



COLLEGE *of* NURSING

EAST TENNESSEE STATE UNIVERSITY

# **MSN Student Handbook**

## 2023-2024

**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/>

## 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.

**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.**

Dear Graduate Students,

Welcome and congratulations on your acceptance to the East Tennessee State University College of Nursing Master of Science in Nursing (MSN) 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 (CON) 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 CON. Also, the handbook will answer many of your question 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 CON, Graduate Programs.

Sincerely,

*Dr. Debbie Byrd, Interim Dean*

*Dr. Holly Wei, Interim Executive Associate Dean and CMO*

College of Nursing

**East Tennessee State University**

365 Stout Drive, PO Box 70617

Johnson City, TN 37614

423.439.7051

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**COLLEGE OF NURSING**  
**Nicks Hall, 365 Stout Drive, Johnson City, TN 37614**

**Personnel, Phone Numbers & Office Information**

**OFFICE OF THE DEAN**

**Location: Suite 3-310**

**Phone: 423.439.7051**

The Dean is responsible for the administration and leadership of the entire College of Nursing. The Dean oversees the degree programs, nursing faculty, support staff, the college budget, and ensures that the overall college mission and goals are being achieved.

**Interim Dean, College of Nursing**.....Dr. Debbie Byrd  
**Interim Executive Associate Dean & Chief Nursing Officer** .....Dr. Holly Wei  
**Dean’s Office Coordinator**.....Mr. Ryan Parvin  
**Personnel Coordinator**.....Ms. Tiffany Gasperson

**ACADEMIC ASSOCIATE DEANS**

Academic Associate Deans in the College of Nursing are responsible for overall development, coordination, and evaluation of academic and scholarly programs within the college.

**Associate Dean for Graduate Programs**.....**Dr. Lisa Haddad**  
Email: haddadl@etsu.edu  
Graduate Programs Office: 2-206  
Phone: 423.439.5626

**Associate Dean for Undergraduate Programs**.....**Dr. Christy Hall**  
Email: hallkc1@etsu.edu  
Undergraduate Programs Office: 2-287  
Phone: 423.439.4552

**Graduate Program Directors**

Program directors are responsible for assisting the Associate Dean with program implementation and evaluation. They also assist the Associate Dean with management of student issues and serve as links in the communication chain for faculty and students. Graduate Program Directors are:

Joint DNP Program Director.....Dr. Nancy Cameron, 423.439.4874, [cameronng@etsu.edu](mailto:cameronng@etsu.edu)  
DNP/MSN Program Director.....Dr. Bernita Armstrong, 423.439.5626, [armstrongb@etsu.edu](mailto:armstrongb@etsu.edu)

**Concentration Coordinators**

Concentration coordinators assist program administrators with implementation of program policies, help manage student issues, serve as a resource for faculty and students, and serve as a link in the communication chain. There are concentration coordinators for the FNP/AGCNP program, PMHNP program, NA/NHL program, and nursing education program.

FNP/AGPCNP Coordinator.....Dr. Charlotte Webb, 423.580.9597, [webbcg@etsu.edu](mailto:webbcg@etsu.edu)

PMHNP Coordinator.....Dr. Ernest Maupin, 423.439.4504, [maupine@etsu.edu](mailto:maupine@etsu.edu)  
 NA/NHL Coordinator..... Dr. Nancy Cameron, 423.439.4874, [cameronng@etsu.edu](mailto:cameronng@etsu.edu)  
 Nurse Education Coordinator.....Dr. Kim Hudson-Gallogly, 423.439.5626, [hudsongallog@etsu.edu](mailto:hudsongallog@etsu.edu)

**Graduate Support**

Clinical Placement Coordinator.....Dr. Sheena Miller, 423.439.4084, [millers15@etsu.edu](mailto:millers15@etsu.edu)  
 Honors-in-Discipline Program Coordinator.....Dr. Kendrea Todt, 423.439.4074, [totdtkl@etsu.edu](mailto:totdtkl@etsu.edu)

**Chain of Command for MSN Program**



**OFFICE OF STUDENT SERVICES**

The Office of Student Services is the primary source of information and assistance for students in the College of Nursing. Personnel in the Office of Student Services are responsible for all phases of the non-classroom College of Nursing experience, e.g., recruitment, academic advising, referrals to campus resources, assistance in processing university forms, and "just listening." Advisors are available to meet with students throughout the calendar year, Monday through Friday. Students are encouraged to make an appointment to meet with an advisor, but "walk-ins" are welcomed on a first come, first-serve basis. **The Office of Student Services is in Nicks Hall, Suite 2-230 and is open Monday – Friday 8:00 a.m. – 4:30 p.m.**

**Phone: 423.439.4578 or 1.888.37NURSE (1.888.376.8773)**

Assistant Dean for Student Services.....Dr. Whitney Tisdale [tisdalew@etsu.edu](mailto:tisdalew@etsu.edu) 423.439.4523  
 Graduate Progression Advisor ..... Mrs. Chelsey Mitchell, [mitchellcb@etsu.edu](mailto:mitchellcb@etsu.edu) 423.439.4319

**CENTER FOR NURSING RESEARCH**

Center for Nursing Research, Room 1-104 ..... 423.439.4082

The Center for Nursing Research (CNR) is responsible for promoting, facilitating, and monitoring research and scholarship activities within the college. Professional and support staff in the center include:

- Dr. Holly Wei, Associate Dean for Research and Scholarship
- Dr. Yan Cao, Research and Evaluation Services Coordinator
- Mary James, Grants Manager

**OFFICE OF PRACTICE**

Office of Practice, Room 1-143 ..... 423.439.4077

The Office of Practice is responsible for supporting the college's practice network and the integration of teaching, research, and service in the College of Nursing's Faculty Practice Network. Professional and support staff in the Office of Practice include:

- Dr. Roslyn Robinson, Associate Dean for Practice and Community Partnerships, Chief Nursing Officer ETSU Health
- Silas Tolan, MPH, Executive Director, Community Health Centers

Amy Byrd, Office Coordinator  
Susan Randolph, Credentialing  
Janice Jones, Billing and HER Manager for Practice  
Whitney Carrier, MPH, Quality Compliance Coordinator

**LEARNING RESOURCES**

Learning Resource Center (Computer Lab), Room 3-346 ..... 423.439.4546  
The Learning Resource Center (LRC) located in Nicks Hall, Room 3-346, is the computer lab for College of Nursing students. The Skills Labs in Room 3-326 and 3-327 provide equipment and space for students to practice nursing skills. The Simulation Labs, located in Rooms 3-347 and 3-348, play a vital part in many nursing courses. Simulations (imitation of real-nursing practice processes) range from basic assessment skills to higher-order thinking and decision-making during life-threatening scenarios. Faculty work with learners to offer teaching and learning strategies that meet the needs of different learning styles.

**ADDITIONAL SUPPORT STAFF**

Skills Lab (Practice Lab), Johnson City campus, Room 3-326 & 3-327 ..... 423.439.4063  
Personnel and support staff in the College of Nursing include:  
Skills Lab Manager: Anette “Jill” Marks , BSN, RN  
Skills Lab Coordinator, ETSU Johnson City campus: Brittany Bradburn, BSN, RN  
Skills Lab Coordinator, Kingsport campus: Ashliann Norton, BSN, RN  
Skills Lab Coordinator, Sevierville campus: Lynn Parks, BSN, RN  
Skills Lab Coordinator/Simulation: TBA

Reviewed and approved UP Faculty Meeting 01.13.20; Editorial changes 5/22

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**COLLEGE *of*  
NURSING**

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**EAST TENNESSEE STATE UNIVERSITY**

**Section I**

**HISTORY, VISION, MISSION, GOALS, VALUES  
AND  
MSN PROGRAM OUTCOMES**

## HISTORY

East Tennessee State University (ETSU) is a state-supported, comprehensive, regional university that opened in 1911. Prior to this, ETSU had been part of the Tennessee Board of Regents (TBR) University and Community College System of Tennessee. On March 24, 2017, when the *Focus on College and University Success (FOCUS) Act of 2016* was passed, the universities in the TBR system became independent universities each under the governance of a Board of Trustees. The first meeting of the ETSU Board of Trustees (BOT) was held on March 24, 2017. This change in governance was recognized and approved by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) in March 2017 and a focused site visit was held May 15-17, 2017. This change was also reported to CCNE and the Tennessee Board of Nursing. A new 10-year strategic plan and budget model was approved by the BOT in March and June 2017, respectively.

ETSU was originally designated as a Normal School and subsequently a State Teachers College (1925). In 1943, the school was renamed the East Tennessee State College and later became East Tennessee State University (1963). Master's degrees have been offered since 1951 and doctoral degrees since 1972. ETSU received its first SACSCOC accreditation in 1927 and is currently accredited through 2023. The university has a Carnegie Classification of R2: Doctoral University – High Research Activity.

Located in the Appalachian Mountains of eastern Tennessee, ETSU and the surrounding region boast of mountains, lakes, a nationally recognized storytelling center, historic towns, the Birthplace of Country Music, and a mix of cities and rural communities. The university embraces the regional setting and has formed active community partnerships both to enhance its institutional effectiveness and to serve the region. The ETSU Center for Appalachian Studies and Services opened as a state Center of Excellence in 1984; in 2009, the first ever Bachelor of Arts degree in Bluegrass, Old Time, and Country Music was approved. Another unique program is the Gray Fossil Site and Museum which opened in 2007 after the discovery of a vast fossil deposit that dates back from 4.5 to 7 million years ago.

The main campus of the university, consisting of over 300 acres, is in Johnson City, a community of approximately 65,000 residents. Additional branch campuses are located in Kingsport and Sevierville, a location in Elizabethton, and two primary sites for the Colleges of Medicine and Pharmacy at Mountain Home Veterans' campus. The university offers over 100 undergraduate, graduate, and professional degree programs.

### Academic Health Sciences Center

In 1988, the Colleges of Nursing, Medicine, and Public and Allied Health formed the Division of Health Affairs. In 2011, the Division was recognized as an Academic Health Sciences Center (AHSC) at ETSU. Currently the AHSC stands as the only major academic health sciences center between Nashville, Tennessee and Roanoke, Virginia. In 1991, the AHSC received \$6 million from the W.K. Kellogg Foundation to improve health care delivery in rural communities. Emphasis continues to be placed on the concept of interprofessional, community-based learning. Within the Academic Health Sciences Center (AHSC) new initiatives include an expansion in interprofessional education (IPE) activities, an IPE pilot project, development of a university Interprofessional Education and Research Committee (IPERC), development of an IPE Strategic Plan, and groundbreaking for the Interprofessional Education and Research Center which will include increased space for simulation and standardized patient experiences, which opened in Summer 2018.

The Colleges in the AHSC include Clinical and Rehabilitative Health Sciences, Medicine, Nursing, Pharmacy, and Public Health. All degree programs in the AHSC, which are eligible for accreditation, have been accredited. The

College of Medicine offers programs leading to the Doctor of Medicine as well as an interdisciplinary program leading to the Master of Science and Doctor of Philosophy in Biomedical Science, with concentrations in Anatomy, Biochemistry, Microbiology, Pharmacology, Physiology, Pharmaceutical Sciences, and Quantitative Biosciences. In the College of Clinical and Rehabilitative Health Sciences, students may pursue undergraduate degrees in Allied Health with concentrations in Allied Health Leadership, Cardiopulmonary Science, Radiography, Dental Hygiene, and Nutrition. Master's degrees are available in Allied Health, Communicative Disorders with a concentration in Speech-Language Pathology, and Clinical Nutrition. Doctoral degrees are available in Audiology and Physical Therapy. Approved in 2005, the College of Pharmacy offers the Doctor of Pharmacy degree, dual degree options with the Doctor of Pharmacy and a Master of Business Administration or Master of Public Health. The College of Public Health, the first accredited Public Health College in Tennessee, manages the Tennessee Institute of Public Health, a statewide public-private partnership created to improve the overall health status of Tennesseans. Students in the College of Public Health may select from bachelor's degree programs in Environmental Health, Health Sciences, and Public Health as well as master's degrees in public health and Environmental Health. Doctoral programs are available in Community Health, Epidemiology, and Environmental Health Sciences.

### College of Nursing

The College of Nursing has its roots in the Memorial Hospital Program which began in 1911. In 1949, under the leadership of Miss Vesta Swartz, Director of Nursing and Education at the Hospital, and the hospital's nursing staff, the School of Nursing became formally affiliated with East Tennessee State College. The Hospital's nursing program was closed in 1954 after the Tennessee Council for Nursing recommended the establishment of a Bachelor of Science in Nursing (B.S.N.) degree program at East Tennessee State College.

The Associate of Applied Science (A.A.S.) in nursing degree program at East Tennessee State University was established in 1967. Originally located in the Bristol area as a result of a pilot associate degree program, the program moved to the East Tennessee State University (ETSU) campus in 1982.

In June 1978, a plan for the reorganization of the university was approved by the Tennessee Board of Regents and became effective in August 1978. Under the reorganizational plan, the departments of associate degree and bachelor's degree programs were no longer under the administration of the College of Health but were under the newly formed School of Nursing (SON) and the direction of a new nursing dean.

In 1988, the School of Nursing, along with the College of Medicine and the School of Public and Allied Health, became part of the Division of Health Sciences. In March 1989, the SON faculty plan for the reorganization of departments was approved by the Tennessee Board of Regents. The two program-based departments were reorganized into three departments. These three departments, Professional Roles/Mental Health Nursing, Adult Nursing, and Family/Community Nursing were developed to meet present and future needs of the SON in research, service, and teaching. Both associate and baccalaureate degree nursing programs operated within the new departmental structure. In 1993, the School of Nursing became the College of Nursing (CON) to better reflect the educational, service, and scholarship mission of the programs.

In 1997, the College of Nursing implemented a new community-based baccalaureate nursing curriculum designed to better prepare B.S.N. graduates for practice in the changing health care delivery system. The B.S.N. curriculum was revised in 2003 to meet the Tennessee Board of Regents' mandate to limit all baccalaureate degree programs to 120 credit hours. The most recent revision to the baccalaureate curriculum was completed in spring 2014 and implemented in fall 2014. This revision updated knowledge, quality, safety standards, and technology/informatics related information. In response to national and state mandates to focus nursing education at the baccalaureate and graduate levels, the college began to phase out its A.A.S. degree program in fall 1997. In that year, an

evening/weekend option in the R.N.-B.S.N. program was first offered in Johnson City and Greeneville was added in 1998. The last group of associate degree students graduated in December 1999. The RN-BSN program was transitioned into an online program in the fall of 2006 with advising cohorts available in Johnson City, Kingsport, Bristol, Knoxville, and Sevierville, TN. In 2009, the College of Nursing introduced the Dual Degree program with Walter's State Community College. This option allowed an ADN student to enroll and begin ETSU nursing courses prior to graduating from the community college and ultimately completing their BSN in a shorter period. Currently, there are Dual Degree program arrangements with six community colleges in east Tennessee.

In fall 2014, the BSN program implemented a newly revised curriculum, which was fully implemented in fall 2016 and included improved integration of the *Essentials of Baccalaureate Education for Professional Nursing Practice* and other professional standards. A new format for the RN-BSN program was initiated in the fall of 2016. A seven-week term for the RN-BSN program was implemented in the fall of 2016, which allows for five terms across the year. In the fall of 2016, the College of Nursing initiated an accelerated BSN program at Wellmont (currently Ballad Health) Holston Valley Medical Center, an off-site location.

The Master of Science in Nursing (M.S.N.) degree program was approved by the Tennessee Board of Regents and the Tennessee Higher Education Commission in 1990 and the first class was admitted in the fall of 1991. The program was designed to prepare nurses for advanced practice; graduates were eligible to take a national certification examination in the specialty field for which they were prepared. The College offered the Family, Adult, Gerontological, and Psychiatric Mental Health Nurse Practitioner specialties and a specialty in Nursing Administration. The ETSU on-ground MSN program graduated the final students in 2013. This program was closed due to the national trend to offer the Doctor of Nursing Practice (DNP) program as the terminal nursing clinical degree. In the fall of 2004, the College of Nursing initiated the M.S.N. – Regents Online Degree Program (M.S.N. – RODP). This degree was offered collaboratively by ETSU and the five other universities under the auspices of the Tennessee Board of Regents, including: Austin Peay State University; Middle Tennessee State University; Tennessee State University; Tennessee Technology University; and the University of Memphis. M.S.N. degree concentrations available included Nursing Education, Nursing Administration, Advanced Practice, and Nursing Informatics.

The MSN program was discontinued with the implementation of the DNP program in 2011. The last student graduated in 2014 and a letter was sent to CCNE in the summer of 2016. This delay in notification was due to the CON understanding that the Clinical Nurse Leader concentration was still viable since the DNP proposal indicated that only the nurse practitioner MSN concentration would be deleted with the start of the DNP program. In 2016, the CON learned that the THEC had terminated the MSN program, thus the notice to CCNE. The CON continued to participate in the Tennessee eCampus, a separate MSN program administered by the TBR and accredited by the Accreditation Commission for Education in Nursing (ACEN) until August 2017, when due to the governance change, chose to restart the MSN solely at ETSU.

The Post-Master's Certificate Program in Advanced Nursing Practice was approved by the Tennessee Board of Regents and the Tennessee Higher Education Commission in 1995. This program is designed to prepare registered nurses who already have a master's degree in nursing for specialty practice as Family, Adult, Gerontological, or Psychiatric Mental Health Nurse Practitioners. An 18-credit-hour, interdisciplinary Graduate Certificate in Health Care Management program was approved and initiated in 1997. Courses in this program are co-listed and co-taught by faculty from the colleges of Nursing, Business and Technology, and Public & Allied Health. In fall 2001, a 22-credit-hour interdisciplinary Graduate Certificate Program in Gerontology was approved and initiated. Faculty from the colleges of Nursing, Public & Allied Health, Business and Technology, Education, and Arts & Sciences teach courses within this unique certificate program.

The Doctor of Philosophy (Ph.D.) degree program had its beginning as a Doctor of Science in Nursing (D.S.N.) degree program, approved by the Tennessee Board of Regents in March 2001 and the Tennessee Higher Education Commission in November 2001. The first class was admitted in summer 2002. The College of Nursing received significant federal funding in July 2002 from the Division of Nursing, Department of Health and Human Services to implement the doctoral program. From the onset, the D.S.N. degree program was primarily a research degree, and in keeping with the national 12 trend to designate research degrees as the Ph.D. and practice doctorates as Doctor of Nursing Practice, the D.S.N. degree designation was changed to a Ph.D. by the Tennessee Board of Regents, effective fall 2007. In 2009, the program was converted to an online and blended format with 3 on ground intensive sessions per year. The program prepares students for careers as nurse scientists and emphasizes research that will improve the health of diverse population groups. In 2011, the College of Nursing introduced the DNP program, the second doctoral program in the college. This program is the first DNP program in the Tennessee Board of Regents system. Students can choose from the MSN-DNP or BSN-DNP options. Nurse practitioner concentrations exist in Family, Adult-Gerontological, and Psychiatric Mental Health. A fourth concentration in Executive Leadership is also available. The format of the program is online and blended with 2 intensive sessions per year. The program prepares nursing leaders for practice and administrative roles. Changes in the DNP program included a post-DNP certificate program were approved in spring 2015. The B.S.N., M.S.N., and D.N.P. degree programs are all fully approved by the Tennessee Board of Nursing and accredited by the Commission on Collegiate Nursing Education (CCNE).

## **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.

## **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 a 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. 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, other interprofessional disciplines, our students, and 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 Outcomes**

Graduates of the MSN programs are expected to be able to:

- Synthesize specialized knowledge and theories from nursing and related disciplines as an advanced practice nurse;
- Practice advanced nursing in collaborative interprofessional relationships and in partnership with communities;
- Manage the health care of clients within current legal, ethical, and professional standards;
- Design health promotion strategies across the life span and among diverse cultures to improve the health of a community;
- Apply research findings in advanced nursing practice and the delivery of health care services; and
- Use leadership skills to effect health policy and promote change.

## **MSN PROGRAM COMPETENCIES**

The competencies expected of the MSN graduate from ETSU are adopted directly from *The Essentials of Master's Education in Nursing* as specified by the American Association of Colleges of Nursing (AACN).

<https://www.aacnnursing.org/portals/42/publications/mastersessentials11.pdf>

In addition, competencies expected of the MSN graduate from ETSU are from the National Organization of Nurse Practitioner Faculties (NONPF) *Nurse Practitioner Core Competencies*, 2017.

[https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/competencies/2017\\_NPCoreComps\\_with\\_Curric.pdf](https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/competencies/2017_NPCoreComps_with_Curric.pdf)



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COLLEGE *of*  
NURSING

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EAST TENNESSEE STATE UNIVERSITY

Section II

**ADMISSION, PROGRESSION AND RETENTION POLICIES**

## 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 [webpage](#) and must have approved signatures. Please work with your Academic Advisor in the Office of Student Services to help assist you through the process.
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 the [Graduate Catalog](#).

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. Generally, 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**

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 completed and approved by the Dean of the College of Graduate and Continuing Studies prior to re-enrollment. If you applied and were admitted to a graduate program, but never enrolled you can

defer up to one year if the *admission deferment form* is filled out prior to the first day of class. Please contact your Academic Advisor for assistance. [Forms ETSU Graduate School](#)

[https://www.etsu.edu/policies/documents/aca\\_gradstudentretention\\_3.24.2017.pdf](https://www.etsu.edu/policies/documents/aca_gradstudentretention_3.24.2017.pdf)

<https://www.etsu.edu/gradstud/forms.php>

### **Graduate Nursing Concentration Transfer Policy**

A student may request to change their program concentration. The student is to submit a goal statement with rationale for the change in the specialty to their Academic Advisor in the Office of Student Services. 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 by the Concentration Coordinators. Students are not guaranteed that the transfer will be granted. If the transfer is granted, the below change in program form must be submitted. [Forms ETSU Graduate School](#)

<https://www.etsu.edu/gradstud/forms.php>

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

You will be assigned an Academic Advisor through the Office of Student Services. It is essential that graduate students obtain advisement throughout the curriculum in order to progress smoothly through the sequence of courses. Programs of study are listed on the College of Nursing webpage, student handbook, and also provided to you when admitted. If at any time your program of study needs to be adjusted, please contact your Academic Advisor for assistance.

### **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. All students must submit an “[intent to graduate](#)” at least two semesters prior to graduation. Intent to Graduate deadlines are set by the Graduate School and are listed on the [Academic Calendar](#). If your graduation date changes, you must submit a “[change in graduation term](#)” form as soon as possible.
2. In order to graduate, students must have a minimum 3.0 grade point average overall and in 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.

Degree and Graduation Requirements - East Tennessee State University - Acalog ACMS™ (etsu.edu)

### **Master's Degree Requirements**

Specific Course and degree requirements for areas of graduate study leading to a master's degree can be found by referring to the degree program from the Programs listing.

Master's degree programs, including professional degrees, should include curriculum components that demonstrate the importance of research and writing skills in graduate education.

The College of Graduate and Continuing Studies requires that all graduate programs introduce students to serious research opportunities. Regardless of whether the thesis or non-thesis option is elected, students are required to enroll in a departmental course which introduces them to the tools and methods of scholarly research.

Master's degree programs will be offered through two (2) options (not all programs offer both options):

A. Thesis Option-minimum of 30 credit hours of graduate coursework (including at least three (3) hours of credit for the thesis).

B. Non-thesis Option-minimum of 33 credit hours of graduate coursework including a research requirement to be satisfied by one (1) or more courses which introduce the student to the tools and methods of research and scholarly activities and a writing requirement on a topic in the student's major field which conforms to the style and standards of the discipline.

i. Courses designated to satisfy the research requirement must be approved by the Graduate Council.

ii. The writing requirement must be approved by the Graduate Council.

### **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. Assessment of a student's performance shall be made by a committee established for that purpose consisting of a minimum of three (3) ETSU graduate faculty members. Experts from outside the university are also permitted to serve on such committees, with approval from the Dean of the College of Graduate and Continuing Studies. The committee's written assessment of the student's performance shall become a part of the student's permanent academic records.

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 by the committee. The nature of such further study and a schedule for reexamining or re-evaluating the student's performance will be established by the committee. A second failure by any candidate will result in the student's dismissal from the graduate program.

The format of the final examination and standards for the three (3) categories of performance must be approved by the Graduate Council and should be included in the graduate catalog along with other degree requirements.

### **Required GPA**

In order to graduate, students must have a minimum 3.0 grade point average overall and on the program of study for all degrees.

## 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))

### Students with Military Orders

1. The student provides advisor and faculty a copy of military orders. Advisor shares orders with Assistant Dean of Student Services, Associate Dean of Graduate Programs, and appropriate Program Director.

2. The advisor will serve as the case manager to assist the student; however, the student should talk 1:1 with each faculty member to understand the work involved in completing the class for that term. If the student is not passing the class, then the student should complete paperwork for a withdrawal/late withdrawal before the deadline identified in the academic calendar.

3. Student meets with advisor to discuss options after meeting with each faculty member. Necessary paperwork will be completed (e.g., LOA, withdrawal) and a plan will be developed and shared with all faculty involved. Example:  
a. Student plans to continue with NRSE XXXX and has developed a plan with instructor XXX  
b. Student will withdraw from NRSE XXXX before deadline.  
c. Student will take an "I" grade for NRSE XXXX as approved by instructor XXX and has developed a plan with instructor to complete.

4. Student will complete LOA paperwork to seek approval, if planning to return within a year. If the student anticipates that the leave will be longer, the advisor will share how to return to the program. Return will depend on space and will follow the UAS Readmission Process and deadlines.

5. Student will be made aware they can request a late withdrawal from the Associate Dean before the deadline, if they do not wish to continue the term. The student can consult the *Policy for Classifying Students In-State & Out-of-State for Paying College or University Fees & Tuition & for Admission Purposes*. Active-duty military personnel who begin working on a degree at ETSU while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degree, continue to completion without being required to pay out-of-state tuition, if he/she completes at least one (1) course for credit each twelve (12) month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.

If the student is requesting a tuition refund due to military deployment, an official copy of your military orders or a statement signed by your commanding officer must be submitted to the university. Please see the following link for more information: [https://www.etsu.edu/bf/bursar/tuitioninfo/fee\\_adj\\_refund\\_policy.php](https://www.etsu.edu/bf/bursar/tuitioninfo/fee_adj_refund_policy.php)

### Convocation and Commencement Ceremonies

Each fall and spring semester, recognition is given the evening before commencement in honor of all students graduating from the B.S.N., M.S.N., Post Master's Certificate, DNP and Ph.D. programs. During the ceremony,

students are presented with ETSU B.S.N. or M.S.N. nursing pins and other forms of recognition. The ceremony provides an opportunity for College of Nursing faculty, staff, students, families, and guests to celebrate the students' success on completion of their respective degree or certificate programs.

### **Academic Regalia Policy**

All graduating students participating in the College of Nursing Convocation held at the end of the fall and spring semesters are required to wear academic regalia without caps.

### **Estimated Expenses**

ETSU New Student Tuition & Fees Estimator: <https://www.etsu.edu/paying-for-college/estimator/>



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COLLEGE *of*  
NURSING

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EAST TENNESSEE STATE UNIVERSITY

Section III

**ACADEMIC POLICIES AND  
STUDENT CONDUCT**

## SECTION III

### Academic Policies and 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™ \(etsu.edu\)](https://www.etsu.edu/college-of-graduate-and-continuing-studies/acalog-acms). 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.

#### 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

National Student Nurses Association. (2020). Code of ethics.

<https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0>

American Nurses Association. (2015, January). The code of ethics with interpretive statements.

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/>

### **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 ACMST<sup>™</sup> \(etsu.edu\)](http://collegeofgraduateandcontinuingstudies.etsu.edu)

### **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 \(etsu.edu\)](http://np_clinical_placement_and_preceptor_guidelines.pdf). Graduate faculty will assist students in clinical placement as warranted and as the 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 \(etsu.edu\)](http://academicintegrityandmisconduct.etsu.edu)

### **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>*

### **General Policy on Student Conduct and Disciplinary Sanctions (University Policy)**

<https://catalog.etsu.edu/content.php?catoid=46&navoid=1906&hl=immediate+family&returnto=search%20h#general-policy-on-student-conduct-and-disciplinary-sanctions>

### **Academic Integrity and Misconduct (University Policy)**

<https://www.etsu.edu/policies/student/aca.integrity.misconduct.php>

### **Student Harassment or Discrimination**

For any concerns related to harassment or sexual discrimination, the Office of Student Affairs should be directly contacted. The website is <http://www.etsu.edu/students/> Phone: 423.439.4210

### **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.

## **ETSU Honor Pledge**

<https://catalog.etsu.edu/content.php?catoid=46&navoid=1906&hl=immediate+family&returnto=search#honor-pledge>

## **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 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 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 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 \(etsu.edu\)](#)

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)

## **Technology Requirements**

- PC or Mac is recommended
- Intel i3 Processor – i5 is a nice upgrade but not essential.
- A minimum of 8gb of Ram - 16Gb is a nice upgrade but not essential.
- A minimum of a 128Gb Solid State Hard Drive (SSD) - 256Gb is nice if possible.
- D2L uses the Respondus Lockdown Browser with WebCam for remote exam proctoring. This is not compatible with Chromebooks.
- Regardless the device type, it must have internet access, microphone, and camera or webcam.

System Requirements: <https://www.etsu.edu/d2l/students/d2lssystemreq.php>

## **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.

American Nurses Association: <https://www.nursingworld.org/social/>

### **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.*

<https://www.govinfo.gov/app/details/PLAW-104publ191>

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.*

Rationale: The goal of this policy is to protect patients, students, as well as the nursing program and College. This policy represents a set of standards of conduct when students identify themselves with the East Tennessee State University.

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

Social Media Platforms include technology tools and online spaces for integrating and sharing user generated content in order to engage constituencies in conversations and allow them to participate in content and community creation.

Guidelines for Online Professional or Personal Activity: These guidelines apply to ETSU nursing students who identify themselves with ETSU and/or use their ETSU email address in social media venues for deliberate professional engagement or casual conversation.

1. Follow the same practices as outlined in the Nursing Student Ethical and Professional Behavior policy with respect to copyrights and disclosures, and not revealing proprietary financial, intellectual property, patient care or similar sensitive or private content inclusive of the posting of client pictures or information
2. Protect confidential information. While a student is posting to friends, many of the sites are open to anyone browsing or searching. Be thoughtful about what is published. Do not disclose or use confidential information or that of any other person or agency. Respect HIPAA regulations. Do not post any information about your clinical rotations or clients in any online forum or webpage.
3. If individual identifies themselves as an ETSU nursing student in any online forum and/or use their ETSU email address, students need to ensure that it is clear that they are not speaking for ETSU, and what they say is representative of their individual personal views and opinions and not necessarily the views and opinions of ETSU. By virtue of self-identifying as part of ETSU in such a network, students connect themselves to, and reflect upon, ETSU faculty, staff and even patients and donors.
4. Be thoughtful about how you present yourself. ETSU nursing students are preparing for a career providing services to the public. ETSU and future employers hold you to a high standard of behavior. By identifying yourself as an ETSU student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals. If you identify yourself as an ETSU nursing student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared with everyone. This content instantly leaves the contributing individual students control forever.
5. Respect your audience and your coworkers. ETSU's students, faculty, and clients have a diverse set of customs, values, and points of view. Respect others and self. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, pornographic images etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory— such as politics and religion. Remember, what may be humorous to some, may be offensive to others. Civility is an

important component of online communication as well.

6. If someone or some group offers to pay a student for participating in an online forum in their ETSU nursing student role or offers advertising for pay and/or for endorsement, this could constitute a conflict of interest and ETSU policies and guidelines apply.
7. If someone from the media or press contacts students about posts made in online forums that relates to ETSU nursing in any way, students should alert the Dean of Nursing to seek assistance prior to responding.

National Council of State Boards of Nursing (2012) guidelines regarding social media also apply to ETSU nursing students. Nursing students shall follow all guidelines below in preparation for entering the professional workforce.

Nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.

- Nurses must not transmit by way of any electronic media any patient-related information or image.
- Nurses must not share, post, or otherwise disseminate any information about a patient or information gained in the nurse-patient relationship with anyone.
- Nurses must not identify patient by name or post or publish information that may lead to the identification of a patient. Information that leads to inference of patient identify is prohibited.
- Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Nurses must not refer to patients in a disparaging manner, even if they are not identified.
- Nurses must not take photos or videos of patients on personal devices, including mobile phones.
- Nurses must maintain professional boundaries in the use of electronic media.
- Nurses must consult employer policies or an appropriate leader within the organization for guidance regarding work-related (or school related) postings.
- Nurses must promptly report any identified breach of confidentiality or privacy.
- Nurses must be aware of and comply with employer policies regarding the use of employer owned computers, cameras, and other electronic devices and the use of personal devices in the workplace.
- Nurses must not make disparaging remarks about employers, co-workers, (peers, or faculty members).

### **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.

ETSU Drug Free Campus

<https://www.etsu.edu/human-resources/drugfree.php#:~:text=It%20is%20the%20policy%20of,of%20ETSU%20is%20strictly%20prohibited>

### **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. 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.

### **Interprofessional Education and Practicum Policy**

Students in the ETSU College of Nursing MSN programs, Advanced Clinical Practice (Family Nurse Practitioner, Adult- Gerontology Primary Care Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner) and Executive Leadership concentrations are required to complete Interprofessional Experiences learning activities. The IPE Experiences Seminars 1 and 2 are included in the Plans of Study. These courses are asynchronous and presented in the Fall and Spring semesters.



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EAST TENNESSEE STATE UNIVERSITY

**Section IV**

**Other Guidelines, Policies, and Procedures**

## SECTION IV

### OTHER GUIDELINES, POLICIES, AND PROCEDURES

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

Students who change their address or name must submit the change(s) to the university Registrar's Office and to the Office of Student Services. <https://www.etsu.edu/reg/forms.php>

#### **Advisement and Registration**

Academic advising for graduate students is coordinated through the Office of Student Services. Your Academic Advisor will provide registration information and program of study. If changes become necessary, students will be notified by the Office of Student Services.

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

Center for Academic Achievement: <https://www.etsu.edu/students/learning/>

The Center for Academic Achievement (CFAA) at East Tennessee State University is a one-stop shop to help students be academically successful in college. The CFAA is home to three free academic support programs:

- The Tutoring Center
- Supplemental Instruction (SI)
- Academic Coaching

The CFAA is located on the first floor of the Charles C. Sherrod Library. Click the tabs below to learn more about our services or contact us at 423.439.7111 or [learning@etsu.edu](mailto:learning@etsu.edu).

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:**

Students can request to late add or drop a course. They need to work with their Academic Advisor on the appropriate forms and follow ETSU's [Academic Calendar](#). 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 can fully withdraw from the University. Please work with your Academic Advisor and the [Registrar's Office](#) on the appropriate process.

## **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, Zoom, 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.

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.

[https://www.etsu.edu/safety/campus\\_emergency/policy.php#:~:text=East%20Tennessee%20State%20University%20will,because%20of%20extreme%20weather%20conditions.](https://www.etsu.edu/safety/campus_emergency/policy.php#:~:text=East%20Tennessee%20State%20University%20will,because%20of%20extreme%20weather%20conditions.)

### **Class and Clinical Attendance Policy**

The MSN program is an online program; however, 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 will provide a written statement within the syllabus 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.

### **Orientation and Intensives**

The MSN Nursing Program is offered through an online learning format. This approach provides students with the opportunity to engage with fellow students and faculty members during the semester. Orientation is presented during the first week of the semester for new and returning students. The purpose is to acquaint you with the leadership of the College of Nursing and provide presentations from faculty and staff who will share information and resources you will use during your studies at ETSU. Students are encouraged to attend all synchronous sessions; however, sessions are recorded and may be available for viewing at a later time.

The Intensive sessions are provided at various dates and times during the semester. The Intensive sessions are designed to provide additional topics and information you will use as you progress with your plan of study. The intensives are an important part of the program and are critical to establishing and maintaining a community of scholars across doctoral programs. Attendance at the intensive sessions either synchronous or asynchronous is highly encouraged.

### **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, LPNs, RNs 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).

**Graduate Assistant/Tuition Scholarships Information:** [GA/TS Information and Positions](#)

### **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.

### **Health Insurance for Students:** [Health Insurance for Students](#)

Students are responsible to provide personal medical insurance for themselves in the event of an illness or personal injury while attending the university. Students who do not have coverage under a family insurance policy or who want additional insurance information, please visit the [ETSU Student Services Health Services website](#). 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. Student Health Services is available to all registered ETSU students.

For those students not having protection under a family insurance plan or for those who want additional coverage, ETSU has arranged for a special student insurance policy. Application forms and information pertaining to this insurance are available in Student Health Services, Nicks Hall, Room 160.

### **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).



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**COLLEGE *of*  
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**EAST TENNESSEE STATE UNIVERSITY**

**Section V**

**College and University Resources and  
Services**

## 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, plan 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 the D.P. Culp University Center, Room 340. Counselors are on-call during non-office hours. Call (423) 439-4841 for more information or to make an appointment. <https://www.etsu.edu/students/counseling/>

#### **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 \(etsu.edu\)](https://www.etsu.edu/disability-services/) 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 the 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.

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.)

Student resources and support: <https://www.etsu.edu/students/dean-students/resources-student.php>

### **Title IX**

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/universitycounsel/compliance/focusareas/titleix.php>

### **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.

### **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 Yoakley Hall, the College of Graduate and Continuing Studies provides information on the GRE, Graduate Assistantships (GA) and Tuition Scholarships (TS), graduate school policies and procedures, thesis/dissertation policies and procedures, and all graduate school offerings. Call 423.439.4221 or visit their web site at: <https://www.etsu.edu/graduate-continue-education/>

### **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. <https://www.etsu.edu/nursing/conlife/sigmathetaetau.php>

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.

### **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.

<https://www.etsu.edu/nursing/universityhealth/>

### **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 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.

Your health and well-being are our highest priority, and this includes your mental health. There are resources available for our students, faculty, and staff listed below:

**Counseling Center** – Visit the website to learn more about the many services available for ETSU students.

**BucsPress2** – This 24-hour mental health help line for ETSU students provides free, confidential crisis counseling over the phone. It is staffed 24/7/365 by counseling professionals under contract with the Counseling Center. To access this service, call (423) 439-4841, then press 2.

**Telehealth Counseling Services** – Now available for ETSU students through a partnership with Mantra Health. Night and weekend hours are available. Email [counselingcenter@etsu.edu](mailto:counselingcenter@etsu.edu) for more information.

**ETSU Health** - A host of mental health professionals are available to support your care.

**Community Counseling Clinic** – A service provided by the ETSU Department of Counseling and Human Services; available for students, faculty, staff, and the community.

**ETSU Behavioral Health and Wellness Clinic** – Staffed by doctoral students from the ETSU Department of Psychology and supervised by licensed psychologists; available for students, faculty, staff, and the community.

### **Clinical Course Requirement for Students**

The Office of Student Services will send you the **MANDATORY** requirements, policies, instructions regarding these items.

*Your CHRs have to be kept current throughout your enrollment in the CON. Even if you are not enrolled in a clinical course during a semester, your CHRs still have to be kept updated. The current CHR packet is always located on the ETSU CON website under “Undergraduate Resources/Clinical Health Requirements” for future reference.*

Packet link: [chr\\_packet\\_current.pdf \(etsu.edu\)](http://etsu.edu/chr_packet_current.pdf)

## Appendix

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
IPE 572E	Interprofessional Experiences Seminar 1	0
<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
IPE 672E	Interprofessional Experiences Seminar 2	0
<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 (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
IPE 572E	Interprofessional Experiences Seminar 1	0
<b>Spring Semester 5 (6 hours)</b>		
NRSE 5001	Nursing Research for Evidence-Based Practice	3
NRSE 5006	Advanced Role Development	3
IPE 672 E	Interprofessional Experiences Seminar 2	0
<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)
IPE 572E	Interprofessional Experiences Seminar 1	0
<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
IPE 672E	Interprofessional Experiences Seminar 2	0
<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 Hour</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)
IPE 572E	Interprofessional Experiences - Seminar 1	0
<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
IPE 672 E	Interprofessional Experiences - Seminar 2	0
<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 Hours</b>		<b>51</b>
<b>Total Clock Hours</b>		

MSN Program of Study  
 Psychiatric-Mental Health Nurse Practitioner Concentration  
 Full-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)
IPE 572 E	Interprofessional Experiences Seminar 1	0
<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
IPE 672 E	Interprofessional Experiences Seminar 2	0
<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)
IPE 572 E	Interprofessional Experiences Seminar 1	0
<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
IPE 672E	Interprofessional Experiences Seminar 2	0
<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
IPE 572E	Interprofessional Experiences Seminar 1	0
<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
IPE 672E	Interprofessional Experiences Seminar 2	0
<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
IPE 572 E	Interprofessional Experiences Seminar 1	0
<b>Spring Semester 2 (6 hours)</b>		
NRSE 5001	Nursing Research for EBP	3
NRSE 5510	Organizational Theory and Nursing Administration	3
IPE 672 E	Interprofessional Experiences Seminar 2	0
<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
IPE 572E	Interprofessional Experiences Seminar 1	0
<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
IPE 672E	Interprofessional Experiences Seminar 2	0
<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
IPE 572E	Interprofessional Experiences Seminar 1	0
<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
IPE 672E	Interprofessional Experiences Seminar 2	0
<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

**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>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>Spring 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>Summer 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>Fall 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>