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COLLEGE *of* NURSING

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EAST TENNESSEE STATE UNIVERSITY

# MSN Student Handbook

## 2022-2023

**ATTENTION: WE ARE ALL GOVERNED BY ETSU PANDEMIC RESPONSE. THE WEBSITE WILL BE UPDATED AS CONDITIONS CHANGE, THEREFORE PLEASE CHECK IT FREQUENTLY.**

**ETSU COVID-19 response**

<https://www.etsu.edu/coronavirus/>

Dear Graduate Students,

Welcome and congratulations on your acceptance to the East Tennessee State University College of Nursing, Doctor of Nursing Practice Program. This is an exciting time to begin your journey to an advanced degree in nursing. Never has there been a time in history that nurses with advanced knowledge and clinical expertise were needed as the present time. The knowledge and clinical experience you will gain in your program will depend on the amount of time and choices you make from the guided instructions and clinical experiences you choose.

The mission of the College of Nursing is to facilitate the health of the community through excellence and innovation in nursing education, research, scholarship, creative activity, service, and practice. As a student, you will be involved in fulfilling this mission through your guided clinical experiences and the understanding and knowledge gained from not only this clinical experience but the simulation experiences as well as the lecture and structured learning in classroom or online experiences. Please seek opportunities and learn all that is offered through this program.

The MSN Handbook has been developed to answer questions you may have concerning the policies and procedures of the College of Nursing. Also, the handbook will answer many of your questions you may have about the resources and opportunities available to you as a student.

We are here to assist you on your journey, please feel free to contact any college administrator, faculty, or staff member should you need assistance or support.

Once again, congratulations and welcome to the College of Nursing, Graduate Programs.  
Sincerely,

*Dean Horsley*

**Leann Horsley, PhD, RN, CHSE, CNE**

Dean and Professor

College of Nursing

**East Tennessee State University**

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## PREFACE

The purpose of this student handbook is to assist you in understanding the policies, procedures, and general information specific to the MSN and Post-Graduate Certificate Programs within the College of Nursing at East Tennessee State University. The information in this guide should supplement, not substitute, information published in the East Tennessee State University graduate catalog.

Successful matriculation and graduation from an academic program require adherence to all policies, procedures, and regulations as stipulated by both the College of Nursing and the university. If you have any questions regarding requirements or policies, do not hesitate to refer them to your academic advisor, associate dean, 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 available online at <http://www.etsu.edu/nursing> in the Graduate Programs section.

This handbook is not intended to state contractual terms and does not constitute a contract between the student and the College of Nursing.

East Tennessee State University is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, veteran status, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Interim Equal Employment Compliance Officer and Title IX Coordinator and may be contacted at: 206 Burgin E. Dossett Hall, Johnson City, TN 37614, 423-439-4445. Additionally, the Title IX Coordinator is designated to monitor and oversee Title IX complaints. [https://www.etsu.edu/ehome/aa\\_eeo.php](https://www.etsu.edu/ehome/aa_eeo.php)

**MSN and Post-Graduate students please note:**

**This MSN Handbook is not a contract and is subject to change.**

**The Handbook in accordance with the Graduate Catalog in place at the time of matriculation is the document that governs each individual student's matriculation in the program.**

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## Section I

### History, Vision, Mission, Values, Goals, Philosophy, and Program Outcomes

#### Vision

To be the best College of Nursing in the state and region, nationally recognized in improving health through the innovation and integration of teaching, research, scholarship, creative activity, service, and practice.

#### College of Nursing Mission and Values

The mission of the College of Nursing (CON) is to facilitate the health of the community through excellence and innovation in nursing education, research, scholarship, creative activity, service, and practice.

#### We Value

- Professional interactions that demonstrate caring, respect, and compassion for others
- Diversity and inclusivity, embracing the full scope of human cultures, ethnicities, and identities
- Excellence in fulfilling the work of the college through collaboration and cooperation
- The nursing profession's global contributions to social justice and to the holistic health of individuals, families and communities
- Stewardship and accountability in the use of resources
- Innovative leadership modeled through effective shared governance principles

#### Goals

- Provide the highest quality nursing education programs.
- Provide BSN, MSN, DNP, and PhD graduates to address nursing workforce needs
- Provide culturally diverse and international opportunities for students and faculty
- Engage in faculty, staff, and/or student research and scholarship activities that improve health and advance nursing knowledge
- Deliver innovative health care in partnership with communities
- Influence systems and policies, through professional leadership and collaboration, to improve individual and community health
- Engage in interprofessional education, research, service, scholarship, and health care delivery

#### ETSU Values

East Tennessee State University pursues its mission through a student-centered community of learning reflecting high standards and promoting a balance of liberal arts and professional preparation, continuous improvement, and based upon core values. The College of Nursing faculty and staff will support and exhibit the university's core values as follows:

**PEOPLE** come first, are treated with dignity and respect, and are encouraged to achieve their full potential;

**RELATIONSHIPS** are built on honesty, integrity, and trust;

**DIVERSITY** of people and thought is respected;

**EXCELLENCE** is achieved through teamwork, leadership, creativity, and a strong work ethic;

**EFFICIENCY** is achieved through wise use of human and financial resources; and

**COMMITMENT** to intellectual achievement is embraced.

## **PHILOSOPHY**

The College of Nursing (CON) at East Tennessee State University (ETSU) is a community of scholars in an academic setting where students, faculty, and practicing nurses develop their intellectual capacities in an environment that fosters excellence in the discipline of nursing and promotes respect among all constituents of the CON.

We are committed to excellence with focus on the four pillars of professional nursing: education, scholarship/research, service, and practice. We believe that the four concepts foundational to the nursing metaparadigm: nursing, person, environment, and health, guide us in our commitment to excellence. Leadership contributions transform the lives of students and build bridges to a healthier world.

*Nursing:* ETSU CON believes that the profession of nursing is a holistic health care discipline that is essential to society.

*Person:* ETSU CON believes persons are holistic individuals, populations, and/or aggregates with commonalities and differences. We respect the dignity of all as we practice the art and science of nursing.

*Environment:* ETSU CON believes environment is a dynamic multidimensional phenomenon that influences health which exists internally and externally to the person. Nursing seeks to support the health of individuals, families, communities, and populations within local, regional, and global contexts.

*Health:* ETSU CON believes that through leadership, scholarship/research, education, and practice, we promote and restore health, facilitate healing, improve the ability to cope with illness, reduce suffering, and support persons during the life cycle. We recognize the World Health Organization (WHO) definition of health as a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity<sup>1</sup>. We acknowledge factors specific to this region's Appalachian heritage which influences health and are manifested in disparities related to rural, urban, and underserved populations; the increasing diversity of our populations; the high morbidity and mortality rates for many conditions; and access concerns for primary, secondary, and tertiary health care in the region and state.

### **Pillars of Professional Nursing**

*Education:* The foundation of nursing education is focused on the four nursing concepts of nursing, patient, environment, and health. Education occurs on a continuum, which involves faculty-student partnerships that embrace life experiences and encourage lifelong learning. Learning is an interactive pedagogical dialectic that enables the student to think critically, problem solve, make clinical judgments, and practice independent decision-making that encompasses a holistic approach to health.

*Scholarship/Research:* Scholarship/research is a cornerstone to the continual development of the profession. It is grounded in the four nursing concepts: nursing, person, environment, and health. Scholarship/research embraces multiple ways of knowing which allows for the discovery, dissemination, and application of new knowledge. Manifestations of scholarship/research are evident through education, practice, policy formation, and leadership within the profession.

*Service:* Service is core to the work of Nursing as a practice discipline. Service occurs in interaction with our patients, the communities we serve, the discipline of nursing, interprofessionally, our students, and with multiple other constituents. Service may be local or global, short-term or long, and occurs at a variety of levels of complexity. Service is grounded in the core values of the profession and includes attention to improved health

outcomes, social justice, access to care, and building collaborative partnerships across our domains of concern. Service provides an important vehicle for leadership and sharing our collective expertise.

*Practice:* Practice is the application of the nursing metaparadigm in actions/interactions designed to encompass health holistically. Nursing practice focuses on health and is accomplished through caring relationships and partnerships with individuals, families, communities, and populations. Our practice is grounded in and continually informed by multiple ways of knowing, innovations, established and emerging evidence, and human need. As a practice discipline, Nursing enacts the principles of the metaparadigm through dynamic interactions designed to protect, promote, and optimize the health of persons and communities we serve.

### **Leadership in Nursing: Building Bridges, Transforming Lives**

In addition, leadership demands that we confront what is and inspire vision for change and transformation. Leadership requires courage, energy, acceptance, and direction as we educate, practice, serve, and generate knowledge toward improved world health and well-being. Through leadership we compose and implement strategies for improving health, advancing the discipline, advocating for our patients, and changing lives. Leadership that catalyzes collective growth is inclusive, flexible, responsive, and goal-directed, always mindful of our interdependence and shared accountabilities.



MSN Program of Study  
FNP Concentration  
**FALL START**  
Full-time

Course	Title	Credit Hours
<b>Fall Semester 1 (9 hours)</b>		
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
NRSE 5009	Health Assessment Throughout the Lifespan	3
NRSE 5010	Health Assessment Throughout the Lifespan - Practicum	3 (60 clock hours)
<b>Spring Semester 2 (12 hours)</b>		
NRSE 5001	Nursing Research for Evidence-Based Practice	3
NRSE 5006	Advanced Role Development	3
NRSE 5016	Advanced Pathophysiology	3
NRSE 5018	Advanced Clinical Pharmacology	3
<b>Summer Semester 3 (12 hours)</b>		
NRSE 5011	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I	3
NRSE 5012	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I Practicum	3 (120 clock hours)
NRSE 5021	Life Span Assessment and clinical management: Women's Health	3
NRSE 5022	Life Span Assessment and Clinical Management: Women's Health Practicum	3 (120 clock hours)
<b>Fall Semester 4 (9 hours)</b>		
NRSE 5013	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II	3
NRSE 5014	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II Practicum	3 (120 clock hours)
NRSE 6002	Health Policy Leadership	3
<b>Spring Semester 5 (9 hours)</b>		
NRSE 5023	Health Promotion, Diagnosis and Clinical Management of Children and Adolescents	3
NRSE 5024	Health Promotion, Diagnosis and Clinical Management of Children and Adolescents Practicum	3 (120 clock hours)
NRSE 6400	Improving Mental Health Outcomes in Primary Care	3
<b>Total Credit Hours</b>		<b>51</b>
<b>Total Clock Hours</b>		<b>540</b>

MSN Program of Study  
FNP Concentration  
**FALL START**  
Part-time

Course	Title	Credit Hours
<b>Fall Semester 1 (6 hours)</b>		
NRSE 5009	Health Assessment Throughout the Lifespan	3
NRSE 5010	Health Assessment Throughout the Lifespan - Practicum	3
NRSE 5010	Health Assessment Throughout the Lifespan - Practicum	3 (60 clock hours)
<b>Spring Semester 2 (6 hours)</b>		
NRSE 5016	Advanced Pathophysiology	3
NRSE 5018	Advanced Clinical Pharmacology	3
<b>Summer Semester 3 (6 hours)</b>		
NRSE 5011	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I	3
NRSE 5012	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I Practicum	3 (120 clock hours)
<b>Fall Semester 4 (6 hours)</b>		
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
NRSE 6002	Health Policy Leadership	3
<b>Spring Semester 5 (6 hours)</b>		
NRSE 5001	Nursing Research for Evidence-Based Practice	3
NRSE 5006	Advanced Role Development	3
<b>Summer Semester 6 (6 hours)</b>		
NRSE 5021	Life Span Assessment and clinical management: Women's Health	3
NRSE 5022	Life Span Assessment and Clinical Management: Women's Health Practicum	3 (120 clock hours)
<b>Fall Semester 7 (6 hours)</b>		
NRSE 5013	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II	3
NRSE 5014	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II Practicum	3 (120 clock hours)
<b>Spring Semester 8 (9 hours)</b>		
NRSE 5023	Health Promotion, Diagnosis and Clinical Management of Children and Adolescents	3
NRSE 5024	Health Promotion, Diagnosis and Clinical Management of Children and Adolescents Practicum	3 (120 clock hours)
NRSE 6400	Improving Mental Health Outcomes in Primary Care	3
<b>Total Credit Hours</b>		<b>51</b>
<b>Total Clock Hours</b>		<b>540</b>

MSN Program of Study  
FNP Concentration  
**SPRING START**  
Full-time

Course	Title	Credit Hours
<b>Spring Semester 1 (12 hours)</b>		
NRSE 5009	Health Assessment Throughout the Lifespan	3
NRSE 5010	Health Assessment Throughout the Lifespan - Practicum	3 (60 clock hours)
NRSE 5016	Advanced Pathophysiology	3
NRSE 5018	Advanced Clinical Pharmacology	3
<b>Summer Semester 2 (12 hours)</b>		
NRSE 5011	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I	3
NRSE 5012	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I Practicum	3 (120 clock hours)
NRSE 5021	Life Span Assessment and clinical management: Women's Health	3
NRSE 5022	Life Span Assessment and Clinical Management: Women's Health Practicum	3 (120 clock hours)
<b>Fall Semester 3 (9 hours)</b>		
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
NRSE 5013	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II	3
NRSE 5014	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II Practicum	3 (120 clock hours)
<b>Spring Semester 4 (9 hours)</b>		
NRSE 5023	Health Promotion, Diagnosis and Clinical Management of Children and Adolescents	3
NRSE 5024	Health Promotion, Diagnosis and Clinical Management of Children and Adolescents Practicum	3 (120 clock hours)
NRSE 6400	Improving Mental Health Outcomes in Primary Care	3
<b>Summer Semester 5 (9 hours)</b>		
NRSE 6002	Health Policy Leadership	3
NRSE 5006	Advanced Role Development	3
NRSE 5001	Nursing Research for Evidence-Based Practice	3
<b>Total Credit Hours</b>		<b>51</b>
<b>Total Clock Hours</b>		<b>540</b>

MSN Program of Study  
FNP Concentration  
**SPRING START**  
Part-time

<b>Course</b>	<b>Title</b>	<b>Credits</b>
<b>Spring Semester 1 (6 hours)</b>		
NRSE 5009	Health Assessment Throughout the Lifespan	3
NRSE 5010	Health Assessment Throughout the Lifespan - Practicum	3 (60 clock hours)
<b>Summer Semester 2 (6 hours)</b>		
NRSE 6002	Health Policy Leadership	3
NRSE 5006	Advanced Role Development	3
<b>Fall Semester 3 (6 hours)</b>		
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
NRSE 5016	Advanced Pathophysiology	3
<b>Spring Semester 4 (6 hours)</b>		
NRSE 5001	Nursing Research for Evidence-Based Practice	3
NRSE 5018	Advanced Clinical Pharmacology	3
<b>Summer Semester 5 (6 hours)</b>		
NRSE 5011	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I	3
NRSE 5012	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I Practicum	3 (120 clock hours)
<b>Fall Semester 6 (6 hours)</b>		
NRSE 5013	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II	3
NRSE 5014	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II Practicum	3 (120 clock hours)
<b>Spring Semester 7 (9 hours)</b>		
NRSE 5023	Health Promotion, Diagnosis and Clinical Management of Children and Adolescents	3
NRSE 5024	Health Promotion, Diagnosis and Clinical Management of Children and Adolescents Practicum	3 (120 clock hours)
NRSE 6400	Improving Mental Health Outcomes in Primary Care	3
<b>Summer Semester 8 6 hours</b>		
NRSE 5021	Life Span Assessment and clinical management: Women's Health	3
NRSE 5022	Life Span Assessment and Clinical Management: Women's Health Practicum	3 (120 clock hours)
<b>Total Credit</b>		<b>51</b>
<b>Total Clock Hours</b>		<b>540</b>

MSN Program of Study  
 Psychiatric-Mental Health Nurse Practitioner Concentration  
 Part-time

Course	Title	Credit Hours
<b>Fall Semester 1 (12 hours)</b>		
NRSE 5018	Advanced Clinical Pharmacology	3
NRSE 5016	Advanced Pathophysiology	3
NRSE 5009	Health Assessment Throughout the Lifespan	3
NRSE 5010	Health Assessment Throughout the Lifespan - Practicum	3 (60 clock hours)
<b>Spring Semester 2 (9 hours)</b>		
NRSE 5303	Psychopharmacology	3
NRSE 5404	Advanced Family Psychiatric Nursing Care I	3
NRSE 5405	Advanced Family Psychiatric Nursing Care I Practicum	3 (120 clock hours)
<b>Summer Semester 3 (9 hours)</b>		
NRSE 5408	Advanced Family Psychiatric Nursing Care II	3
NRSE 5409	Advanced Family Psychiatric Nursing Care II Practicum	3 (120 clock hours)
NRSE 6002	Health Policy Leadership	3
<b>Fall Semester 4 (9 hours)</b>		
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
NRSE 5410	Interpersonal Treatment Modalities	3
NRSE 5411	Interpersonal Treatment Modalities Practicum	3 (120 clock hours)
<b>Spring Semester 5 (9 hours)</b>		
NRSE 5001	Nursing Research for Evidence-Based Practice	3
NRSE 6950	Internship in Advanced Nursing Practice	3 (120 clock hours)
NRSE 5006	Advanced Role Development	3
<b>Total Credit Hours</b>		<b>48</b>
<b>Total Clock Hours</b>		<b>540</b>

MSN Program of Study  
 Psychiatric-Mental Health Nurse Practitioner Concentration  
 Part-time

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Fall Semester 1 (6 hours)</b>		
NRSE 5009	Health Assessment Throughout the Lifespan	3
NRSE 5010	Health Assessment Throughout the Lifespan - Practicum	3 (60 clock hours)
<b>Spring Semester 2 (6 hours)</b>		
NRSE 5018	Advanced Clinical Pharmacology	3
NRSE 5303	Psychopharmacology	3
<b>Summer Semester 3 (6 hours)</b>		
NRSE 5006	Advanced Role Development	3
NRSE 6002	Health Policy Leadership	3
<b>Fall Semester 4 (6 hours)</b>		
NRSE 5016	Advanced Pathophysiology	3
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
<b>Spring Semester 5 (6 hours)</b>		
NRSE 5404	Advanced Family Psychiatric Nursing Care I	3
NRSE 5405	Advanced Family Psychiatric Nursing Care I Practicum	3 (120 clock hours)
<b>Summer Semester 6 (6 hours)</b>		
NRSE 5408	Advanced Family Psychiatric Nursing Care II	3
NRSE 5409	Advanced Family Psychiatric Nursing Care II Practicum	3 (120 clock hours)
<b>Fall Semester 7 (6 hours)</b>		
NRSE 5410	Interpersonal Treatment Modalities	3
NRSE 5411	Interpersonal Treatment Modalities Practicum	3 (120 clock hours)
<b>Spring Semester 8 (6 hours)</b>		
NRSE 6950	Internship in Advanced Nursing Practice	3 (120 clock hours)
NRSE 5001	Nursing Research for Evidence-Based Practice	3
<b>Total Credit Hours</b>		<b>48</b>
<b>Total Clock Hours</b>		<b>540</b>

MSN Program of Study  
Nursing Administration Concentration  
Full Time

Course	Title	Credit Hours
<b>Fall Semester 1 (9 hours)</b>		
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
NRSE 5501	Leadership in Nursing Administration	3
NRSE 5590	Strategic Planning for Health Care Organizations	3
<b>Spring Semester 2 (9 hours)</b>		
NRSE 5001	Nursing Research for EBP	3
NRSE 5510	Organizational Theory and Nursing Administration	3
NRSE 5530	Healthcare Organization and Law	3
<b>Summer Semester 3 (9 hours)</b>		
NRSE 5006	Advanced Role Development	3
NRSE 5502	Executive Leadership Practicum I	3 (180 clock hours)
NRSE 5520	Fiscal Management in Nursing Administration	3
<b>Fall Semester 4 (12 hours)</b>		
NRSE 6002	Health Policy Leadership	3
NRSE 5503	Executive Leadership Practicum II	3 (180 clock hours)
NRSE 5580	Project Management for Nurse Leaders	3
NRSE 5550	Human Resource Management in Healthcare Organizations	3
<b>Spring Semester 5 (6 hours)</b>		
NRSE 5504	Executive Leadership Practicum III	3 (180 clock hours)
NRSE 6513	Case Management	3
<b>Total Credit Hours</b>		<b>45</b>
<b>Total Clock Hours</b>		<b>540</b>

MSN Program of Study  
Nursing Administration Concentration  
Part Time

Course	Title	Credit Hours
<b>Fall Semester 1 (6 hours)</b>		
NRSE 5000	Conceptual Systems in Advanced Nursing Practice	3
NRSE 5501	Leadership in Nursing Administration	3
<b>Spring Semester 2 (6 hours)</b>		
NRSE 5001	Nursing Research for EBP	3
NRSE 5510	Organizational Theory and Nursing Administration	3
<b>Summer Semester 3 (6 hours)</b>		
NRSE 5502	Executive Leadership Practicum I	3 (180 clock hours)
NRSE 5520	Fiscal Management in Nursing Administration	3
<b>Fall Semester 4 (6 hours)</b>		
NRSE 5503	Executive Leadership Practicum II	3 (180 clock hours)
NRSE 5590	Strategic Planning for Healthcare Organizations	3
<b>Spring Semester 5 (9 hours)</b>		
NRSE 5504	Executive Leadership Practicum III	3 (180 clock hours)
NRSE 6513	Case Management	3
NRSE 5530	Healthcare Organization and Law	3
<b>Summer Semester 6 (6 hours)</b>		
NRSE 5006	Advanced Role Development	3
NRSE 6002	Health Policy Leadership	3
<b>Fall Semester 7 (6 hours)</b>		
NRSE 5580	Project Management for Nurse Leaders	3
NRSE 5550	Human Resource Management in Healthcare Organizations	3
<b>Total Credit Hours</b>		<b>45</b>
<b>Total Clock Hours</b>		<b>540</b>



MSN Program of Study  
Nursing Education Concentration  
Full Time

Course	Title	Credit Hours
<b>Fall Semester 1 (9 hours)</b>		
NRSE 5000	Conceptual Systems in Advanced Practice Nursing	3
NRSE 5016	Advanced Pathophysiology	3
NRSE 5110	Curriculum Development and Design	3
<b>Spring Semester 2 (9 hours)</b>		
NRSE 5001	Nursing Research for EBP	3
NRSE 5009	Health Assessment Throughout the Lifespan	3
NRSE 5111	Instructional Strategies to Facilitate Learning in Nursing	3
<b>Summer Semester 3 (10 Hours)</b>		
NRSE 5006	Advanced Role Development	3
NRSE 5112	Assessment & Evaluation in Nursing Education	2
NRSE 5113	Program Evaluation and Accreditation	1
NRSE 5025, 5026, 6412, OR 5028	Clinical Specialization Didactic (Advanced Women's Health and Perinatal Nursing, Advanced Pediatric Nursing, Clinical Prevention in Mental Health Services, or Advanced Adult & Geriatric Nursing) *Students will choose one (1) of these courses	3
NRSE 5115	Clinical Specialization Practicum (WH, Peds, MH, Adult)	1 (60 clinical hours)
<b>Fall Semester 4 (9 Hours)</b>		
NRSE 6002	Health Policy Leadership	3
NRSE 5018	Advanced Clinical Pharmacology	3
NRSE 5046	Nursing Education Didactic Practicum	3 (180 clock hours)
<b>Spring Semester 5 (5 Hours)</b>		
NRSE 5045	Nursing Education Clinical Practicum	3 (180 clock hours)
NRSE 5114	Legal and Ethical Issues for Academic Nurse Educators	1
NRSE 5120	Synthesis: Advancing the Role of the Academic Nurse Educator	1
<b>Total Credit Hours</b>		<b>42</b>
<b>Total Clock Hours</b>		<b>420</b>

MSN Program of Study  
Nursing Education Concentration  
Part Time

Course	Title	Credit Hours
<b>Fall Semester 1 (6 hours)</b>		
NRSE 5000	Conceptual Systems in Advanced Practice Nursing	3
NRSE 5110	Curriculum Development and Design	3
<b>Spring Semester 2 (7 hours)</b>		
NRSE 5009	Health Assessment Throughout the Lifespan	3
NRSE 5111	Instructional Strategies to Facilitate Learning in Nursing	3
NRSE 5114	Legal and Ethical Issues for Academic Nurse Educators	1
<b>Summer Semester 3 (7 Hours)</b>		
NRSE 5112	Assessment & Evaluation in Nursing Education	2
NRSE 5113	Program Evaluation and Accreditation	1
NRSE 5025, 5026, 6412, OR 5028	Clinical Specialization Didactic (Advanced Women's Health and Perinatal Nursing, Advanced Pediatric Nursing, Clinical Prevention in Mental Health Services, or Advanced Adult & Geriatric Nursing)  *Students will choose one (1) of these courses	3
NRSE 5115	Clinical Specialization Practicum (WH, Peds, MH, Adult)	1 (60 clinical hours)
<b>Fall Semester 4 (6 Hours)</b>		
NRSE 5018	Advanced Clinical Pharmacology	3
NRSE 5016	Advanced Pathophysiology	3
<b>Spring Semester 5 (4 Hours)</b>		
NRSE 5045	Nursing Education Clinical Practicum	3 (180 clock hours)
NRSE 5120	Synthesis: Advancing the Role of the Academic Nurse Educator	1
<b>Summer Semester 6 (6 Hours)</b>		
NRSE 5006	Advanced Role Development	3
NRSE 5001	Nursing Research for EBP	3
<b>Fall Semester 7 (6 Hours)</b>		
NRSE 6002	Health Policy Leadership	3
NRSE 5046	Nursing Education Didactic Practicum	3 (180 clock hours)
<b>Total Credit Hours</b>		<b>42</b>
<b>Total Clock Hours</b>		<b>420</b>

Post-Graduate Certificate  
Family Nurse Practitioner Concentration

<p><b>Note:</b> Post-MSN Certificate students without transcript evidence of content equivalent to NRSE 5009 Health Assessment Lifespan (3 cr.), NRSE 5010 Health Assessment Practicum (3 cr. plus 60 clock hours of primary care clinical experience), NRSE 5016 Advanced Pathophysiology (3 cr.), and NRSE 5018 Clinical Pharmacology (3 cr.) must successfully complete these courses before beginning the coursework below. *** <i>Financial aid may not be available for NRSE 5009, NRSE 5010, NRSE 5016, NRSE 5018 since these courses are prerequisites to the program of study.</i> ***</p>		
Course	Title	Credit Hours
<b>Summer Semester 1 (6 hours)</b>		
NRSE 5011	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I	3
NRSE 5012	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner I Practicum	3 (120 clock hours)
<b>Fall Semester 2 (6 hours)</b>		
NRSE 5013	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II	3
NRSE 5014	Health Promotion, Diagnosis, Treatment, and Clinical Management: Nurse Practitioner II Practicum	3 (120 clock hours)
<b>Spring Semester 3 (6 hours)</b>		
NRSE 5023	Health Promotion, Diagnosis and Clinical Management of Children and Adolescents	3
NRSE 5024	Health Promotion, Diagnosis and Clinical Management of Children and Adolescents Practicum	3 (120 clock hours)
<b>Summer Semester 4 (6 hours)</b>		
NRSE 5021	Life Span Assessment and clinical management: Women's Health	3
NRSE 5022	Life Span Assessment and Clinical Management: Women's Health Practicum	3 (120 clock hours)
<b>Total Credit Hours</b>		<b>24</b>
<b>Total Clock Hours</b>		<b>480</b>

Post-Graduate Certificate Psychiatric/Mental Health Nurse Practitioner

**Note:** Post-MSN Certificate students without transcript evidence of content equivalent to NRSE 5009 Health Assessment Lifespan (3 cr.); NRSE 5010 Health Assessment Practicum (3 cr. plus 60 clock hours of primary care clinical experience); NRSE 5016 Advanced Pathophysiology (3 cr.); and NRSE 5018 Clinical Pharmacology (3 cr.), must successfully complete these courses before beginning the coursework below. \*\*\* *Financial aid may not be available for NRSE 5009, NRSE 5010, NRSE 5016, NRSE 5018 since these courses are prerequisites to the program of study.* \*\*\*

Course	Title	Credit Hours
<b>Semester 1 (9 hours)</b>		
NRSE 5303	Psychopharmacology	3
NRSE 5404	Advanced Family Psychiatric Nursing Care 1	3
NRSE 5405	Advanced Family Psychiatric Nursing Care 1 Practicum	3 (120 clock hours)
<b>Semester 2 (6 hours)</b>		
NRSE 5408	Advanced Family Psychiatric Nursing Care II	3
NRSE 5409	Advanced Family Psychiatric Nursing Care II Practicum	3 (120 clock hours)
<b>Semester 3 (9 hours)</b>		
NRSE 5410	Interpersonal Treatment Modalities	3
NRSE 5411	Interpersonal Treatment Modalities Practicum	3 (120 clock hours)
<b>Semester 4 (3 hours)</b>		
NRSE 6950	Internship in Advanced Nursing Practice	3 (120 clock hours)
<b>Total Credit Hours</b>		24
<b>Total Clock Hours</b>		480

Post-graduate Certificate Nursing Administration Concentration  
Full Time

Course	Title	Credit Hours
<b>Fall Semester 1 (9 hours)</b>		
NRSE 5501	Leadership in Nursing Administration	3
NRSE 5590	Strategic Planning for Health Care Organizations	3
NRSE 5580	Project Management for Nurse Leaders	3
<b>Spring Semester 2 (6 hours)</b>		
NRSE 5510	Organizational Theory and Nursing Administration	3
NRSE 5530	Healthcare Organization and Law	3
<b>Summer Semester 3 (6 hours)</b>		
NRSE 5520	Fiscal Management in Nursing Administration	3
NRSE 5502	Executive Leadership Practicum 1	3 (180 clock hours)
<b>Fall Semester 4 (6 hours)</b>		
NRSE 5503	Executive Leadership Practicum II	3 (180 clock hours)
NRSE 5550	Human Resource Management in Healthcare Organizations	3
<b>Spring Semester 5 (6 hours)</b>		
NRSE 6513	Case Management	3
NRSE 5504	Executive Leadership Practicum III	3 (180 clock hours)
<b>Total Credit Hours</b>		<b>33</b>
<b>Total Clock Hours</b>		<b>540</b>

## SECTION II

### PROGRESSION, READMISSION, AND GRADUATION POLICIES

#### Progression Requirements for All Graduate Students

1. Students in graduate nursing programs must meet the requirements of the College of Graduate and Continuing Studies to remain in good standing. An overall grade point average (GPA) of 3.0 (B) or better must be maintained.
2. In addition, a nursing student must achieve a “B” or better in every graduate nursing course. Policies of the College of Graduate and Continuing Studies for progression will apply.
3. MSN or Post-Graduate Certificate students may repeat a course in which a grade of less than B was received once.
4. If a student’s cumulative grade point average falls below 3.0, she/he will be placed on academic probation the following semester. If the student does not achieve a 3.0 cumulative grade point average at the conclusion of one probationary semester, the Dean of the College of Graduate and Continuing Studies and the Associate Dean for Academic Programs in the College of Nursing will determine if the student should be dismissed from graduate study or continued on academic probation. No student will be allowed more than two probationary semesters, whether consecutive or cumulative. At the end of a second probationary semester, a student whose cumulative grade point average is still below 3.0 will be dismissed from graduate study.
5. Students whose performance results in a GPA so far below 3.0 as to make it mathematically impossible to attain an overall GPA of 3.0 after one semester may be subject to dismissal without a probationary term.
6. An incomplete grade (“I”) indicates that the student was passing the course at the end of the semester, but due to circumstances beyond the student’s control, was unable to complete the course work for which the “I” is assigned. The “I” grade cannot be used to allow a student to do additional work to raise a deficient grade or to repeat a course. An “I” grade must be removed no later than one calendar year from the time the grade is awarded. Time extension requests for removal of an “I” grade must be submitted to and approved by the Dean of the College of Graduate and Continuing Studies before the allotted time expires. An “I” grade not removed under the guidelines in the Graduate Catalog will be converted to an “F.”
7. MSN or Post-Graduate Certificate students may have grades of “WF” in no more than one semester within an academic year.
8. Students who wish to change from part-time to full-time status must submit a written request to the College of Nursing’s Office of Student Services. Requests will be approved on an individual basis, taking into consideration the student’s academic performance and available clinical slots.
9. Students must maintain an unencumbered registered nurse license in all states where they are currently licensed throughout the duration of the graduate program and in the state(s) where they fulfill clinical course requirements. If at any time during enrollment in the graduate program a student’s nursing license becomes encumbered, suspended, or revoked, the student must immediately report this to the Associate Dean of Graduate Programs in the College of Nursing. If a student’s registered nurse license is suspended or revoked, or a student fails to report any changes in licensure status to the Associate Dean of Graduate Programs, the student will be administratively withdrawn from the graduate program. A student’s ability to continue enrollment in the graduate program with an encumbered license will be reviewed on an individual basis considering the restriction/limitations placed on the student’s practice as a registered nurse by the board of nursing in the state issuing the encumbered license.

The student is referred to the *Graduate Catalog* for more detailed progression information.

## Transfer of College Credits

1. As stated in the *Graduate Catalog*, students may petition for the transfer of a maximum of nine (9) semester hours of graduate credit earned from ETSU or other regionally accredited U.S. and approved international institutions, if grades of “B” (or equivalent) or higher were received (“B-” grades do not transfer).
2. Forms for transfer of credit are available on the College of Graduate and Continuing Studies Website [graduate\\_school\\_transfer\\_acceptance\\_credit\\_june\\_2021.pdf\(etsu.edu\)](#) and must have the approved signatures.
3. The degree program time limit of six (6) years for MSN coursework will begin with the registration date of the first course applied to the degree requirements, including transferred courses.
4. Grades from other regionally accredited institutions will not be used to compute the grade point average (the transferred ETSU credits will be included).
5. For complete information about transfer credits refer to: [graduate\\_school\\_transfer\\_acceptance\\_credit\\_june\\_2021.pdf\(etsu.edu\)](#) and [Forms ETSU Graduate School](#)

When credit is transferred into a graduate certificate program, the School of Graduate Studies rules for transfer of credit will apply. Students who have taken non-degree coursework at ETSU or other universities may petition to transfer up to nine (9) credits into a graduate certificate, but in all cases, students must take at least 50% of the certificate coursework or at least six credits of coursework (whichever is greater) at ETSU in order to complete certificate requirements. Some graduate certificates have specific rules about transfer of credit, and so the graduate certificate curriculum in the catalog should be consulted. Students currently enrolled in a master’s program or doctoral program may not be enrolled in a certificate that duplicates their work in a master’s or doctoral program concentration.

General, credit earned at international institutions cannot be transferred, and petitions to transfer international credit are reviewed only if accompanied by a professional course-by-course evaluation.

## Reinstatement

As stated in the *Graduate Catalog*, students who have been dismissed from the School of Graduate Studies for academic reasons may address a written request for reinstatement to the chair of their department of major. In the College of Nursing, the Associate Dean for Graduate Programs functions as the department chair. The request should include reasons why the reinstatement should be considered. The department will review the request for reinstatement and make recommendations to the Dean of the Graduate School. If the request is denied at the departmental level, the student may then direct a written appeal to the Dean of the Graduate School, and a final decision will be made in accordance with policies established by the Graduate Council.

## Leave of Absence

1. If a graduate student plans to take a leave of absence from the graduate nursing program, the College of Nursing’s Office of Student Services and the Associate Dean for Graduate Programs 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. [Forms ETSU Graduate School](#)

## Readmission – Reapplication

As stated in the *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 College of Graduate and Continuing Studies prior to re-enrollment. According to College of Nursing policy, 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.

[Forms ETSU Graduate Schoolhttps://www.etsu.edu/gradstud/forms.php](https://www.etsu.edu/gradstud/forms.php)

## **Graduate Nursing Concentration Transfer Policy**

A student may request to change the degree sought, concentration, or to add/delete a certificate. The student is to submit a goal statement with rationale for the change in the specialty to the Associate Dean of Graduate Programs. Students are only eligible to change concentrations after completing a minimum of one semester within the current concentration and with a B or higher in all coursework. Requests will be reviewed with applications for that concentration the following semester by the MSN-DNP admissions committee. Students are not guaranteed that the transfer will be granted.

[Forms ETSU Graduate School](#)

## **Advisement for MSN and Post-Graduate Certificate Students**

It is essential that graduate students obtain advisement throughout the curriculum in order to progress smoothly through the sequence of courses. The following policies and procedures are designed to facilitate the student's progression throughout the graduate nursing program.

1. Upon enrollment in the graduate nursing program, each student will be assigned a major academic advisor.
2. The student and the major 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. The degree seeking student will submit the completed and signed Program of Study to the College of Nursing's Graduate Advisor in the Office of Student Services. The Graduate Advisor will scan a copy to the student's file and forward to the School of Graduate Studies for placement in the student's official file.
3. 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 an Application for Candidacy to the College of Nursing's Graduate Student Services Coordinator in the Office of Student Services. 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 major academic advisor and an Application for Change in Approved Program of Study form submitted promptly to the School of Graduate Studies through the College of Nursing's Office of Student Services. (See the *Graduate Catalog*).
4. A student should meet with their major academic advisor at least once each term prior to the preregistration period to discuss and update the student's program of study. This meeting can be through email, in person, via web conferencing, or telephone.
5. Academic advisors do not assist the student to plan individual courses or practicum experiences as this responsibility is assumed by course faculty 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.
6. To change a major academic advisor, the student must submit a written request for approval to the Office of Student Services in the College of Nursing.

## **Culminating Experience/Final Examination Requirements for MSN Students**

As stated in the *Graduate Catalog*, all master's degree programs should involve a culminating experience that includes an integrating activity and a comprehensive evaluation of the student's performance:

1. The integrating activity is intended to help students synthesize knowledge and skills acquired throughout the degree curriculum. The form of this activity may vary according to the particular discipline and may or may not involve academic credit. Examples include, but are not limited to, a



thesis, analytical essay, artistic presentation, practicum, capstone project, and team consulting project. Departments and/or graduate program offices shall identify in the graduate catalog the integrating activity provided in each degree.

2. A comprehensive evaluation of the student's performance should include a written or oral examination or evaluation to determine whether the student has achieved mastery of the student's discipline.
3. The student's performance in the final examination or evaluation may be classified into one (1) of three (3) categories. They may (1) pass; (2) fail with no opportunity for re-examination or re-evaluation; or (3) fail with an opportunity for further study and re-examination. A second failure by any candidate will result in the student's dismissal from the graduate program.

### **Graduation Policies and Procedures for all Graduate Students**

To graduate from a graduate program at East Tennessee State University, 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 College of Nursing Student Handbook. A time limit of six (6) years to obtain the M.S.N. degree is imposed by the School of Graduate Studies and is counted from the date of registration 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. If the student does not graduate in that term, a new Intent Form must be completed and submitted prior to the published deadline (see Academic Calendar).
2. In order to graduate, students must have a minimum 3.0 grade point average overall and on the program of study.
3. All debts to the university must be cleared before the end of the second week of the final semester of study.

### **College of Nursing MSN Grading Scale**

**A= 93-100**

**B= 84-92**

**C=75-83**

**F= less than 75**

Final grades in a course may be rounded at the discretion of the faculty

### **Clinical Requirements**

Please use the following link for information on clinical requirements:

[np\\_clinical\\_placement\\_and\\_preceptor\\_guidelines.pdf\(etsu.edu\)](http://np_clinical_placement_and_preceptor_guidelines.pdf(etsu.edu))

## SECTION III

### REGULATIONS ON STUDENT CONDUCT

Graduate students should read and abide by all policies outlined in the [College of Graduate and Continuing Studies - East Tennessee State University - Acalog ACMS™ \(etsu.edu\)](http://etsu.edu). Graduate students using or participating in CON or university related resources and activities on or off campus are expected to conduct themselves in a professional manner. This may include, but is not limited to, the Office of Student Services, Library, and Learning Resource Centers. Students are expected to be familiar with and follow university regulations on graduate student conduct as outlined in the *Graduate Catalog*. Students should be familiar with the CON's Vision, Mission, Goals, and Values. Although, the CON regulations are congruent with university policies and procedures in the *Graduate Catalog*, there are additional policies that are required of MSN students.

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

These additional policies include the following:

#### **Student Conduct– College of Nursing**

Students using College of Nursing resources or participating in College of Nursing academic classroom or clinical settings, while acting as a representative off campus, or other approved activities (i.e., Student Nurses on Capitol Hill) are expected to conduct themselves in a professional manner. Students are expected to be familiar with and follow university regulations on student conduct and computer use, the College of Nursing Code of Ethics, and other policies that may be specific to clinical practice sites.

Students who use the College of Nursing Office of Student Services, Testing Center, practice labs, Learning Resource Center (computer lab) or classrooms or are in an online class and who violate any of the following regulations will be subject to disciplinary sanctions by the College of Nursing and the university. Misconduct subject to disciplinary sanctions include, but are not limited to the following examples:

1. Use of abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or other conduct which disrupts other groups or individuals.
2. Interference with or obstruction of college activities or facilities.
3. Misuse of or damage to any property in the facilities, including computers.
4. Theft.
5. Misuse of documents or identification cards.
6. Unlawful use of alcoholic beverages or possession or use of unlawful drugs or controlled substances.
7. Gambling.
8. Failure to cooperate with college faculty, staff, graduate assistants, or student workers who are acting in the performance of assigned duties in the facilities.
9. Academic dishonesty.
10. Use of food or drinks in the facilities where prohibited.

Approved by Faculty Council 5/8/02

## **Academic Misconduct**

All forms of academic dishonesty are prohibited and incur severe disciplinary sanctions. The College of Nursing adheres to the ETSU Policies and Procedures as presented in the Graduate Catalog. Students are to refer to the following link for further information on graduate programs academic misconduct policy:

[College of Graduate and Continuing Studies - East Tennessee State University - Acalog ACMS™ \(etsu.edu\)](https://etsu.edu/graduate-studies/academic-misconduct)

## **Clinical Placement and Preceptors**

All Graduate students are to be able to locate, review, follow and abide by all sections listed in the “NP Clinical Placement and Preceptor Guidelines” document found on the College of Nursing webpage at the following link: [np\\_clinical\\_placement\\_and\\_preceptor\\_guidelines.pdf \(etsu.edu\)](https://etsu.edu/graduate-studies/np-clinical-placement-and-preceptor-guidelines.pdf). Graduate faculty will assist students in clinical placement as warranted and as need arises.

MSN students must have approved, fully executed preceptor agreements in place before entering any clinical practicum site as part of the MSN program. Students who begin clinicals without preceptor agreements in place are in violation of the Academic Misconduct Policy and will be disciplined according to that policy. See following link: [Academic Integrity and Misconduct \(etsu.edu\)](https://etsu.edu/academic-integrity-and-misconduct)

## **Code of Ethics (Faculty/Student)**

Students and faculty of East Tennessee State University College of Nursing subscribe to the American Nurses 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.

## **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 schoolwork.

## **Professional Conduct**

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

1. Faculty and students assume responsibility for individual and professional judgments and actions. 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.
  - The nursing student assumes responsibility and accountability for individual nursing judgments and actions at their level of knowledge and expertise.
  - 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.
2. It is expected that faculty and students will respect and uphold the rights of all their clients by:
  - 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
  - safeguarding the client's right to privacy by judiciously protecting information of a confidential nature.
3. It is expected that faculty and students will protect the client against incompetent, unethical, or illegal practice by:

- participating in the profession's efforts to establish and maintain conditions of practice conducive to high quality nursing care;
  - participating in the profession's efforts to implement and improve standards of nursing; participating in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing;
  - 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
  - assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority (i.e., incident reports, etc.).
4. It is expected that faculty will respect and uphold the rights of students by:
- maintaining confidentiality of students' records;
  - obtaining or disseminating to the appropriate persons only, information strictly pertinent to the student's current academic performance; and
  - treating the student as a person of worth and dignity.
5. It is expected that students will respect and uphold the rights of faculty by:
- maintaining confidentiality of faculty records;
  - obtaining or disseminating to the appropriate persons only, information strictly pertinent to the faculty's current academic performance; and
  - treating the faculty member as a person of worth and dignity.

### **General Professional Behavior**

Attendance and punctuality are expected 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 ETSU College of Nursing, in a comparable fashion.

It is the expectation that all students enrolled in the Graduate Programs at the ETSU College of Nursing will conduct themselves in the manner that:

- Shows respect towards others
- Values contributions from other students, colleagues and faculty
- Contributes to mutual respect, effective communication and team collaboration
- Appreciates and acknowledges the life experience and individual perceptions for each and every student, patient and faculty they encounter at this institution
- Recognizes and understands that graduate students in nursing are nurses who have experiences to share which enrich the collaborative learning environment.

The following behaviors will not be tolerated and if displayed by any student enrolled in the Graduate Programs within the ETSU College of Nursing will result in disciplinary action and possible removal from the program.

- Demeaning, belittling or harassing others

- Rumoring, gossiping about or damaging a classmate/professor's reputation
- Habitually interrupting as others speak
- Not paying attention or listening to others who address you; not responding to email, letters or voice mail that requires a reply
- Sending emails that are inflammatory in nature
- Speaking with a condescending attitude
- Yelling or screaming at instructors, peers, or clinical staff which includes emails that are written in uppercase letters only
- Habitually arriving late to class
- Knowingly withholding information needed by a peer, instructor, preceptors or clinical staff.
- Discounting or ignoring solicited input from instructors/faculty regarding classroom and/or clinical performance or professional conduct
- Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned
- Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats.
- Displays of temper, tantrums
- Using up supplies or breaking equipment without notifying appropriate staff/faculty.
- Rudeness that ultimately escalates into threatened or actual violence

*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**

The College of Nursing follows the Graduate Studies University Honor Code policy. 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 regulation policies on plagiarism, cheating, and/or fabrication. Any knowledge of academic misconduct should be reported.

### **Honor Pledge**

The College of Nursing follows the Graduate Studies University Honor Pledge policy. By being a part of the university campus community, students agree to live by the standards of the honor code and thereby pledge the following: "I pledge to act with honesty, integrity, and civility in all matters." This pledge shall be written on all submitted assignments along with student name and date. (Honor Code and Pledge as revised and adopted February 16, 2012.)

### **Identification Badges/Lanyards/Insignias**

All nursing majors must purchase a College of Nursing picture name badge which is a partial replica of the student's ETSU 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. ETSU university related logo, or 3. represent 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 Campus ID Services.

### **Information Technology Student Conduct**

The following policies pertain to nursing graduate student use of Information Technology while enrolled as a student at ETSU College of Nursing. The source citation is listed at the conclusion of this document.

### **User Responsibilities**

The following lists 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 policies, ETSU is authorized to supplement the user responsibilities contained herein.

#### **Access**

- Users shall obtain proper authorization before using TBR or ETSU information technology resources.
- Users shall not use ETSU information technology resources for purposes beyond those for which they are authorized.
- Users shall not share access privileges (account numbers and passwords) with persons who are not authorized to use them.
- Users shall not use ETSU information technology resources in an attempt to access or to actually access computers external to the ETSU system when that access is not authorized by the computer's owner (no "hacking" allowed).

#### **Respect for Others**

- A user shall not attempt to obstruct usage or deny access to other users.
- Users shall not transmit or distribute material that would be in violation of existing ETSU policies or guidelines using ETSU technology resources.
- 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.
- Users shall not intentionally introduce any program or data intended to disrupt normal operations (e.g. a computer "virus" or "worm") into ETSU information technology resources.
- Forgery or attempted forgery of e-mail messages is prohibited.
- Sending or attempts to send unsolicited junk mail or chain letters is prohibited.
- Flooding or attempts to flood a user's mailbox is prohibited.

#### **Respect for State-Owned Property**

- A user shall not intentionally, recklessly, or negligently misuse, damage or vandalize ETSU information technology resources.
- A user shall not attempt to modify ETSU information technology resources without authorization.
- A user shall not circumvent or attempt to circumvent normal resource limits, logon procedures, or security regulations.
- A user shall not use ETSU information technology resources for purposes other than those for which they were intended or authorized.
- A user shall not use ETSU information technology resources for any private or personal for-profit activity.
- 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 ETSU, a user shall not use ETSU information technology resources for any not-for-profit business activities, unless authorized by the President (or their designee).
- Users shall at all times endeavor to use ETSU 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.

### **No Unlawful Uses Permitted**

Users shall not engage in unlawful uses of the information technology system resources of ETSU. 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.

### **Obscene materials**

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:

- The average person applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest;
- The average person applying contemporary community standards would find that the work depicts or describes, in a patently offensive way, sexual conduct; and
- The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

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

### **Defamation**

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

### **Intellectual Property Rights/ 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.

Pursuant to the Digital Millennium Copyright Act of 1998, the TBR designated agent for receipt of complaints of copyright infringement occurring with the use of ETSU information technology resources is the Tennessee Board of Regents Assistant Vice Chancellor for Information Technology. ETSU has designated the Director for Client Support Services, Office of Information Technology as ETSU's campus agent regarding complaints of copyright infringement. After review, the ETSU Vice President for Administration will forward complaints received to the TBR Assistant Vice Chancellor for Information Technology.

The policies above are cited from the ETSU Office of Information Technology Code of Ethics web page: [Code of Ethics \(etsu.edu\)](http://www.etsu.edu/code_of_ethics)

And <https://www.etsu.edu/its/policies/intellectual-property-rights.php>

[https://www.etsu.edu/human-resources/documents/ppps/ppp44\\_it\\_code\\_ethics.pdf](https://www.etsu.edu/human-resources/documents/ppps/ppp44_it_code_ethics.pdf)

### **Professional Dress Policy**

Approved dress during clinical is business casual (as further defined below) with an ETSU College of Nursing white lab coat and name badge. Clothing and lab coat must be clean, neat, pressed, and in good repair.

- The only acceptable identification badge is the ETSU College of Nursing picture identification name badge.
- Students are required to have their ETSU student ID badge prominently displayed while in the clinical setting.
- Lab coats should be brought to clinical and worn as appropriate or when specified by the clinical agency. No emblems or monogramming from other entities/agencies is permitted.

- Clothing should be appropriate for business or business casual attire, clean and in good repair. Blue jeans and exercise pants/sweats are not allowed. Clothing should be conservative, fit appropriately for body size and height
- Words, advertising, other pictures and graphics are not allowed on any article of clothing.
- Shirts must fully cover abdomen and back leaving no exposed areas of skin between shirt and skirt/pants while standing, sitting, leaning forward, or reaching up.
- Hats are not permitted.
- Scrubs or uniforms should not be worn; however, if it is the policy of the clinical site for their NPs, PAs, or Physician providers to wear scrubs, students are permitted to do so.
- Skirt/dress length and slit should not expose leg above the knee.
- Shirts should not allow skin exposure beyond mid-sternal area and should not allow view of undergarments or other exposed areas of the chest/abdomen while leaning forward. Shirts must not contain open shoulder or backs.
- Scarves should be avoided due to potential to interfere with patient care, procedures, and infection control.
- Conservative pattern leggings may be worn underskirts/dresses, provided skirts/ dresses meet the same requirements previously indicated.
- Belts should be conservative, in good repair, and should not have adornments, chains, or large belt buckles.
- Design patterns on shirts should be conservative and fit traditional business or business casual.
- Students must wear clean, closed toe shoes in good repair which coordinate with their attire. No flip-flops, sandals, or other shoe which exposes toes may be worn during the clinical rotation. Rain, snow, or work boots may not be worn.
- Boots and shoes should be conservative, clean, in good repair. Boots may not extend over the knee. Boots and shoes may not have platform sole/heels, and heels should not exceed 2 inches.
- Hair should be clean and neat with a naturally occurring hair color. Longer hair must be pulled up or back. No feathers, beads, or other decorative extensions and adornments. Hair extensions, if worn, should be of a natural hair color.
- Nails should be short and clean. No acrylic tips or overlays. Polish, if worn, should be in good repair and of monochromatic color or clear with no decorative art, patterns or adornments.
- Piercings – jewelry worn in piercings must be removed with the exception of piercings in ear lobes. Other areas must also be removed (nose, eyebrow, lip, tongue, gauging, etc.). Earrings should be small, professional, without excessively long or large dangling.
- All tattoos must be covered to the best of one’s ability via the use of clothing, socks/hosiery, and shoes.
- Jewelry should be minimal. Bracelets, necklaces, and other jewelry should not have any capacity to dangle or hang loosely due to infection control and safety concerns.
- No **gum chewing**, strong perfume or cologne, body odor, or strong smell of cigarettes/tobacco.

ETSU clinical faculty or clinical preceptors may dismiss a student from the clinical setting due to inappropriate attire. Upon violation, a Performance Improvement Contract will be developed with the student and clinical faculty. Once the Performance Improvement Contract is complete with electronic signatures typed in, the student will upload this to the designated D2L Dropbox with the successful faculty clinical evaluation.

If the clinical agency has specific written guidelines regarding dress code which the student must follow, the student must contact his/her clinical faculty for approval. The clinical faculty can request a copy of the policy before approval is provided.

### **Social Media/Networking**

Students enrolled in the Graduate Programs at ETSU College of Nursing are required to follow these



professional statements from ANA and HIPAA on Social Media.

### **Statement from the American Nurses Association on the use of social media by nurses:**

*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 clinical and work experiences that may reflect poorly on a nurse's professionalism.*

Retrieved January 25, 2015 from:

<http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/NursingStandards/ANAPrinciples.aspx>

### **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: [aspe.hhs.gov/admsimp/pl104191.html](http://aspe.hhs.gov/admsimp/pl104191.html)

Students are expected to abide by the Social Media/Networking policy and required to follow HIPAA privacy policy within all clinical courses. Failure to comply with the policies may result in *disciplinary action, including but not limited to clinical site dismissal, course failure, program dismissal, and/or University expulsion.*

**Students enrolled in the Graduate Programs at ETSU College of Nursing 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:**

### **Graduate Nursing Students enrolled in graduate study at the ETSU College of Nursing must:**

- 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.
- Stay informed about the privacy settings of the social media sites they utilize, as privacy settings often change.
- 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.
- If elected/appointed to an office within the student government or College of Nursing 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 who want to maintain a separation of their personal lives from their professional lives.
- Not share, post, or otherwise disseminate any information, that can identify a patient, or in any way violate a patient's rights or privacy. Limiting access through privacy setting is not sufficient to ensure privacy of patients.
- Never refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.
- 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.

- Never make disparaging remarks about any college, university, or school of nursing, including the students, faculty members and staff within the ETSU College of Nursing or University in general.
- 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.
- Remember that standards of professionalism are the same online as in any other circumstance.
- Not share or post information or photos gained through the nurse-patient relationship.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- Never take, or post from others, any photos or videos of patients on personal devices, including cell phones.
- Promptly report a breach of confidentiality or privacy to Graduate Faculty as soon as discovered.

Students are expected to abide by the Social Media/Networking policy and required to follow HIPAA privacy policy within all clinical courses. Failure to comply with the policies may result in disciplinary action, including but not limited to clinical site dismissal, course failure, program dismissal, and/or University expulsion.

### **Substance Abuse Policy (Rules and Regulations Related to Unprofessional Conduct)**

Students at East Tennessee State University 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 is that a large percentage of impaired nurses are identified within the first five years of licensing. In an effort to help lessen this growing problem, the college will proceed in the following manner.

All students will be responsible for compliance with:

- Drug-Free Campus/Workplace Policy Statement: [Drug Free Campus \(etsu.edu\)](http://etsu.edu)
- Rules of the Tennessee Board of Nursing, Chapter 1000-1-.13 [1000-01.20210630.pdf](http://1000-01.20210630.pdf) ([tnsosfiles.com](http://tnsosfiles.com))
- Institutional Disciplinary Rules [General Policy on Student Conduct & Disciplinary Sanctions : 3.02.00.01 | policies.tbr.edu](http://policies.tbr.edu)

If a student appears to be under the influence of alcohol or drugs, functioning in any impaired manner, exhibiting inappropriate behavior in the classroom or clinical setting, or demonstrating any unprofessional conduct or negligence, the faculty or clinical affiliate personnel responsible for that student will use professional judgment and document the unprofessional conduct of the student. Such written communication shall convey the specific nature of alleged involvement with drugs or controlled substances by the student, including any supportive facts or documentation: time, places, circumstances, witnesses or other persons who possess knowledge of the alleged student involvement. (See attachment “Suggested Information to Include When Reporting Reasonable Suspicion of Drug/Alcohol Use”). A determination of functioning in an unprofessional manner will be established by the opinion of the professional responsible for the student. The student will sign that he/she has read the documentation regarding his/her behavior.

The student will be dismissed from clinical experience that day or removed from the classroom. The student may not return to class or clinical until reviewed by the college dean or designee.

The documentation of unprofessional conduct will be forwarded to the dean or designee for review. The documentation will become part of the student's record in the dean's office.

The dean or designee will evaluate the substance of the documentation presented within one week and shall:

- Arrange a conference with the student;
- Inform the student of the alleged charges and shall provide the student with an opportunity to respond verbally and/or in writing to such charges; and
- Based upon the conference proceedings, review the charges with the Vice President for Student Affairs.

Any student charged with misconduct may be required to appear before the Vice President for Student Affairs or a college faculty committee. Such action may be in lieu of or in addition to action taken by the nursing program. Sanctions which may be recommended are listed under Institutional/School Sanctions in the Drug-Free Campus/Workplace Policy Statement and in the Institutional Policy Statement and Disciplinary Rules. This policy applies to all East Tennessee State University (ETSU) employees, including faculty, and students in compliance with the provisions of the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, East Tennessee State University. seq.) and the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3171, East Tennessee State University. seq.). [Drug Free Campus \(etsu.edu\)](http://etsu.edu)

All cases which may result in suspension or expulsion of a student from the college or program for disciplinary reasons are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the uniform contested case procedures adopted by the ETSU Board of Trustees unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with college procedures established by these rules. The Vice President for Student Affairs shall provide information to the student relative to the uniform contested case procedures.

In each case, every effort will be made to assure that appropriate due process procedures are followed. The final on-campus appeal of any action is to the Senior Vice President for Academics.

Violation of these policies can result in disciplinary action up to and including dismissal from the program of study, even for a first offense.

A specific plan for rehabilitation will be developed on an individual basis, and where appropriate, counseling and assistance services for students who are identified as needing help will be recommended. The plan for rehabilitation may include referral to and completion of Tennessee Professional Assistance Program (TNPAP) services.

Should a student be dismissed from a program of study for violation of these policies, a plan for rehabilitation will be devised which may include mandatory counseling, periodic drug/alcohol screening and periodic reporting, before a student could be considered for readmission into the nursing program. The student must assume the responsibility for compliance with this plan before a student's request for readmission into the program of study can be considered.

Students have a right to, and may request, a formal hearing through due process. All cases may be appealed by the student or organization in question to the next higher judicial authority in accordance with the Appeal Procedures provided below.

Failure of the student to comply with the decision as outlined will be considered grounds for dismissal from the program.

An affiliate used for student clinical experience can require drug screening without cause if such screenings are the policy for employees of that affiliate.

Licensed personnel and students in violation of professional conduct will be reported to TNPAP. Full reinstatement to the college and eligibility for readmission into the nursing program will be considered upon completion of a TNPAP approved rehabilitation program or the recommendation of TNPAP, the recommendation of the Vice President for Student Affairs, and the recommendations of the Nursing Student Affairs Committee and the Dean.

### **Criminal Background Checks / Drug Screening**

Criminal background checks and drug testing for students in clinical/practicum environments are standard requirements for many health care and community agencies prior to clinical placement. Students must meet the requirements of the clinical agency to which they are assigned as outlined in the clinical affiliation agreement contract. In order to comply with clinical agency contractual requirements, the College of Nursing requires all admitted students to consent to a mandatory drug screen. As student clinical rotations are incorporated into the curriculum over time, some hospitals or other clinical facilities require current drug screens (within 30 days) so the drug screen may need to be repeated at different intervals during the nursing degree program. The Office of Student Services communicates this requirement to students.

### **Student Drug Screening Policy**

Criminal background checks and drug testing for students in clinical/practicum environments are standard requirements for many health care and community agencies prior to clinical placement. Students must meet the requirements of the clinical agency to which they are assigned as outlined in the clinical affiliation agreement contract. To comply with clinical agency contractual requirements, the College of Nursing requires all admitted students to consent to a mandatory drug screen. As student clinical rotations are incorporated into the curriculum over time, some hospitals or other clinical facilities require current drug screens (within 30 days) so the drug screen may need to be repeated at different intervals during the nursing degree program. The Office of Student Services communicates this requirement to students. The required drug screen will be performed by a Truescreen provider of this service. All expenses for the drug screen will be covered directly by the student.

Drug test panels will include Drug test panels will include Amphetamines, Barbiturates, Benzodiazepines, Buprenorphine, Cannabinoids, Cocaine, Fentanyl's, Heroin, MDMA, Meperidine, Methadone, Opiates, Oxycodone, Pentazocine, Phencyclidine.

The particular drug screen tests required, and related costs, are subject to change and are beyond the control of the University or the College of Nursing.

The College of Nursing does not accept responsibility for any student being ineligible for coursework, continued enrollment in the college, or subsequent licensure for reasons associated with drug testing.

The student's failure to consent to the drug screen will prevent the College of Nursing from securing suitable clinical placement for the student, thus rendering the admitted student unable to progress or to complete the nursing degree program.

In the case of multiple negative-dilute drug screenings, the College may require the student submit to a blood-based drug screening.

Adverse results of the drug screen may prevent the College of Nursing from securing suitable clinical placement for the student, thus rendering the admitted student unable to complete the nursing degree program.

The Office of Student Services will convey the status of the drug screen to the health care or community agency per contractual obligations.

Students who provide any false information regarding drug use in any documents relating to their attendance at the College of Nursing are subject to immediate dismissal from the College.

### **Drug Testing Investigations of Students**

I authorize the College of Nursing to conduct a Drug Screen for the purpose of complying with contractual requirements of clinical agencies seeking to identify and evaluate care provider's failure to pass a drug test as detailed in that policy. I understand and agree to the following:

The student will be responsible for the ordering of and payment for the initial student drug test. Clinical sites may have additional requirements or other required vendors; the student will be responsible for these additional expenses. Results of previous drug tests will not be accepted by the College of Nursing;

Drug test panels will include: Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Fentanyl, Marijuana, Meperidine, Methadone, Opiates, Oxycodone, Pentazocine, Phencyclidine, 6-AM, MDMA and Buprenorphine;

The student's failure to consent to the drug screen may prevent the College of Nursing from securing suitable clinical placement for the student, thus rendering the admitted student unable to progress or to complete the nursing degree program;

The staff of Student Services will convey the status of the drug screen to the healthcare or community agency;

Adverse results of the drug screen may prevent the College of Nursing from securing suitable clinical placement for the student, thus rendering the student unable to progress or to complete the nursing degree program;

Students who provide any false information regarding drug use in any documents relating to their attendance at the College of Nursing are subject to immediate dismissal from the College.

I understand the above requirements and will follow and participate fully per ETSU College of Nursing's Drug Testing Investigation of Students Policy.

## SECTION IV

### OTHER GUIDELINES, POLICIES, AND PROCEDURES

#### **Address/Name Change**

Students who change their address or name must submit the change(s) to the university Registrar's Office and to the Office of Student Services.

#### **Advisement and Registration**

Academic advising for graduate students is coordinated through the Office of Graduate Programs. All students within the College of Nursing should meet 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.

Class and clinical schedules as posted on GoldLink will be followed as closely as possible. If changes become necessary, students will be notified via the web pages or announcements.

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 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.

**Adding a Course:** A course(s) may be added during the late registration/last add period without special permission, unless the course has reached the established maximum enrollment. To add any class that has reached the enrollment limit requires permission of the instructor and department chair.

**Dropping A Course:** A course(s) may be dropped during the first eight calendar weeks of a regular semester. Course dropped during the first two weeks will not appear on the student's permanent record. Students who drop a course after the second full week of classes through the eighth calendar week will receive the grade of "W".

After the eighth week, students may not drop a course except where verifiable, extenuating circumstances can be demonstrated. Verifiable extenuating circumstances are reasons beyond the control of the student, such as illness or accidental injury. Poor performance in a class is not an extenuating circumstance.

Nursing students seeking permission for late drops must present a completed petition with instructor signature to the Office of Student Services, Room 230 Nicks Hall.

#### **Withdrawing from the University**

Students may withdraw from the university through the published last day to withdraw for a term. Students withdrawing during the first two weeks of classes will not have those courses appear on their permanent records. Withdrawals from the university from the beginning of the third week through the end of the eighth week will be recorded with a grade of "W". Withdrawals from the university after the eighth week will be recorded with a grade of "W" or "WF" at the discretion of the instructor.

#### **Cancellation of Day, Evening, and Weekend Classes Due to Inclement Weather**

East Tennessee State University will generally remain open during periods of inclement weather. The President (or appointed representative) may officially close or suspend selected activities of the University because of

extreme weather conditions. When a decision to close is reached, the notice will be posted on GoldAlert, the University's main web page [www.etsu.edu](http://www.etsu.edu), and campus and local radio and TV stations will be notified. This policy applies to the main campus as well as both Kingsport Centers and the Nave Center in Elizabethton. Classes at the Sevierville campus follow the weather delays and closings of the Walters State Sevierville campus.

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 (WebEx and ITV Streaming Sections) follow the announced schedule changes due to inclement weather. If the University is officially closed, certain essential activities such as campus dining, facilities management and public safety will continue to operate.

In the event of a delayed opening, the President (or appointed representative) will determine a specific time of opening and that information will be distributed to the campus community through GoldAlert, the home page of [www.etsu.edu](http://www.etsu.edu), and the local media. All staff are expected to report to their specific work location by the set opening time.

Students are expected to report to their regularly scheduled class only if there are 30 or more minutes remaining in the session. For example, if a delayed opening is set for 10 a.m. students who have classes from 9:45 a.m. to 11:05 a.m. should report to that class at 10 a.m. Students who have classes from 9:20 a.m. to 10:15 a.m. should not report to class. In a delayed opening, all classes scheduled prior to the set time of opening and those that have less than 30 minutes remaining after the set opening time are cancelled for the day.

If the university closes early, all instruction concludes at the designated time and should not extend beyond that time.

Students will be responsible for any academic work they miss due to absences caused by severe weather conditions. It is the individual student's responsibility to take the initiative to make up any missed work, and it is the instructor's responsibility to provide a reasonable opportunity for students to complete assignments or exams missed due to such absences. Faculty members have discretion in determining whether an additional session will be added for the class or if additional work is assigned due to the closure or delayed opening.

### **College of Nursing Graduate Division Inclement Weather Policy**

In the event of inclement weather, the safety of students is the foremost concern of both the College of Nursing and East Tennessee State University. Notification of cancellation of classes for the ETSU campus due to extremely hazardous weather conditions will be noted on the ETSU website, aired over area radio stations, and texted to faculty, staff and students as part of the GoldAlert service (for those who have signed up for this service) on the day of cancellation. 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**

As stated in the *Graduate Catalog*, 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.* East Tennessee State University does not specify a fixed number of class absences as university-wide policy, but each department within the university has the right to set a maximum number of absences (including absences due to university activities and illnesses) permitted during an academic term. Departmental class absence policy is subject to approval by the dean of the school/college. 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 their clinical assignment will not be permitted to participate in the scheduled clinical experience and will be considered absent (unexcused).

The student who arrives at their clinical setting 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 College 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 College 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 nursing assistants, L.P.N.s, R.N.s or as any other health care provider should be aware that neither the university nor the College 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. Additional information on employment may be available in the university Career Services Office, 2nd level D. P. Culp Center (423-439-4450).



### **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. College 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. [University Health Center - East Tennessee State University \(etsu.edu\)](http://etsu.edu)

### **Literary Format**

In order to provide consistency, uniformity, clarity, and standardization for written documents in the College of Nursing, the Publication Manual of the American Psychological Association (latest edition) is the adopted style for all written documents in the College of Nursing. 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 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. Course Coordinator, if different from the classroom or clinical instructor
2. Program Director
3. Associate Dean of Graduate Programs College of Nursing
4. Dean of the College of Nursing
5. Vice President, Division of Health Affairs or designee

Appeal of any assigned grade follows university policy. Students may obtain a copy of this policy from the *Graduate Catalog*.

## SECTION V

### COLLEGE AND UNIVERSITY RESOURCES AND SERVICES

#### **Class Officers and Representatives**

Students from each degree program will be elected to serve on the College of Nursing's Graduate Program Curriculum Committee. Serving as an elected student representative on a College of Nursing committee is an extremely important role and involves certain responsibilities.

Committee representatives should observe the following guidelines:

- Attend each meeting and, if unable to attend, make arrangements for the elected alternate to attend;
- Inform the committee chairperson if unable to attend and who is to substitute;
- Review the specific functions of the committee, as provided by the committee chairperson;
- Represent the concerns of the student body related to the role of the committee in an unbiased, objective manner;
- Communicate information to and from students in an objective, professional manner; and
- Maintain confidentiality when appropriate.

#### **Counseling Center (University)**

The University Counseling Center, staffed by licensed psychologists and other behavioral health professionals, offers free and confidential counseling for personal, career choice, and academic concerns to all ETSU students. Staff also present a series of workshops each semester on topics such as time management, stress management, relationship skills, sexuality, and assertiveness. The University Counseling Center is located in Nell Dossett Hall 3<sup>rd</sup>. floor. Counselors are on- call during non- office hours. Call (423) 439-4841 or go use the following link [Counseling Center \(etsu.edu\)](http://etsu.edu/CounselingCenter) to access their website for more information or to make an appointment.

#### **Disability Services**

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 Disability Services, Room 326, D.P. Culp University Center, phone 439-8346 or use the following link [Disability Services \(etsu.edu\)](http://etsu.edu/DisabilityServices) Students are required to obtain documentation for needed accommodations each semester and are encouraged to file the documentation in the Testing Center in the College of Nursing.

The following process must be followed.

1. Students must self-identify they have a disability and present documentation to Disabilities Office.
2. The Disabilities Office reviews the disability and its impact on the student at ETSU. Disability Services 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. Disability Services can administer tests if faculty are unable to administer tests under the reasonable accommodations. Faculty are responsible for contacting Disability Services.

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 Disability Services. The student will have to pay for the assessment. (The assessment is not a service provided by the university.)

### **Faculty Practice Network, College of Nursing**

In response to its mission to facilitate the health of the community, the College of Nursing has established a host of clinics to serve several population groups, including homeless, indigent, school- age, rural, and college student clients. Innovative practice, research, and education are integrated in these nationally recognized clinics. All students are strongly encouraged to participate in service and learning opportunities in at least one of these community-based sites. A current listing of clinics staffed and managed by faculty in the College of Nursing follow.

- Johnson City Community Health Center
- Johnson City Downtown Day Center
- Hancock County Elementary School-Based Health Center
- Hancock County Middle/High School Based Health Center
- Mountain City Extended Hours Health Clinic
- ETSU University Health Center

### **Financial Aid and Scholarships**

The East Tennessee State University (ETSU) *Graduate Catalog* provides information regarding financial aid available in the form of assistantships, work-study programs, and loans. For more information, students may contact the ETSU Office of Financial Aid, Room 105, Burgin E. Dossett Hall.

The College of Nursing also provides additional financial aid opportunities specific to graduate nursing students. A brief synopsis of the current major financial aid opportunities follows.

A limited number of Graduate Assistantships (GAs) and Tuition Scholarships (TSs) are available in the College of Nursing each semester. A full-time annual GA appointment provides for a waiver of out-of- state tuition (fall, spring, summer); waiver of in-state tuition (fall, spring); and a monthly stipend. Half- time appointments are available with modified provisions. A TS provides for a waiver of out-of-state and in-state tuition (fall, spring). To be eligible for a GA or TS, a student must be enrolled in at least nine (9) graduate nursing hours per semester (fall, spring) and at least six (6) graduate hours in the summer term. All students who are awarded a GA or TS must register for a designated one-credit-hour course, this course counts as one of the required credits. Students holding a GA or TS must maintain a minimum 3.0 grade point average. Full- and half-time Graduate Assistants require a work commitment of 20 and 10 hours per week, respectively. A student who receives a Tuition Scholarship must work eight (8) hours per week. Placements are coordinated through the college's Office of Academic Programs and Student Services.

### **Graduate & Professional Student Association**

The Graduate & Professional Student Association (GPSA) is the representative body for students enrolled in the Graduate School. The executive board of the GPSA is elected from representatives of the various graduate programs. Two graduate students from the GPSA are elected members of the Graduate Council. The GPSA encourages social, athletic, cultural, and other extracurricular activities, promotes closer relations between graduate students and faculty outside formal academic settings, and voices ideas and concerns of graduate students.

### **Learning Resource Center (Computer Lab)**

The Learning Resource Center (LRC) is located in Nicks Hall, Room 346 and is open Monday through Friday 8:00 a.m. to 4:30 p.m. (extended hours are arranged when classes are in session). Some scheduled classes are held in the LRC and students may utilize the computer lab for class assignments. Students may also take advantage of the resources of the LRC for independent practice and small group work.

### **Libraries**

Many area libraries are available to ETSU students. The on-campus Sherrod Library contains resources to support the university's programs and research. The Quillen College of Medicine Library, located on the grounds of the Veterans Administration Medical Center, is an excellent resource. 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 in order for all students to be able to continue to use these resources.

[Sherrod Library - Search - Home - Libraries at East Tennessee State University \(etsu.edu\)](#)

### **College of Graduate and Continuing Studies**

Located in Burgin Dossett Hall, Room 309, the College of Graduate and Continuing Studies provides information on the G.R.E., Graduate Assistantships and Tuition Scholarships, graduate school policies and procedures, thesis/dissertation policies and procedures, and all graduate school offerings. Call 439- 4221 or visit their web site at: [ETSU Graduate School](#)

### **Security Information Report**

East Tennessee State University makes available to students the ETSU Security Information 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. The ETSU Security Information Report is available upon request from the Department of Public Safety, Box 70646, ETSU, Johnson City, TN 37614. The report can be accessed on the Internet at: [Campus Safety & Security \(etsu.edu\)](#)

### **Sigma Theta Tau International Honor Society of Nursing**

The Epsilon Sigma Chapter of Sigma Theta Tau, International Honor Society of Nursing, was established at the College of Nursing in Spring 1982. The purposes of the organization are 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.

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.

Eligibility for student membership includes:

- evidence of professional leadership ability or potential ability;
- college level G.P.A. of 3.3 on a 4.0 scale (The number of students from any one class shall not exceed one-third of the total number expected to graduate from that class and shall rank not lower than the highest 35 percent of their class in scholarship.);
- invitation to membership during a fall semester ceremony;
- presence at the induction ceremony to be inducted; and
- payment of all fees before admission to membership.

### **Skills Practice Lab**

Practice laboratories set up for students to practice nursing skills are located in Rooms 326 and 327 of the Roy S. Nicks Hall. Students will spend assigned time in these labs as a part of clinical courses. In addition, 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 Skills Lab Coordinator at 423-439-4065 or the Computer Operations Coordinator in the Learning Resources Center at 423-439-4546.

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.

### **University Health Services**

The University Health Clinic is available to all registered ETSU students. A valid current ETSU ID card is required to access services. The clinic is part of the Faculty Practice Network of the College of Nursing and most care is provided by nurse practitioners and registered nurses. The clinic is open Monday – Friday from 8:00 a.m.-4:30 p.m. Students are advised to call early in the day to schedule same-day appointments with the nurse practitioners. Immunizations are available from 8:00a.m.- 11:30 a.m. and from 1:30 - 3:30 p.m.

Students are not charged for visits to the clinic, but there are charges for medications, immunizations, lab tests and some procedures. The Student Health Clinic can help students with episodic illnesses and injuries, preventive services, health education and can assist students with meeting clinical health requirements. The clinic is located in Nicks Hall, Room 160. For additional information, call 423-439- 4225.

### **Testing Center (College of Nursing)**

The College of Nursing Testing Center provides a variety of services. In addition to giving support and encouragement to graduating nursing students preparing to take the NCLEX-RN or an advanced practice certification examination, services are available to help all nursing students with test-taking and study skills through the use of media, computer tutorials, one-on-one interactions, and study skills class. In keeping with the center's motto, "Promoting Nursing Students' Success," the Testing Center is ready to serve you in Roy Nicks Hall Room 2-264 and 2-265. Students are encouraged to use the center for study, or for an individualized appointment with the coordinator. Call (423) 439-4262 for an appointment.

## **Clinical Course Requirement for Students**

Office of Student Services will send you the following **MANDATORY** requirements, policies, instructions. Please read all carefully and completely.

### **Clinical Health Requirement Packet**

#### **Approved Drug Screening Policy**

#### **Approved Drug Screen Release Form**

#### **East Tennessee State University – College of Nursing – 8 Panel + Oxy Letter from Graduate Programs Associate Dean New Student Instructions**

#### **Project Concert Instructions for Preceptor Forms Social Network Policy**

#### **Background Check Policy**

Remember, all clinical health requirements must be submitted to Office of Student Services. You will not be allowed to begin your classes if these requirements are not met. Please do not wait until the deadline date to scan the required documents to allow time for your documents to be processed. You do not have to wait until you have all requirements completed before scanning the documents.

Criminal Background Reports are mandatory and must be purchased from the approved vendor. We cannot use the background report you receive from the local police or from your employer. Instructions for the approved vendor are included in the Clinical Health Requirement Packet. You will not be able to go to clinical if you do not complete this requirement.

Professional Liability Insurance: the policy face sheet/certificate of coverage must be scanned and maintained in your file. We must have the actual policy face sheet with coverage amounts, dates, policy number, and signatures. We cannot accept copies of the application, receipt of payment, or confirmation page. Please do not put anything in the Dropbox EXCEPT the policy face sheet/certificate of coverage. ETSU offers a reduced rate of insurance. If you are interested, please contact Office of Student Services.

Varicella: Even if you had chicken pox as a child you must provide documentation of a quantitative varicella titer (quantitative titers have numerical values) or proof that you received the complete series of TWO varicella vaccines. History of the disease is not adequate documentation. If you do not get quantitative titers, we will ask you to have the lab tests redone.

Physical: This is a mandatory requirement and must be done on the ETSU form included in Clinical Health Requirement packet.

Hearing Test: A hearing test is required and cannot be just the whisper test. Please do not leave it off the physical form or you will have to pay for another visit to the doctor. If your doctor does not have the equipment, you can find a drop-in clinic or the student health clinic on campus should be able to do the test. This is a mandatory requirement along with the physical.

Health Verification form: Please complete the entire health verification form. Write “N/A” or “none” but do not leave any lines blank. The questions most frequently missed are list of allergies on page one and list of additional illnesses on page two. Incomplete forms will be sent back and may delay processing.

TB: We use the two step TB process. Please make sure your TB results are recorded as mm duration. Those recorded as positive or negative will not be accepted and you will have to pay for another TB test for correct recording. Please use the

TB form we provide in the packet for correct documentation however it is not mandatory that you use our form to record the duration if it is recorded correctly. This is a mandatory requirement even if your place of employment does not require it. You can get it done at your provider's office when obtaining your physical exam, or at any of the drop-in clinics, or the Student Health Service on campus.

HEP B: We must have documentation of positive titer or documentation of completion of the series of three vaccines BEFORE any patient contacts begins. (Schedule of HEP B dose dates are included in packet)

CPR/BLS: We will need a copy (front and back) of your BLS/CPR card. If you do not have one you will want to sign up for the classes ASAP because they fill up quickly. Approved courses are provided by the American Heart Association or the American Red Cross. Totally online classes are not acceptable. Check with your area hospitals for classes. A list of potential resources is provided in the packet.

If you provided the Student Health Clinic with documentation of any immunizations, you will still need to provide documentation to our office. We are not able to view their files. Our requirements are different than what you needed to submit to enroll in ETSU. All these requirements are necessary for nursing students to be in the nursing program. Please contact OSS with any questions.

HIPAA: Please follow instructions in packet. There are two parts to the HIPAA training and you must scan both certificates into Project Concert. To reprint your HIPAA certificates of completion login to the training site. On the left sidebar click "Training Modules." Scroll down. Under "Modules You Have Completed" you should see HIPAA Part One and HIPAA Part Two modules listed. On the right side, under the column "Certificate" click "View." This will allow you to reprint your completion certificate for each module. Please do NOT take any of the Google HIPAA quizzes. Unauthorized online quizzes will not be considered compliant. You must follow the instructions and complete the HIPAA that is assigned to your ETSU email address.

OSHA quiz: This is not the same as the HIPAA and it must be taken on Project Concert. We cannot accept any paper quizzes found online. It is step six of the Quick Start video so please view that video before you begin the quiz.

Workforce Confidentiality Form: This is not the same as HIPAA. This is a form included in packet that must be signed, dated, and scanned to the dropbox in addition to your HIPAA training.

Demographic Information Survey- The purpose of this survey is to gather information about students. This information can be used to apply for financial aid for students or grants to support student education. All INFORMATION IS CONFIDENTIAL, so please respond completely and honestly to each question. Please take this survey on the Project Concert site. This is a requirement so make sure it is submitted.

You will be submitting your documentation to the Project Nurse/Project Concert website. Instructions are included with the packet and here is an online tutorial video that will walk you through how to use

Project Concert: [https://youtu.be/Dhin4fne\\_hU](https://youtu.be/Dhin4fne_hU)

All of our records are electronic, and no hard copies will be accepted. If you have any problems with getting your requirements uploaded, please view the tutorial and then contact OSS with any questions you may have.

There is a check list included in your packet to make sure you are submitting everything that is required. You do not have to scan the check list; use it to help you stay on track with your requirements. I cannot stress enough how important it is to get these requirements scanned by the deadline date. Please contact Office of Student Services for any problems or questions.

### **Release Form**

#### **Drug Testing Investigations of Students East Tennessee State University College of Nursing**

By signature below, I authorize the College of Nursing to conduct a Drug Screen for the purpose of complying with contractual requirements of clinical agencies seeking to identify and evaluate care providers failure to pass a drug test as detailed in that policy.

Student Name: \_\_\_\_\_

The student will be responsible for the ordering of and payment for the initial student drug test. Clinical sites may have additional requirements or other required vendors; the student will be responsible for these additional expenses. Results of previous drug tests will not be accepted by the College of Nursing;

Drug test panels will include at a minimum: Amphetamines, Cocaine Metabolites, Marijuana Metabolites, Opiates (Extended Panel), Codeine, Hydrocodone, Hydromorphone, Morphine, Oxycodone, Phencyclidine, Barbiturates, Benzodiazepines, Methadone.

The student's failure to consent to the drug screen may prevent the College of Nursing from securing suitable clinical placement for the student, thus rendering the admitted student unable to progress or to complete the nursing degree program;

- The staff of Student Services will convey the status of the drug screen to the healthcare or community agency;
- Adverse results of the drug screen may prevent the College of Nursing from securing suitable clinical placement for the student, thus rendering the student unable to progress or to complete the nursing degree program;
- Students who provide any false information regarding drug use in any documents relating to their attendance at the College of Nursing are subject to immediate dismissal from the College.

I understand the above requirements and will follow and participate fully per ETSU College of Nursing's Drug Testing Investigations of Students Policy.

Student Name (please print)

Signature

\_\_\_\_\_ Student ID (E# number) Date

Approved Academic Council: 12/5/2018