Tennessee Tech University
Whitson-Hester School of Nursing
MSN Student Handbook

PREFACE

The purpose of this student handbook is to assist you in understanding the policies, procedures, and general information specific to TTU Whitson-Hester School of Nursing MSN Program. The information in this guide should supplement, not substitute, information published in the Tennessee Technological University graduate catalogs.

Successful matriculation and graduation from an academic program require adherence to all policies, procedures, and regulations as stipulated by both the School of Nursing and the University. If you have any questions regarding requirements or policies, do not hesitate to refer them to your academic advisor, program director, or other appropriate persons.

This handbook presents the policies, procedures, and general information in effect at the time of publication. Students affected by any changes to this handbook will be notified in writing. The current handbook will also be found at: [TTU Handbook](#)

This handbook is not intended to state contractual terms and does not constitute a contract between the student and the School of Nursing at Tennessee Technological University.

Table of Contents

SECTION I: VISION, MISSION, PHILOSOPHY AND PROGRAM OUTCOMES

The MSN program shares the vision, mission, and philosophy of the WHSON (WHSON Mission, Vision and Philosophy).

VISION
The WHSON will create an environment that builds on our tradition of commitment to the highest standards of excellence.

MISSION
The WHSON 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.

PHILOSOPHY
The faculty of the WHSON 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.

GOALS OF THE WHITSON-HESTER SCHOOL OF NURSING

1. Provide excellence in teaching and lifelong learning
2. Offer the highest quality BSN and MSN graduates to address workforce needs
3. Preserve and protect diversity and inclusion of people and ideas through availability of opportunities for students and faculty
4. Impact health care delivery and policies through professional leadership in the academic and healthcare communities
5. Engage in faculty and student research/scholarly activities that lead to improvement in the health of communities, advancement of nursing knowledge and practice and/or impacts health care delivery
6. Faculty and students engage in interprofessional education, research, service and practice
7. Provide graduates the ability to address patient care needs in the delivery of innovative health care, while recognizing their unique placement and leadership in the nursing workforce

MSN PROGRAM PURPOSE

The purpose of the TTU MSN Program is to serve as a model MSN Program for Tennessee in order to address institutional strategic goals and workforce needs. The MSN Program will:

- increase access to graduate nursing education, especially for those nurses aspiring to teach in entry level nursing programs, manage professional practice work settings, and practice as advanced clinicians in a changing health care delivery system.
- maximize the effective use of technology for delivery of graduate-level instruction. Distance delivery through the use of technology will increase access to graduate education, especially in remote areas of the state and for practicing nurses for whom time flexibility is a critical resource.
- provide students access to web-based courses and degree programs. Web-based courses will reach populations not currently enrolled in graduate education and will also permit students who are currently enrolled in on-campus courses to take additional courses, thus completing their programs sooner.

MSN PROGRAM OUTCOMES

1. Demonstrate knowledge and competencies in advanced nursing practice, teaching (classroom and clinical settings) and administration
2. Integrate specialized knowledge and theories from nursing and related disciplines into advanced nursing roles
3. Use research to validate and refine knowledge relevant to advanced nursing roles
4. Practice advanced nursing roles in collaborative relationships across disciplines and in partnerships with communities (nursing education, nursing administration, and advanced clinical practice)
5. Manage the healthcare of clients within legal, ethical and professional standards
6. Improve the health of clients among diverse population groups
7. Promote positive changes in health care delivery, health policies and nursing practice

MSN PROGRAM COMPETENCIES

The competencies expected of MSN graduates from the TTU MSN Program are adopted directly from the nine *Essentials of Master's Education in Nursing* for advanced practice in nursing as specified by the American Association of Colleges of Nursing (2011, pp. 4-29).

On completion of the MSN degree program, the graduate will have acquired the following knowledge and skills:

Essential I: Background for Practice from Sciences and Humanities

Recognizes that the master's-prepared nurse integrates scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.

Essential II: Organizational and Systems Leadership

Recognizes that organizational and systems leadership are critical to the promotion of high quality and safe patient care. Leadership skills are needed that emphasize ethical and critical decision making, effective working relationships, and a systems-perspective.

Essential III: Quality Improvement and Safety

Recognizes that a master's-prepared nurse must be articulate in the methods, tools, performance measures, and standards related to quality, as well as prepared to apply quality principles within an organization.

Essential IV: Translating and Integrating Scholarship into Practice

Recognizes that the master's-prepared nurse applies research outcomes within the practice setting, resolves practice problems, works as a change agent, and disseminates results.

Essential V: Informatics and Healthcare Technologies

Recognizes that the master's-prepared nurse uses patient-care technologies to deliver and enhance care and uses communication technologies to integrate and coordinate care.

Essential VI: Health Policy and Advocacy

Recognizes that the master's-prepared nurse is able to intervene at the system level through the policy development process and to employ advocacy strategies to influence health and health care.

Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes

Recognizes that the master's-prepared nurse, as a member and leader of interprofessional teams, communicates, collaborates, and consults with other health professionals to manage and coordinate care.

Essential VIII: Clinical Prevention and Population Health for Improving Health

Recognizes that the master's-prepared nurse applies and integrates broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregates/identified populations.

Essential IX: Master's-Level Nursing Practice

Recognizes that nursing practice, at the master's level, is broadly defined as any form of nursing intervention that influences healthcare outcomes for individuals, populations, or systems. Master's-level nursing graduates must have an advanced level of understanding of nursing and relevant sciences as well as the ability to integrate this knowledge into practice. Nursing practice interventions include both direct and indirect care components.

CURRICULUM REQUIREMENTS AND PROGRAM PLANS

Note: For students who have an Associate Degree in Nursing and a B.S. or B.A. in another field will need to take the Community Health Bridge Course that is offered in the Fall semester.

BSN-MSN Family Nurse Practitioner Concentration Part-Time Fall Start

Course	Title	Credit Hours
Fall Semester 1		
7 credit hours		
NURS 6000	Theoretical Foundations	3
NURS 6101	Advanced Health Assessment	3
NURS 6102	Advanced Health Assessment Lab	1
Spring Semester 2		
6 credit hours		
NURS 6003	Advanced Role Development	3
NURS 6104	Advanced Pharmacology	3
Summer Semester 3		
6 credit hours		
NURS 6001	Health Care Policy	3
NURS 6103	Advanced Pathophysiology	3
Fall Semester 4		
6 credit hours		
NURS 6610	FNP Adult Health Primary Care I	3
NURS 6611	FNP Adult Health Primary Care I: Practicum	3 (120 clock
Spring Semester 5		
10 credit hours		
NURS 6614	Primary Care Peds & Women's Health	3
NURS 6615	Primary Care Peds & Women's Health: Practicum	4 (180 clock hours)
NURS 6002	Advanced Nursing Research	3
Summer Semester 6		
6 credit hours		
NURS 6612	FNP Adult Health Primary Care II	3
NURS 6613	FNP Adult Health Primary Care II: Practicum	3 (120 clock hours)
Fall Semester 7		
5 credit hours		
NURS 6910	Role Transition to Certification and Practice	2
NURS 6616	Final FNP Preceptorship	3 (120 clock hours)
Total Credit Hours:		46
Total Clock Hours:		540

BSN-MSN Family Nurse Practitioner Concentration Part-Time Spring Start

Course	Title	Credit Hours
Spring Semester 1 **6 credit hours**		
NURS 6003	Advanced Role Development	3
NURS 6104	Advanced Pharmacology	3
Summer Semester 2 **6 credit hours**		
NURS 6001	Health Care Policy	3
NURS 6103	Advanced Pathophysiology	3
Fall Semester 3 **7 credit hours**		
NURS 6000	Theoretical Foundations	3
NURS 6101	Advanced Health Assessment	3
NURS 6102	Advanced Health Assessment Lab	1
Spring Semester 4 **6 credit hours**		
NURS 6610	FNP Adult Health Primary Care I	3
NURS 6611	FNP Adult Health Primary Care I: Practicum	3 (120 clock hours)
Summer Semester 5 **7 credit hours**		
NURS 6614	Primary Care Peds & Women's Health	3
NURS 6615	Primary Care Peds & Women's Health: Practicum	4 (180 clock hours)
Fall Semester 6 **9 credit hours**		
NURS 6612	FNP Adult Health Primary Care II	3
NURS 6613	FNP Adult Health Primary Care II: Practicum	3 (120 clock hours)
NURS 6002	Advanced Nursing Research	3
Spring Semester 7 **5 credit hours**		
NURS 6910	Role Transition to Certification and Practice	2
NURS 6616	Final FNP Preceptorship	3 (120 clock hours)
Total Credit Hours:		46
Total Clock Hours:		540

BSN-MSN Nurse Educator Concentration Part-Time Fall Start

Course	Title	Credit Hours
Fall Semester 1 **7 credit hours**		
NURS 6000	Theoretical Foundations	3
NURS 6101	Advanced Health Assessment	3
NURS 6102	Advanced Health Assessment Lab	1
Spring Semester 2 **6 credit hours**		
NURS 6003	Advanced Role Development	3
NURS 6104	Advanced Pharmacology	3
Summer Semester 3 **6 credit hours**		
NURS 6001	Health Care Policy	3
NURS 6103	Advanced Pathophysiology	3
Fall Semester 4 **6 credit hours**		
NURS 6204	Curriculum Design & Education Theory	3
NURS 6205	Evaluation Methods in Nursing Education	3
Spring Semester 5 **10 credit hours**		
NURS 6209	Nursing Education Practicum	4 (240 Clock hours)
NURS XXXX	Clinical Focus Elective	3
NURS 6002	Advanced Nursing Research	3
Summer Semester 6 **5 credit hours**		
NURS 6207	Clinical Focus Practicum	2 (120 clock hours)
NURS 6990	Scholarly Synthesis	3
Total Credit Hours:		40
Total Clock Hours:		360

BSN-MSN Nurse Educator Concentration Part-Time Spring Start

Course	Title	Credit Hours
Spring Semester 2 **6 credit hours**		
NURS 6003	Advanced Role Development	3
NURS 6104	Advanced Pharmacology	3
Summer Semester 3 **6 credit hours**		
NURS 6001	Health Care Policy	3
NURS 6103	Advanced Pathophysiology	3
Fall Semester 4 **7 credit hours**		
NURS 6000	Theoretical Foundations	3
NURS 6101	Advanced Health Assessment	3
NURS 6102	Advanced Health Assessment Lab	1
Spring Semester 5 **9credit hours**		
NURS 6204	Curriculum Design & Education Theory	3
NURS 6205	Evaluation Methods in Nursing Education	3
NURS 6002	Advanced Nursing Research	3
Summer Semester 6 **5 credit hours**		
NURS 6207	Clinical Focus Practicum	2 (120 clock hours)
NURS XXXX	Clinical Focus Elective	3
Fall Semester 6 **7 credit hours**		
NURS 6209	Nursing Education Practicum	4 (240 Clock hours)
NURS 6990	Scholarly Synthesis	3
Total Credit Hours:		40
Total Clock Hours:		360

BSN-MSN Nursing Administration Concentration Part-Time Fall Start

Course	Title	Credit Hours
Fall Semester 1 **3 credit hours**		
NURS 6000	Theoretical Foundations	3
Spring Semester 2 **6 credit hours**		
NURS 6003	Advanced Role Development	3
NURS 6301	Nursing Administration I	3
Summer Semester 3 **6 credit hours**		
NURS 6001	Health Care Policy	3
NURS 6302	Nursing Administration II	3
Fall Semester 4 **6 credit hours**		
NURS 6303	Health Care Finance	3
NURS 6304	Human Resource Management	3
Spring Semester 5 **8 credit hours**		
NURS 6305	Quality Management in Nursing & Health Care	3
NURS 6307	Nursing Management Practicum	2 (120 clock hours)
NURS 6002	Advanced Nursing Research	3
Summer Semester 6 **7 credit hours**		
NURS 6309	Nursing Administration Practicum	4 (240 clock hours)
NURS 6990	Scholarly Synthesis	3
Total Credit Hours:		36
Total Clock Hours:		360

SECTION II: PROGRESSION, READMISSION, AND GRADUATION POLICIES

GRADING SCALE FOR MSN PROGRAM

Letter Grade	Grade Range
A	93-100
B	84-92
C	75-83
D	65-74
F	64 and below

PROGRESSION REQUIREMENTS
MSN Progression Requirements are found in the TTU Graduate Catalog.

Follow the Graduate School Grading System as published in the TTU Graduate School Catalog. (NOTE: only grades of A, B, and S are considered satisfactory at the graduate nursing level.)
- Required GPA: A graduate nursing student is required to maintain a cumulative grade average of at least B (3.0) on all courses taken for degree purposes. Credit toward a degree objective will be granted for any graduate course in which a grade of A, B, or S is assigned; however, not more than six (6) hours of credit below a B grade will be allowed. If a grade of D, U, F, WF, or NF is assigned in a nursing degree-related course, the course must be repeated; and both the original grade and the grade for the repeat will be counted in the cumulative average. A nursing course may be repeated only one (1) time and no more than two (2) nursing courses may be repeated.

Note: TTU does not recognize the grade of "D" for graduate students. All "D" grades will automatically be assigned as an "F".

TRANSFER OF COLLEGE CREDITS
1. Students may petition for the transfer of graduate credits from regionally accredited U.S. or approved international institutions, if grades of "B" (or equivalent) or higher were received ("B-" grades do not transfer). The student would follow the existing process for petitioning acceptance of courses.
2. Grades from other regionally accredited institutions will not be used to compute the grade point average.
3. The degree program time limit of seven (7) years for graduate coursework will begin with the registration date of the first course applied to the degree requirements, including transferred courses.
4. Forms for transfer of credit are available on the College of Graduate Studies website and must have the approved signatures.

REINSTATEMENT
Students who have been dismissed from the College of Graduate Studies at TTU for academic reasons may address a written request for reinstatement to the WHSON Director at the school of application. The request should include reasons why the reinstatement should be considered. The Director will review the request for reinstatement along with the Dean and make recommendations to the Dean of the College of Graduate Studies at TTU who will make the final decision on reinstatement.

LEAVE OF ABSENCE
If a graduate student plans to take a leave of absence from the joint MSN program, the Director and the Graduate Program Coordinator at TTU must be notified in writing prior to the planned absence. It is also advised that the student and advisor discuss modifications to the student's program of study as a result of the intended leave of

absence.

READMISSION - REAPPLICATION

As stated in the *TTU Graduate Catalog*, if a student has not been active in the graduate program for more than a year, a readmission form must be filed and approved by the Dean of the graduate school prior to re-enrollment. A student who has applied for graduate study and is admitted, may defer enrollment for up to one (1) year. If enrollment is not activated at the end of one year, the student must reapply and be readmitted to the program.

ADVISEMENT FOR MSN STUDENTS

1. It is essential that graduate students obtain advisement throughout the curriculum in order to progress smoothly through the sequence of courses. Advisement is especially important for the part-time graduate student, since most courses are only offered once each year. The following policies and procedures are designed to facilitate the student's progression throughout the graduate nursing program.
2. Upon enrollment in the graduate nursing program, each student will be assigned a faculty academic advisor.
3. The student and the faculty academic advisor have joint responsibility for planning the student's program of study before the initial semester of the program and ensuring that each step in fulfilling degree requirements is completed. The individualized program of study, which includes the sequencing of all required courses, planned electives and any transfer credits, will be recorded on the Program of Study form.
4. Upon successful completion of 12 hours of graduate credit with an overall G.P.A. of 3.0 or better, the degree-seeking student will submit the completed and signed Program of Study form and an Application for Candidacy form to the Graduate Program Coordinator at TTU. Copies will be forwarded to the School of Graduate Studies. Any subsequent change in the student's program of study must be approved by the faculty academic advisor and an Application for Change in Approved Program of Study form (also called a Substitution Form) submitted promptly to the Graduate Program Coordinator at TTU.
5. A student should meet with his/her faculty academic advisor at least once each term prior to the registration period to discuss and update the student's program of study.
6. Academic advisors do not assist the student to plan individual courses or practicum experiences as this responsibility is assumed by Concentration Coordinator or the clinical coordinator. Major academic advisors will:
   a. approve the student's program of study;
   b. advise and monitor the student's progression throughout the program of study;
   c. certify that the candidate has completed all requirements in the program;
   d. will give the student the registration PIN number to register for courses
7. To change a major academic advisor, the student must submit a written request for approval to the Graduate Program Coordinator at TTU.

GRADUATION POLICIES AND PROCEDURES FOR ALL GRADUATE STUDENTS

To graduate from the WHSON MSN Program, the student must fulfill all degree requirements, meet all deadlines, and conform to all policies as set forth by the university (see *Graduate Catalog*) and the Student Handbook. A time limit of six (6) years to obtain the MSN degree is imposed by the School of Graduate Studies and is counted from the start of the first semester of study for the first course applied to degree requirements, including transfer work. As stated in the *Graduate Catalog* a student must be enrolled for a minimum of one (1) graduate credit hour during the term of graduation.

1. A "Notice of Intention to Graduate" form must be filed in the School of Graduate Studies no later than the end of the second week of the semester in which the student expects to complete the requirements for a graduate degree or certificate.
2. All debts to the university must be cleared before the end of the second week of the final semester of study.
3. The School of Graduate Studies publishes graduation information for each term on its website provides all deadlines and instructions for meeting graduation requirements.

IMPORTANT WEB LINKS

TTU MSN Nursing: MSN Link

TTU Graduate Studies Graduate Catalog: Graduate Link

> Your graduate catalog is the academic year of your admission. You may select a catalog from the drop-down choices in the box in the upper right-hand corner of the page.

SECTION III: REGULATIONS ON STUDENT CONDUCT

Graduate students are expected to read and abide by all policies outlined in the home school University Graduate Catalog. Graduate students using or participating in the School of Nursing or university related resources and activities on or off campus are expected to conduct themselves in a professional manner. Students should be familiar with the Vision, Mission, and Goals of the program and conduct themselves accordingly.

Failure to abide by these policies and procedures may result in disciplinary sanctions including, but not limited to, program dismissal.

ACADEMIC MISCONDUCT

All forms of academic dishonesty are prohibited and incur severe disciplinary sanctions. Students are strongly advised to refer to the Academic Misconduct sections of their Graduate Catalog for greater detail and to consult their advisor for questions. TTU students can access the Academic Misconduct - TTU Policy 217 online at Academic Policies.

CLINICAL PLACEMENT AND PRECEPTORS

All MSN students are to be able to locate, review, follow and abide by all sections listed in the "MSN Clinical Guidelines" document found in the following link: www.tntech.edu/nursing/pdf/clinical-information/msn-clinical-guidelines.pdf. The TTU Concentration Coordinators will assist students in clinical placement as warranted and as need arises.

All students must have approved, fully executed preceptor and site agreements in place before entering any clinical practicum site as part of the MSN program. Students who begin clinical without preceptor agreements in place are in violation of the Academic Misconduct Policy and will be disciplined according to that policy. (See Graduate Catalog for more on misconduct).

CODE OF ETHICS (FACULTY/STUDENT)

Students and faculty of the WHSON MSN Program subscribe to the American Nurse Association (ANA) Code of Ethics. In addition, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity which might impair the image of the university, college, or the nursing profession.

1. Academic Conduct

All students and faculty are expected to refrain from acts of academic misconduct including, but not limited to, plagiarism, the giving or falsifying of any academic documents or materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned school work.

2. Professional Conduct

Professional misconduct is construed as any violation of the following provisions:

   a. Faculty and students assume responsibility for individual and professional judgments and actions. Also, it is expected that they will seek consultation and clarification on professional actions in which there is uncertainty. It is expected further that they will continue to maintain the competence of their practice.

   b. The nursing student assumes responsibility and accountability for individual nursing judgments and actions at his/her level of knowledge and expertise.

   c. Nursing faculty and nursing students exercise informed judgment and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.

3. It is expected that faculty and students will respect and uphold the rights of all their clients by:

   a. Providing services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems; and

17

      b.   Safeguarding the client's right to privacy by judiciously protecting information of a confidential nature.
4. It is expected that faculty and students will protect the client against incompetent, unethical, or illegal practice by:
      a.   Participating in the profession's efforts to establish and maintain conditions of practice conducive to high quality nursing care;
      b.   Participating in the profession's efforts to implement and improve standards of nursing; participating in the profession's efforts to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing;
      c.   Collaborating with members of the health profession and other citizens in promoting community and national efforts to meet the health needs of the public, and
      d.   Assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority (i.e., incident reports, etc.).
5. It is expected that faculty will respect and uphold the rights of students by:
      a.   Maintaining confidentiality of students' records;
      b.   Obtaining or disseminating to the appropriate persons only, information strictly pertinent to the student's current academic performance; and
      c.   Treating the student as a person of worth and dignity.
6. It is expected that students will respect and uphold the rights of faculty by:
      a.   Maintaining confidentiality of faculty records;
      b.   Obtaining and disseminating to the appropriate persons only, information strictly pertinent to the faculty's current academic performance; and
      c.   Treating the faculty member as a person of worth and dignity.

GENERAL PROFESSIONAL BEHAVIOR

Attendance and punctuality for all classroom meetings and all clinical and residency practicums. Tardiness conveys an unprofessional manner and is not acceptable as a graduate student. Specific policies related to attendance and punctuality are outlined in each course syllabus. Graduate nursing students are professionals. One of the characteristics of a profession is the use of a code of conduct to guide decisions about behavior. A set of guidelines is useful because they make values, obligations, and limitations explicit. The guidelines can help with decision making but will not provide answers to all complex decisions. Students are encouraged to discuss questions and concerns about conduct with instructors and peers.

It is believed that the practice of nursing and the education of future nurses will be built upon integrity, a sense of responsibility, and self-discipline. Nurses are accountable for practicing within the framework of professional nursing standards (American Nurses Association, Scope and Standards of Professional Practice). It is a corollary that graduate nursing students are expected to conduct themselves, both inside and outside of the academic environment, in a comparable fashion.

It is the expectation that all students enrolled in the Program will conduct themselves in a manner that:
1. Shows respect towards others
2. Values contributions from other students, colleagues and faculty
3. Contributes to mutual respect effective communication and team collaboration
4. Appreciates and acknowledges the life experience and individual perceptions for each and every student, patient and faculty they encounter at this institution.
5. Recognizes and understands that graduate students in nursing are nurses who have experience to share which enrich the collaborative learning environment.

Students will not engage in:
1. Speaking with a condescending attitude.
2. Yelling or screaming at instructors, peers, or clinical staff which includes emails that are written in uppercase letters only.
3. Habitually arriving late to class.
4. Knowingly withholding information needed by a peer, instructor, preceptors or clinical staff.
5. Discounting or ignoring solicited input from instructors/faculty regarding classroom and/or clinical performance or professional conduct.
6. Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned.
7. Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats.
8. Displays of temper, tantrums.
9. Using up supplies or breaking equipment without notifying appropriate staff/faculty.
10. Rudeness that ultimately escalates into threatened or actual violence.

The following behaviors will not be tolerated and if displayed by any student enrolled in the Program or within the College/School of Nursing will result in disciplinary action and possible removal from the program:
1. Demeaning, belittling or harassing others.
2. Rumoring, gossiping about or damaging a classmate/professor's reputation.
3. Habitually interrupting as others speak.
4. Not paying attention or listening to others who address you; not responding to email, letters or voice mail that requires a reply.
5. Sending emails that are inflammatory in nature.

These guidelines have been created with revised components from a public document regarding professionalism and student conduct developed originally from The Ohio State School of Nursing Graduate Student Handbook (2014-15) (pages 19-20):

Retrieved January 25, 2015 from: http://www.ohio.edu/chsp/nrse/academics/upload/GraduateStudentHandbookAY2014-15.pdf

HONOR CODE
Students are to display a character of veracity and a genuineness to learn which promotes and supports intellectual development and ethical behaviors. Students are expected to act with honesty, integrity, and civility in all matters. Students who do not follow these policies will be held accountable in violation to the university's academic misconduct rules and regulations policies on plagiarism, cheating, and/or fabrication. Any knowledge of academic misconduct should be reported.

HONOR PLEDGE
By becoming a member of the campus community, students agree to live by the standards of the honor codes described in this handbook, the university graduate catalog, and other program guides; and thereby pledge to conduct themselves with honesty, integrity, and civility in all matters.

IDENTIFICATION BADGES/LANYARDS/INSIGNIAS
All MSN students must secure a School of Nursing picture name badge which is a partial replica of the student's university ID card. The name badge must be worn on the student's uniform or lab coat when in any course activity outside the lab or classroom. Lanyards are acceptable, however; must be: 1. one solid color, 2. University related logo, or 3. Represent a professional nursing organization. Badges may be purchased for a minimal cost through ID Services. More information on obtaining a name badge, including how to do so from off-campus, can be found at

each university's ID Services Department.
TTU: [Eagle Card](#)

INFORMATION TECHNOLOGY STUDENT CONDUCT
The following policies pertain to nursing graduate student use of Information Technology while enrolled as a student in the MSN Program. The sources for this information can be found on each university's website, graduate catalog, and/or other policies and guides.

1. User Responsibilities
   The following list of user responsibilities are intended to be illustrative, and not exhaustive. Subject to conformance with Federal and State of Tennessee law and with State of Tennessee and TTU is authorized to supplement the user responsibilities contained herein.
2. Access
   a. Users shall obtain proper authorization before using information technology resources.
   b. Users shall not use information technology resources for purposes beyond those for which they are authorized.
   c. Users shall not share access privileges (account numbers and passwords) with persons who are not authorized to use them.
   d. Users shall not use TTU information technology resources in an attempt to access or to actually access computers external to the system when that access is not authorized by the computer's owner (no "hacking" allowed).
3. Respect for Others
   a. A user shall not attempt to obstruct usage or deny access to other users.
   b. Users shall not transmit or distribute material that would be in violation of existing policies or guidelines using technology resources.
   c. Users shall respect the privacy of other users, and specifically shall not read, delete, copy, or modify another user's data, information, files, e-mail or programs (collectively, "electronic files") without the other user's permission. Users should note that there should be no expectation of privacy in electronic files stored on the resident memory of a computer available for general public access, and such files are subject to unannounced deletion.
   d. Users shall not intentionally introduce any program or data intended to disrupt normal operations (e.g. a computer "virus" or "worm") into university information technology resources.
   e. Forgery or attempted forgery of e-mail messages is prohibited.
   f. Sending or attempts to send unsolicited junk mail or chain letters is prohibited.
   g. Flooding or attempts to flood a user's mailbox is prohibited.
4. Respect for State-Owned Property
   a. A user shall not intentionally, recklessly, or negligently misuse, damage or vandalize university information technology resources.
   b. A user shall not attempt to modify university information technology resources without authorization.
   c. A user shall not circumvent or attempt to circumvent normal resource limits, logon procedures, or security regulations.
   d. A user shall not use university information technology resources for purposes other than those for which they were intended or authorized.
   e. A user shall not use university information technology resources for any private or personal for-profit activity.
   f. Except for those not-for-profit business activities which are directly related to an employee's job responsibilities or which are directly related to an organization which is affiliated with the university, a user shall not use university information technology resources for any not-for-profit business

activities, unless authorized by the President (or his/her designee).

     g. Users shall at all times endeavor to use university information technology resources in an efficient and productive manner, and shall specifically avoid excessive game playing, printing excessive copies of documents, files, data, or programs, or attempting to crash or tie-up computer resources.

5. No Unlawful Uses Permitted

     a. Users shall not engage in unlawful uses of the information technology system resources of the university. Unlawful activities are violated by this policy and may also subject persons engaging in these activities to civil and/or criminal penalties. This list of unlawful activities is illustrative and not intended to be exhaustive.

6. Obscene materials

     a. The distribution and display of obscene materials is prohibited by the laws of Tennessee (see Tenn. Code Ann. § 39-17-902. Obscene materials are defined under Tennessee law (see T.C.A. § 39-17-901(10) as those materials which:

     b. The average person applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest.

     c. The average person applying contemporary community standards would find that the depicts or describes in a patently offensive way, sexual conduct; and

     d. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

7. Federal law (18 U.S.C. 2252) prohibits the distribution across state lines of child pornography.

8. Defamation

     Defamation is a civil tort that occurs when one, without privilege, publishes a false and defamatory statement, which damages the reputation of another

9. Violation of Copyright

     Federal law gives the holder of copyright five exclusive rights, including the right to exclude others from reproducing the copyrighted work. Sanctions for violation of copyright can be very substantial. Beyond the threat of legally imposed sanctions, violation of copyright is an unethical appropriation of the fruits of another's labor.

NAME AND CREDENTIAL SIGNATURE

All MSN students shall write their name with credentials as approved and taken from the ANA position statement. The position statement states the following order of credential is recommended: highest earned degree, mandated requirements (i.e. licensure), state designations or requirements, national certifications, awards and honors, other certifications. MSN students are to sign their name either at clinical practicum sites, emails, or on any given course assignment throughout the completion of the MSN program set forth in the following example:

For BSN to MSN students: your name, BSN, MSN Student
For MSN Bridge students: your name, RN, MSN Student

Misrepresentation of credentials is prohibited and may result in regulatory sanctions as outlined by each university and State Board of Nursing.

PROFESSIONAL DRESS GUIDELINES

Professional attire and appearance are an expectation, not an option. As representatives of the School of Nursing, students must present a professional appearance during any clinical or practicum experience including, but not limited to (a) visits to prepare for clinical experience in an agency; (b) participating in observational experiences; (c) conducting interviews and assessments in the community; or (d) attending professional seminars, workshops, or meetings. In general, business professional attire must be worn. Clothing should be in good repair. Examples include, but are not limited to, the following:

- Shirt or sweater with sleeves

- Closed toe, low-heeled or flat shoes
- Khaki or dress pants no shorter than 1" above the ankle, or skirt no shorter than 2" above the knees

At no time should a student present for a clinical or practicum experience be dressed unprofessionally. Examples of unprofessional appearance and attire include, but are not limited to, the following:
- Jeans or denim of any color style
- Sweatpants, sportswear
- Shorts
- Tank tops, or spaghetti strap tops
- Visible undergarments
- Visible abdomen, cleavage, or buttocks
- Disheveled clothing
- Dirty shoes
- Flip-flops or other open-toed shoes or sandals

Additionally, hair should be clean and styled in such a manner that it does not interfere with the objectives of the clinical or practicum experience, including patient contact. Jewelry should be minimalistic. No visible piercings other than earlobes (e.g. nose, tragus, tongue) are permitted in the clinical or practicum experience. Nails should be clean, well-groomed, and an appropriate length. Polish, if permitted, should not be chipped. Artificial nails are prohibited due to infection risks. Perfumes and colognes are not permitted during clinical experiences.

Students with experiences in a clinical agency are required to follow that agency's dress guidelines. Dress guidelines specific to clinical agencies will be provided by the clinical faculty or MSN coordinator. Students must wear a clinical lab jacket and display proper identification during clinical and practicum experience. The only acceptable identification badge is the School of Nursing picture identification name badge. The identification name badge and/or insignia should only be worn during clinical or practicum classes, and activities sponsored by the School of Nursing. Students are also responsible for having required equipment needed for clinical or practicum experiences. Any exceptions to these guidelines must be approved prior to the clinical or practicum experience by clinical faculty or the Graduate Program coordinator.

SOCIAL MEDIA/NETWORKING
Students enrolled in the Program are required to follow these professional statements from ANA and HIPPA on Social Media. Statement from the American Nurses Association on the use of social media by nurses:

The faculty members support the *ANA's Principles for Social Networking and the Nurse Guidance for Registered Nurses*, which state "Online social networking facilitates collegial communication among registered nurses and provides convenient and timely forums for professional development and education. It also presents remarkable potential for public education and health guidance, contributing to nursing's online professional presence. At the same time, the inherent nature of social networking invites the sharing of personal information or work experiences that may reflect poorly on a nurse's professionalism. Provides guidance to registered nurses on using social networking media in a way that protects patients' privacy and confidentiality and maintains the standards of professional nursing practice. These six essential principles are relevant to all registered nurses and nursing students across all roles and settings." Retrieved June 12, 2019 from: *ANA's Principles for Social Networking and the Nurse*

Statement from Accountability Act - HIPAA of 1996 (P.L. 104-191)
Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared. This content immediately leaves the contributing

individual's control forever and may be traced back to the individual after long periods of time.

Retrieved January 25, 2015 from Accountability Act - HIPAA of 1996 (P.L. 104-191)

Students enrolled in the Program are required to follow these guidelines regarding social media and online social networking throughout their entire program of study until graduating or leaving the program:
1. Be cognizant of the potential impact of each post made, with the understanding that patients, classmates, instructors, employers, and other personal or professional contacts may view an individual's online activity as a reflection of the individual's career as well as the nursing profession in general.
2. Stay informed about privacy settings of the social media sites they utilize, as privacy settings often change.
3. Utilize social networking sites by actively maintaining an awareness of how their professionalism may be affected by friends' and peers' usage of the same sites.
4. If elected/appointed to an office within the student government, students should restrict their personal activity to family and friends and maintain a second option for their "public face" for colleagues, classmates and peers while in office. This is also recommended for graduate nurses to maintain a separation of their personal lives from their professional lives.
5. Not share, post, or otherwise disseminate any information, that can identify a patient, or in any way violate a patient's rights of privacy. Limiting access through privacy setting is not sufficient to ensure privacy of patients.
6. Never refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.
7. Never make threatening, harassing, sexually explicit, or derogatory statements regarding any person's race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
8. Never make disparaging remarks about any college, university, or school of nursing, including the students, faculty members and staff within the School of Nursing or University in general.
9. Not post content or otherwise speak on behalf of any college, university, school of nursing, or other student nurse association unless authorized to do so.
10. Remember that standards of professionalism are the same online as in any other circumstance.
11. Not share or post information or photos gained through the nurse-patient relationship.
12. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
13. Never take, or post from others, any photos or videos of patients on personal devices, including cell phones.
14. Promptly report a breach of confidentiality or privacy to Graduate Faculty as soon as discovered.

SUBSTANCE ABUSE POLICY (RULES AND REGULATIONS RELATED TO UNPROFESSIONAL CONDUCT)

Students in the WHSON MSN Program who have chosen to prepare for a career in nursing have placed themselves into a relationship where there is a special concern relative to the possession or use of drugs or controlled substances.

The impairment of nurses as a result of alcohol and substance abuse has been recently recognized as a growing nationwide problem. Substance abuse is a disease process and treatment options are available. Of primary importance to the college and school of nursing is that a large percentage of impaired nurses are identified within the first five years of licensing. In an effort to lessen this growing problem, the college/school will proceed in the following manner:

All students will be responsible for compliance with the home school's university and School of Nursing policies

related to a drug-free campus/workplace, substance abuse and prevention, unprofessional conduct/negligence, and associated disciplinary policies. The student's home school processes will be followed.

- Rules of the Tennessee Board of Nursing Chapter 1000-1- 13 Unprofessional Conduct and Negligence: https://publications.tnsosfiles.com/rules/1000/1000-01.20150622.pdfInstitutional Disciplinary Rules in the home school graduate catalog:

TTU: Graduate Catalog Drug Free Policy
TTU Student Conduct: Student Conduct Policy

STUDENT COMPLAINT POLICY

The student complaint Policy, Policy 301, is in place to assure that the concerns and complaints of undergraduate and graduate students are addressed fairly and resolved promptly. This policy is based on the principle of respect for all members of the Tennessee Tech community, and the goal of a successful educational experience for all students. It is intended to assure that the concerns and complaints of undergraduate or graduate students are addressed fairly and resolved promptly. Complaints covered under this policy may stem from behavior or conditions that the student feels are unjust or inequitable, or create hardship, and that are not governed by other Tennessee Tech complaint, grievance, or appeal procedures.

SECTION IV. OTHER GUIDELINES, POLICIES, AND PROCEDURES

ADDRESS/NAME CHANGE

Students who change their address or name must submit the change(s) to the Universities' Registrar's Offices and to the TTU Graduate Program Coordinator.

ADVISEMENT AND REGISTRATION

Academic advising for graduate students is coordinated through the student's major academic advisor. All students within the School of Nursing should meet face-to-face or via electronic (phone, email, etc.) with their advisor prior to registration each semester. Students are encouraged to see advisors to develop a program plan and to help ensure enrollment in required courses.

Students who are experiencing academic difficulties should contact their advisor for information about resources to promote academic success. Students who need to change schedules, drop courses, or add courses, should see their advisor regarding the process and discuss the impact of these actions on their academic program. Students should monitor the academic calendar of the university in which they are taking courses for add, drop, withdrawal dates. Contact your advisor as early as possible.

Students are reminded that advisors are available to assist students in the achievement of their academic goals, but each student is ultimately responsible for knowing and meeting the degree requirements.

CANCELLATION OF DAY, EVENING, AND WEEKEND CLASSES DUE TO INCLEMENT WEATHER

Students should review and follow their school policies on inclement weather found in the graduate catalog.

Asynchronous online courses are not affected by university schedule changes due to inclement weather. The instructor in an online course is responsible for any modifications in course deadlines, assignments, or other requirements in an online course. Students should contact their instructor for guidance in these situations. Synchronous online courses (Zoom, etc.) follow the announced schedule changes due to inclement weather.

If the university is closed due to inclement weather, clinical faculty at their discretion and availability, may allow students to attend their clinical practicum rotation as scheduled. Students are to abide by and follow the clinical site agency's inclement weather policy and schedule. Graduate students who are planning to be at their clinical sites during a time when classes are cancelled due to inclement weather should use good judgment related to conditions in their home communities and the community where their clinical site is located. If the site is open and students feel they can safely get there or stay there (if they are already at the site when school is cancelled), they should do so. If conditions are such that the student feels that he or she cannot get there safely, he must notify his clinical preceptor and adjust clinical times accordingly, in order to get the number of hours needed for that clinical course.

CLASS AND CLINICAL ATTENDANCE POLICY

It is expected that students will attend class regularly and provide the faculty with a reason for any absence. Failure to attend class regularly can affect students' grades and financial aid. At the beginning of the course each faculty member must provide a written statement governing attendance policy (including laboratory/clinical sessions where applicable) for the course so that all students may be fully informed of their attendance responsibilities, including penalties that may be imposed for failing to meet these responsibilities. If a student is not in attendance during the class meeting in which the class attendance policy is discussed it is the student's responsibility to ascertain the policy in that class.

A student must notify the instructor and/or the community agency if he/she is unable to attend on the assigned day. This notification should be made before the beginning of the clinical experience. The student is responsible for demonstrating the achievement of clinical objectives with the validation and evaluation of the nursing faculty. Absences from clinical sessions or excessive tardiness may result in an unsatisfactory clinical evaluation.

A student who comes unprepared for his/her clinical assignment will not be permitted to participate in the scheduled clinical experience and will be considered absent (unexcused).

The student who arrives at his/her clinical settings with symptoms of illness may be excused by the instructor or preceptor, resulting in an excused clinical absence. Faculty may request medical certification of the health status of the student on the student's return. Excused absences may be made up at the discretion of the faculty.

EMPLOYMENT OF STUDENTS

There is no policy limiting the number of hours a student enrolled in the School of Nursing may be employed, since the ability to handle the combined responsibilities of college and employment depends upon the individual. However, students are strongly advised not to exceed a total of 40 clock hours, including employment, class, and clinical experience. Students who fail to meet the established academic standards in the School of Nursing due to employment will not receive special consideration. Therefore, students who need to work should discuss their course load with their advisors before they risk academic jeopardy. In these situations, students may need to temporarily defer academic course work for a period of time, choose part-time academic status and/or take advantage of various loans and scholarships.

Students employed as RNs, or as any other health care provider should be aware that neither the university nor the School of Nursing assume any responsibility for their activities as employees of an agency. According to the Tennessee Board of Nursing Rules and Regulations, students may practice nursing and are exempt from licensure during nursing course experiences. However, during employment, students are not exempt from the requirement for licensure to practice as registered nurses. Externship programs and part-time employment are sometimes available in health care agencies. All students needing information regarding job availability are encouraged to contact the nurse recruitment office at the individual health care agency for further information.

HAZARDOUS CHEMICAL RIGHT-TO-KNOW LAW

The TENNESSEE HAZARDOUS CHEMICAL RIGHT-TO-KNOW LAW requires employers to provide information on hazardous chemicals to employees who work with such chemicals and to train employees on the physical and health hazards. More information is provided in the OSHA updates in selected clinical courses. Clinical course faculty will provide additional information specific to clinical sites.

HOSPITALIZATION INSURANCE FOR STUDENTS

It is the responsibility of all students to provide hospitalization insurance for themselves if they desire to have coverage in the event of an illness or in case of injury while attending the university. School of Nursing clinical affiliates will provide emergency medical treatment to students as available and if needed for illness or injuries suffered during clinical experience. However, the cost of such treatment will be paid by the student. Contact the School of Nursing for possible insurance policy through the School.

LITERARY FORMAT

In order to provide consistency, uniformity, clarity, and standardization for written documents in the School of Nursing, the Publication Manual of the American Psychological Association (latest edition) is the adopted style for all written documents. This format should be used by all students in writing papers as part of course requirements (unless otherwise specified).

RESOLVING ACADEMIC CONCERNS

Students experiencing academic difficulty or concerns in a specific course are strongly encouraged to schedule an appointment with the classroom or clinical instructor for that course for assistance.

Students who are unable to resolve their academic concerns at the course faculty level may then consult these individuals, in the following order:
1. Graduate Program Coordinator;
2. Director of the WHSON,
3. Dean of the WHSON.

Appeal of any assigned grade follows home university policy. The Grade Appeal Policy can be found in [Policy Central](#) policy 218. Students may find a copy of this policy in the home school Graduate Catalog or on the link above.

SECTION V. COLLEGE AND UNIVERSITY RESOURCES AND SERVICES

CLASS OFFICERS AND REPRESENTATIVES

Student volunteers from the program will be asked to serve on various program councils. Serving as a student representative on a council is an extremely important role and involves certain responsibilities.

Council representatives should observe the following guidelines:
 1. attend each meeting, and if unable to attend, make arrangements for an alternate to attend or to be briefed on the meeting;
2. inform the council chairperson if unable to attend and who is to substitute;
3. review the specific functions of the council, as provided by the council chairperson;
4. represent the concerns of the student body related to the role of the council in an unbiased, objective manner;
5. communicate information to and from students in an objective, professional manner; and
6. maintain confidentiality when appropriate.

COUNSELING CENTER (UNIVERSITY)

TTU offers a Counseling Center, staffed by licensed psychologists and other behavioral health professionals. They offer free and confidential counseling for personal, career choice, and academic concerns to their home students. Staff also present a series of workshops each semester on topics such as time management, stress management, relationship skills, sexuality, and assertiveness. The TTU Counseling Center is located in Roaden University Center, Room 307. Office hours are 8-4:30 M-F and may be contacted via phone 931-372-3331 or you may find their website at the TTU Counseling Center.

ACCESSIBLE EDUCATION CENTER

Disability services and accommodations are provided for students with documented disabilities to provide an accessible learning environment. Any student who has a special need as a result of a disability must contact the TTU Accessible Education Center. Students are required to obtain documentation for needed accommodations each semester.

The following process must be followed:
1. Students must self-identify they have a disability and present documentation to the Accessible Education Center.
2. The Accessible Education Center reviews the disability and its impact on the student. The Accessible Education Center then uses the Reasonable Accommodation form to outline reasonable accommodation for the student. The student is then given enough copies for each faculty member. It is up to the student to share the information/form with faculty.
3. The student must meet with faculty at the beginning of the term, or as soon as diagnosis is made. Reasonable accommodations are NOT retroactive. Therefore, if a student has been diagnosed, has the form and chooses NOT to share the information with faculty, the student CANNOT present the form at the end of the semester and repeat tests with the accommodations. The accommodations start at the time the form is presented.
4. The Accessible Education Center can administer tests if faculty are unable to administer tests under the reasonable accommodations. Faculty are responsible for contacting the Accessible Education Center.
5. Academic Programs & Student Services may have a copy of the accommodation form in the student's file IF the student gives permission. Student should note on the file copy that permission was given.
6. If an advisor, or faculty member suspects a student may have a disability, the student should be referred to the Accessible Education Center. The student will have to pay for the assessment. (The assessment is not a service provided by the university.)

FINANCIAL AID AND SCHOLARSHIPS

The TTU Graduate Catalogs provides information regarding financial aid available in the form of assistantships, work-study programs, and loans. Students are encouraged to review their graduate catalog. For more information,

students may contact the TTU Office of Financial Aid. Additional financial aid opportunities specific to graduate nursing students may be available.

STUDENT ORGANIZATIONS

There are a number of student organizations at each university. Being actively involved in student organizations is an excellent opportunity to give back and strengthen your leadership skills. Contact the student organization websites at your home school for more information.
TTU: Student Life

LIBRARIES

Students have access to the university library system. Area hospitals also house libraries and have multiple resources available to nursing students. It is very important that students respect the guidelines for each individual library for all students to be able to continue to use these resources.

TTU COLLEGE OF GRADUATE STUDIES

The College of Graduate Studies provide information on the G.R.E., Graduate Assistantships and Tuition Scholarships, graduate school policies and procedures, thesis/dissertation policies and procedures, Graduate Success Specialists, and all graduate school offerings. This information can be found on the Graduate Studies website.

SECURITY INFORMATION REPORT

Every university makes available to students and annual security report. This annual report includes campus crime statistics for the three most recent calendar years and various campus policies concerning law enforcement, the reporting of criminal activity, and crime prevention programs. See the following for more information: Campus Crime Statistics

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

Membership in Sigma Theta Tau is an honor conferred upon students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Graduates of baccalaureate programs demonstrating excellence in leadership positions in nursing are also eligible for membership consideration. Membership is available by invitation through active chapters and assumes acceptance of the purposes of the society and responsibility to participate in achieving the goals consistent with the professional and scholastic character of Sigma Theta Tau.

The TTU Iota Beta Chapter of Sigma Theta Tau, International Honor Society of Nursing, was established at TTU in 1986. The purpose of the organization is to recognize the achievement of scholarship of superior quality, recognize the development of leadership qualities, foster high professional standards, encourage and support research and other creative work in nursing, and strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing. If you are not already a member of STTI, please contact Dr. Toni Roberts (tsroberts@tntech.edu) to learn more.

SKILLS PRACTICE LABS

Practice laboratories set up for students to practice nursing skills are located the nursing building, Bell Hall. The labs may be available for independent practice time and some lab supplies may be checked out by students for community teaching projects. To schedule independent practice time or check out models or supplies, students must contact the TTU School of Nursing at 931-372-6801.

Food and drinks are not allowed in the skills lab. Once a skills practice session is completed, beds should be straightened and supplies, and equipment returned to their designated places.

STUDENT HEALTH SERVICES

Each university offers student health services. A valid current university student ID card is required to access services. See the websites for more information at TTU: [Health Services](#).

WRITING AND COMMUNICATION CENTERS

TTU's Writing Excellence Studio @ Tech offers several programs as well as private writing consultation services. They can be contacted at [Writing Excellence Studio](#). The center can provide assistance with term papers, lab reports, theses/dissertations, speeches and presentations.

Approved by Graduate Committee: 6/28/2019

Approved by Faculty Org: