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Welcome from the DNP Program Chair

Welcome to the 2017 - 2018 academic year in the College of Nursing! The College of Nursing has a long, illustrious history of providing quality nursing education. In the DNP Program, our goal is to provide a dynamic community of learning that leads to preparing students for various professional nursing roles in the evolving health-care system.

At The University of Tennessee Knoxville, we are proud of our commitment to personal attention and student success. Your advisor, faculty and staff are committed to supporting you as you progress through your plan of study. We want to be partners in your academic journey, so please ask for assistance when needed.

Best wishes for a successful year,

Sharon K. Davis, DNP, APRN, WHNP-BC
Chair of the DNP Program

Special Notes

From the College of Nursing
In order to protect the public, drug screening and criminal background checks are required for nursing students.

From the University of Tennessee
The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, sexual orientation, or veteran status in provision of educational programs and services or employment and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex or disability in the educational programs and activities, pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA, or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Diversity Resources & Educational Services (DRES), 2110 Terrace Avenue, Knoxville, Tennessee 37996-3558; or telephone (865) 974-2498 (TTY available). Requests for accommodation of a disability should be directed to the Office of Disabilities Services, 915 Volunteer Blvd., Dunford Hall #100, phone 865-974-6087

Graduate School Introduction
"In order to serve the mission and vision of the graduate School and preserve the integrity of the Graduate Programs at The University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students. Based on Best Practices offered by the Council of Graduate School, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated. The department Graduate handbook does not deviate
from established Graduate School Policies noted in the Graduate Catalog, but rather provides that specific ways in which those policies are carried out.”  http://catalog.utk.edu/index.php

**Purpose of Handbook**

The purpose of this student handbook is to provide DNP students with information concerning this program and to anticipate some of the frequently asked questions of graduate students. Please note that this handbook includes information to guide your progression but it is not inclusive of all graduate school policies and procedures. The *Graduate Catalog* serves as the primary document for graduate program rules and policies. Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university.

You will be referred to other publications of the University, including *Hilltopics* (http://dos.utk.edu/publications/hilltopics/index.html). If you have further questions, check with your advisor.

**Graduate Studies in the College of Nursing**

Dr. Mary Gunther, Executive Associate Dean for Academic Affairs is responsible for the overall administration of academic programs. Dr. Sadie Hutson serves as Interim Assistant Dean of Graduate Programs. Dr. Sharon K. Davis serves as Chair of the DNP program and thus has operational oversight for the program. Faculty who teach in the DNP program meet regularly to discuss curricular and operational aspects of the program. They submit recommendations for curricular change to the Graduate Curriculum Committee of the college. Administrative issues are dealt with at the appropriate level – Dr. Davis, as Chair of the DNP program, Dr. Hutson as Interim Assistant Dean of Graduate Programs, and Dr. Gunther as Associate Dean, or at the dean’s level. Dr. Davis can be reached at sdavis93@utk.edu or 865-974-7633, Dr. Hutson at shutson@utk.edu or 865-974-7585, and Dr. Gunther at mgunther@utk.edu or 865-974-7589. Once admitted, each student has a faculty advisor (see section on advisement). Ms. Lucie Phillips provides administrative support to the graduate programs. Contact Ms. Phillips at lphill41@utk.edu or 865-974-7553.

**College of Nursing Administration**

Dean

Dr. Victoria Niederhauser

Associate Dean for Academic Affairs

Dr. Mary Gunther

Associate Dean for Research and Evaluation

Dr. Tami H. Wyatt

Interim Assistant Dean of Graduate Programs

Dr. Sadie Hutson

Chair BSN Program

Dr. Sheila Swift

Chair DNP Program

Dr. Sharon K. Davis

Chair PhD Program

Dr. Sandra Thomas
Vision, Mission, and Values of the College of Nursing

Vision

Mission
We are catalysts for optimizing Health through nurse-led care by integrating education, practice, research, and technology. We define health broadly and impact it by addressing policy and social issues through advocacy and leadership. Fueled by our commitment to communities, families, and individuals, we seek partnerships to create innovative solutions that improve health for all.

Values

<table>
<thead>
<tr>
<th>Valuing All</th>
<th>Originality</th>
<th>Leading with Integrity</th>
<th>Seeking Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>We value diversity and inclusiveness.</td>
<td>We value innovative solutions to complex health issues.</td>
<td>We value exceptional leadership.</td>
<td>We value a spirit of inquiry</td>
</tr>
</tbody>
</table>

Mission of the Doctor of Nursing Practice Program

The mission of the Doctor of Nursing Practice program is to prepare graduates to be leaders in the promotion of the highest quality health care through education, clinically-based scholarship, evidence-based practice, and interdisciplinary collaboration.

The American Association of College of Nursing DNP Graduate Essentials are:

1. Scientific Underpinnings for Practice
2. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
3. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
4. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
5. Health Care Policy for Advocacy in Health Care
6. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
7. Clinical Prevention and Population Health for Improving the Nation’s Health
8. Advanced Nursing Practice

The University of Tennessee, College of Nursing, Knoxville, adds the following goals and outcomes of the DNP Program which are based on the American Association of Colleges of Nursing (AACN) Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006):

1. Goal of the Doctor of Nursing Practice Program:
The goal of the DNP program is to prepare graduates to function at the highest level through three core components: 1) advanced nursing practice, 2) scientific inquiry, and 3) leadership and policy.
2. Program outcomes and relationship to the DNP Essentials.
At the completion of the DNP program, students will be able to:

- Integrate nursing science with other disciplines as the basis for the highest level of evidence-based nursing practice to address health disparities and to improve the quality of healthcare. (Essential I, VI, VIII)
- Demonstrate and promote professionalism, advocacy, social justice, equity, ethical principles, and scientific integrity in advanced nursing practice. (Essential II, V)
- Engage in and promote intra and inter-professional collaboration in clinical practice models, health policy, and standards of care for individuals, families, and communities across culturally diverse populations. (Essential V, VI, VIII)
- Generate system and outcomes research and analyze evidence from nursing and related sciences to translate findings into practice. (Essential II, IV)
- Utilize current and emerging information systems/technology to support, evaluate, and improve: 1) nursing care, 2) healthcare systems, and 3) patient and population health. (Essentials II, IV)
- Synthesize and use appropriate theories, concepts and scientific data to support, evaluate and improve patient and population health. (Essential I, VII)
- Assume leadership in advanced practice, health policy, mentoring, scholarship, and scientific inquiry. (Essential III, VIII)

General Duties and Responsibilities of Faculty and All Graduate Students

Faculty who teach in the DNP program are committed to facilitating students’ success. Faculty who serve as advisors to DNP students will not only be a guide and facilitator in terms of the program of study, but also a coach and mentor. Doctoral students should look to their advisors as sources of information, such as suggestions for clinical experiences, but also for mentorship in terms of special learning opportunities on campus, outside conferences, etc.

The intensity and depth of doctoral study requires a level of commitment to one’s studies that exceeds that required by prior nursing education. In order to be successful, doctoral students must be able to commit substantial time and effort in their studies and to participate in other scholarly activities associated with the program. Part of becoming a scholarly clinical expert in nursing is being socialized into the role. This cannot happen without participation in colloquia, research groups, conferences, and other learning activities beyond coursework per se. Attendance is expected at all colloquia and conferences that are scheduled during on-site weeks unless the program chair has granted an exception. While not every student has the luxury of fulltime study without outside employment, every student does need to carve out key portions of their program where their immersion in their studies is more intense and more in-depth.

Graduate students in nursing are responsible to meet both coursework and policy conditions in the College of Nursing as well as all university regulations in a timely fashion. Students need to be vigilant in reviewing the university academic calendar frequently, as well as the Graduate School homepage, so as to not miss key deadlines. While there may be email reminders sent through the DNP community Blackboard site, it remains the student’s responsibility to adhere to these deadlines.

Perhaps the chief responsibility of a doctoral student is to cultivate habits of rigorous scholarship, like those described by John Dewey (1910/1940; 1922/1930; 1935/1963). Dewey distinguished creative, productive habits from routine, unthinking habits. The productive habits described by Dewey include deliberation, critical reflection, risk-taking, courage, and a kind of intellectual restlessness which compels the scholar to perpetually
evolve. Because earlier levels of nursing education often focus more on mastery of didactic course content and development of clinical proficiencies, doctoral students may struggle to relinquish old habits of studying. Doctoral education creates discomfort. It is sometimes difficult to put one’s personal beliefs and experiences in the background and take a new look at the world, human beings, and nursing work from the perspective of a scholar rather than a practitioner. Faculty understand this difficulty and stand ready to guide students through the transition.

ADMISSION REQUIREMENTS AND APPLICATION PROCEDURE

Introduction
The DNP program is designed for BSN graduates, MSN graduates, or those who have a BSN with a Master’s degree in a health related field who are interested in earning a clinical doctoral degree in nursing.

Admission Requirements
The following guidelines should be followed for admission to the DNP Program:

<table>
<thead>
<tr>
<th>BSN to DNP</th>
<th>Masters to DNP</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Meet requirements for admission to the Graduate School</td>
<td>• Meet requirements for admission to the Graduate School</td>
</tr>
<tr>
<td>• Submit online application to the Graduate Admissions Office.</td>
<td>• Submit online application to the Graduate Admissions Office.</td>
</tr>
<tr>
<td>• Hold a BSN degree from a program accredited by the National League for</td>
<td>• Hold a MSN or a BSN and a Master’s degree in a health-related field from a</td>
</tr>
<tr>
<td>Nursing Accrediting Commission or the Collegiate Commission on Nursing</td>
<td>program accredited by the National League for Nursing Accrediting Commission or</td>
</tr>
<tr>
<td>Education.</td>
<td>the Collegiate Commission on Nursing Education.</td>
</tr>
<tr>
<td>• Have a minimum cumulative graduate grade-point average of 3.0 on a 4.0</td>
<td>• Have a minimum cumulative graduate grade-point average of 3.0 on a 4.0 scale</td>
</tr>
<tr>
<td>scale for previous college work.</td>
<td>for previous college work.</td>
</tr>
<tr>
<td>• The GRE is not required for application to the BSN to DNP Program for</td>
<td>• The GRE is not required for application to the Masters to DNP Program.</td>
</tr>
<tr>
<td>applicants with an undergraduate GPA of 3.3 or higher. Applicants with a</td>
<td>• Have TOEFL scores of at least 550 on the paper test or 80 on the internet-</td>
</tr>
<tr>
<td>GPA &lt; 3.3 must take the GRE exam.</td>
<td>based test if native language is not English.</td>
</tr>
<tr>
<td>• Have TOEFL scores of at least 550 on the paper test or 80 on the internet-</td>
<td>• Submit College of Nursing Graduate Rating Forms from three (3) college level</td>
</tr>
<tr>
<td>based test if native language is not English.</td>
<td>instructors and/or nurses and administrators who have supervised applicant’s</td>
</tr>
<tr>
<td>• Submit College of Nursing Graduate Rating Forms from three (3) college</td>
<td>professional work. (Part of online application.)</td>
</tr>
<tr>
<td>level instructors and/or nurses and administrators who have supervised</td>
<td>• Submit an essay describing personal and professional aspirations.</td>
</tr>
<tr>
<td>applicant’s professional work. (Part of online application.)</td>
<td>• If invited to interview, schedule a personal interview with the College of</td>
</tr>
<tr>
<td>• Submit an essay describing personal and professional aspirations.</td>
<td>Nursing DNP admissions committee. International applicants or applicants</td>
</tr>
<tr>
<td>• Prospective students with a BSN must indicate a clinical concentration</td>
<td>living more than 100 miles from Knoxville may be interviewed by telephone or</td>
</tr>
<tr>
<td>in the MSN Program. Currently, the BSN to DNP Program is offered in the</td>
<td>teleconferencing at the discretion of the admissions committee.</td>
</tr>
<tr>
<td>following concentrations: Family Nurse Practitioner, Pediatric Nurse</td>
<td>• Special Requirements and Policies</td>
</tr>
<tr>
<td>Practitioner, Psychiatric/Mental Health Nurse Practitioner, or Nurse</td>
<td>• Prior to enrollment in the DNP program, each student must successfully</td>
</tr>
<tr>
<td>Executive.</td>
<td>complete a criminal background check.</td>
</tr>
<tr>
<td>• Each student must hold personal professional liability insurance and</td>
<td>• Each student must hold personal professional liability insurance and health</td>
</tr>
<tr>
<td>health insurance.</td>
<td>insurance.</td>
</tr>
</tbody>
</table>
• As Registered Nurses, DNP students must be licensed to practice nursing in the state where employed and in all states where their clinical experiences will occur (if different from state of employment).
• Each student must present evidence of meeting current health requirements. See College of Nursing website, www.nursing.utk.edu.
• Each student must present evidence of current health care provider CPR certified.
• A maximum of 6 graduate credit hours taken before acceptance into the DNP program may be applied toward the degree.
• A minimum grade of B in all DNP and other graduate-level nursing courses and a 3.0 cumulative GPA is required for continuation the program.

FINANCIAL SUPPORT FOR GRADUATE STUDENTS

Financial support for graduate students comes in many forms: traineeships, assistantships, fellowships, scholarships, loans, and employment.

Traineeships: Nursing graduate students are eligible to apply for federal traineeship monies, which assist with the cost of tuition and fees.

Assistantships: These are awards that support administrative work in a college/department (“Graduate Assistantship” (GA)), teaching (“Graduate Teaching Assistantship” (GTA)), or (“Graduate Research Assistantship” (GRA)). An assistantship provides a tuition/fee waiver and a monthly stipend. See http://gradschool.utk.edu for further information.

Fellowships: These awards typically come from the Graduate School, and are competitive in nature. A fellowship usually provides a tuition/fee waiver and a monthly stipend. Some also require the department or college to provide an assistantship on top of the fellowship. See http://gradschool.utk.edu.

Loans: Due to the current nursing shortage, there are special loan programs available for nurses pursuing graduate education; i.e., the federal Nursing Faculty Loan Program (NFLP) and the state TSAC program. Nursing graduate students may also be eligible for subsidized or unsubsidized educational loans. To determine eligibility, students must submit a FAFSA and apply through the university Office of Financial Aid. Students may also pursue personal loans.

Employment: Many graduate students work at outside employment while pursuing graduate studies. Some employers do offer tuition assistance. See the Table on the next page for more details regarding these types of funding.

Travel Awards may be available from the Graduate School for research presentations. Students are encouraged to investigate additional financial aid/scholarships from sources such as employers, professional organizations and civic/service organizations with goals relevant to their field of study.

Scholarships: The College of Nursing provides scholarships each year to selected students, who apply and meet specific eligibility criteria. CON scholarships are awarded to assist students in meeting their tuition/fee needs. Examples of these scholarships are provided below. Additional information is available on the CON web site.
Scholarships for Graduate Students in the College of Nursing

Admitted Students may apply for scholarships. Please see the College of Nursing website for details about eligibility for scholarships, the application process and deadlines. Students may apply annually for scholarship support. Listed below are a few examples of College of Nursing Scholarships open to DNP students:

**Dyer Award:**
Applicant must be a native East Tennessean or plan to work in East Tennessee for a minimum of 3 years after graduation, be enrolled in MSN, PhD or DNP program, and demonstrate successful academic performance and/or financial need (in the broadest sense). Applicant need only complete the college of nursing application (available on the CON web site) and return to the chair of the Scholarship and Awards committee.

**Artie Ruth Reilly Scholarship:**
Applicant must be female, from the Appalachian region, and admitted as a full-time, degree-seeking student. The scholarship is a three-year award, renewable upon annual reapplication as long as an overall B average is maintained. The scholarship pays full tuition and fees. Both financial need and academic promise are considered in awarding this scholarship.

**Sylvia Hart Scholarship Endowment:**
This scholarship is open to all full-time nursing students who have demonstrated the following: BSN – 3.25 GPA with 90 semester hours completed; all junior level nursing courses completed with "B" or higher. MSN – 3.5 GPA with 12 graduate credit hours completed with a grade of B or higher for each course. DNP - 3.75 with 18 post masters credit hours completed with a grade of B or higher in each course. The student must submit a letter of application for the scholarship that includes a statement of personal philosophy of nursing, career aspirations and hopes, and dreams for the nursing profession. These statements will be compared within, but not across program levels, to determine the recipients (UG, MSN, PhD, and DNP).

**National Health Service Corps Scholarship Program**

**Family Nurse Practitioners:**
Students dedicated to practicing primary care in health professional shortage areas (HPSAs) can compete for educational scholarships. In return for this scholarship support, they must agree to practice in communities across the nation with the greatest need.
Upon completion of training, NHSC Scholars agree to practice in underserved areas. The NHSC’s Scholarship Program provides deserving primary healthcare students with full payment for up to 4 years of:
1. Tuition and fees (payments exempt from Federal tax)
2. Reasonable educational expenses, such as books, supplies, and equipment (payment exempt from Federal tax)
3. A monthly stipend throughout the scholarship period
Students must submit an NHSC scholarship application, which they can acquire online at [http://nhsc.hrsa.gov/scholarships/index.html](http://nhsc.hrsa.gov/scholarships/index.html). The deadline is typically mid-July.

**All Primary Care Nurse Practitioners and Mental Health Nurse Practitioners:**
CHEERS (Community Health Educational Experiences for Residents and Students) is a funded program through the Tennessee Rural Partnership. The goal of the program is to encourage rural practice rotations to provide primary care in the state of Tennessee. The program focuses on the pipeline approach of reaching out to students and residents to cultivate an interest in practicing in rural or underserved areas. For additional
information about the program, please visit http://www.nchn.org/blog-spot/cheers-a-tennessee-rural-partnership-program.html or contact Mary Ann Watson, Network Director, at maryann.watson@tnrp.org

National Health Service Corps Loan Repayment Program:
The NHSC Loan Repayment Program (LRP) gives fully trained health professionals who are dedicated to serving the underserved and have qualifying educational loans, the opportunity to compete for repayment of those loans if they agree to serve in a health professional shortage area (HPSA). You can prepare for this process while still in the DNP Program. More details can be obtained by visiting their website at http://nhsc.hrsa.gov/loanrepayments/
### Potential Sources of Funding for Graduate Students

<table>
<thead>
<tr>
<th>Entity</th>
<th>Source and Type of Funds</th>
<th>Eligibility*</th>
<th>Process and Deadline for Applications</th>
<th>Other Information**</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tennessee Student Assistance Corporation (TSAC)</strong> Graduate Nursing Loan-Forgiveness Program</td>
<td>State monies. Loan program with forgiveness.</td>
<td>Enrolled in graduate nursing program and pursuing preparation as a nursing faculty. For TN residents.</td>
<td>March 1 deadline.</td>
<td>See <a href="http://www.tn.gov/CollegePays/mon_college/nurse_lf.html">www.tn.gov/CollegePays/mon_college/nurse_lf.html</a></td>
</tr>
<tr>
<td><strong>College of Nursing scholarships</strong></td>
<td>Donors</td>
<td>Enrolled in a degree-granting program in the UT College of Nursing</td>
<td>Apply by April 1 of each year. Students complete one application and are considered for various scholarships for which they are eligible.</td>
<td>See UT CON website – &lt;Current/prospective students&gt; &lt;Current Students&gt; &lt;College of Nursing Scholarships&gt; Look for the link for the Student Activities Data sheet and the application form.</td>
</tr>
<tr>
<td><strong>Graduate Teaching Assistantship (GTA)</strong></td>
<td>Tuition and fee waiver Stipend of $1500/month</td>
<td>Enrolled in a graduate program in UT College of Nursing</td>
<td>Apply by April 1 to the Associate Dean for Academic Affairs in the College of Nursing, via email <a href="mailto:mgunther@utk.edu">mgunther@utk.edu</a>. Provide a statement of interest and cv or resume.</td>
<td>The college’s needs for GTAs center on undergraduate teaching needs. To be eligible for a GTA the student needs current expertise in a specific clinical area.</td>
</tr>
<tr>
<td><strong>Graduate Research Assistantship (GRA)</strong></td>
<td>Tuition and fees, and stipend (rate varies) paid by the professor’s grant</td>
<td>Enrolled in a graduate program in UT College of Nursing</td>
<td>Apply to faculty members with grants. Vacancies in these positions are announced when available.</td>
<td>In order to support a graduate student at the level of tuition/fees/stipend, the grant is usually large and federal in nature.</td>
</tr>
<tr>
<td><strong>UT Graduate School Fellowships</strong></td>
<td>Usually pays tuition and fees. Sometimes accompanied by an assistantship.</td>
<td>Admitted to a UT graduate program</td>
<td>See UT Graduate School website for various fellowships’ requirements</td>
<td>See <a href="http://gradschool.utk.edu/default.shtml">http://gradschool.utk.edu/default.shtml</a></td>
</tr>
<tr>
<td>Employer Funding</td>
<td>Depends on employer – may be tuition reimbursement.</td>
<td>Varies</td>
<td>Check with HR dept. at your employer</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
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<td></td>
</tr>
<tr>
<td>Self-funding</td>
<td>Funds from student’s own resources – savings, personal loans, etc.</td>
<td>Varies</td>
<td>Varies. Need to complete FAFSA to be considered for any loan programs administered through UTK Office of Financial Aid. See <a href="http://web.utk.edu/~finaid/">http://web.utk.edu/~finaid/</a></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Check with fraternal or professional organizations to which you belong</td>
<td>Varies</td>
<td>Varies</td>
<td></td>
</tr>
</tbody>
</table>

* Major eligibility criteria are listed. Additional criteria are listed in the request for applications. All are subject to change.
** Whenever applying for any form of financial aid or conducting any business as a student of UT
Academic Common Market
An agreement among Southern states for sharing graduate programs allows legal residents of some states to enroll in certain programs at UT Knoxville on an in-state tuition basis. Additional information may be obtained from the Admissions Specialist in the Office of Graduate Admissions and Records (865) 974-3251.

Payment of Tuition and Fees
The VolXpress statements are delivered electronically. Students receive an e-mail at their University of Tennessee e-mail address indicating their e-VolXpress statement is available for viewing. The e-mail will include the website address where the student may view the statement. The VolXpress e-statement reflects the charges and credits applied to the students’ account as of the date the statement was created (refer to the date on the statement). Students can print a copy of the VolXpress e-statement or forward the statement to their parents or a third party. Failure to view a statement does not relieve the student of their obligation to meet the published due date.

Since the VolXpress e-statements are created on a particular date (refer to the date on the statement), the TOTAL DUE may or may not reflect the students’ current balance. This depends on whether or not transactions have taken place on the account. Only one e-statement will be available regardless of changes made to the account. To view the most current student account information (subsequent charges and payments), the student can log into https://cpo.utk.edu. If you have questions, please contact the Bursar’s Office at 865-974-4495 or via e-mail at bursar@utk.edu.

COURSE REGISTRATION

Registration
1. Deadlines for registration for each academic semester are posted on the university web site (www.utk.edu).
2. Please register by logging on to MyUTK, https://my.utk.edu, by supplying your net ID and password. A downloadable guide is available for students who need assistance registering. The guide can be found at http://registrar.utk.edu/bannermyutk.html. Questions should be directed to 974-4471. It is the student’s responsibility to register for the correct courses and course sections.
3. When registering for a course, all prerequisites and corequisites must be met (see course descriptions in the Graduate Catalog for prerequisites and corequisites). If a corequisite to a course is dropped, the course requiring the corequisite must also be dropped.

Requirements for all students:
Pre-requisite: Stats 531 Inferential Statistics 3 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N612 – Health and Health Care Policy</td>
<td>3</td>
</tr>
<tr>
<td>N613 – Nursing Leadership in Complex Systems</td>
<td>3</td>
</tr>
<tr>
<td>N620 – Philosophy of Scientific Practice</td>
<td>3</td>
</tr>
<tr>
<td>N622 – Evidence Based Practice and Translational Research</td>
<td>3</td>
</tr>
<tr>
<td>N623 – Bioethics and Societal Issues within Healthcare</td>
<td>2</td>
</tr>
<tr>
<td>N624 – Technology and the Transformation of Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>N625 – Healthcare Economics</td>
<td>3</td>
</tr>
<tr>
<td>N630 – Project Organization Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>N631 – Project Organization Seminar II</td>
<td>1</td>
</tr>
<tr>
<td>N632 – Project Organization Seminar III</td>
<td>1</td>
</tr>
<tr>
<td>N633 – DNP Practice Immersion</td>
<td>Usually a minimum of 6 credit hours needed in N633 for DNP Scholarly Project completion.</td>
</tr>
</tbody>
</table>

1-12
### Requirements for Family Nurse Practitioner concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N501</td>
<td>Advanced Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>N510</td>
<td>Theoretical Foundations of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>N504</td>
<td>Advanced Health/Physical Assessment and Diagnostic Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>N505</td>
<td>Advanced Clinical Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>N515</td>
<td>Advanced Pathophysiology for Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>N570</td>
<td>Family Nurse Practitioner I</td>
<td>6</td>
</tr>
<tr>
<td>N571</td>
<td>Family Nurse Practitioner II</td>
<td>3</td>
</tr>
<tr>
<td>N572</td>
<td>Family Nurse Practitioner III</td>
<td>2-4</td>
</tr>
<tr>
<td>N573</td>
<td>Family Nurse Practitioner IV</td>
<td>8</td>
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</table>

**Total 34-36**

### Requirements for Mental Health Practitioner concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N501</td>
<td>Advanced Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>N510</td>
<td>Theoretical Foundations of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>N504</td>
<td>Advanced Health/Physical Assessment and Diagnostic Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>N505</td>
<td>Advanced Clinical Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>N515</td>
<td>Advanced Pathophysiology for Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>N519</td>
<td>Psychopharmacology in Advanced Practice</td>
<td>3</td>
</tr>
<tr>
<td>N560</td>
<td>Advanced Practice of Mental Health Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>N561</td>
<td>Advanced Practice Mental Health II</td>
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</table>

**Total 30**

### Requirements for Nurse Executive Practice concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N501</td>
<td>Advanced Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>N510</td>
<td>Theoretical Foundations of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>N589</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>N590</td>
<td>Nursing Administration I</td>
<td>6</td>
</tr>
<tr>
<td>N591</td>
<td>Nursing Administration II</td>
<td>6</td>
</tr>
<tr>
<td>N594</td>
<td>Health System Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>N595</td>
<td>Healthcare Finance</td>
<td>3</td>
</tr>
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</table>

**Total 27**

### Requirements for Primary and/or *Acute Care Pediatric Nursing concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N501</td>
<td>Advanced Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>N510</td>
<td>Theoretical Foundations of Nursing</td>
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</tr>
<tr>
<td>N504</td>
<td>Advanced Health/Physical Assessment and Diagnostic Reasoning</td>
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</tr>
<tr>
<td>N505</td>
<td>Advanced Clinical Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>N515</td>
<td>Advanced Pathophysiology for Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>N527</td>
<td>Clinical Experience in Pediatric Health</td>
<td>5</td>
</tr>
<tr>
<td>N528</td>
<td>Development and Behavior of the Pediatric Population</td>
<td>2</td>
</tr>
<tr>
<td>N550</td>
<td>Pediatric Nurse Practitioner I</td>
<td>2</td>
</tr>
<tr>
<td>N551</td>
<td>Pediatric Nurse Practitioner II</td>
<td>2</td>
</tr>
<tr>
<td>N562</td>
<td>Care of the Pediatric Patient with an Acute Illness</td>
<td>2</td>
</tr>
<tr>
<td>N563</td>
<td>Care of the Pediatric Patient with Chronic Conditions</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total 30**
Additional courses for Acute Care PNP*
N541 - Care of a Child with a Complex Acute, Chronic and Critical Illness*
N527 – Clinical Experience in Children’s Health*

Total 37

Course Descriptions can be found in the Graduate Catalog.

Special Policies

1. A maximum of 6 graduate hours taken before acceptance into the doctoral program may be applied toward the degree.

2. Minimum grades of B in all nursing courses and a 3.0 cumulative GPA are required for continuation in the program. The grading scale for doctoral courses may differ slightly from course to course. Grading scales are developed at the discretion of faculty.

3. Courses may be taken at other universities after submission of syllabi to the DNP program director for approval. Students should not register for such courses without seeking approval. Students with approved course fulfillment must still obtain the minimum number of hours of course work at UTK to receive their degree.

4. The College of Nursing expects doctoral students to fulfill the standard for formal writing specified in the Publication Manual of the American Psychological Association (6th edition). Faculty expect you to refer to the manual frequently. Evidence of plagiarism on a paper is covered under the academic dishonesty policies of the university as outlined in Hilltopics, the university student handbook. In the DNP program at the College of Nursing, any paper containing plagiarism shall be given a grade of zero.

5. According to Graduate School policies students are urged to carefully consider work and family responsibilities before registering for each semester’s course work. The maximum load for a graduate student is 15 hours, and 9 hours is considered a full load. Students who are employed usually pursue no more than 6 hours per semester. For the summer term, graduate students may register for a maximum of 12 hours in an entire summer term or for a maximum of 6 hours in a five-week summer session. Students may enroll in only one course during a mini-term session.

6. At some point during your program of study, you may consider publishing a course paper. A faculty member may suggest this. The College of Nursing adheres to the guidelines in the APA Publication Manual, 6th edition, (2010), regarding ethical reporting of scholarly work and authorship credit. According to the manual, “authorship encompasses...not only those who do the actual writing but also those who have made substantial scientific contributions to a study” (APA, 2010, p. 18). Therefore, scholarly work that has been guided by your faculty generally involves crediting the faculty who guided the project and/or the development of the resultant publishable paper. Please refer to section 1.13 in the APA manual regarding the proper order in which authors must be listed. Authorship is negotiated with potential coauthors, such as faculty and other students, early in the process. You may be wondering if you are required to include faculty as co-authors on all manuscripts submitted while you are a doctoral student. You don’t have to include faculty, but consider that in most cases the faculty member selected pertinent readings, gave the assignment, and may have given extensive feedback on the paper in grading it. Nevertheless, any coauthor should contribute to the substance of the article, beyond minor editing. This may include major reorganization of the piece, conceptual input or additions to the text. All coauthors should have a chance to see the final version before it is submitted to a journal.
Other things to consider include deciding where the paper is to be published before you transform it from a class paper to a journal submission, because the paper should be tailored to your audience. Check the journal’s author guidelines for format, length, etc. Not all journals use APA format. If you use Endnote to format, be sure also to proofread for format errors since Endnote is not foolproof. Finally, have someone read the paper to see if it would be clear to a general reader. Other tips about writing for publication may be found in the writing manual that you received at Orientation.

A special case in regard to publishing manuscripts is the decision to publish papers from a scholarly project. Your major professor (chair), and other members of your committee in some cases, have contributed a great deal towards your finished project by helping with the study and with your project manuscript. At least the chair should be a co-author on the major findings article of your project. Section 1.13 of the APA manual includes the following statement about publications emanating from a scholarly project:

Because doctoral work is expected to represent an independent and original contribution devised by students, except in rare circumstances, students should be listed as the principal author of any multi-authored papers substantially based on their project (APA Ethics Code Standard 8.12b, Publication Credit, cited in APA Publication Manual, 2010, p. 19).

In the rare circumstance in which the graduate does not submit a manuscript within one year, the chair may submit the manuscript as first author.

**CLINICAL PRACTICE**

**Clinical Course Fees:**
It is the policy of the University of Tennessee that special course fees may be imposed in specific courses for use of special equipment, materials or other specific University resources. Due to the cost of clinical instruction, a clinical course fee is assessed for every clinical/laboratory course in nursing at both the undergraduate and graduate levels. These course fees are added to the student’s fees each semester.

**Clinical Preceptors:**
All students will work with preceptors during their clinical concentration experiences. Preceptors must meet criteria established by the UTK College of Nursing and be approved by the Concentration Coordinator. Students may **NOT** begin clinical experiences with a preceptor before obtaining approval from the Administrative Assistant of the Graduate programs indicating all training and paperwork has been completed by the preceptor.

**Clinical Hours:**
To earn a DNP degree, 1000 post-BSN clinical hours are required in the specialty. For post-master’s students, the required number of clinical hours may vary, depending on the number of hours included in the master’s program and the additional hours needed to reach 1000. Students must document their clinical hours from a previous program (Masters) by submitting the form completed by a faculty or staff from the school where these clinical hours were completed. (Appendix A.)
ADMINISTRATIVE ISSUES

1. **Contacting students**: The student’s UT email address is the official contact method for students. Check the college’s website under “current/prospective students” for announcements. All students are registered on the MSN students’ site. Students must keep contact information current with the college’s student services office (room 203), in addition to formal changes made via MyUTK regarding name change, phone number, and mailing address.

2. **Leave of Absence (LOA)**: A student who wishes to withdraw from the program for up to two years must submit a Request for Leave of Absence form. All graduate students’ leave of absence requests are reviewed and granted by the Graduate school on a case by case basis. If the leave of absence requested is longer than one semester, the student must reapply to the Graduate School and to the College of Nursing by the published deadlines. Please carefully review the Leave of Absence policy in the Graduate School’s Academic Policies and Requirements for Graduate Students.

3. **Change of Concentration**: The student must submit a petition for Change of Concentration (see Appendix G). The petition must be approved by the present Concentration Coordinator, the proposed Concentration Coordinator and the Chair of the DNP program. The Chair of the DNP Program will notify the student of the decision. A copy of the completed form is given to the student and a copy placed in the student’s file. *If the involved coordinators cannot agree, the petition is forwarded to the DNP Admission Committee for review*. Once the concentration change has been approved at the College level, the student must submit a formal Change of Program Application to the Graduate School. The Graduate School awards the degree by Concentration and this must be correct on student transcripts when applying for national certification. Students currently enrolled in a Graduate program and wish to change programs must follow directions here: [http://graduateadmissions.utk.edu/apply.shtml](http://graduateadmissions.utk.edu/apply.shtml).

4. **Change from Full-Time or Part-Time Study**: The student must submit a request form (Appendix B) and it must be approved.

5. **Request for More Than Maximum Semester Hours**: If a student wishes to take more than 15 hours during fall and spring semesters or 12 hours in summer semester, the Associate Dean for Academic Affairs at the College of Nursing and the Dean in the Office of Graduate Admissions must approve the schedule.

6. **Independent Study**: Courses taken by Independent Study (N593) must be approved by the student’s advisor, student, and the faculty member teaching the course. A copy of the completed form is put in the student’s file by the supervising faculty member. The form can be found on the DNP student community site and in Appendix C of this handbook.

REGISTRATION FOR N502, USE OF FACILITIES

As specified in the Graduate Catalog, “students using university facilities, services or faculty time, including summer term, must be registered. Normally students are registered for coursework. Students who are not taking coursework must register for course 502 (Use of Facilities) if they wish to have borrowing privileges in the University Libraries or to use computer labs, other labs, or other university resources.”

POST MASTER’S CERTIFICATES

The UT College of Nursing is leading the way in nursing education, research, and practice to maximize health and transform health care by offering a variety of post-master’s certificate options for students who are either working on a master’s degree or have already completed a master’s degree and wish to advance their knowledge and skills.
A master’s degree in nursing is required for admission. The required credits will vary depending on the student’s academic record, clinical experience, and objectives. Minimally, course requirements are the concentration specific didactic and clinical courses.

Applicants who are pursuing a nurse practitioner role and have not completed MSN-level advanced health/physical assessment, advanced pharmacology and advanced pathophysiology will need to complete these courses as part of the post-MSN certificate. Additional courses may be required by the college. Consequently, prospective students may need to apply during a different cycle; contact the college’s Graduate Program Office to explore your options.

Health Policy Interdisciplinary Certificate

Description: The College of Nursing and Department of Public Health-College of Education, Health and Human Sciences jointly offer a graduate certificate in health policy to prepare nursing and public health leaders, researchers, and educators to be active in all aspects of policymaking relative to health. The certificate program is designed to build upon and expand concepts from core courses of the curriculum of each discipline’s Master’s degree programs and the previous experiences and interests of students. Certificate candidates must currently be admitted to a graduate program at the university or hold a terminal degree and be a graduate student in good standing and comply with all other applicable academic policies. Course experiences will foster the examination and applications of current policy research and the development of skills related to policy analysis, research, program evaluation, and advocacy.

Requirements: A minimum of four courses will be required for the certificate:

1. Nursing 612: Health and Healthcare Policy – 3 hours
2. Public Health 520: Public Health Policy and Administration – 3 hours
3. Nursing 614: Nursing Preceptorship in Health Policy – 3 hours minimum
4. Elective(s) - 3 hours minimum; must be selected in consultation with assigned certificate program advisor

Total hours may vary based on the student’s academic record, experiences, and objectives. Students must complete a minimum of 12 hours.

Nursing Education Certificate

The certificate in Nursing Education consists of 12 hours: 6 hours in nursing and 6 in education. Required courses in the College of Nursing are 566 and 565. N578, Technology in Health Professions Education, is another course available for students pursuing this certificate. In consultation with the Nursing Education Minor Coordinator, students select 6 hours of coursework from the College of Education, Health, and Human Sciences. Practicum experiences are individually designed to assist students to pursue future career goals. For example, a novice educator may need to shadow a master teacher, whereas an experienced educator may intern with an associate dean or a dean.
THE DNP SCHOLARLY PROJECT

The distinguishing hallmark of the clinical doctoral degree is the completion of a scholarly project that demonstrates the synthesis of the student’s work and lays the groundwork for future scholarship (adapted from AACN, 2006). This scholarly experience implements the principles of evidence-based practice and translational science under the guidance of a faculty mentor. The scholarly project may take on a number of forms, but the theme that links these scholarly experiences is the use of systems leadership and evidence to improve clinical outcomes or to resolve gaps in clinical practice and health policy.

Examples of overall types of scholarly projects include quality improvement initiatives; implementation and evaluation of evidence-based practice guidelines; design and evaluation of new models of care; design and evaluation of healthcare programs. The essence of the project will vary. Projects are related to advanced practice in each student’s nursing specialty, and the project must demonstrate potential benefit for a group, community, or population rather than an individual patient. The Scholarly Project is conceptualized early in the DNP program while evaluating sources of evidence related to the problem/need. The project will be further defined during the second and third semesters with the guidance of the student’s committee members. During the fourth semester of the program, the project will be implemented integrating ethical, legal, political, and systems leadership skills. Evaluation of the outcomes of the project and dissemination of findings complete the scholarly project process during the fifth and sixth semesters.

The final DNP project produces a tangible and deliverable academic product that is derived from the practice immersion experience and is reviewed and evaluated by an academic committee. The final DNP product documents outcomes of the student’s educational experiences, provides a measurable medium for evaluating the immersion experience, and summarizes the student’s growth in knowledge and expertise. The DNP Capstone Project serves as a foundation for future scholarly practice (adapted from AACN 2006, The Essentials of Doctoral Education for Advanced Nursing Practice).

Scholarly Project Committee
The Project Committee will be comprised of three people: 1. A chair; 2. A faculty with experience in your topic; and 3. A community member. A community member must be located at the site of the project and helps the student to gain entry to the institution. A community member must meet criteria established by the UTK College of Nursing and be approved by the student’s Committee Chair. This project champion must have a minimum of a Master’s degree. Students may NOT implement their project before obtaining approval of the committee members from the Chair of the DNP Program and all required paperwork from each committee member is completed. The Project Committee is responsible for the following activities:

- Guiding the student in the development of the scholarly project.
- Mentoring the student during the implementation and evaluation phases of the project.
- Evaluating the student’s performance on both the Proposal and Defense presentations.

The student is responsible for keeping all committee members apprised of the project progress and making sure the members are available for Proposal and Defense presentations.

Project proposal
The student will write a formal project proposal and present their plan to their committee members at a coordinated time and place. Guidelines for project proposal content will be given to the student. Possible dates
for presenting the proposal will be given early in the appropriate semester and it is the student’s responsibility to coordinate a time with their committee members for this presentation. The date and time of the project proposal must be reported by the student to their advisor and DNP Chair.

Scholarly project presentation
Each student must successfully present his/her DNP Scholarly Project orally during the last semester of project work before their committee. University policy requires that the presentation be announced publicly and be open to all faculty members. The meeting is also announced to the faculty and administration of the College of Nursing at least one week prior to the scheduled date. The formal presentation lasts no longer than 20-30 minutes, followed by questions from the committee. Visitors are permitted to attend the meeting, but do not participate in the deliberations of the committee. Graduation from the program requires a successful presentation and defense of the Scholarly Project.

PORTFOLIO COMPILATION

The doctoral portfolio is a requirement for all students. Students will be provided a flash drive for the compilation of portfolio materials. Copies of major course papers must be placed in the portfolio, along with a critical self-evaluation of the semester’s work. The purpose of the portfolio is to demonstrate students’ early accomplishments as scholars in a selected focus area of nursing and to document their progress in acquiring advanced clinical expertise, and documentation of DNP Scholarly Project Development. These accomplishments relate directly to the terminal objectives of the DNP program. Each student is responsible for maintain their portfolio and it is strongly recommended that you add to your portfolio each semester. The flash drive must be returned to the DNP Program Chair prior to graduation.

Items to be included in the portfolio include:

1. A curriculum vitae
2. Documentation of teaching expertise (e.g., guest lectures, workshops, teaching assistantships, preceptorship experiences in nursing education)
3. Documentation of clinical experiences (e.g., a time log and narrative description of experiences and skills acquired.)
4. Copy of approval letter for IRB
5. Documentation of attendance at conferences
6. Documentation of participation in professional organizations (e.g., Sigma Theta Tau, American Nurses Association, Southern Nursing Research Society, specialty nursing organization)
7. Course Reflections
8. Major papers written in applicable courses

TIME LIMIT FOR DEGREE COMPLETION

According to University of Tennessee policy, all requirements must be completed within 8 years, from the time of a student's first enrollment in a doctoral degree program.
LEAVE OF ABSENCE (LOA) AND REINSTATEMENT FOLLOWING A LOA

If extenuating circumstances arise that make it necessary for students to interrupt their studies temporarily, a Request for a Leave of Absence (LOA) for a maximum of 2 years may be granted by the Graduate School upon approval by the student's home department or program. All Graduate Student Leave of Absence Requests are reviewed and granted on a case by case basis. There are many situations for which a leave can be requested, such as the birth or adoption of a child, dependent care, a serious medical condition, military service, or other personal reasons. A Leave of Absence (LOA) will not be granted with the sole reason of financial hardship.

Graduate students are strongly encouraged to consult with their program, advisor, and Assistant Dean of Graduate Studies of their academic unit in order to determine whether a Leave of Absence (LOA) is the most appropriate course of action, and international students must also consult with the Center for International Education in order to ensure compliance with Federal immigration policy. Prior to requesting a Leave of Absence (LOA), graduate students should always explore alternatives which would allow them to remain registered and make progress toward the degree, even if at a slower pace. The procedure for requesting an LOA involves completion of the form posted on the Graduate School website and obtaining the signature of the Interim Assistant Dean of Graduate Studies, Dr. Sadie Hutson, and then submitting the signed form to the Graduate School for approval.

Students who are granted a Leave of Absence (LOA) by the Graduate School in accordance with this policy are eligible for Reinstatement provided they enroll no later than the term immediately following the expiration of the approved Leave of Absence, excluding summer (see policy on "Reinstatement" for more details). The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly. Having a Leave of Absence (LOA) granted does, however, not imply a guaranteed continuation of funding options upon return.

Graduate students who are on a Leave of Absence (LOA) suspend their active study for one term or more (up to 2 years), and while on a Leave of Absence (LOA) they are not able to make any formal progress toward their degree. In addition, they may not use faculty services and/or university facilities for the period of time that they are on a Leave of Absence (LOA).

Students are expected to return from a Leave of Absence (LOA). If they do not return to active student status by the end of the period of time stipulated in the approved Leave of Absence (LOA), they will be considered non-enrolled. Once their LOA has expired, the student loses their eligibility for Reinstatement. Graduate Students who have lost their eligibility for Reinstatement need to seek Readmission prior to being able to continue work in their graduate degree program (see policies on "Consequences of Non-Enrollment without Leave of Absence" and on "Readmission").

In order to return to an active student status, graduate students on an approved Leave of Absence (LOA) need to establish Reinstatement into their graduate degree program by the end of the leave period stipulated on their approved Leave of Absence (LOA). Students on an approved Leave of Absence (LOA) need to complete and submit their Request for Reinstatements to the Graduate School no later than on the last day of classes of the semester prior to the semester for which they seek to be reinstated. (Also see the graduate policy on "Reinstatement").
If a student would like to return to active study earlier than originally anticipated and approved on his or her Leave of Absence (LOA) Request, the student will need to contact the director of graduate studies of his or her academic unit and discuss available options.

**Monitoring of Student’s Progress**
Students must meet regularly with their advisor, at least once each semester, in person or by Zoom, to assess and monitor their progress toward degree completion.

**ONLINE APPLICATION FOR GRADUATION**

Application to graduate can be accomplished online through MyUTK. Go to “UTK Student Academic Links” inside MyUTK. The Graduate School suggests that you review your profile information by going to the “View Your Profile” tab. Contact the Graduate School if information is not correct: gradschool@utk.edu. Students have the responsibility of meeting the Graduate School deadlines associated with graduation.

**ACADEMIC STANDARDS**

**Required GPA**
Doctoral students in nursing are required to maintain a 3.0 GPA for continuation in the program. A minimum grade of B is required in all courses in the nursing major. A grade lower than B in a Nursing course results in termination from the DNP program.

**Policy Regarding Incompletes**
According to the Graduate School, a grade of Incomplete (I) is “a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An Incomplete is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for the removal of the Incomplete, including the time limit for removal. If the Incomplete is not removed within one calendar year, the Incomplete will be changed to an F. The course will not be counted in the cumulative grade-point average until a final grade is assigned. No student may graduate with an Incomplete on the record.” The University of Tennessee Graduate Catalog 2017-2018.

The doctoral faculty adhere to the university policy, which we interpret to mean that Incompletes should be granted only in cases of serious personal or family illness, or other extenuating circumstances clearly beyond student control, which prevent completion of assignments by the university deadlines. Further, Incompletes will be granted only when the student has completed at least 50% of the required work at a satisfactory level of performance. An Incomplete grade must be requested by the student, and it is given at the discretion of the instructor. The terms for the removal of the Incomplete are also decided by the instructor. Please note that Incompletes prohibit progression for some course sequences in which the activities of the second course are basically a continuation of the work initiated in the first course.
STUDENT CONDUCT

Expectations of nursing student conduct are based on the Rules of the University of Tennessee as promulgated by the Legislature as follows: Chapter 1720-4-8

MAINTENANCE OF ETHICAL AND PROFESSIONAL STANDARDS - NURSING

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1720-4-8-01 Introduction
1720-4-8-02 Reasons for Suspension or Remedial Action
1720-4-8-01 INTRODUCTION, Failure to maintain the high ethical and professional standards of the nursing profession may subject a student in the College of Nursing to permanent dismissal or other appropriate remedial action by the University.

Authority: Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807, Chapter 64, Administrative History:

1720-4-8-02 REASONS FOR DISMISSAL OR REMEDIAL ACTION
(1) A student enrolled in the College of Nursing is subject to disciplinary action up to and including permanent dismissal for engaging in the following acts of misconduct:

- Commission of any offense classified as a felony by Tennessee’s criminal statutes or by Federal criminal statutes.

- Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious.

- Plagiarism, falsification of records, or other act which substantially impugns the integrity of the student.

- Violation of the Standards of Conduct listed in Section 1720-4-3-03(1).

- Other unprofessional or unethical conduct which would bring disrepute or disgrace upon student or profession or which would tend to substantially reduce or eliminate the student’s ability to effectively practice his/her profession.

(2) A student applying for admission to the College of Nursing shall also be subject to the above provisions and may be denied admission on the basis of his or her failure to maintain the aforementioned ethical and professional standards.


ACADEMIC INTEGRITY

Academic integrity is a responsibility of all members of the academic community. An essential feature of The University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. The honor statement to which students at The University of Tennessee are required to affirm is: As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate
assistance in academic work, thus affirming my own personal commitment to honor and integrity. The University of Tennessee and the College of Nursing have no tolerance for academic dishonesty at the graduate level; the penalty is immediate dismissal.

Students are expected to sign an acknowledgment form indicating knowledge of and commitment to academic integrity (see Appendix D.) The student handbook, *Hilltopics*, published and distributed annually, contains the statement of The University of Tennessee standards of conduct and all discipline regulations and procedures, including procedures to be used in cases of alleged academic dishonesty or plagiarism. (See Appendix D for more detailed discussion of Plagiarism.) All allegations involving student discipline, academic cheating, or plagiarism, or violations of the Code of Ethics will be handled through the procedures outlined in *Hilltopics*. Student rights and appeal procedures are also specified in *Hilltopics*.

**CODE OF ETHICS**

**Preamble**
In accordance with their stated philosophy, the faculty and students of The University of Tennessee, College of Nursing believe that nursing has as its central focus human beings, society, and wellness. To best function as faculty and students in the promotion of wellness, prevention of illness, and care and rehabilitation of the sick, high ethical and professional standards must be maintained by those associated with the College of Nursing. These standards shall apply to the delivery of responsible nursing care, to faculty and student relationships, and to the maintenance of conduct that in no way detracts from the image of the profession or reputation of the College.

For this purpose, the UT College of Nursing Code of Ethics was developed using the American Nurses' Association's *Code of Ethics* (2001) as a guideline.

Faculty, Students, and staff are equally responsible for adherence to the Code and are accountable for all acts in violation of it.

The need for health care is universal, transcending all national, ethnic, racial, religious, cultural, political, educational, economic, developmental, personality, role, and sexual differences. Nursing care is delivered without prejudicial behavior. Individual value systems and life-styles of the client should be considered in the planning of health care with and for each client.

The nurse's concern for human dignity and the provision of quality nursing care shall not be limited by personal attitudes or beliefs. If ethically opposed to interventions in a particular case because of the procedures to be used the nurse is justified in refusing to participate. Such refusal should be made known in advance and in time for other appropriate arrangements to be made for the client's nursing care. If the nurse becomes involved in such a case and the client's life is in jeopardy, the nurse is obliged to provide for the client's safety, to avoid abandonment, and to withdraw only when assured that alternative sources of nursing care are available to the client. (ANA Code for Nurses, p. 7, 1985).

It is the responsibility of the student to communicate his/her needs, concerns, and changes in health status to the faculty in a professional manner. In making assignments, faculty are committed to being sensitive to these factors.
The right to privacy of students, faculty, staff, patients, families, and other health professionals should be judiciously protected by those associated with the College of Nursing. When knowledge gained in confidence is relevant or essential to others, professional judgment shall be used in sharing it.

It is the responsibility of all those who have access to confidential information to see that such information is accessible only to those directly concerned with the individual. When an authorized person wishes to use a client's record for research or nonclinical purposes in such a way that the individual may be identified, the client's written consent must first be obtained.

All faculty and students automatically assume responsibility and accountability for their individual and group professional judgments and actions. The individual shall develop and maintain collective competence commensurate with his/her level of preparation and responsibility.

In the role of client advocate, the nurse acts to safeguard the client and the public. When health care and safety may be adversely affected by the practice of any person, responsible action may include but is not limited to:

1. Reporting to appropriate persons, student, faculty, or staff behavior that could adversely affect the client (including but not limited to alcohol or drug abuse).
2. Questioning a potentially harmful medical or nursing order.
3. Seeking testing for potentially infectious diseases if participating in personal behaviors or professional activities that place the individual at risk.
4. Withdrawing from professional activities that pose an identifiable risk of transmission of infection from the individual to the patient (according to CDC guidelines in effect at the time of the activity).

The faculty, students, and professional staff in the College of Nursing shall avoid any conduct that would bring disrepute and disgrace to the students, faculty, college, or nursing profession, or that would adversely affect the teaching/learning environment. Such conduct may include, but is not limited to:

1. Commission of a misdemeanor or felony.
2. Fraud or deceit in filing an application.
3. Pilfering clinical or academic materials.
4. Acts which violate the accepted social norms regarding conduct of one person toward another. Social norms refer to the laws, written or unwritten, which protects the individual from unwanted acts or another, such as lying, slander, or gossip.

Every nursing student and faculty has the responsibility to promote the highest standards of academic honesty which should include whatever kind of personal intervention necessary to eliminate dishonest conduct. Specific guidelines for university policy regarding penalties for academic dishonesty are outlined in the current issue of Hilltopics.

The University of Tennessee. Hilltopics Student Handbook.
ALLEGED CODE OF ETHICS VIOLATIONS AND ALLEGED ACADEMIC DISHONESTY OR PLAGIARISM

1. A student accused of violating the College’s Code of Ethics, academic dishonesty, or plagiarism will be notified in writing by the faculty member reporting the incident. The letter will be signed by the faculty member and by the Dean. The letter will describe the incident and the professional penalty to be imposed. A copy of the letter will be sent to the Office of Student Judicial Affairs.

2. For more detailed information on plagiarism see Appendix D. The student has the right to appeal the alleged violation or penalty by following the timetable and procedures outlined in the current issue of Hilltopics.

Emergent Situations: An emergent situation is one which could result in harm to either the person making the evaluation or to the person(s) being evaluated. This type of situation will be handled in the following manner:

- The individual making the assessment of an emergent situation will attempt to have the assessment confirmed by one of the following: a College of Nursing faculty member, a College of Nursing staff member, a member of the Department of Safety and Security, and/or an emergency services dispatch operator from E-911.
- The individual making the assessment will implement whatever intervention is felt to be the least invasive/intrusive, but which provides safety for all concerned.
- The individual making this decision will be responsible to report the action to the course coordinator, program chair, and the associate dean (if a student) or immediate superior (if a faculty member or staff member) as soon as the situation under action allows.
- Student situations of an emergent nature must be reported to the University Office of Judicial Affairs by the Associate Dean for Academic Affairs and/or the Dean.

APPEAL PROCEDURE

Grievance Process

Students, faculty, and staff are bound by administrative policies that detail procedures to be followed in the event that individual parties cannot resolve matters in mutually acceptable fashion. These procedures and descriptions appear in multiple official University publications and all parties are expected and bound to have an adequate familiarization and understanding of these publications and their content.

These policies and procedures govern actions in both formal and informal proceedings involving agents of the university (including students). Examples of University documents that contain such materials include, but are not limited to, Hilltopics, the College of Nursing Graduate Student Handbooks, faculty handbooks, and departmental policies. Information pertaining to allegations of violations of existing rules and/or regulations of The University of Tennessee is published in Hilltopics.

The appeals procedure and the Graduate Assistant Handbook are available at the Graduate School website http://gradschool.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf
For simplicity and clarity the following steps shall be followed by College of Nursing faculty, staff, and students when attempting to resolve a dispute or address an academic issue, a clinical issue, or a student’s mental or physical health concern that is not emergent in nature.
Step 1: Within 5 business days of a situation, either real or perceived, being identified that requires attention of a student, faculty member, or staff member, the individual with the dispute or issue will speak directly with the party involved (e.g., course faculty). If a mutually agreeable plan of action can be developed at this point, no further escalation is necessary. When each party satisfactorily fulfills all portions of the mutually agreed-upon plan, the situation is considered resolved. If a mutually agreeable plan of action cannot be reached, or if either party does not fulfill any portion of the mutually agreed-upon plan to the satisfaction of the other party, the situation will progress to Step # 2. If a mutually agreeable plan of action is reached, a written and signed copy of the plan will be given to the parties involved and a copy put in the student’s file.

Step 2: Within 5 business days, the student must submit a formal grievance request to the Executive Associate Dean of Academic Affairs and the involved faculty/staff identifying the grounds for appeal found on the Graduate School website and referenced in the Graduate catalog. The grievance request must include all documentation associated with the dispute and supporting the grounds for grievance. The faculty/staff involved in the grievance will submit all associated documentation to the Executive Associate Dean of Academic Affairs and the student within 5 business days of being notified of the grievance request by the student.

Step 3: Within 10 business days of receiving the Graduate Grievance Committee’s recommendation, the Dean will notify the student in writing of his/her decision and of the right to further appeal to the Graduate School.

ONLY grievances concerning grades and grievances concerning the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education may be appealed to the Graduate School (page 3 of graduate council appeals procedures).

University Appeals Procedure (http://gradschool.utk.edu)

RESOURCES FOR STUDENT PROBLEM RESOLUTION

Resources for Student Problem Resolution
Learning to address issues and solve problems in an informed, proactive way helps students improve their knowledge of the University as well as develop personally. When students experience problems at UT, there are several offices available to help them.

For Issues Related to Academic Coursework
Issues related to grades or academic coursework should first be addressed with the course instructor, then the appropriate department head, and finally the dean of the college in which the course if offered. If an appropriate solution cannot be reached through discussions with these individuals, the Associate Dean of Undergraduate Academic Affairs (for undergraduate students) or the Associate Dean of the Graduate School (for graduate students) can offer assistance regarding the best next steps for problem solution. Issues related to academic advising should be addressed first with the advisor, then the director of the appropriate advising center, then the dean of the appropriate college, and finally with the coordinator of advising, who is the Associate Dean for Undergraduate Academic Affairs.
For Issues Related to Campus Life
All comments and concerns related to campus life, student organizations, or student interests should be directed to the Dean of Students Office. Staff in this office will assist in resolving a concern or identifying the appropriate channel of appeal.

Students who are unsure how to initiate the process of problem resolution may contact the Dean of Students (865) 974-3179, the Associate Vice Chancellor for Academic Affairs (974-6641), or the Associate Dean of the Graduate School (865) 974-3251 for assistance in determining the appropriate administrative channels of appeal.

Staff in the following offices provide support and guidance for students who are pursuing the resolution of University-related problems. These staff (1) explore problems encountered by individual students, (2) inform students of appropriate administrative channels that should be utilized for problem solution, and (3) work to address the broader issues and policies that impact all students. Each office is open from 8:00 a.m. - 5:00 p.m. Monday through Friday. Students are encouraged to visit any of these offices to share their concerns and ask for assistance.

1. **Associate Dean of the Graduate School** (111 Student Services, 974-3251) is available to assist graduate students who are experiencing difficulties or want to express academic concerns related to their graduate programs.

2. **Dean of Students** (413 Student Services Building, 974-3179). The Dean of Students Office sponsors and coordinates activities that focus on student growth and development outside of the classroom. This office advocates on behalf of all students, supplements existing channels of appeal, and helps students to resolve problems in a variety of areas.

3. **Office of Equity and Diversity** (1840 Melrose Avenue, 974-2498). The Office of Equity and Diversity (OED) assists the University community in its goal to affirm diversity as an opportunity for personal growth and development. OED provides resources and services for the enhancement of diversity programs campus-wide. In addition, OED works with members of the University community who wish to file a complaint of discrimination or sexual harassment. All complaints receive private and immediate attention.

4. **EOD** (228 Conference Center, 600 Henley Street, 974-1909). They provide mediation services whereby people having conflict can work with a neutral third party to resolve their differences. They also offer seminars, internship opportunities, and consultation for individuals or groups. Services are available to students, faculty, and staff. They are voluntary and confidential.

**GENERAL POLICIES**

**College of Nursing Drug Testing Policy**

I. **Purpose of Drug/Alcohol Testing Policy**

Nurses must conduct health care and educational activities fully in control of their manual dexterity and skills, mental faculties, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in a health care setting poses an unacceptable health and safety risk for patients and health care colleagues and undermines the public’s trust in the nursing profession. Preventing and/or detecting substance abuse is particularly critical for undergraduate students in the upper divisions and for graduate students in all programs, where students spend a considerable amount of time learning patient care in a variety of clinical settings.
Therefore, the following policy has been adopted to:

1. Protect the health and safety of patients and health care colleagues;
2. Preserve the public’s trust in the nursing profession;
3. Comply with the University’s agreements with affiliating clinical agencies; and
4. Maintain a drug-free workplace and academic environment and complement the University’s Drug-Free Campus and Workplace Policy and the University’s Student Code of Conduct.

II. Definitions of Terms Used in This Policy

The term “CON” means the University of Tennessee, Knoxville’s College of Nursing.

The term “drug testing” or “drug test” means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.

The term “Health Compliance Officer” means the Health Compliance Officer for the University of Tennessee, Knoxville’s College of Nursing.

The term “Health Care Provider” means a licensed Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Nurse Practitioner (NP), or Physician’s Assistant (PA).

The term “illegal drug” means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with prescribed medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

The term “impaired” means that a person’s mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired nursing student manifests deterioration in the level of function as compared to that previously observed, or the nursing student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include addiction to and/or physical dependence upon chemical substances.

The term “nursing student(s)” or “student” means any individual enrolled in the CON in pursuit of the BSN, MSN, DNP, or PhD in Nursing degree, including registered nurses (RN) and students taking courses via distance education, special students, or in post-graduate study, either alone or in combination with any other degree, regardless of the specific location of the student.

The term “positive,” with respect to drug testing, means the level identified by the Medical Review Officer in
accordance with guidelines established for healthcare workers.

The term “reasonable suspicion” means that evidence which forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance abuse. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

The term “substance abuse” means (i) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on University or affiliated clinical agency premises or while participating in any University or affiliated clinical agency-sponsored or related activity, including any nursing-related course or clinical training activity; (ii) the illegal use of a legal drug; (iii) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student while: on University-controlled property; on the property of an affiliated clinical agency; and/or while participating in any University-sponsored or affiliated clinical agency-sponsored or related activity, including any nursing-related course or clinical training activity; and/or (iv) a nursing student's use of alcohol or any drug in such a way that the student's performance in any nursing course, including activities at any clinical agency, is impaired.

III. Policy Requirements

A. Drug and Alcohol Proscriptions and Duty to Notify College of Nursing About Drug/Alcohol Convictions

Substance abuse by nursing students is strictly prohibited and will result in disciplinary action, up to and including permanent dismissal from the CON.

In addition, a violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Such a violation may result in the student's dismissal from the CON. A nursing student who fails to notify the Health Compliance Officer about any such violation within five (5) days of a legal conviction, guilty plea, or plea of no contest for any such violation may be subject to dismissal from the CON.

B. Student's Agreement to Submit to Drug Testing Upon Admission to College of Nursing Programs and to Submit to Subsequent Annual Drug Testing Arranged by the College of Nursing

A student's admission to the following CON programs is conditioned on the student taking a drug test and receiving results that are negative for the presence of illegal drugs:

1. Upper division of the BSN;
2. MSN;
3. DNP;
4. PhD;
(5) RN to BSN; and

(6) Certificate Programs

Upon receiving an offer of admission to one of the programs described above, a student shall submit a written authorization to the CON allowing CON vendor designated laboratory to conduct a drug test for the presence of illegal drugs and verify results through CertifiedBackground.com. The student shall agree to submit the drug test results to the Health Compliance Officer.

In addition, until graduation students in all clinical degrees and certificate programs shall submit to an annual drug screen using CON vendor for screenings. The CON reserves the right to random drug screen students for cause.

C. Drug Testing by Affiliating Clinical Agencies

In addition to the drug testing required by the CON, nursing students shall comply with an affiliating clinical agency's drug/alcohol testing policies (including but not limited to pre-employment or pre-clinical placement testing or when there is reasonable suspicion to believe that a student has engaged in substance abuse). The cost of all drug/alcohol testing required by affiliating clinical agencies shall be borne by the student or affiliating clinical agency, as determined by the affiliating clinical agency. Affiliated clinical agencies have the right to refuse any student for clinical placement based on concerns about that student’s ability to deliver safe treatment or care to patients.

D. Reasonable Suspicion Drug Testing Requested by College of Nursing

A nursing student who demonstrates behavioral changes reasonably suspected to be related to substance abuse may be required to submit to drug testing. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty member and/or a clinical agency. The nursing faculty member's/clinical agency's request to drug test shall be documented (see Appendix E) and may be based on a variety of factors, including but not limited to:

1. observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug;
2. erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance;
3. information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional;
4. substance abuse-related conviction by a court, or being found guilty of a substance abuse-related offense in another administrative or quasi-legal proceeding.

A request to drug test a nursing student shall be submitted to the Health Compliance Officer, who will determine whether there is a reasonable suspicion of the nursing student engaging in substance abuse.
The following procedures will be followed if the Health Compliance Officer determines that there is a reasonable suspicion of substance abuse:

(1) As soon as practicable, a drug test will be arranged by the CON, unless done in cooperation with the affiliating clinical agency. The test shall screen for the use of illegal drugs and/or for the use of any drugs which are reasonably suspected of being abused by the student.

(2) The cost of reasonable suspicion drug testing will be borne by CON student.

(3) The Health Compliance Officer will be notified of all test results.

(4) Until the Health Compliance Officer receives the drug test results, the student will not be allowed to participate in clinical activities.

Nothing in this section shall be construed to prohibit an affiliating clinical agency from conducting or ordering a drug test in accordance with the affiliating clinical agency's policies and procedures.

E. Consequences Relating to Drug Tests

If a student tests positive for a prescribed drug, then the student must obtain a written statement from a qualified health care provider that the medication is prescribed and will not interfere with safe clinical practice.

If a student tests positive for an illegal drug or prescribed drug without a valid prescription then the nursing student will be deemed unable to meet the essential qualifications/functions of the nursing curriculum, will be dismissed from the CON (or not admitted to the CON), and will not be eligible for readmission if the student:

(1) Tests positive for substance abuse;

(2) Refuses or otherwise fails to submit to a drug test required under this policy; or

(3) Tampers with, contaminates, or switches a sample (or attempts to do any of those things).

The Health Compliance Officer will notify a student who has a drug test that is positive for substance abuse.

If a drug test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease, the student will be released from further action, and the student will be permitted to make up clinical work, if any, that the student missed during the pendency of the drug test.

F. Appeals

If, after receiving a drug test that is positive for substance abuse, a student denies having engaged in substance abuse, then the student will be given the option of taking another drug test within twenty-four (24) hours of the notification to the student about the positive drug test. Student will be responsible for the cost of the repeat drug lab test. If the second drug test is also positive, then the student will be dismissed from the CON and will not be eligible for readmission to the CON. If the second drug test is negative, then the student will be permitted to continue in the CON.
If a student is dismissed from the CON because of a positive drug test, then the student may appeal that decision to the Dean of the College of Nursing. The student must submit a written appeal within 3 working days. The Dean of the CON will appoint a task force made up of the Student's Program Chair and 2 additional faculty members to hear the appeal.

G. Confidentiality

All drug testing results will be treated by the CON as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate CON officials to perform their job functions (e.g., the CON’s Health Compliance Officer, appropriate CON program directors, the CON’s Director of Student Services, and course coordinators of the student’s clinical courses), disclosure is needed to protect the health and safety of others, or the student has consented in writing to the release of the information. The CON and the University shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic and disciplinary purposes and in connection with the defense of any student grievance and any claims filed by a student, or by his/her personal representative, in any court of law or with any state or federal administrative agency.

Policy approved by College of Nursing Faculty on May 2, 2016.

Plagiarism

Plagiarism is:

1. Copying someone else's work and passing it off as your own.
2. Quoting or copying directly from a source (book, magazine, etc.) without proper acknowledgment.
3. Borrowing the ideas of someone else, even though you have put them in your own words, without proper acknowledgment in a footnote.
4. Making use of an author's words without using quotation marks even though there is proper acknowledgment.

You must be careful not only to acknowledge the use of the material of others, but also not to borrow the words of the author without using quotation marks. Since you should use quotations sparingly in your paper, you must be sure that you put the ideas of others in your own words.

The following examples will illustrate this type of plagiarism:

Original Material:
America was not only shoveling coal during these decades, it was helping fashion a New South. One feature of that New South was the cotton mill. It was largely sustained by the labor of women and children, many of them from mountain counties. Appalachian "hillbillies" mingled with poor whites of the lowlands to form clusters of mill villages in their mutual search for a better existence. The search was grueling. In 1900, 57.5 percent of the children working in Southern cotton mills were between the ages of 10 and 13.

Plagiarized Version:
America was helping fashion a New South during these decades. The cotton mill, largely sustained by the labor of women and children from mountain counties, was one feature of that New South. In their search for a better existence, "hillbillies" mingled with poor whites to form mill villages. Their search was grueling since many of the children working in Southern cotton mills were between the ages of 10 and 13.
This is a plagiarized paragraph even though acknowledgment to the author has been given in the footnote. The wording is too much like the original. Sentences from the original have been inverted or combined or some words omitted, but the words and the phrases are the original author's, not those of the author of the research paper. Compare this plagiarized paragraph with the legitimate version which follows.

Legitimate Version:
Wilma Dykeman refers to the influence of the cotton mill on the New South and on the Appalachian mountain families who came to work in the mills. The "hillbillies," as well as the poor whites of the lowlands, hoped that industrialization would mean a better life. The grueling existence they found instead is revealed in the fact that "in 1900, 57.5 percent of the children working in Southern cotton mills were between the ages of 10 and 13."4

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THE USE OF QUOTATIONS

Use quotations sparingly in your research paper. You may want to quote an expert opinion or an important person. A quotation is also appropriate if the original version is written so well that you feel a paraphrase would destroy its impact. However, you must be very selective in your use of quotations. If you have too many quotations in your paper, it will appear that you have not digested or understood the information from your sources, or that you are too lazy to paraphrase the material.

All quotations must be integrated smoothly into the text of your paper. One way of doing this is to introduce the quotation by referring to the author:

As Samuel Johnson said, "Dictionaries are like watches: the worst is better than none, and the best cannot be expected to go quite true."

Rather than quoting an entire sentence, you may find it easier to integrate a partial quotation.

Wrong: "Neither did they want imposing church buildings because, to them, the church is not of this world and the building is only a place to meet."

Right: Loyal Jones comments that the Appalachian people do not desire "imposing church buildings because, to them, the church is not of this world and the building is only a place to meet."

If you do not want to refer to the author, or there is no author, you can use introductory phrases such as these:

According to some critics . . .
One source declares that . . .
Some authorities feel that . . .
Opponents of the plan insist that . . .

Another good way to integrate the quotation is to work a partial quotation into your own paraphrased sentence.

To Darl the water is "like hands molding and prodding at the very bones."

A mirror for Appalachia is needed, which will help Appalachians to become "aware of who we are and why, and be at ease with this knowledge. "Remember that you must reproduce quotations exactly as they appear in the original. If there is an error, such as a misspelled word, you must reproduce the
error just as it is but indicate that you are aware of the error by inserting Latin word sic in square brackets immediately after the error. Otherwise, the reader will assume the error is yours. Any other explanatory matter can be inserted in square brackets.

Example:
The strides made by the Eastern Cherokees can perhaps best be summarized in a statement by Ted Krenzke, a former Indian agent at Cherokee: "The Eastern Band of Cherokees can be rated among the top 10 percent of all such Indians today (those living on reservations) . . . in employment, personal income, educational services, housing, recreation, health and all kinds of community service."

Ellipsis Marks:
Use ellipsis marks, three spaced periods ( . . .), to indicate omissions within quoted materials. Ellipsis marks are not used with quoted words or phrases since it is evident that an entire sentence is not being quoted.

Example:
"A dictionary . . . is an inventory of the language. . . . It is no task of the maker of it to select the good words of a language."

Notice that there are four periods after language, one to end the sentence and three for the ellipsis marks.

It is a rare student who plagiarizes deliberately. Most students need only to be on guard against the unintentional plagiarism. With such examples as are provided by these pages, every student capable of doing college work is capable of avoiding even an accidental infringement.

Since education is meaningless for anyone who lacks intellectual honesty, the person who deliberately plagiarizes has no right to the privileges of membership in a college or university. All institutions and all members of their facilities regard plagiarism as a serious offense to be punished when the occasion arises by serious penalties.

Additional resources are available online through the University Libraries Homepage at http://www.lib.utk.edu/instruction/plagiarism/students.html

Social Media Policy
Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse’s career, but also the nursing profession.

ANA’s Principles for Social Networking
1) Nurses must not transmit or place online individually identifiable patient information.
2) Nurses must observe ethically prescribed professional patient-nurse boundaries.
3) Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4) Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5) Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6) Nurses should participate in developing institutional policies governing online conduct.

6 Tips to Avoid Problems
1) Remember that standards of professionalism are the same online as in any other circumstance.
2) Do not share or post information or photos gained through the nurse-patient relationship.
3) Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4) Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
5) Do not take photos or videos of patients on personal devices, including cell phones.
6) Promptly report a breach of confidentiality or privacy.

**Student/Client Audiotapes, Videotapes and Photographs**

Whenever an interaction with a client is to be recorded:
1. The faculty member will determine if recorded interactions are consistent with the policies of the institution where the recording will occur.
2. Students and faculty will adhere to institutional policy.
3. Strict confidentiality will be maintained.
4. The purpose of the recording will be explained to the client.
5. The client will be informed that he/she may decline from being recorded, before or during said recording, without consequences.
6. In cases where clients are not associated with an agency, written informed consent from the client will be obtained and retained on file in the Dean's office.

Whenever photographs of clients or others are taken:
1. A nursing faculty or professional staff member will determine if the proposed photography activities are consistent with the policies of the institution, if appropriate.
2. Students and faculty will adhere to institutional policy.
3. The intended use of the photographs will be explained to the client(s).
4. Informed consent forms will be signed by individuals being photographed and will be retained on file in the Dean's office.

**Fire and Smoking**

1. If a student suspects a fire or smells smoke in the building, he/she should not hesitate to pull the fire alarm.
2. In the event of a fire alarm all occupants of the building should immediately evacuate the building through the nearest exit. Doors should be closed after all persons have exited. Occupants must use the stairs and not attempt to use the elevator.
3. No one should re-enter the building until instructed to do so by fire safety or college administrative officials.
4. For the health and safety of students and faculty, smoking is not permitted within the College of Nursing building.

**Release of Information**

The Family Rights and Privacy Act, 1974, Code of Federal Regulations 99.1, through the "Buckley Amendment," supported by Tennessee Statute Title 15-305, Sub (2), applies to the dissemination of student information. Strict obligations are set forth to ensure control of all student data.

It is the policy of The University of Tennessee, College of Nursing to meet both the letter as well as the spirit, of the law. To achieve this goal, the following UT, College of Nursing forms have been developed.
1. The Authorization for Release of Information* form must be completed by the student before any information is released by the College of Nursing. The student may designate a UT, College of Nursing faculty member or members to provide requested information.

2. It is the student's responsibility to complete and keep current a Student Activity Data Form*. This information is utilized in the dissemination of information for scholarships, references, etc. as authorized by the individual student.

* The above forms are available in the College of Nursing Student Services Office, Room 203.

Inclement Weather
The University of Tennessee will remain open except in the most severe weather conditions. The Chancellor may officially close or suspend selected activities of the University because of these conditions. Campus and local radio and TV stations will be notified so that appropriate announcements can be made. If the University remains open, faculty and staff are expected to make every reasonable effort to maintain their regular work schedules, but are advised to avoid undue risks in traveling. If students are absent due to weather conditions, they are responsible for missed class work, and it is the instructor's responsibility to provide a reasonable opportunity for students to make up missed work or exams.

If the University is open and a clinical activity is canceled by a faculty member or preceptor due to severe weather, students will be notified by a prearranged mechanism, e.g., a telephone chain.

Student Recognitions
UT College of Nursing students are selected by the college for recognition by various groups. Students must complete their Student Activity Form (see Appendix C), to be considered for these various recognitions. Some of these recognitions are:

- **Who's Who of American College Students.** The CON Student Services Committee selects UT nursing students each year for inclusion in this publication.

- **Professional Promise Award.** Nominations for this award are forwarded by the Dean to the chancellor for possible recognition at the annual Chancellor’s Honors Banquet.

- Induction into **Phi Kappa Phi** scholastic honor society. Membership in this society is by invitation only.

**The Martha E. Rogers Excellence in Scholarship Award** is given annually to a doctoral student who has exhibited outstanding performance in scholarly work during their educational program. The student must be currently enrolled or have graduated during the previous twelve months. Nominations may be submitted by faculty, students, and community leaders. Applications should include a copy of the scholarly work and a letter explaining how this student's work addressed the following:
  - A high priority area or concern for the health of state/nation.
  - A creative approach to the area of nursing practice, education, research, or service.
  - Knowledge development in nursing.

- **Sigma Theta Tau International Honor Society** membership is an honor conferred upon selected nursing students in the undergraduate and graduate programs who have demonstrated excellence in their nursing programs (minimum 3.0 GPA--undergraduate and 3.5 at the graduate level). Graduates of
nursing programs who had good records as students and whose professional careers demonstrate commitment to the ideals and purpose of the profession and the honor society are also eligible for membership. The total membership includes students, graduates of the College, transfer members from other chapters, and nursing leaders from the community.

The purposes of Sigma Theta Tau are to:
1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Strengthen commitment of the ideals and purposes of the profession.

Other Professional Nursing Organizations
All nursing students are encouraged and expected to participate in professional organizations such as the American Nurses' Association or the National League for Nursing, as well as their nursing specialty organizations. The National League for Nursing and American Nurses' Association offer reduced membership rates for students.

Ceremonies, Traditions, Organizations

Commencement is held annually in May. Graduating nursing students are encouraged to participate in the University ceremony.

Academic attire is worn at both the Hooding Ceremony and Commencement ceremonies and is purchased through the UT Book and Supply Store. Arrangements to purchase caps and gowns must be made approximately one month prior to commencement and picked up at the bookstore several days prior to graduation.

Homecoming, a University celebration each fall, welcomes alumni back to the campus. Traditionally, students decorate the front window of the College of Nursing according to the Homecoming theme. Students are encouraged to participate in all Homecoming activities.

Research Day is an event held each year during spring semester to promote research. A keynote speaker highlights an aspect of nursing research, and community nurses, faculty, and graduate nursing students' present research projects.

Mary Boynton Distinguished Nursing Lecture is a yearly event where distinguished nursing scholar(s) or researcher(s) present to students, faculty, and the community.

Nurses' Week, early May each year includes a variety of activities. (May 12 is Florence Nightingale's and Martha Rogers’s birthday.) Please plan to participate in as many of the activities as you can!

Annual Summer Research Camp is a multi-day, research-centered conference/workshop hosted by the CON Center for Health Science Research. The date varies from year to year and information is posted on the CON website and in program Canvas sites.

Other events are scheduled throughout the year. Please check the Canvas DNP Faculty-and-Student-Community site, course syllabi, bulletin boards, web site, and TV monitor for additional events.
COLLEGE OF NURSING FACILITIES

Vending Machines and Dining Facilities
Vending machines are located in the lower lobby. University dining facilities near the College of Nursing are located in the University Center, Thompson Boling Arena, College of Business, and Art and Architecture Building.

Publications
*Nursing Report* is published annually for alumni and friends by the College of Nursing, Public Relations Committee. The publication is primarily devoted to report the state of the College and its alumni, students, and faculty. *The Beacon* is a daily student publication distributed campus-wide.

Mailboxes
Faculty and staff mailboxes are located in Room 338. Please give materials to be placed in faculty mailboxes to one of the secretarial staff members.

CANVAS PROGRAM COMMUNICATIONS

An Organization site “DNP Program” is maintained on Canvas. Students will find important program announcements and information, the Student handbook, links to other on campus websites, and announcements about College of Nursing events posted there. Students should review this site regularly, at least biweekly, to be certain that important information is not missed.

UNIVERSITY SUPPORT FACILITIES

Writing Center:
974-2611 http://writingcenter.utk.edu
The writing center, centrally located on the UT campus, is designed to serve the needs of the academic community. Whether you are a student or a faculty member, whether you have nearly completed a document or are having trouble getting started, tutors can give you useful advice.

Tutors can guide you through every stage of the creation of your document, from generating ideas to planning and outlining, from revision on the structural level to revision on the sentence level, where you may be struggling with points of grammar or style. Tutors are either English Department instructors or graduate students pursuing M.A.s or DNPs in English. Most of them are specializing in rhetoric and composition. The center operates the Grammar Hotline (974-2611) during the open hours for persons who have questions that can be answered in less than five minutes. Of course, tutors will not edit documents for you; their service is instructional.

For your use, the Center keeps a wide variety of composition textbooks, writing manuals, and dictionaries. You are also welcome to use one of our word processors. There are several Macintoshes and Dells, all of them connected to laser printers. (You are asked to bring your own disks; and because we are not a computing center, you are asked to use these machines only if you are being tutored there.) If you are not familiar with Word Perfect or Microsoft Word, one of the tutors will get you started.
No appointments are necessary; just walk in and you will be assigned to a tutor. Then, after your first tutorial, you can arrange to meet with your tutor on a regular basis, if you wish. Every three weeks or so, to acknowledge your work, we will send your instructor a report of your attendance. Drop by and visit the center at any time during the semester!

Student Counseling Center

Students experiencing personal adjustment problems or crises, may contact the Student Counseling Services Center at the Student Health Center, 1800 Volunteer Boulevard by calling 974-2196 and counselingcenter@utk.edu. There are individual and group sessions available. All sessions are confidential. An advisor may recommend that a student seek counseling if personal crises negatively influence academic or professional performance.

COMMITTEES WITH GRADUATE STUDENT REPRESENTATION

Graduate Curriculum Committee

1. Voting membership of the GCC consists of a minimum of 10 faculty representing and including the MSN, DNP and PhD programs, Program Chairs, as well as one (1) student from each of the programs.
2. The Ex Officio member is the Assistant Dean for Graduate Programs.

Functions:
1. Evaluate proposed new courses and programs and the discontinuance of courses and programs related to graduate education and make recommendations to the faculty.
2. Assist faculty in developing graduate course proposals.
3. Review all proposals for graduate curricular change.
4. Conduct a review of all graduate courses to determine whether they meet degree requirements and program standards per the evaluation plan.
5. Ensure that content and learning experiences increase in complexity across the curriculum.
6. Verify that the current curriculum meets national standards of graduate education.
7. Assure that current best practices and technology are being implemented in didactic, clinical and online courses.
8. Recommend College policies directly affecting student performance.
9. Submit approved motions regarding curriculum and policies to full faculty.
10. Evaluate curricular outcomes and make recommendations as deemed necessary.
11. Analyze data and make recommendations as appropriate to the College’s evaluation plan.

Graduate Student Affairs Committee

1. Voting membership consists of a minimum of 10 faculty and three (3) students. There will be one student representing the MSN students, the DNP students, and the PhD students.
2. Nonvoting membership includes the Assistant Dean for Graduate Programs, the Director of Student Services and scholarship support staff.

Functions:
1. Develop and review academic and non-academic policies that concern graduate students and make recommendations to the Faculty Assembly.
2. Review admission policies and procedures for each program every three years and make recommendations to the Faculty Assembly.
3. Work with chairs and program coordinator to review applications and make recommendations for admissions to the programs.
4. Manage the awards and scholarship processes in collaboration with the Undergraduate Student Affairs Committee.
5. Annually review and revise each of the graduate program’s Student Handbooks.
6. Analyze evaluation data related to support services for graduate students and make recommendations to the Faculty Assembly.
7. Analyze evaluation data related to attrition, graduation, and employment rates for graduate programs and make recommendations to the Faculty Assembly.
8. Convene academic review meetings to address student appeals as needed.

Dean’s Student Advisory Council (DSAC)

1. Membership shall be two (2) seniors, one of whom is a RN, elected by the senior class at the first class meeting of the fall semester; all students who are serving on the Health and Welfare Committee; the upper-division students who are the College’s representatives to the University's Undergraduate Academic Council; the graduate student from the Health and Welfare Committee who is the graduate student representative to the Graduate student Association, two (2) masters students (to include one Master’s Entry Student), a DNP student and a doctoral student elected by their peers, and the President of the Student Nurses Association.

2. The Council shall provide a mechanism for systematic dialogue between the Dean of the College and students; advise the Dean about general student problems, issues, and concerns and about matters being considered by the Undergraduate Academic Council and the Graduate Student Association; and, discuss implications of current or pending College policies and procedures.

Graduate Grievance Committee

1. Membership shall be three (3) annually appointed full time faculty members who hold the rank of assistant professor or higher, and one (1) fully admitted graduate student. If any appointed faculty member is unavailable or is disqualified from the case due to prior knowledge or conflict of interest, the dean will appoint alternates as needed to achieve a total of three faculty members. The graduate student will be selected by the dean from a list of students recommended for this role by the major advisor for each of the concentrations and doctoral students recommended by the Chair of the doctoral program. The student will be appointed to the committee at the time the committee is called.

2. The Graduate Grievance Committee shall hear appeals that have been submitted to the Dean of the College by graduate student(s) or applicant(s) to the graduate program. The Committee’s purpose is to review each appeal and make a recommendation to the dean concerning resolution of the appeal.

3. The Graduate Grievance Committee, upon hearing said appeal, shall report its findings and recommendation(s) to the dean who will inform the student in writing about the results of the hearing. If the problem is not resolved to the satisfaction of the student, the next appeal level is the Dean of the Graduate School.

GRADUATE STUDENT ASSOCIATION

All graduate students are encouraged to become involved in activities of The University of Tennessee, Graduate Student Association. The Graduate Student Association (G.S.A.) is primarily responsible for representing the academic concerns of the graduate student body. It provides direct input into University policy via voting members on the Graduate Council, Research Council, and Educational Policies Committee. The G.S.A. meets three times per semester as a forum to provide direct and frequent input from graduate students.
The president, vice-president, and college representatives to the G.S.A. are chosen during the annual Student Government elections in April. All graduate students are eligible to vote and to hold office. (Refer to the Graduate Student Handbook for further information.)

The College of Nursing has one representative to the Graduate Student Association. The representative is selected in the spring semester.
DOCTOR OF NURSING PRACTICE PROGRAM

Verification of Post-Baccalaureate Clinical Practice Hours

DNP student: Please forward this form to the program director of the advanced practice program that you completed and request that this form be duplicated on school letterhead. Ask the program director to complete the form and include his or her signature. Please send the form to us by fax to (865) 974-3569 to the attention of UTK College of Nursing, DNP Program Chair.

Name ____________________________________________ Social Security Number_____________

or Student ID______________________

1. Name of University __________________________________________________________________

Program Name __________________________________________________________

University Address __________________________________________________________________

Street/Box Number   City  State  Zip

University Telephone ______________________________________________________________

2. Type of Degree or Certificate Received

☐ Master of Science in Nursing Program

☐ Post-Master’s Certificate Program

3. Area of Concentration _______________________________________________________________

4. Date of Program Completion __________________________________________________________

5. Total Number of Clinical Practice Hours in Program _________________________________________Clock Hours

6. Your signature on this form attests that the above named individual has completed the program indicated on this document.

Program Director (Print Name) ___________________________

Program Director Signature ______________________________ Date _____________________

This form may be duplicated as needed.
APPENDIX B
Petition for Change to Full-Time or Part-Time Study

Date______________________

Name_________________________________ Student ID #____________________________

(Print)

Address_______________________________________________________________________

E-mail_________________________________ Phone________________________________

Concentration_________________________________________________________________

I wish to change from full-time to part-time study

I wish to change from part-time to full-time study

Semester that I will begin Concentration Clinical Courses _______________________________

Reason for Request for Change: _____________________________________________________

Student Signature_________________________________________________________________

Concentration Coordinator Signature________________________________________________

Chair of DNP Program Signature______________________________________________________
INDEPENDENT STUDY AGREEMENT

NAME:

COURSE NUMBER: N593      CREDITS: ________________      SEMESTER:

OBJECTIVES:

METHODS OF ACHIEVING OBJECTIVES:

EVALUATIVE CRITERIA:

I AGREE TO THE ABOVE REQUIREMENTS FOR THIS COURSE.

_____________________________________
SIGNATURE OF STUDENT

I AGREE TO SPONSOR THIS STUDENT FOR INDEPENDENT STUDY.

____________________________________   ______________________
SIGNATURE OF FACULTY MEMBER                   DATE
ACADEMIC INTEGRITY ACKNOWLEDGMENT FORM

I. Plagiarism
I have received and read the paper entitled "What Is Plagiarism?" and I am aware that throughout all my academic pursuit I am expected to follow the course of intellectual honesty as interpreted in this paper.

Printed Name __________________________________
Signed________________________________________
Date__________________________________________

II. Code of Ethics
I have received and read the UT College of Nursing's Code of Ethics and agree to abide by these guidelines for behavior while a student at this institution.

Signed________________________________________
Date__________________________________________

III. Graduate DNP Nursing Student Handbook
I have received and read the UT College of Nursing's Graduate DNP Nursing Student Handbook and agree to abide by these guidelines and policies while a student at this institution.

Signed________________________________________
Date__________________________________________
Agreement for Maintaining a Respectful Learning Environment

I, (please print your name) ________________________, agree to respect the right to a non-hostile learning environment accorded to every University of Tennessee nursing student. Destructive criticism and/or punitive or negative discussion regarding another student will not be tolerated. Any evidence of unprofessional behavior will result in disciplinary action.

Collectively, the students, staff, and faculty of the University of Tennessee College are committed to providing a respectful learning environment in which all students can practice and learn without fear of excess embarrassment or destructive negative feedback.

Signature ____________________________ Date _______________
UNIVERSITY OF TENNESSEE, KNOXVILLE
COLLEGE OF NURSING
REPORT OF REASONABLE SUSPICION OF DRUG/ALCOHOL USE
To be completed by the faculty member supervising the nursing student to be tested.

(1) Name and student identification number of student suspected of substance abuse as defined in policy: __________________________________________________

(2) Reasons why you suspect the student of substance abuse. (Be as specific as possible, including times and dates when incidents occurred or unusual behavior was observed, the identity of any particular substance suspected of abuse, if known, and the names and whereabouts of those witnessing the incidents/behavior.) [Staple additional comments/observations to this document]

NOTE: Some types of information that should be documented if observed or known includes but is not limited to: speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow); coordination (normal, swaying, staggering, lack of coordination, grasping for support); performance (unfair practices, unsatisfactory work); alertness (change in alertness, sleepy, confused); demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic); eyes (bloodshot, dilated); clothing (dirty, disheveled); odor of alcohol on breath); other observed actions or behaviors; unexplained absences or tardiness; whether student was found with drugs/alcohol or admitted to use of drugs/alcohol; whether other students or personnel have complained of student behavior and if so a list of witnesses to the behavior.

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

Based on the information above, it is my opinion that there is reasonable suspicion to believe that this student has engaged in substance abuse as defined in the CON Substance Abuse & Drug/Alcohol Testing Policy:

_____________________________________
Signature of Faculty Member

_____________________________________
Printed Name of Faculty Member