/28	24/28
Number of Exclusions	4	1	2
Rate by Calendar Year	2020: 82%	2021: 93%	2022: 86%

*The 2023 ABSN completion rate cannot be calculated at this time due to the continued enrollment of a current student.

Post-Licensure Rate

	Admitted 2019			Admitted 2020			Admitted 2021			Admitted 2022		
RN-BSN	SP%	SU%	Fall%	SP%	SU%	Fall%	SP%	SU %	Fall %	SP%	SU%	F%

Rate by Semester	100% (2/2)	50% (2/4)	0	100% (1/1)	100% (2/2)	66% (2/3)	100% (4/4)	100% (5/5)	100% (1/1)	100% (3/3)	100% (1/1)	100% (2/2)
Number of Exclusions	0	0	1	0	2	1	0	0	0	0	0	2
Rate by Calendar Year	Completion Rate: 66%			Completion Rate: 83%			Completion Rate: 100%			Completion Rate: 100%		

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 Spring 2019, Fall 2019 and Spring 2020 were able to find employment within 6 months of graduation

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

Summary Outcomes Data

NCLEX-RN		2018	2019	2020	2021	2022	2023
TTU School of Nursing	#Takers	115	126	139	130	130	119
	% Pass	99%	96%	99%	94%	97%	97%
National	% Pass	88%	88%	87%	84%	82%	90%

C. 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.

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.

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 Whitson Hester 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

Reviewed: A&C 11/16/2022

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.

How to apply: https://www.tntech.edu/nursing/how-to-apply.phpTennessee
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
Revised: A&C Committee 11/16/22; Approved: Faculty Organization 12/08/2022

General Policies for Professional Nursing

1.   Orientation Guide Pack for Students Admitted to Professional Nursing

Students admitted to Professional Nursing 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 Professional nursing students are required to complete the Health & Information forms. These forms are provided to students accepted for Professional Nursing. Forms must be completed and returned by the stated deadline for the semester in which the student will enter Professional Nursing. 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. Students admitted into Professional Nursing for Spring will not receive registration codes for registration of spring classes until provision of required documents. Students admitted for Fall start will not have their majors updated to Professional Nursing until provision of required documents. Students admitted for Summer start will not receive registration codes for registration of summer classes until provision of required documents. 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 Professional Nursing. If admitted into Professional Nursing in the spring semester, proof of influenza vaccination for the current flu season is required. If admitted into Professional 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 Professional 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 Professional Nursing. If vaccination was not completed prior to admission into Professional 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 Professional Nursing. If vaccination was not completed prior to admission into Professional 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 Professional 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 for all students upon admittance to Professional Nursing and ANNUALLY. Proof of annual 10-panel urine drug screen is required by August 1st of each year in Professional Nursing. If admitted into Professional Nursing in the spring semester, proof of a 10-panel urine drug screen when admitted is required. Then, an additional 10-panel urine drug screen is due by August 1st of the same year. 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 Professional 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 Professional Nursing. 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. Proof of certification (card) is required for admittance into clinical settings.

Background Checks

Students are required to complete a background check through an approved vendor upon admission to the program and annually thereafter. Annual

background checks must be initiated by August 1ˢᵗ each year. Current background check instructions will be provided directly to students. Students must have a "clean" check on file before entering any clinical setting.

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 Professional Nursing 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

a.) 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.

b.) 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 (92-100)

Good = B (83-91)

Satisfactory = C (75-82)

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 judgement consistent with level of educational preparation	• 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	• 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	• Explanation of treatment procedures, initiation of health teaching. • Documentation and interpretation of nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	• 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	• Calibration and use of equipment • Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	• 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	• Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	• 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 Professional Nursing 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

Personal Computer Requirements for Upper Division Nursing Students

Training and Support

Student Guides and Resources for iLearn are available through the Center for Innovation in Teaching and Learning at https://www.tntech.edu/ilearn/student-resources.php. Students that need to review or improve the computer skills needed to fulfill curricular requirements may self-enroll in enrichment activities through *LinkedIn Learning* available as Quick Link card through Tech Express (https://express.tntech.edu) or access *Microsoft Tutorials* available through Information Technology Services at https://its.tntech.edu/pages/viewpage.action?pageId=5341770.

The TNTech HelpDesk is available at 372-3975 or in Volpe Library.

Computer Requirements

The following are the minimal requirements needed to:

- access online coursework through the iLearn system

- complete online submission of assignments

- use the software required for online examinations and quizzes

- participate in online or hybrid lectures through live streaming of video and audio

Audio, Video and Broadband Requirements:

Students will need access to a personal computer or laptop with a broadband internet connection capable of streaming live video and audio.

In addition to the hardware specifications below, student devices need to include:

- A webcam capable of live video streaming and video recording.

- A microphone capable of live audio streaming and audio recording.

- Speakers or other sound hardware capable of streaming live and recorded audio.

Windows Minimum Hardware Requirements:

- Intel Core i3 or better processor

- 8 GB of RAM or better

MacOS Minimum Hardware Requirements:

- Intel Core i3 processor or better

- 8 GB of RAM or better

Software Requirements

- Windows 10 or newer or MacOS 10.13 or newer are necessary to use online examination and proctoring tools. Devices such as a Chromebook, iPad, or other tablets are not compatible with most testing software or exam proctoring services.

- Microsoft Office Suite. All TNTech students can download the Microsoft Office Suite for free at https://its.tntech.edu/display/MON/Software+Services. Microsoft Office is currently available for both Windows and MacOS devices.

- A browser capable of supporting:

    o Respondus Lockdown(https://web.respondus.com/he/lockdownbrowser/resources/)

    o Evolve/Elsevier HESI Testing (https://hesi.elsevier.com/systemChecker/index.html)

    o ProctorU (https://support.proctoru.com/hc/en-us/articles/360035672491-Which-Browsers-Are-Supported-)

- MS Teams

- Zoom

Proper and Improper Use of Technology--

TNTech Policy No. 801 Information Technology Acceptable Use Policy

TNTech Policy No. 803 Email Use

TNTech Policy No. 855 Data Classification

TNTEch Policy No, 856 Data Security and Handling Policy

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
Revised and updated by FSRC committee 3/18/2020
Approved by Faculty Organization 3/24/2020
Technology requirements adopted 9/30/2020
Reviewed and updated b FSRC committee, 4/2024
Approved by Faculty Organization, 8/27/2024

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. Professional nursing students with a grade of less than "C" may repeat each course only once. If the student is unsuccessful in the second attempt, he/she will not be readmitted. Students' GPA's must remain competitive, and compliant with the University's progression policies as well as regulations set forth by FAFSA, scholarship, and financial aid governing bodies. Students receiving less than a grade of C in any course are recommended to take N3330 with the first failure. N3330 may only be taken one time.

5. A criminal background check, current health screenings, immunizations and current CPR certification are required as specified in GENERAL POLICIES FOR PROFFESSIONAL NURSING STUDENTS https://tntech.navexone.com/content/docview/?docid=1000.

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 Accessible Education Center https://www.tntech.edu/disability/index.php 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 Professional 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 8/16/18; Approved by Faculty Organization 8/17/18
Revised: A&C 3/08/2022; Approved by Faculty Organization, 3/22/2022
Revised: FO 5/05/2022
Revised: A&C 3/26/2024; Approved by Faculty Organization, 5/02/2024

Application for Upper Division Professional Nursing Major

Applications for Upper Division Professional Nursing are available online three per year (during spring, summer and fall semesters) at Whitson-Hester School of Nursing - How to Apply (tntech.edu)

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

Reviewed by A&C 10/19/2022

Approved by Faculty Organization: 12/08/2022

Application and Selection Process for WHSON

Purpose: to outline the process by which the Admissions & Credits Committee processes applications and selects candidates to its wide variety of BSN programs.

Policy:

1. Applications for Professional Nursing are available online twice per year

    (during fall and spring semesters) at www.tntech.edu/nursing/. Deadlines for

    submission will be posted directly on the application.

2. Applications for the RN to BSN program will be accepted any time at

    www.tntech.edu/nursing/ .

3. Applications for the Accelerated BSN program refer to the Accelerated Program policy and procedure.

Procedure:

1. Completed applications are received and processed by the academic advisors for the

    school prior to committee review.

2. Processing will include a complete review of the following data points for

    accuracy/completeness:

    a. Required entrance test scores (ACT, HESI, etc. dependent on individual program

        requirements).

    b. Current Grade Point Average including all transfer credits.

    c. Completion of all required coursework (with grades, unless pending current

        semester).

    d. Transcripts for all pertinent coursework (with notation of where/when courses

        taken). e. Letter of interest.

    e. Additional documentation validating certifications, licensure, volunteer hours, & recommendations.

    f. Validation of meeting requirements specific to the program applied to.

3. Data points as outlined per program consideration guidelines will be entered into a
    quantifiable spreadsheet for easy comparison of data points between candidates.
This
    score sheet will be completed and calculations validated by the advisor prior to
    committee convening for review. This will be done in an ongoing manner as
    applications are being submitted.

4. Once the application deadline has passed, a double-check system will be enacted
between advisors to establish that all items are accurate and ready to proceed to
c0mmittee.

5. The advisor will notify the chair of the A&C Committee and the committee will be convened either on a regular meeting schedule or additional called meeting depending on need.

6. Committee meeting time will be coordinated to adequately facilitate enough time for review based on the identified number of applicants.

7. The candidates will be ranked by their data points. Committee members will review the data points compiled by the advisor, available spots for that academic semester, and other verifiable data and decide an acceptance line.

8. The committee will then review all the candidate packets below the acceptance line, taking into consideration licensures, clinical experience, and volunteerism activities, to complete the entrant spots for the cohort.

9. Each semester, a set number of entrants will be established by the school. This number will be inclusive of a minimum of two ROTC candidate seats when there are eligible applicants.

10. Interview candidates can be scheduled for group or individual interviews based on the committee members' choice.

11. Faculty members will make up the interview committee. Interviews will be evaluated by 2-4 faculty members depending on availability. A specific behavioral interview tool will be used with members rotating questions to the candidate.

12. Candidates not selected will be notified.

13. Notification letters of admission will indicate the conditional nature of their admission to the nursing program. Key attributes specific to the individual may be included, such as contingencies for acceptable passing scores in remaining coursework in the final semester. Additionally, specific general requirements for passing criminal background checks and health related requirements will be included. The Whitson-Hester School of Nursing reserves the right to decline admission at any time based on failure to meet requirements.

14. At the initial day for classes to commence, each candidate will not be allowed to begin coursework UNLESS all requirements were completed within deadlines.

Approved by A&C: 3/18/14

Approved by Faculty Organization: 3/26/14

Revised by A&C: 2/23/2021

Approved by A&C: 3/23/2021

Revised by A&C: 3/26/2024

Approved by Faculty Organization: 5/02/2024

Accelerated BSN Program Admission and Progression

Policy Name: Accelerated BSN Program Admission and Progression
Whitson-Hester School of Nursing
I. PURPOSE

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

II. POLICIES

A. NURS for the Second Degree, Accelerated is an established Upper Division Professional Nursing option designed for the student who has earned a minimum of a Bachelor's degree. This program has a specialized, limited enrollment with selective criteria for admission.

B. Requirements for potential applicants to the ABSN NURS level include:

1. Student must be admitted to the University

2. Student must have a minimum of an earned Bachelor's degree from an accredited college or university

3. Student must have completed the following courses prior to the start of Upper Division classes within the past 10 years with a grade of "C" or higher: BIOL 2010 Anatomy and Physiology I

BIOL 2020 Anatomy and Physiology II
BIOL 3230 Microbiology

MATH 1130 College Algebra or higher math

4. Student must earn a competitive score on the HESI preadmission exam

5. Student 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.

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

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

8. Student 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 application during the semester before you plan to begin Upper Division. The application form will be available during fall semester. 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.
   All applications are submitted electronically.
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.

Retention and Progression:
Second Degree: Accelerated (ABSN)

1. All ABSN cohorts begin in the Summer Intercession (May) and successful students graduate in August of the following year.

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

3. 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.

4. To maintain status as an Accelerated BSN student in Upper Division the student must:
   a. Maintain current documentation of a criminal background check, current health screenings, immunizations and current CPR certification are required as specified in GENERAL POLICIES FOR UPPER DIVISION STUDENTS.

b. Achieve success in ALL nursing courses with a final 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 apply for readmission. Readmission is not guaranteed.

5. 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.
6. 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.

7. 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 Accessibility [Accessible Education Center (tntech.edu)](tntech.edu)
It is the student's responsibility to know the requirements for taking the NCLEX-RN licensure exam.

8. 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.

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

10. 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. The student must adhere to the course progression in the students' individualized plan of study. This may be adapted based on course offerings, course schedules, and student need as detailed by the Admissions and Credits Committee.

11. The Admissions and Credits committee will make the final decision on admission and readmission into this program. If this committee makes conditional requirements for admission or re-admission they must be successfully completed in order to progress in this program.

Approved:
Admissions and Credits 4/28/2020

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. The RN to BSN tract is delivered in an online format with the exception of the two clinical courses.

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 nursing licensure

- If applying prior to testing for licensure, may only enroll in NURS 3281, NURS 4300, and NURS 3380.

- 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 12 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.

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. Student must have their RN license before NURS 3465.

4. 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/pdf/bsn-program/whson-bsn-student-handbook.pdf

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* https://www.cgfns.org/ Students are responsible for the transfer of COGFNS analyzed transcripts to TTU Admissions Office.

Personal Computer Requirements for Upper Division Nursing Students:

Training and Support

Student Guides and Resources for iLearn are available through the Center for Innovation in Teaching and Learning at https://www.tntech.edu/ilearn/student-resources.php. Students that need to review or improve the computer skills needed to fulfill curricular requirements may self-enroll in enrichment activities through *LinkedIn Learning* available as Quick Link card through Tech Express (https://express.tntech.edu) or access *Microsoft Tutorials* available through Information Technology Services at https://services.tntech.edu/TDClient/1878/Portal/home/

The TNTech HelpDesk is available at 372-3975 or in Volpe Library.

Computer Requirements

The following are the minimal requirements needed to:

- access online coursework through the iLearn system

- complete online submission of assignments

- use the software required for online examinations and quizzes

- participate in online or hybrid lectures through live streaming of video and audio

Audio, Video and Broadband Requirements:

Students will need access to a personal computer or laptop with a broadband internet connection capable of streaming live video and audio.

In addition to the hardware specifications below, student devices need to include:

- A webcam capable of live video streaming and video recording.

- A microphone capable of live audio streaming and audio recording.

- Speakers or other sound hardware capable of streaming live and recorded audio.

Windows Minimum Hardware Requirements:

- Intel Core i3 or better processor

- 8 GB of RAM or better

MacOS Minimum Hardware Requirements:

- Intel Core i3 processor or better

- 8 GB of RAM or better

Software Requirements

- Windows 10 or newer or MacOS 10.13 or newer are necessary to use online examination and proctoring tools. Devices such as a Chromebook, iPad, or other tablets are not compatible with most testing software or exam proctoring services.

- Microsoft Office Suite. All TNTech students can download the Microsoft Office Suite for free at https://services.tntech.edu/TDClient/1878/Portal/home/ Microsoft Office is currently available for both Windows and MacOS devices.

- A browser capable of supporting:

    o Respondus Lockdown(https://web.respondus.com/he/lockdownbrowser/resources/)

    o Evolve/Elsevier HESI Testing (https://hesi.elsevier.com/systemChecker/index.html)

    o ProctorU (https://support.proctoru.com/hc/en-us/articles/360035672491-Which-Browsers-Are-Supported-)

- MS Teams

- Zoom

Proper and Improper Use of Technology--

TNTech Policy No. 801 Information Technology Acceptable Use Policy

TNTech Policy No. 803 Email Use

TNTech Policy No. 855 Data Classification

TNTEch Policy No, 856 Data Security and Handling Policy

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 academic adjustments and accommodations must contact the Accessible Education Center (AEC). AEC is located in the Roaden University Center, Room 112; phone 931-372-6119. For more information see Tennessee Tech Policy 340 (Services for Students with Disabilities) at www.tntech.edu/policiesGraduation 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: https://catalog.tntech.edu/index.php?catoid=34

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.

2.   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:

> 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.

 3.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 https://www.tntech.edu/records/graduationapplication.php#apply

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

Revised: 9/30/2020

Revised by A&C committee: 11/17/2020

Approved by Faculty Organization: 12/11/2020

Revised by A&C committee: 11/16/2022

Approved by Faculty Organization: 12/08/2022

Revised by A&C Committee: 1/24/2023

Approved by Faculty Organization: 1/24/2023

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
Reviewed by A&C 10/19/2022

LPN Examination/Experiential Credit Request Policy

LPNs that have been admitted to the WHSON may elect to receive experiential credit for prior coursework and experience. If a student would like to request experiential credit for a course, they must submit the following items:

1. Previous syllabus of course (from LPN program)

2. Current resume

3. Brief summary of current work experience (type of hospital, unit, hours/week, how long have they worked on the unit, specific job duties/limitations)

Credit by Examination

The Admission and Credits committee will review the request and if the request satisfies objectives of the course, the student will be required to take a "comprehensive exam" for that course. If the student is successful (>74.50), the student will be required to pay a fee of $20.00 per credit to get experiential credit for the course. If the student is unsuccessful on the exam, the student will be required to take the course.

Credit by Experience

If the student wants to receive experiential credit for clinical hours, the A&C committee will review the application and make a recommendation to give full credit or partial credit for the clinical course based on the application request. Due to the limited scope of practice for the LPN, the A&C committee may make a recommendation for partial credit to allow the LPN to learn the role of the BSN nurse during clinical time or may be required to perform the skills needed for that particular clinical to meet the course objectives. The A&C committee will make a recommendation based on the review of the applicant to the Course Administrator for the clinical course.

Each request for examination/experiential credit will be evaluated separately and the recommendations from the A&C committee will stand. All requests must be submitted at least 6 weeks prior to the start of the semester to allow for the committee to review the request and to give the student adequate time to take the comprehensive exam and get the necessary paperwork completed.

Admissions and Credits Committee: 2/25/2019

Faculty Organization: 8/19/2019

Reviewed: Admission and Credits Committee, 3/26/2024

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 Undergraduate Programs Coordinator and/or a Nursing Academic Advisor 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

Revised by A&C Committee: 11/17/2020

Approved by FO: 12/11/2020

Reviewed by A&C: October 19, 2022

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: Faculty Organization: 3/25/14

Revised by A&C: 8/16/2018

Reviewed and Approved by Faculty Organization 8/17/2018

Reviewed by A&C: 10/19/2022

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. Be admitted to the University.
2. *Complete and submit the Request for Readmission to Upper Division Nursing and Permission of Release of Information electronic form for the Course Coordinator/s of the course/s in which the student was unsuccessful. Additional faculty (if requested by student) recommendations may only be considered by the Admissions and Credits Committee if indicated in the electronic mach form.
3. *Provide Student Statements in the electronic mach form to include the following information:
   a. If readmitted, why will you be successful? What is your plan for improvement?
   b. For what reason(s) were you unsuccessful during your most recent semester?
   c. What work and study experiences will you complete before your next semester of enrollment?
   d. Other information you would like the Admissions and Credits Committee to consider.

Procedure: Readmission to Upper Division
1. *Complete and submit the Request for Readmission to Upper Division Nursing and Permission of Release of Information electronically and select the course coordinator/s of the course/s in which the student was unsuccessful.
2. *Submit the electronic mach form to the TTU School of Nursing Admissions and Credits Committee before 1100 a.m. of the last day of the semester prior to the desired semester of readmission.
   a. 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. *Course Coordinator/s (and additional faculty, if indicated) will receive electronic notification that a student has given permission to submit the Student Evaluation Form for Readmission to the Whitson-Hester School of Nursing's Admissions and Credits Committee Chair for each student who was not successful before 1100 a.m. the last Friday of the semester.
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. 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.

a. Upper Division Nursing students applying for readmission to the School of Nursing after an unsuccessful semester in a nursing didactic course will not be required to repeat the corequisite clinical course if they earn a C or better in the clinical course

6. Students who require readmission to the nursing program, after an unsuccessful semester, may be recommended to take NURS 3330, a~~ special topics course focused on testing remediation and study habits.

7. After written notification that readmission has been granted by the TTU School of Nursing Admissions and Credits Committee, the student will follow-up with an academic advisor to register for the identified coursework.

8. Direct any questions or other concerns to the Chairperson of the TTU School of Nursing Admissions and Credits Committee.

Information provided in electronic Mach Form

Section III –Procedures

Undergraduate Advisement Policy

Role of Faculty Class Advisors:

1. A Faculty Class Advisor is assigned at every level of the WHSON curriculum, including Sophomore 2, Junior 1 and 2, Senior 1 and 2, and the Accelerated program.

2. Faculty Class Advisors will select a time during class to advise the cohort on the classes they will register for the upcoming semester and any special considerations, scheduling, or needs to anticipate.

3. Course faculty of the upcoming semester may be invited to participate in advisement.

4. For additional roles look to the class advisement policy in the faculty handbook https://www.tntech.edu/nursing/pdf/bsn-program/whson-faculty-handbook.pdf

Faculty Advisement Process:

1. Students who are newly admitted into Upper Division Nursing will be advised initially by academic advisors via email and/or in person by appointment.

2. Students who are currently enrolled in Upper Division Nursing at the Sophomore 2, Junior 1 and 2, Senior 1 and 2 levels, and the Accelerated program will be advised in class by the assigned Faculty Class Advisor near the end of each preceding semester.

    1. Students who have unique academic requirements can meet with their assigned academic advisor by appointment.

Role of Academic Advisors:

1. Academic Advisors will assist students who have unique considerations related to credits and pre- and co-requisites.

2. Academic advisors will provide support to the faculty as they update WHSON policies.

3. Academic advisors will provide support to the faculty concerning admissions, and other relevant information throughout the semester.

4. Academic advisors will prepare materials for Upper Division advisement in order to facilitate group advisement.

5. Advisors will ensure that graduation requirements for Upper Division students are met and file appropriate Substitution, Exception to Policy, or other form when needed.

6. The academic advisors are responsible for staying up-to-date on the admissions requirements in WHSON and at the university level.

Scheduling Advisement with Academic Advisor and Process:

1. 1 month prior to registration each semester academic advisors will contact students by email and notify that they should be preparing for advisement.

2. Academic advisors will review the students' progress through the curriculum and provide feedback based on that data, the current progression policies, and the students' concerns.

3. Academic advisors will provide the registration code and time of registration either at the time of this meeting or via email.

4. Academic advisors will provide adequate time with a minimal of 30 minutes of advisement for each scheduled advisee.

5. Academic advisors will document each advisement in the WHSON or University documentation software/database

6. A student who has further or special academic needs may contact the Faculty advisor of their current semester for specific guidance in academic progression through the curriculum. The Faculty advisor may choose to have this meeting in conjunction with the academic advisor.

Admissions and Credits 11/2019

Approved Faculty Organization 12/13/19

Reviewed (No changes): 11/16/2022

Student Statement

The following information must be provided for readmission application on the electronic form: https://tf.tntech.edu/view.php?id=961249

 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

Reviewed and approved A&C: 10-19-2022

Licensure to Practice Nursing

Purpose

Graduates of Tennessee Tech Whitson-Hester School of Nursing (WHSON) must meet eligibility requirements for the practice of nursing.

Review

This policy will be reviewed every 1-2 years or whenever circumstances require review, whichever is earlier, by the Admissions and Credits Committee chair with recommendations for revision presented to the WHSON Faculty Organization.

Policy

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 Tennessee Code Annotated 63-7-105 for the description of the grounds for denial of license.

Citation of Authority for Policy Tennessee Code Annotated

https://casetext.com/statute/tennessee-code/title-63-professions-of-the-healing-arts/chapter-7-nursing/part-1-general-provisions/section-63-7-105-registered-nurse-licensure

Approved by:

Admissions and Credits Committee: Reviewed, February 21, 2017

Admissions and Credits Committee: Reviewed, October 19, 2022

Faculty Organization: Approved, December 08, 2022

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   *Reviewed A&C: 11/16/2022*
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 (see below).

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
Reviewed by A&C 10/19/2022

RN to BSN Request for Experiential Learning Credit Form

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.

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 breech 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).

Reviewed FSRC: 11/2018

Approved FO: 11/2018

Reviewed FSRC: 4/2024

Approved FO: 8/27/2024

Whitson-Hester School of Nursing Health and Information Form

Name:

_____

First   Middle/Maiden   Last

T Number:

_____

Email:

_____

Birthdate:

_____

Permanent Address:

_____

Street   City   State/Zip

Local Address:

_____

Street   City   State/Zip

Phone:

(_____)_____

Emergency Contact Information

Name: **Relationship:**

_____   _____

Address:

_____

Street   City   State/Zip

Phone:

(_____)_____

Health History

Medical/Surgical History

SURGERY   **DATE**

_____

_____

_____

_____

☐ No medical/surgical information to provide

Explain any activity restriction during the past year:

_____

_____

_____

☐ No activity restriction information to provide

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

_____

_____

☐ No information regarding difficulty to provide

Student Name: _____

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

_____

_____

_____

☐ No counseling/emotional treatment information to provide

Explain any chronic conditions that you are managing through medical care:

_____

_____

_____

☐ No chronic condition information to provide

List any prescribed medications you are presently taking:

_____

_____

☐ No prescription medication information to provide

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

_____

_____

_____

☐ No additional information to provide

Student Name: _____

Immunizations/Test Records

Please provide **DOCUMENTATION OF IMMUNIZATIONS** or
TITER RESULTS for the items below.
Your first and last name **MUST** be on each page of documentation you provide.

Influenza Vaccine	
Fall Semester	You must provide documentation of administration of the flu vaccine for the upcoming flu season before **October 1st**.
Spring Semester	You must provide proof of administration of the flu vaccine for the current flu season before admission into the nursing program.
THE FLU VACCINE IS MANDATORY FOR ALL STUDENTS ANNUALLY. Waivers for reasons of religious conflicts or severe allergies **ONLY** will be accepted but may affect placement in some facilities.	

TB Skin Test	
2- Step Test	A 2-step test is 2 separate TB skin tests administered at least 1 week but no longer than 30 days apart. You must provide documentation of an **initial 2-step test for admission**.
Annual Test	After the initial 2- step TB skin test, a regular TB skin test (or TB assessment) is required **ANNUALLY**.
Positive Results	If your TB skin test is positive or if it has been positive in the past, documentation of a negative chest x-ray and TB assessment by a health care professional is required for admission. After this initial x-ray and assessment, a TB assessment must be performed and documented **ANNUALLY**.
A TB tine test is NOT acceptable.	

Tetanus, diphtheria, and pertussis (Tdap) Vaccine	
The Tdap vaccine is administered after age 11 as a booster to the DTaP vaccines received during childhood. Documentation of a dose of **Tdap is required**.	
Not Received or Received > 10 years	If you have not received a dose of Tdap, you will need to do so as soon as possible. If your documented dose of Tdap was more than 10 years ago, please provide documentation of your Tdap as well as documentation of any Td or Tdap vaccines (tetanus booster) that followed.
A Tdap vaccine is NOT the same as DTaP or Td vaccines.	

Measles, mumps, rubella (MMR) Vaccine	
You must provide documentation of **2 MMR vaccinations** or **positive titer results**.	
Titer	If you have received the vaccines in the past but cannot provide documentation, titer (blood test) results that show immunity for *each of the three* components [measles, mumps, rubella] will be accepted. If titer results show non-immunity, you will need to provide documentation of 2 MMR vaccinations.
Still Receiving	If you are receiving the MMR vaccines for the first time, you may provide documentation of the first dose, then follow-up with the next dose as scheduled by your health care provider and provide documentation when it is available.
If you have received these vaccinations in the past yet are still found non-immune, please consult your health care provider for suggested treatment.	

Hepatitis B Series

You must provide documentation of a **completed 3-dose Hepatitis B series** or
positive titer results.

Titer	If you have received the series in the past but cannot provide documentation, titer (blood test) results that show immunity will be accepted. If titer results show non-immunity, you will need to provide documentation of 3 Hepatitis B vaccinations.
First Time/Still Receiving	If you have not ever received the Hepatitis B series, start the 3-dose series as soon as possible. If you are receiving the Hepatitis B series for the first time, you may provide documentation of the first dose, then follow-up with the following doses as scheduled by your health care provider and provide documentation when it is available.

If you have completed the series yet are still found non-immune, please consult your health care provider for suggested treatment.

Varicella Titer

You must provide documentation of a **varicella titer [including date and result].**
Documentation of varicella titer results is **REQUIRED** *regardless of vaccination history.*

Titer Results	If the titer shows that you are not immune to varicella, you will be required to provide documentation of 2 varicella vaccines in the past or receive 2 vaccines as scheduled by your health care provider.

REPORT OF VARICELLA (CHICKEN POX) DISEASE WILL **NOT** BE ACCEPTED.

Drug Screen

A **10-panel drug screen** is required to be completed prior to the start of Nursing School and annually.

Annually	Proof of annual 10-panel urine drug screen is required by **August 1st** of each year in Upper Division Nursing. If the student is admitted into Upper Division Nursing in the spring semester, proof of a 10- panel urine drug screen when admitted is required and an additional 10-panel urine drug screen is due by August 1st of the same year.
Documentation	Documentation must be **PRINTED** and include the date the test was done, which drugs the student was tested for, results of the tests (positive or negative), and a signature of the provider. **NO** HANDWRITTEN FORMS WILL BE ACCEPTED.
Positive Results	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 it is a prescribed medication for the student or provide the prescription bottle which shows the student's name and expiration date of the prescription.

YOU **MUST** PROVIDE A LIST OF THE DRUGS TESTED FOR IN THE TEST ADMINISTERED.

CPR Certification

You are required to present documentation of a valid **Basic Life Support (BLS)
certificate or card** throughout Upper Division Nursing.

AHA	Certification <u>must be</u> awarded by the **American Heart Association** through an **AHA certified instructor.** A HeartSaver certification will not be accepted, neither will non-AHA sites or non-AHA certified instructors that state they follow AHA guidelines.

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

By signing below, you agree to provide the above immunization and test records to the School of Nursing and to comply with SON requirements regarding maintenance of immunizations. Inability to comply will leave you unable to fulfill requirements for course credits and will prevent enrollment in the Nursing program.

NAME: _____ **DATE:** _____

SIGNATURE: _____

Locations for Testing

There are several agencies locally that will provide the required testing.

- Primary Care Provider
- TTU Health Services
- Fast Pace Clinics
- SatelliteMed
- Walgreen's/CVS
- Health Department

For CPR certification classes, check the AHA website for classes in your area.
REMEMBER: Facilities may change the services they offer at any time. Some facilities may require appointments. Costs vary between facilities and some may not accept insurance.

Acceptable Documentation of Immunizations/Test Records

In order to accept proof of immunizations/test records, the documentation <u>MUST</u> include the following:

REQUIRED ON EACH PIECE OF DOCUMENTATION	YOUR NAME
	DATE OF SERVICE
Vaccinations (Influenza, Tdap, MMR, Hep B)	Documentation must include proof of which vaccine was administered (i.e. vaccine name)
Test Results (TBST)	Documentation must include proof of which test was administered (i.e. TB skin test) **AND** results of the test
Titer Results (Varicella)	Documentation must include proof of which titer was drawn (i.e. varicella) **AND** results of the titer
Drug Screen	Documentation must include proof of which test was administered (i.e. UDS) **AND** results of the test **AND** a list of the drugs tested for in the test administered **AND** a signature of the provider – **MUST** be computer generated **NO** handwritten forms
CPR Certification	Documentation must include proof of which certification was earned (i.e. AHA BLS) **AND** date of expiration

EXAMPLES OF ACCEPTABLE DOCUMENTATION INCLUDE (BUT ARE NOT LIMITED TO): Vaccination card or booklet record often given in childhood, documentation from health department or PCP, pamphlet given at Walgreens or CVS once vaccine given, copy of CPR certificate or card
PLEASE DO NOT SUBMIT ORIGINAL DOCUMENTS

Medical Care Coverage and Health Insurance

Students are responsible for all costs incurred related to health problems. Students must show proof of health insurance or sign a waiver stating their responsibility for health care cost should these occur. Some clinical agencies require proof of health insurance.
TTU offers limited student health insurance – see details at
https://www.tntech.edu/healthservices/insurance.php

Please indicate your insurance status below and sign.

____   I have health insurance and have attached documentation (copies of **front and back** of insurance card).

___ I do not have health insurance. I am aware that I am responsible while for all costs incurred relating to health problems while at TTU.

NAME: _____ **DATE:** _____

SIGNATURE: _____

Health Assessment Agreement

Please Read Carefully:
The School of Nursing reserves the right to require further health assessment by a mutually agreed upon health provider. Because the School of Nursing seeks to provide in as much as possible a reasonably safe environment for its nursing students and their clients/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 freedom from communicable diseases and drug addictions, 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.

Read the Following Statement and Sign and Date This Form:
I attest that the information provided on this form is correct and true. I give permission to the School of Nursing to provide required and appropriate information from this form to any clinical agency to which I am assigned for Clinical Practicum.

NAME: _____ **DATE:** _____

SIGNATURE: _____

RNs Only:

_____ _____ _____ _____ _____
 RN TN License #   Exp. Date   Malpractice   Company   Exp. Date
Approved 1/92; Revised 4/92; Revised 5/93; Revised 5/94

Authorization for Release of Student Information and Acknowledgment

AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

I, _____, authorize Tennessee Technological University ("Tennessee Tech") to disclose any and all necessary education records including necessary personally identifiable information related to health records, background checks, and credential check(s) to the listed entity/person or class of entities/persons for the purposes described below. I understand that by agreeing to this, I am waiving all personal and legal rights to confidentiality and privacy, including rights under the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g and 34 C.F.R. § 99.3 and this release will be effective until I revoke it by sending a written notice of revocation to the Lab Coordinator for Whitson-Hester School of Nursing.

The purposes of the disclosure are to provide verification of immunization status, tuberculosis status, negative drug screens, CPR certification, licensure or credentialing, status of background checks.

The entity/person/entities/persons or classes of persons/entities to which information may be released to clinical practice sites including but not limited to hospitals, nursing homes, outpatient clinics, hospice, public health agencies, schools, home health agencies, daycares, etc.

I understand that a hospital, clinic or similar medical treatment facility may exclude me from clinical placement on the basis of a background check or failure to meet their required health information. I further understand that if I am excluded from clinical placement, I will not be able to meet course requirements and/or the requirements for graduation.

NAME: _____ **DATE:** _____

SIGNATURE: _____

Revised by FSRC: 3/18/2020
Approved by FO: 3/24/2020

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://tntech.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

Reviewed by FSRC 4/2024

Approved by Faculty Organization 8/27/2024

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

Reviewed by FSRC 4/2024

Approved by the Faculty Organization 8/27/2024

Final Course Grades for BSN

I.   Purpose

The purpose of this policy is to provide a comprehensive grading policy for BSN level assignment/exam grades and end of course grades.

II.   Review

This policy will be reviewed by the Curriculum Committee as circumstances require and changes forwarded to the Faculty Organization for approval and/or further changes.

III.   Definition

   A. Grade—the designation of a student's final quality of work or progress toward the final quality of work as described by the Tennessee Tech University Office of the Registrar.

   B. Final Grade—the final grade a student earns in any given course.

IV.   Policy

   A. End of course (final) grades will be assigned based on the following overall score:

   1. For a grade of A, the final score must be ⩾ 92.0

   2. For a grade of B, the final score must be ⩾ 83.0

   3. For a grade of C, the final score must be ⩾75.0 (A 74.49 is a D)

   4. For a grade of D, the final score must be ⩾65.0

   5. Less than a 65.0 will result in a score of F

B. Examinations and other course grades will be reported and recorded to the nearest tenth.

C. The final grade will be rounded once to the nearest whole number.

Example: A final grade of 74.5 will be rounded once to the whole number 75 (74.49 is not passing).

D. All faculty must place a link to this policy or this policy in all undergraduate course syllabi.

V. Interpretation

The Dean or his/her designee has the final authority to interpret the terms of this policy.

Approved by:

Curriculum Committee: December 2, 2019

Faculty Org: December 13, 2019

Reviewed by Curriculum Committee: 4/18/2022

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/disability/reasonable.php

Reviewed and updated by FSRC 4/1/2014

Approved by the Faculty Organization 5/8/2014

Reviewed by FSRC 4/2024

Approved by Faculty Organization 8/27/2024

Uniform Code for Student Nurses in the Clinical Setting

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).

 Female student nurses wear purple (dark purple/grape) dress uniform or scrub top with purple pants or skirt. Undergarments must be worn and should never be visible. The student may wear an optional white or black undershirt under the purple scrub top. The student's name pin is worn on the left front of the scrub top/lab coat. White hose may be worn with either pants or skirts. White or black socks may be worn with pants in place of white hose. White or black Nursing leather shoes or solid white or black leather tennis shoes are to be worn with the uniform. Open-toe shoes are not acceptable in any clinical setting (including clinical that take place in simulation labs or anywhere else on the campus of TTU).

 Male student nurses wear purple (dark purple/grape) scrub top and purple pants. Undergarments must be worn and should never be visible. The student may wear an optional white or black undershirt under the purple scrub top. White or black Nursing leather shoes or solid white or black leather tennis shoes and white or black socks are to be worn with the uniform. Open-toe shoes are not acceptable in any clinical setting (including clinical that takes place in simulation labs or anywhere else on the campus of TTU). Facial hair must be kept neat and trimmed. The student's name pin is worn on the left front of the scrub top/lab coat.

 Students are required to purchase a chosen TTU uniform style. Chosen brand, line, color and style number requirements as well as any known local vendors offering supply or TTU discounts will be communicated via WHSON. Students may not alter uniforms without WHSON permission.

 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, jeans or revealing attire 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 should be neat, worn up off the shoulders, out of the face and contained. No extreme colors should be in the hair. There are no decorative ribbons and hair decorations worn. White or black simple hair band, no wider than 2 inches, may be worn in hair. Religious or culture exemptions should be discussed with the clinical course administrator.

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 in the ear lobe or a single pair of medical piercings may be worn in the ear. 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. Flesh colored ear gauges must be in place. (Additional compliance to clinical facility policy may be required).

No visible tattoos allowed.

Hose should not have runs.

Only white hose 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.

 Wearing of the TTU Student Nurse uniform is appropriate for clinical and laboratory activities. Please refrain from wearing the school uniform in medical facilities when not involved in clinical activities. Be aware that your behavior, both negative and positive, when wearing the school uniform reflects upon TTU Whitson-Hester School of Nursing. Being in medical facilities in uniform when not involved in clinical activities may lead to facility staff being confused about your role while there.

   III.   Approved by:

Approved by the Faculty Organization 5/08

Approved by the Faculty Organization 10/25/11

Reviewed and updated by FSRC 4/1/2014

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

Reviewed and updated by FSRC 12/7/2017

Approved by Faculty Organization 12/14/2017

Revised and updated by FSRC 1/23/2020

Approved by Faculty Organization 1/28/2020

Revised and updated by FSRC 3/24/2021

Approved by Faculty Organization 4/27/2021

Reviewed by FSRC 4/2024

Approved by Faculty Organization 8/27/2024

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/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

Reviewed by A&C: 10/19/2022

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

Reviewed by FSRC 4/2024

Approved by Faculty Organization 8/27/2024

Procedure for Graduation

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

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

Application for the National Council Licensure Examination for Professional Nursing is completed in April for Spring graduates and November 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.

Reviewed by: A&C 8/16/2018

Approved by Faculty Organization: 8/17/2018

Reviewed with minor changes: A&C 10/19/2022

Approved by Faculty Organization: 12/08/2022

Appendix

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

Reviewed by FSRC: 4/2024

Approved by FO: 8/27/2024

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 171 Prohibition on Smoking and Electronic Nicotine and Non-Nicotine Delivery Systems v.4 (navexone.com)

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

Reviewed by FSRC 4/2024

Approved by Faculty Organization 8/27/2024

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 302 Student Conduct v.2 (navexone.com). 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

Reviewed by FSRC, 4/2024

Approved by FO 8/27/2024

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

ADA-Americans with Disabilities Act
For information regarding ADA, please visit: https://www.tntech.edu/disability/index.php

Revised and Approved: Faculty Student Relations Committee (FSRC), 3/4/14

Approved: Faculty Organization, 4/22/14

Reviewed by FSRC, 4/2024

Approved by Faculty Organization, 8/27/2024

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://tntech.policytech.com/dotNet/documents/?docid=590