THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

College of Nursing

Bachelor of Science in Nursing
(BSN)

Program Handbook

2024-2025

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Program Handbook last updated: July 29, 2024

INTRODUCTION

This handbook has been developed as a practical guide to assist students to become better acquainted with the Bachelor of Science in Nursing (BSN) program at The University of Tennessee Health Science Center (UTHSC). The information included in this handbook is prepared to be used in conjunction with the **CenterScope**, the student handbook for all UTHSC students, and the University Bulletin. Students should review carefully the **CenterScope** and University Bulletin which are both published on an annual basis.

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I. MESSAGE FROM THE DEAN OF THE COLLEGE OF NURSING

Welcome to the College of Nursing at the University of Tennessee Health Science Center. Our mission is to prepare exceptional nurse leaders to meet the health needs of the people of Tennessee, the nation and beyond. Our innovative and high-quality programs and knowledgeable faculty prepare individuals for the delivery of patient care and for the generation of knowledge essential for practice through research and clinical inquiry. Our graduates are prepared to design, manage, and coordinate care across environments at both the individual level and within populations.

We are privileged to be preparing you, our next generation of nursing leaders. Graduates of the BSN program are prepared to provide care throughout the lifespan and to provide guidance in health promotion and clinical prevention. As you graduate, you will be prepared to meet the complex health needs of the people of Tennessee, the Mid-South, and the nation. The uniting framework that transcends all of the college's programs centers around our dedication to the clinical dimension of nursing practice and enhancement of the health and well-being of patients served by nurses.

I encourage you to take advantage of all of the great opportunities provided to our students and become engaged with us in the College and in the University. Tap into the wealth of expertise here at UTHSC. We welcome you to our BSN program and hope that you find your experiences with us transformational.

Wendy Likes, PhD, DNSc, APRN-BC, FAANP
Dean, College of Nursing

II. HISTORY OF THE COLLEGE OF NURSING

The College of Nursing is an autonomous unit of The University of Tennessee Health Science Center (UTHSC) and has a history dating back to 1898. The first public hospital in Memphis was established by an act of the Tennessee Legislature in 1829. Twelve years later, this small hospital meant for river travelers was replaced with a facility that was used as a military hospital during the American Civil War. It later became the Memphis City Hospital.

Memphis Training School for Nurses was chartered September 28, 1887, at a time when nursing education in the United States was still in its infancy. It was one of the first schools of nursing in the South and was the first in the Mid-South. In December 1887, the school accepted its first student, Lena Clark Angevine, who is now known as Tennessee's pioneer nurse. In 1898, a new city hospital along with the Nursing School of the Memphis City Hospital opened at 860 Madison Avenue, and the Memphis Training School for Nurses closed.

The medical staff of the hospital petitioned the Mayor to appoint Mrs. Lena Angevine Warner Superintendent of Nurses at the new nursing school. In 1913, the hospital became the teaching center of the College of Medicine of The University of Tennessee. In 1920, the Memphis General Hospital became a University hospital by contractual agreement when The University of Tennessee College of Medicine accepted responsibility for the medical care of the patients. In 1926, The University of Tennessee School of Nursing was created, and on November 9, 1926, the City of Memphis and The University of Tennessee entered into a contract governing the operation of the Memphis General Hospital by the College of Medicine. The University began operation of the School of Nursing in June 1927. In July 1949, the School of Nursing became an autonomous unit within the University.

In September 1950, the newly established Baccalaureate in Nursing Program admitted 26 students. In 1972, the Master's program was developed and admitted students for the 1973 summer quarter. A Doctor of Philosophy (PhD) in Nursing has been offered through the UTHSC, College of Graduate Health Sciences since 1989.

The last group of undergraduates graduated December 1997 allowing the College to focus entirely on graduate education. The faculty set a goal for the College to offer a clinical doctorate to meet the future needs of the increasingly complex healthcare environment in Tennessee and the nation. The first DNSc class entered July 1999. In 2004, in keeping with national educational trends, the DNP became the designated degree for the practice doctorate.

A state-of-the-art BSN program was reestablished in 2005 with strong support from Methodist Healthcare, after that organization made the decision to phase out their diploma in nursing program and support an entry-level baccalaureate program at UTHSC. In 2009, the decision was made that the best model of professional entry for our college and the community was the CNL master's professional entry program. The CON made the decision to no longer admit to the CNL program after the 2013 cohort completed the program due to lack of formal support of the CNL role in the community.

A decision was made to reactivate the accelerated bachelor's in science in Nursing (BSN) program Fall 2013. This 17- month program is built on the AACN BSN Essentials and prepares nursing students to sit for the National Council Licensure Exam-Registered Nurses. The last cohort graduated in December 2019.

In 2018 the faculty made the decision to transition the 17-month BSN program to an accelerated 12-month concept-based program. In response to the request of clinical partners who were calling for nurses with high level thinking skills, a concept-based curriculum was created to facilitate the development of high-level thinking skills such as clinical reasoning, which is essential to effective nursing practice and the growth of the profession. This accelerated 2nd degree concept-based program began in fall 2019 and is designed for students who have earned a bachelor's degree (non-nursing) completed prior to acceptance and who are interested in becoming registered nurses.

In 2021 the faculty made the decision along with clinical partners to add a traditional concentration of the BSN program. The Traditional program is a 24-month program that begins in the fall of 2022. The concentration is designed to have new students in the fall and the spring, and that the courses are offered in the fall and spring only, with summers off. Course work is offered in four equal terms.

All advanced practice programs are at the doctoral level. The DNP concentrations include Adult-Gerontology Acute Care, Family Nursing, Psychiatric Mental Health Nursing, Nurse Anesthesia, Pediatric Nursing-Primary, Pediatric Nursing-Acute, Neonatal Nursing and Dual Concentrations of Adult-Gerontology Acute Care/Family Nursing and Psychiatric Mental Health/Family Nursing, and Pediatric Nursing- Primary and Pediatric Nursing-Acute.

The CON also offers the following certificate programs: Post Masters Adult-Gerontology Acute Care Nurse Practitioner Post-Graduate Certificate; Post-Doctoral Pediatric Acute Care Nurse Practitioner Certificate; Post-Doctoral Family Nurse Practitioner Certificate; Post-Doctoral Pediatric Primary Care Nurse Practitioner Certificate; Post-Doctoral Psychiatric Mental Health Nurse Practitioner Certificate; and, Registered Nurse First Assistant Certificate.

The College of Nursing provides innovative education, patient care, and research programs throughout Tennessee and the Mid-South. Most degree programs in the College use state-of-the-art telecommunications and World Wide Web methodology to bring nursing education to students in East Tennessee, rural West Tennessee, and across the nation. The faculty and staff deliver cutting-edge clinical services in many different locations. The faculty and students bring the science of caring to the daily lives of their patients. The internationally renowned research programs of the faculty advance the frontiers of knowledge in several areas.

The BSN and DNP programs are approved by the Tennessee Board of Nursing and accredited by the Commission on Collegiate Nursing Education (CCNE).

III.   COLLEGE OF NURSING MISSION STATEMENT

To prepare exceptional nurse leaders to meet the health needs of the people of Tennessee, the nation and beyond through:
- Cultivating creativity and passion to improve health care
- Leading scientific innovations and clinical practice
- Using innovative academic approaches
- Serving society

IV.   COLLEGE OF NURSING VISION

Nurses leading innovative transformation of health care.

V.   COLLEGE OF NURSING VALUES

Our values represent who we are regardless of changes in our environment. We value:
- A culture that creates, supports, and promotes innovation while honoring our traditions;
- A sense of community and teamwork within the college, with our colleagues, and with our strategic partners;
- A community that enhances scholarship and promotes diversity;
- Professional and personal accountability;
- Respectful, open, and transparent communication and collaboration;
- Professional and intellectual integrity;
- Shared respect for faculty and staff contributions.

VI.   COLLEGE OF NURSING PHILOSOPHY

The philosophy of the College of Nursing is consistent with the goals and mission of UTHSC. The College philosophy focuses upon the nature of the PERSON, ENVIRONMENT, HEALTH, and NURSING. The faculty believes that the PERSON is a unique integrated being that is continuously evolving. Each person has the right to participate in making decisions that affect his/her health and to accept or refuse health care within the context of safety to society.

The faculty views ENVIRONMENT as all conditions influencing the life and development of the person. The health of individuals, families, and communities is affected by these conditions.

HEALTH is viewed as a dynamic state arising from a process of continuous change in the person and environment. The faculty views the promotion, maintenance, and restoration of health as a complex phenomenon involving the shared responsibility of the person, health care providers, and society. Faculty view nursing as stated in the second edition of Nursing's Social Policy Statement (ANA, 2003), "NURSING is the protection, promotion and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response and advocacy in the care of individuals, families, communities, and populations" (p.6). Nursing must provide leadership in influencing the organizational, social, economic, legal, and political factors within the healthcare system and society. "These and other factors affect the cost, access to, and quality of health care and the vitality of the nursing profession" (p.6).

Professional nursing is a science and an art. The science of nursing requires that nurses study, explore, and research nursing and related knowledge areas. From these areas nurses develop and test nursing theories for the improvement of nursing practice and health care. The art of nursing requires that nurses use knowledge gained from the humanities, arts, and sciences as the foundation for acceptance and appreciation of clients' values. Nursing care requires sensitivity as well as critical, logical, and analytical thinking to effect changes in clients and the health care system.

EDUCATION for professional nursing practice includes a sound theoretical knowledge base to support experiential learning. The faculty believes that the educational process facilitates continuing personal and professional growth. The intent of the educational programs is to focus on the learner with active participation of the student in the learning process. Education is a life-long process with the commitment of the learner to establish patterns of continued inquiry.

VII.   BSN DEGREE IN NURSING
(PRE-LICENSURE) BACHELOR OF SCIENCE DEGREE IN NURSING

The BSN degree is an undergraduate program of study that prepares students for entry-level professional nursing roles in a variety of acute care and community-based healthcare settings. Students complete a broad range of prerequisite general education courses in the arts, humanities, and in the accelerated program, a previous Bachelor's degree prior to applying for admission. During the program, students will complete upper-level nursing courses that provide classroom and hands-on learning opportunities. Graduates are prepared to take the National Council Licensure Examination (NCLEX) for registered nurses and to pursue graduate study in nursing.

BSN Program Outcomes
The graduate of the BSN program will be able to:

1. Engage in clinical reasoning to make decisions regarding patient care.
2. Deliver safe, evidence-based, compassionate, holistic patient and family-centered care across the health and illness continuum.
3. Advocate for individuals, families, groups, communities, and populations.
4. Implement population-focused wellness promotion and illness prevention strategies that consider determinants of health and available resources.
5. Use effective communication and collaborative skills for professional practice.
6. Demonstrate accountability for personal and professional standards of moral, ethical, and legal conduct.
7. Evaluate quality improvement processes to optimize safe health care outcomes for individuals, families, groups, communities, and populations.
8. Employ leadership principles to improve patient outcomes across healthcare systems.
9. Exhibit a commitment to continuous self-evaluation and lifelong learning.

BSN PROGRESS, PROMOTION, AND GRADUATION POLICY
A student may appeal decisions regarding academic matters (including a grade, probation, dismissal, etc.) at the University of Tennessee Health Science Center (UTHSC) in accordance with each college's process. Each college must have a process to enable students to pursue (an) academic appeal(s). UTHSC also recognizes the merit of permitting a dismissed student to attend classes while college-level progress/promotion processes or appeals are under review.

Academic Standing
Academic Standing will be assigned at the end of each term of a student's enrollment. There are three Academic Standing classifications at the University of Tennessee Health Science Center (UTHSC): Academic Good Standing, Academic Probation, and Academic Dismissal. Academic Standing is determined by the College of Nursing. Satisfactory Academic Progress (SAP) is determined by The Office of Financial Aid at UTHSC. While very similar in their review of a student's academic progression, Academic Standing determines a student's academic eligibility for continued enrollment. Satisfactory Academic Progress determines a student's eligibility for Federal and State financial aid. To maintain eligibility for financial aid, a student must meet SAP requirements, regardless of their Academic Standing.

Satisfactory Academic Progress
Students must achieve satisfactory academic progress to receive federal financial aid. The Office of Financial Aid's satisfactory academic progress standards mirror the academic progress policies of each individual college. A student who is found to not be making academic progress by their college is not eligible for federal financial aid. This rule may also apply to state, institutional, and private funds. For more information, refer to *CenterScope*, Satisfactory Academic Progress.
  1. **Satisfactory Academic Progress**
      a. **For the BSN program**: Students must attain a minimum grade point average (GPA) of 2.0 in a given term and maintain a cumulative GPA of 2.0 to progress to the subsequent term or to graduate. Students are expected to complete all courses with a grade of "C" or higher.

b. **For the BSN Program:** Federal Financial Aid laws state a bachelor's degree should be completed within 150% of the total credit hours for the degree. The BSN degree is 120 credits, therefore any student that, during their completion of their BSN degree, exceeds 180 credit hours will be notified of the need to verify their academic progress with financial aid. The SAP form can be located at https://uthsc.edu/financial-aid/satisfactory-academic-progress.php. Students that are notified of this progression approval form should complete the first page and send this to the BSN Program Director or designee to complete the second page. Once this is complete, the form will be signed and submitted to the financial aid office.

c. **For DNP and certificate programs**: Students must attain a minimum grade point average (GPA) of 3.0 in a given term and maintain a cumulative GPA of 3.0 to progress to the subsequent term or to graduate. Students are expected to complete all courses with a grade of "B" or higher.

d. **For all programs**:
   i. The grade point average is calculated based on required courses completed at UTHSC. Grades earned in courses that are repeated are included in the calculation of the student's UTHSC GPA. Grades that are transferred into the program are not included in the UTHSC grade point average.
   ii. Students must complete required clinical hours and meet clinical outcomes for courses to progress in the program. If a student changes their state of residency, the College of Nursing may not be able to arrange appropriate clinical experiences. Delay of progression may result and could necessitate students to take a leave of absence or withdrawal from the program if clinical experiences cannot be arranged.
   iii. Students must meet the College and program technical and performance standards as outlined in the Minimum Performance Standards for BSN applicants and the Technical and Performance Standards for DNP Students listed within each concentration to continue in the various curricula and graduate. Copies of these standards are provided to students by their respective programs and are included in this bulletin.
   iv. Registered nurses must maintain an unencumbered Tennessee RN license or have unencumbered authority to practice as an RN via the multi-state privilege for the duration of the program.
   v. Individuals who are admitted into either a certificate program or the DNP program based on licensure as an advanced practice nurse must maintain this license during the program.
   vi. The grade scale for the College of Nursing is as follows: A (92-100) Excellent, B (83-91.99) Good, C (75-82.99) Satisfactory, D (70-74.99) Poor, F (0-69.99) Failure, WF (Withdraw Failure), W (Withdraw), WP (Withdraw Passing), I (Incomplete).

2. **Academic Performance Leading to Probation**
   a. **For all Programs:** Students that do not meet the criteria for academic performance leading to dismissal (see section 3 below), but who have not maintained satisfactory academic performance are placed on probation and do not go through the Progression Committee. The criterion for academic performance leading to probation is as follows:
      i. **For the BSN program**: Any student who earns a single grade of "WF" or "D" in a single semester will be placed on probation for the following term and remain on probation until they are in good academic standing.
      ii. **For DNP and certificate programs**: Any student who earns a grade of "WF" or "C" in a single semester will be placed on probation for the following semester and will remain on probation until they are in good academic standing.

3. **Academic Performance Leading to Dismissal**
   a. **For the BSN Program**: An automatic dismissal from the CON Dean will result when a student earns a grade of "F" or "WF" two times throughout the program of study, fails a majority of their courses in any given semester, or achieves any combination of 3 or more grades of "WF", "F" and "D" in a single semester. Students meeting the criteria for automatic dismissal outlined in this section retain their right to appeal as described in the Appeal Process section of this policy.

b. **For the BSN Program**: A recommendation for dismissal from the program by the Executive Associate Dean of Academic Affairs will result when a student earns two grades of "D" or a single "F" throughout the course of study. Students meeting the criteria for recommendation for dismissal in this section retain their right to appeal as described in the Appeal Process section of this policy.

c. **For the DNP Program**: An automatic dismissal from the CON Dean will result when there is a "D" or "F" in any single course or two grades of "WF" throughout the course of study. Students meeting the criteria for automatic dismissal outlined in this section retain their right to appeal as described in the Appeal Process section of this policy.

d. **For all Programs:** Students that meet the following criteria for each program will be recommended for dismissal by the Executive Associate Dean of Academic Affairs. Students meeting the criteria for recommendation for dismissal in this section retain their right to appeal as described in the Appeal Process section of this policy.. The criterion for academic performance leading to dismissal recommendation is as follows:

 i. **For all Programs:** A student failing to meet the minimum grade point average requirement as stipulated by the specific degree program;

 ii. **For all Programs:** A student failing to meet the requirements of a course(s) as stipulated in the course syllabus;

 iii. **For all Programs:** A student failing to meet technical and performance standards as outlined in the Minimum Performance Standards for BSN applicants and the Technical and Performance Standards for DNP Students listed within each concentration;

 iv. **For all Programs:** A student failing to meet stipulated conditions for removal of academic probation within the designated time period prescribed in their official notification.

WITHDRAWAL POLICY

Students who experience an interruption due to unforeseen or extenuating circumstances and choose to leave the institution must withdraw or be withdrawn by the college from UTHSC College of Nursing. Additionally, students who elect to withdraw to complete another program within the institution or through another institution must withdraw or be withdrawn by the college from their program and/or the institution (UTHSC) through the process described in this policy. The CON will follow the procedures in implementing the relevant UTHSC policy (https://policy.tennessee.edu/procedure/em104-withdrawal-policy/).

Repeating Courses

A recommendation that a student repeats all or part of the curriculum may be made only if all of the following conditions are present:

1. the presence of specific nonacademic circumstance(s) judged by the progress and promotion committee as having an adverse effect on the student's academic performance;
2. progress and promotion committee judgment that the identified specific circumstance(s) show probability of resolution within a reasonable period of time; and
3. the progress and promotion committee judgment that resolution of the identified circumstance(s) will subsequently result in satisfactory performance by the student.

Withdrawal from courses impacts student grades. Please reference the CON and UTHSC Withdrawal Policies for information about that process.

Withdrawal Based on Student-Requested Change in Status

A student enrolled in any of the programs in the CON may officially withdraw from the program at any time by submitting a written request to the chair or program director. Programs determine whether students are allowed to withdraw from individual courses in a program.

A student who withdraws may request that he/she be allowed to return to the program if the withdrawal is for a compelling, nonacademic reason. In such a case, the Progression Committee will make a

recommendation to the Dean of the COHP regarding the request. The Dean may approve or deny the recommendation. Refer to the UTHSC Catalog, College of Nursing section, for details.

Attendance

Attendance is required for all CON programs. Specific information about the attendance expectations is provided at the program level.

Withdrawal due to Non-Attendance

A student who ceases to attend classes without formal approval from his/her program will be considered to have withdrawn. Colleges must notify the Registrar's Office as soon as such students are identified and initiate a 'student status change form' that triggers notification of all supporting offices. The grade point average for the student will be reported as zero during this period of enrollment. The date recorded for the change in status will be used to determine whether the student is eligible for repayment of a portion of their refunds in tuition and fees. It is the responsibility of the student to repay all loans in accordance with his/her loan agreements.

For online courses, a student will be withdrawn if there has been no contact between student and instructor for 21 calendar days.

For weekend courses (Friday, Saturday, Sunday), a student will be withdrawn for non-attendance when they have missed one-third of the course contact hours.

Students participating in clinical/fieldwork education will be withdrawn if the student is absent for 3 consecutive days without contact with the site or the program.

Time Limits for Withdrawals

Recording the withdrawal will be in accordance with the following:
For those courses in which < 50% of the total points have been completed, the student will receive a "W."

- For those courses in which 51 – 70% of the total points have been completed, the student will receive either "WP" or "WF" depending on his/her standing in the course at the time of withdrawal.
- For those courses in which >70% of the total points have been completed, the student (if no compelling extenuating circumstances exist) will receive zero credit for those assignments that the student fails to complete, and the zero credit will be incorporated into the final grade calculation.
- Students with compelling extenuating circumstances may appeal to the Program Progress and Promotions committee for an exception to this policy. Cases will be considered on an individual basis.

Students who receive financial aid and are considering withdrawing from UTHSC must immediately consult with the Financial Aid Office. Depending on the date of withdrawal, all or a portion of the financial aid may have to be repaid immediately.

REINSTATEMENT POLICY

UTHSC students may apply for reinstatement within one year of the last date of enrollment and six weeks prior to the start of their appropriate semester.

It is the policy of the University of Tennessee Health Science Center (UTHSC) and the College of Nursing (CON) that UTHSC students may apply for reinstatement within one calendar year of the last date of enrollment but at least six weeks prior to the start of the next semester. Reinstatement may be considered for students who have withdrawn from the CON either voluntarily (for personal or medical reasons) or involuntarily (for medical reasons), per University policy.

Rationale and Procedure

Each reinstatement case is unique and, thus, reviewed individually by the CON's Executive Associate Dean of Academic Affairs (EADAA). The EADAA will approve or decline the application based on individual circumstances and academic history. In some cases, specific requirements for reinstatement may be recommended based on the circumstances of the student's departure.

Academic Withdrawals

Students who have left the university while on probation will resume their probationary status upon their return. Students who have left the university with pending Progression proceedings, Student Conduct, Honor Code, Professionalism, or other charges, must be reinstated before the pending proceedings or charges can be adjudicated.

Health-Related Withdrawals

For all health-related withdrawals, any conditions or requirements for reinstatement will be based on the recommendations and evidence of the treating healthcare provider described in the UTHSC EM105 - Reinstatement Policy and not limited to a healthcare examination required by the CON.

Military Withdrawals

Students who withdrew from the university due to military deployment, mobilizations, or duty changes are entitled to reinstatement following an absence of one year following an end-of-duty date.

In all cases of reinstatement, the applicant must be able to demonstrate that they meet all CON program technical and performance standards.

Procedures

An application for Reinstatement must be submitted at least six weeks before the start of the next term for which the student wishes to restart their study plan. The following describes the steps taken by the student, the Program Director, the CON's Executive Associate Dean of Academic Affairs (EADAA), and the UTHSC Office of Admissions during the reinstatement process:

1. Student contacts the Program Director and the Executive Associate Dean of Academic Affairs (EADAA) to request reinstatement no later than six weeks prior to the start of the semester.
2. The Program Director and EADAA review the student's record and any correspondence that resulted in the student withdrawing from the program.
    a. If there are pending charges from Student Conduct, Honor Council, Professionalism, or other charges, undisputed information surrounding those charges may be presented to the EADAA.
3. If the student is approved for reinstatement, the EADAA requests the Office of Enrollment Management to send a link for the application to the student and provides the student's name, identification number, and UTHSC email address.
4. The Office of Enrollment Management will send a link with the reinstatement application form to the student and copy the EADAA and Program Director.
5. The student will complete the electronic application within five (5) business days for reinstatement by following the instructions provided by the Office of Enrollment Management.
6. Once approved, the student will receive an email indicating that they have been reinstated.

To be cleared for registration, students must submit all required reinstatement documentation to the UTHSC Office of Enrollment Management. Required documentation may include a criminal background check, immunization updates, transcripts from institutions attended while separated from UTHSC, or documents related to the student's ability to return to their program.

Upon notification of reinstatement, the EADAA may block-enroll the student in the appropriate courses or provide the student with instructions for enrolling in courses, clinicals, and/or other required courses.

This Reinstatement Policy is not applicable to former students who have been dismissed due to academic, Honor Code, or student conduct reasons, nor is it an alternative path for reconsideration of academic, Honor Code, or student conduct decisions. Students who have been withdrawn from the CON for greater than one (1) calendar year since the last date of enrollment must apply as a new student and complete the admissions process.

Progression Review

The following guidelines pertain to full-time as well as part-time students. Promotion is the process by which a student progresses through an academic program and graduates. The progress of all students is reviewed

three times per year (end of fall term, end of summer term, and end of spring term). However, student progress may be reviewed more frequently if needed. The Progression Committee can act any time a student is dismissed for making inadequate progress toward degree objectives or technical and performance standards as outlined in the Minimum Performance Standards for BSN applicants and the Technical and Performance Standards for DNP Students listed within each concentration. Committee recommendations regarding a particular student are based upon input by the student, each faculty member, or the course director who has teaching responsibility for that student during a given instructional period. Students who wish to appeal dismissal will have the opportunity to submit documents and a statement supporting their appeal request in accordance with the Appeal Process outlined below. **Progression Committee actions:** For any student meeting the criteria for a recommendation of dismissal outlined in 3b or 3d (i through iv), the following actions may be recommended by the Progression Committee to the Dean:

a. **Not Upholding Dismissal**
   i. **For All Programs:** The Progression Committee, after considering the appeal as submitted by the student, may recommend not upholding the dismissal recommendation for the student. The Progression Committee may make recommendations to the Dean intended to facilitate the student's academic success.

b. **Probation**
   i. **For All Programs:** The Progression Committee may recommend probation for any student failing to meet stated objectives associated with technical and performance standards. Committee recommendations must include delineation of specific conditions that must be met for removal of the student from academic probation, and the time by which such conditions must be met.
   ii. **For All Programs:** The Progression Committee may recommend probation for students who received a recommendation for dismissal from any program upon consideration of all statements and evidence presented to the Progression Committee on appeal. Committee recommendations must include delineation of specific conditions that must be met for removal of the student from academic probation, and the time by which such conditions must be met. The Progression Committee may make recommendations intended to facilitate the students' academic success.
   iii. **For the Accelerated BSN Program:** The Progression Committee may recommend probation and transfer to the Traditional BSN program in lieu of a dismissal recommendation. Committee recommendations must include delineation of specific conditions that must be met for removal of the student from academic probation, and the time by which such conditions must be met.

c. **Upholding Dismissal**
   i. **For All Programs:** The Progression Committee, after considering the appeal as submitted by the student, may recommend upholding the recommended dismissal of the student.

d. **Repeating Curriculum**: Recommendations that a student repeat all or part of the curriculum may be made if either of the following conditions are present:
   i. **Nonacademic circumstances**: the presence of specific nonacademic circumstance(s) judged by the committee as having an adverse effect on the student's academic performance and there is committee judgment that resolution of the identified circumstance will subsequently result in satisfactory performance by the student;
   ii. **Academic performance or leave of absence resulting in a delay in progression**: Students may be required to repeat or audit courses previously taken when in the committee's judgment the time between course completion and re-entry into program could jeopardize student progression or success on licensing or certification exams.
   iii. **Grades for Repeated Courses**: When a course is repeated, the grades for both the original and the repeated courses are included in the grade point average.

Time to completion
A maximum amount of time is set in which all degree requirements must be completed as follows:

a. For the BSN program: All degree requirements must be completed within 2 times the expected duration of the curriculum plan the student matriculates into.
b. For the DNP program: All degree requirements must be completed within 8 years of matriculating into the program.

c. For all programs: Any waiver requests to these requirements must be approved by the Dean and the Vice Chancellor for Academic, Faculty and Student Affairs.

Notification of Student Dismissal

Any student who does not meet progression criteria is notified of academic probation or pending dismissal recommendation by email and a certified letter from the Executive Associate Dean of Academic Affairs. A student placed on academic probation is given a written statement of conditions that must be met for removal of academic probation, and the time period allowed.

Any student who meets the criteria for automatic dismissal will be notified by email and a certified letter from the Dean of the College of Nursing.

Appeal Process

Appeal of automatic dismissals: If a student meeting the criteria outlined in 3a or 3c of this policy wishes to appeal, the student has the right to appeal to the Chancellor for readmission to the program if the student believes there were inherent flaws or biases in the process leading up to dismissal. Students wishing to petition for readmission must send a letter of appeal to the Office of the Chancellor within two (2) business days after receipt of the academic dismissal notice from the Dean. **This appeal must focus on perceived flaws/biases in the process leading up to academic dismissal rather than on the grades awarded.**

Appeal of dismissal recommendation: A student who has received notification of a dismissal recommendation based on criteria outlined in section 3b or 3d (i through iv) has the right to appeal the dismissal recommendation to the Progression Committee. A request to appeal the dismissal recommendation must be made in writing via official university email to the Executive Associate Dean of Academic Affairs within two (2) business days after receipt of notification of the intended action of dismissal recommendation. The student must provide a written summary and copies of source documents relevant to the appeal to the Assistant Dean of Student Affairs two (2) business days prior to the Progression Committee meeting. The student may include written documentation from another individual (excluding legal counsel) who can directly contribute information regarding the dismissal. Progression Committee meeting dates are designated on the Academic Calendar and are included in the notification to the student of the failure to progress. This date is non-negotiable.

After the Progression Committee meets to review and discuss all materials presented regarding each student receiving a recommendation of dismissal from the Executive Associate Dean of Academic Affairs, the committee will vote whether to uphold or not uphold the dismissal recommendation via a simple majority. The composition of the Progression Committee includes four (4) elected regular faculty members with voting privileges with a minimum of one (1) from each of the following Departments: Health Promotion and Disease Prevention, Acute and Tertiary Care, and Community and Population Health, none of whom hold an administrative position defined as CON Chair or above in the College of Nursing, at least three (3) alternative regular faculty members, with one (1) from each department with voting privileges who will be elected to serve in the event that a standing committee member is unable to attend, Program Directors also attend as non-voting members, the Executive Associate Dean of Academic Affairs shall attend meetings as a non-voting member, and the Assistant Dean of Student Affairs who shall serve as Chairperson without a vote except in the case of a tie. The Executive Associate Dean of Academic Affairs sends the Progression Committee's recommendation to uphold or not uphold (with remediation) the dismissal along with supporting documentation to the Dean. The Dean will take the recommendation of the Committee into consideration, review the student's file, and make the College of Nursing's final determination. The decision of the Dean is final in such cases; however, in the case where a student is dismissed, the student has the right to appeal to the Chancellor for readmission to the program if the student believes there were inherent flaws or biases in the process leading up to dismissal. Students with complaints related to race, sex, color, religion, national origin, age, disability or veteran status should file a formal complaint with the Office of Access and Compliance.

CON POLICY FOR STUDENT TRANSFER FROM THE ACCELERATED BSN (ABSN) CONCENTRATION TO THE TRADITIONAL BSN (TBSN) CONCENTRATION

To ensure student success in completing the BSN program, students in the Accelerated BSN (ABSN) concentration in good academic standing who withdraw passing (WP) from an ABSN course may request transfer into the Traditional BSN (TBSN) concentration without reapplying. All other students must get approval to transfer from the ABSN concentration to the TBSN concentration from the BSN Program Director.

Policy Rationale, Explanation, and Procedure

The CON recognizes that students in the ABSN concentration may have difficulty managing the fast-paced nature of the 12-month accelerated program. The TBSN concentration provides an alternate plan of study that includes a slower pace including four semesters with no courses offered in the summer. Student transfers will be based on availability of courses.

Appeal of Grades

Students may appeal their final course grade if they believe that the grade was assigned inappropriately or capriciously and not in accordance with the grading policy provided in the course syllabus. The appeal is made in writing, within 3 business days of the final grade being posted and directed to the Instructor of Record (IOR) and to the Program Director. If a resolution of the issue is not made at the program level, then the appeal is made in writing to the Progression Committee (through the Executive Associate Dean of Academic Affairs). The Progression Committee will review the written documents and make a recommendation to the Dean within 3 business days of the grade appeal.

Student Status During Academic Appeals

A dismissed student may seek permission from the Dean of the College of Nursing or designee to attend classes while the progress/promotion process or appeal process within the college is still pending. Students who are granted permission to attend classes from the Dean of the College of Nursing or designee during the appeal process will incur tuition and fee obligations only if the appeal is overturned. If the student's academic appeal is denied or the academic dismissal is the final outcome, the Dean of the College of Nursing or designee will provide written notice to the student that he/she is academically dismissed, will be withdrawn from the institution, and is no longer permitted to attend classes, even during subsequent appeals. The Dean of the College of Nursing or designee will notify the Registrar, who will process the academic action and withdraw the student. In such instances, the effective date of the student's withdrawal for reporting purposes is the last date of attendance.

Readmission Following Dismissal or Unapproved Program Withdrawal

Students who withdraw from the program without permission to return or who are dismissed from the College for non-academic reasons may request readmission. Requests for readmission must be in writing and should be addressed to the Dean of the College of Nursing. Request for re-admission is acted upon by the Dean in consultation with appropriate administrators and faculty committees. If readmission is granted, the placement in the program and remaining requirements will be specified by the Executive Associate Dean of Academic Affairs and the Program Director.

Students who are dismissed from the program for academic reasons are generally not considered competitive. Students who chose to reapply to the program following an academic dismissal should provide documentation of extenuating circumstances that contributed to the inability to progress in the program, resolution of the extenuating circumstances, and their plan to be successful academically if readmitted to the program.

Revisions in Admitted Plan of Study

All students in the CON should have an admitted Plan of Study signed by the Concentration Coordinator (if applicable). If a student needs to revise their Plan of Study, the revised Plan of Study must ensure that courses being offered in the Plan of Study coincide with the College of Nursing Course Offerings Schedule. If they do not, the revised Plan of Study will not be approved.

1. For the DNP and Post Graduate APRN Certificate Programs, the faculty Advisor will work with the student and the Concentration Coordinator and/or Program Director to develop an appropriate

Revised Plan of Study. All courses must coincide with the College of Nursing Course Offerings Schedule.
2. For the BSN Program, the Program Director and Concentration Coordinators serve as advisors to all students and create all revised plans of study, aligning them with course offerings.
3. The Revised Plan of Study must be placed in Project Concert (PC) along with a statement on the rationale for the change in the plan of study.
4. The Revised Plan of Study must be acknowledged in PC by the student, the Concentration Coordinator, the Program Director, and the Executive Associate Dean of Academic Affairs.
5. The Revised Plan of Study must be submitted to the Program Coordinator who will review the acknowledgements and update the course enrollment tracking database in PC to reflect the Revised Plan of Study.
6. Students may revise their Plan of Study two times during the program. Any further changed needed for extenuating circumstances must be approved by the Dean.

GRADUATION REQUIREMENTS:
To be recommended for a degree in any of the programs offered by the College of Nursing, a candidate must comply with the following conditions:
1. The candidate must complete all required courses of the prescribed curriculum with a minimum grade point average stipulated by the specific degree program (BSN Program, grade point average of 2.0 or above; DNP Program, grade point average of 3.0 or above; certificate programs, grade point average of 3.0 or above) and in the case of clinical education or practice demonstrate a level of proficiency that is satisfactory to departmental faculty.
2. The candidate must discharge all financial obligations to the University and affiliated organizations.
3. The candidate must meet the technical and performance standards for the college and respective program.

Attendance at Graduation
Attendance at graduation is mandatory for students completing their degrees. Those students unable to attend graduation must file a written request with their respective dean to receive a degree in absentia. Permission for receiving a degree in absentia must be granted by the Dean.

Graduating with Honors Designation
Honors graduates of the undergraduate entry-level programs in the College are so designated in recognition of academic distinction achieved in their respective professional curricula. Honors designations receive special mention in the graduation program, and are based on the following cumulative grade point averages for the BSN program:
- 3.50 - 3.69 Graduation With Honors
- 3.70 - 3.84 Graduation With High Honors
- 3.85 - 4.00 Graduation With Highest Honors
- No honors designations are awarded to graduates of the DNP program.

General Education Competencies
General education courses are completed prior to admission to the UTHSC. Students enrolling in the BSN program who have previously completed a bachelor's degree in a non-nursing field must also complete prerequisite courses in human anatomy and physiology (8 credits), microbiology (4 credits), and American History (6 credits if not taken in high school). Individuals who have not yet completed a bachelor's degree at the time of application to the BSN program must have completed 60 credits of non-nursing college courses. These general education courses must include math (statistics is preferred; 3 credits), science (Human Anatomy and Physiology and Microbiology; 12 credits), English (6 credits), behavioral/social sciences (6 or more credits), humanities/fine arts (6 or more credits), and American History (6 credits if not taken in high school). All students enrolled in the BSN program must demonstrate general education competencies.

General education competencies for all UTHSC baccalaureate degrees are:
- Critical Thinking
- Students will demonstrate their ability to solve problems, construct and present cogent arguments in support of their views and understand and evaluate arguments presented by others.
- Communication
- Students will demonstrate appropriate skills in planning, preparing, and presenting effective oral and written presentations.

Interprofessionalism
Students will be able to explain interprofessional practice to patients, clients, families, and/or other professionals, describe the areas of practice of other health professions, and express professional opinions competently, confidently, and respectfully while avoiding discipline specific language.

General education competencies will be measured through tools and strategies such as student performance on oral presentations, written critiques of research papers, and papers written in capstone courses.

Technical & Performance Standards
Minimum Technical Standards for Students in the BSN Program can be found at the link below:
http://www.uthsc.edu/its/minimum-computer-requirements/index.php

Minimum Performance Standards for Students in the BSN Program:
All students admitted to the BSN program must meet the following core performance standards for admission and progression:
1. Critical thinking sufficient for clinical judgment;
2. Interpersonal abilities sufficient to interact with individuals, families, groups, and populations from a variety of social, emotional, cultural, and intellectual backgrounds;
3. Communication abilities sufficient for verbal and written interaction with others. Speak, write and comprehend the English language proficiently;
4. Use computer to word process, email, and access the World Wide Web;
5. Physical abilities sufficient to move from room to room, walk in hallways, maneuver in small spaces, and the strength necessary to lift and transfer patients, including the ability to exert up to 50 lbs. occasionally and 25 lbs. of force frequently. Physical activities include climbing, pushing, standing, reaching, grasping, kneeling, stooping, and repetitive motion.
6. Gross and fine motor abilities with good balance and coordination sufficient to provide safe and effective nursing care.
7. Auditory ability sufficient to monitor and assess health needs;
8. Visual ability, with close visual acuity including color, depth perception, and field of vision sufficient for observation and assessment necessary in nursing care;
9. Tactile ability and manual dexterity sufficient for physical assessment and to provide nursing interventions including manipulating equipment necessary for providing nursing care.

Accreditation
The University of Tennessee Health Science Center is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, master's, and doctorate degrees. Questions about the accreditation of the University of Tennessee Health Science Center may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).
The Bachelor of Science in Nursing (BSN) degree Program in the UTHSC College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20036, (202) 887-6791, http://www.ccneaccreditation.org.
Additionally, the baccalaureate degree in nursing's program has full approval from the Tennessee Board of Nursing, 665 Mainstream Drive, 2nd Floor, Nashville, Tennessee 37243, (800) 778-4123.

VIII.   ETHICAL ISSUES

Academic Honesty

Students, as well as faculty and staff, have a responsibility to participate in the application and enforcement of procedures of the Honor Code. Students need to be familiar with the complete Honor Code document that is printed in each issue of the **CenterScope** Student Bulletin http://catalog.uthsc.edu/

1. A student applying for admission to The University of Tennessee Health Science Center 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.

Recordings

All recordings between students and faculty must be by consent of all parties involved. There will be no recordings of exam review sessions in person or virtual.

Confidentiality

Nursing students and nurses do not discuss patients with their friends or others not involved in the patient's care. The patient's initials are used in all student papers and reports because this 'de-identifies' who the patient is and does not connect them to symptoms, examinations, test results, medications, allergies or plan of care and treatment.   Full names of patients are never used. Information should not be shared with classmates, faculty, or others unless they are involved in the specific patient's care as in a clinical conference. A breach of confidentiality is considered a serious professional offense and may lead to dismissal from a clinical area, course, or the nursing program. Please consult with faculty members if issues related to confidentiality arise.

In addition to keeping personal health information private for professional and ethical reasons, nursing students must keep the privacy and security of individually identifiable electronic health information for legal reasons. To breach privacy or security of personal health information is against the laws of the Health Insurance Portability and Accountability Act (HIPAA). Protected health information should always be de-identified on computers, handhelds, faxes, laptops, or any other electronic devices. All records, including electronic devices, should be maintained in a secure place. Electronic devices should always be protected by passwords. Prior to clinical experiences all students must complete compliance training. As part of new orientation, all University of Tennessee Health Science Center students are required to complete the following compliance lessons: HIPAA Security Training, Medicare Compliance Training Lesson 1, Medicare Compliance Training Lesson 2, HIPAA Privacy Training Lesson 1, & HIPAA Privacy Training Lesson 2. These short trainings should be completed prior to clinical rotations.

Please consult with faculty members should you become aware that personal health information is inappropriately disclosed, gets lost or stolen, or is accidentally disclosed. The faculty will refer to the BSN Program Director who will also submit concerns to the UTHSC Computer Security Officer at: security@uthsc.edu   UTHSC Compliance Office hotline 901-448-4900 UTHSC Compliance Office web site www.uthsc.edu/compliance.

AI Policy

This policy addresses the use (or lack thereof) of AI tools such as ChatGPT in courses, dissertations, or other work required for any degree from the College of Nursing. Additional guidance may be forthcoming as these technologies evolve.

- **Policy Details**: Irresponsible or impermissible use of generative AI tools (ChatGPT being one of many) in fulfilling curricular requirements will be considered a violation of the Honor Code and adjudicated by the Honor Council. Irresponsible use of generative AI tools includes but is not limited to failure to critically evaluate the accuracy of the generated content (whether text, video, or audio). Impermissible use of generative AI tools includes but is not limited to inappropriate citation of generated content and the use of generated content in violation of course instructions. Irresponsible use of generative AI tools may result in the spread of misinformation, whereas impermissible use may constitute plagiarism or cheating. Generative AI tools do have the potential to both assist the student in the learning process and enhance their work. However, achieving these benefits requires the student to use generative AI tools in an appropriate and responsible manner.

The ultimate decision for the use of AI tools in any course lies with the instructor(s). The instructor should be clear and transparent about which tools are allowed and which ones are not. The instructor must clearly state in the course syllabus to what degree students may use AI tools or if the use of such tools is prohibited.

A student's advisor, in consultation with the student's faculty/dissertation committee, will decide on the use of AI tools in dissertations or scholarly projects. The student must be informed in writing by the advisor of the extent to which AI tools may or may not be used. Such information must be given to the student as soon as possible but no later than the student's inaugural dissertation or scholarly project committee meeting.

- **Policy Scope:** Applies to students enrolled in the College of Nursing.
- **Definitions**:
  - Artificial Intelligence: Any tool that appears to be able to accomplish activities that could be attributed to natural intelligence.
  - ChatGPT: A generative AI tool.
  - Honor Code: The University of Tennessee Health Science Center Student Honor Code.
- **Procedures**:
  - All instructors will clearly state course AI policies in course syllabi.
  - For DNP or Ph.D. students, their research advisor will discuss with the student their expectations regarding the use of AI tools.
  - For DNP or Ph.D. students, the student's Faculty/Dissertation Committee will determine the extent to which AI tools may be used in the preparation of the scholarly project, candidacy exam, or dissertation.

Professionalism Policy

It is the policy of the University of Tennessee Health Science Center (UTHSC) College of Nursing (CON) to foster the development of professional behavior in students, and to have procedures in place to monitor and report concerns in this regard.

1. As students in a healthcare professional school, nursing students have the responsibility to conduct themselves in a manner consistent with this status and are expected to adhere to the standards of personal diligence and integrity applicable to their future profession. These standards are embodied in the American Nurses' Association Code of Ethics for Nurses (2015). Additional requirements, both general and specific, are provided in the materials on professionalism presented at orientation, in class, and conveyed during clinical training.
2. Concerns regarding professionalism will be assessed by a Professionalism Committee consisting of three faculty members primarily teaching in the BSN program, and three faculty members primarily teaching in the Doctorate of Nursing Practice (DNP) program for a total of six faculty members either self-nominated or nominated by their peers and duly elected by a majority vote of the faculty in the CON. Members will serve two years with DNP faculty terms running on odd-year cycles and BSN faculty terms running on even-year cycles. A chair will be elected by the six appointed faculty members. The chair will serve as a non-voting member except in instances of a tie vote. In addition, the Professionalism Committee will include one student from the BSN program and one student from the DNP Program, selected by the Program Directors, to serve on the committee; these students will have voting rights. However, the student whose conduct is at issue may elect not to have student representatives present during the proceedings for any reason, including a perceived conflict of interest. The request must be provided to the Chair in writing within five calendar days following notification that a hearing will take place. It is incumbent upon all members of the Professionalism Committee, whether student or faculty, to disclose any potential conflicts of interest and recuse themselves when the nature of the proceedings and student whose conduct is at issue is disclosed.
3. The Executive Associate Dean of Academic and Student Affairs serves on the Professionalism Committee as a non-voting member.
4. Any concerns regarding a student's professionalism may be reported to a faculty member serving on the Professionalism Committee or the Executive Associate Dean of Academic Affairs using a designated form (Appendix 1). Methods of submission are described below in this section.

Professionalism concerns shall not be reported directly to students serving on the Professionalism Committee. Stakeholders, faculty, staff, and students can report professionalism concerns.

    a. For all professionalism concerns, students may submit a Professionalism Form anonymously via Maxient, the system used by the UTHSC Office of Student Conduct and Community Standards to manage student conduct records.

    b. Professionalism Forms (Appendix 1) may be submitted directly to a Professionalism Committee member or Chair or to the Executive Associate Dean of Academic Affairs who will forward them to the Professionalism Committee. Regardless of the recipient of the concern, the Executive Associate Dean of Academic Affairs must receive a copy. An anonymous submission of a concern via Maxient is emailed to the Executive Associate Dean of Academic Affairs automatically.

    c. All reported concerns should include information, if known, on the seriousness of the alleged conduct and, if applicable, whether a pattern of conduct is involved.

    d. All concerns, whether submitted by form or anonymously and whether they were submitted to the Chair of the Professionalism Committee or a member of the committee, will be submitted and stored in Maxient by the Executive Associate Dean of Academic Affairs.

5. Upon receipt of a Professionalism Form, the actions of the Professionalism Committee will proceed as follows:

    a. The Professionalism Committee Chair will review the concern to determine if it fits within the scope of Professionalism. If the concern fits within another UTHSC process, then the concern will be forwarded by the Chair to the appropriate administrator (i.e., Student Conduct Office, Honors Council, etc.).

    b. If the concern fits within the scope of Professionalism, the Professionalism Committee Chair will appoint a committee member to review and perform fact finding inquiry into the allegation of a violation of the Professionalism Policy. The assigned committee member must be one of the faculty on the Professionalism Committee. That committee member will perform a fact-finding inquiry into the context of the alleged violation(s), and provide all relevant information electronically to the chair of the Professionalism Committee. The assigned committee member may speak to any witnesses, including the student whose conduct is at issue, and obtain all relevant information pertaining to the allegation(s).

    c. Once the fact-finding inquiry is complete, the assigned committee member will provide their recommendation as to whether there is enough evidence to support conducting a formal Professionalism Committee Hearing.

        i. If the assigned committee member reports there is a preponderance of evidence to move forward to a hearing, the Chair will convene the Professionalism Committee to consider the matter, review the relevant information and consider five recommendations: no further action, warning, remediation, probation, or in the most egregious instances, dismissal, which will be decided by the CON Dean as the ultimate decisionmaker. At least five business days prior to the hearing, all committee members and the student whose conduct is at issue will receive a file from the Office of Academic and Student Affairs, containing all relevant evidence collected by the assigned committee member for review prior to the hearing.

        ii. The Chair will provide the student an opportunity to provide a written response to the concern and to submit any relevant information they would like considered five days prior to the Professionalism Committee meeting. The student will have the opportunity to attend the hearing in person and provide information relevant to the concerns. An attorney may not be present.

    d. A simple majority vote of the committee is required to reach a recommendation. At least six members of the Professionalism Committee must be present for the vote; however, the assigned committee member who reviewed the concern may not vote.

    e. The findings and recommendations of the Professionalism Committee will be reduced to writing and forwarded within 5 business days of the hearing to the student and to the Executive Associate Dean of Academic Affairs.

    f. If no further action is deemed necessary, the vote will be recorded, and the form will be stored in Maxient. The reported concern will not impact the student's evaluation unless a subsequent Professionalism concern is considered by a future committee that suggests a

pattern of unprofessional behavior by the student. If the new concern and the previous concern are related to the same unprofessional behavior, the previous concern may be considered along with the new allegations to determine if there is a pattern of behavior. The process outlined herein will be followed for inquiry into the new allegations. While an alleged pattern of behavior can be considered, a future committee cannot substitute the decision of the committee that originally considered the previous concern that resulted in a finding of no further action.

g. If the Professionalism Committee recommends dismissal and the CON Dean upholds that recommendation, the student has a right to appeal the decision in writing to the Chancellor via email within five (5) business days of notification from the Dean.

American Nurses' Association (ANA)

High ethical standards must be maintained by all healthcare professionals. The ANA Code of Ethics (2015) should be used as a guideline for nurses http://nursingworld.org/.

ANA Code of Ethics for Nurses (2015)

- The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- The nurse through individual and collective effort, established, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy. (https://nursing.rutgers.edu/wp-content/uploads/2019/06/ANA-Code-of-Ethics-for-Nurses.pdf)

Formal Complaints

A formal complaint concerning the College of Nursing is a written student complaint utilizing the College of Nursing Student Complaint Form and addressing matters not otherwise covered under UTHSC published Student Policies and Guidelines in university documents such as the UTHSC CenterScope (http://catalog.uthsc.edu/) and/or statements from the Office of Equity and Diversity. Thus, the purpose of a formal complaint is to provide a defined mechanism for resolution of a student problem that is not otherwise addressed in stated college or university policies and procedures.

The process for a complaint is as follows: Student concerns or questions are first directed to the appropriate faculty member. If the issue remains unresolved, the Concentration Coordinator, the Program Director, the Executive Associate Dean of Academic Affairs, and the college Dean are consulted in progressive fashion. A complaint is regarded as a formal complaint if unresolved at the Program Director level and the College of Nursing Student Complaint Form is submitted to the Executive Associate Dean of Academic Affairs. The formal complaint must include the following: 1) complainant's name, title, and phone number; 2) detailed description of the complaint, including date and circumstances, if applicable; 3) names of all persons involved in the complaint; and 4) any proposed/ recommended solutions to the issue. The complaint must be submitted via official UT email; the form can be found under the current student page on the College of Nursing website: http://www.uthsc.edu/nursing/current-students/index.php

Formal complaints concerning the CON are sent to the Executive Associate Dean of Academic Affairs. After a complaint is filed, the Executive Associate Dean of Academic Affairs reviews the complaint and charts a course of action. The complainant may or may not be asked to appear in person to discuss the matter further but will be informed in writing of subsequent actions taken by the Executive Associate Dean of Academic Affairs in regards to the matter. The Executive Associate Dean of Academic Affairs will provide a copy of the complaint submitted by the student to any individuals named in a formal complaint. The Dean receives copies of all formal complaints. If a formal complaint is not resolved at the Academic Dean level, the complaint will be turned over to the Dean for resolution. All formal complaints will be retained in the Office of Academic Affairs.

IX.   NONDISCRIMINATION POLICY - UTHSC EEO/AA STATEMENT

The University of Tennessee does not discriminate on the basis of race, color, sex (including sexual orientation, gender identity), sexual harassment, sexual assault, and sexual violence, pregnancy, marital status, parental status, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities 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 its 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 of laws prohibiting discrimination or any other referenced policies should be directed to the Office of Access and Compliance (OAC), Requests for accommodation of a disability should also be directed to the Associate Vice Chancellor for Access and Compliance, 920 Madison, Suite 825, Memphis, TN 38163, (901) 448-2112 or TDD (901) 448-7382 or log on to our website at: https://www.uthsc.edu/access-compliance/ . (Revised July 2024)

X.   SERVICES FOR STUDENTS WITH DISABILITIES

Any student who feels he/she may need an accommodation based on the impact of a disability should contact Student Success to self-disclose and officially request accommodations. All requests for accommodations must be submitted with supporting documentation and the Academic Success Self-Disclosure and Accommodation Request Forms. Although students may register for services at any time, please attempt to make arrangements within the first two weeks of the semester as it does take time to process the request and review documentation. For additional information, contact the Associate Director, Accessibility and Accommodations at (901) 448-7745.

XI.   STUDENT RECORDS

Background Checks and Drug Screenings
Criminal background checks are required prior to admission. Drug screenings are required prior to attending clinicals in the College of Nursing and annually thereafter. Notification of dates for completion will be sent via email and compliance with the deadline is required for participation in clinical. Please note that some clinical sites may additionally require more frequency in background checks and/or drug screenings. Based on the results of the checks and/or screenings, enrollment in the program can be denied, or rescinded and/or an affiliated clinical site may refuse a student to participate in clinical at their facility. Additionally, a criminal background may preclude licensure or employment.

Immunizations
Students will be expected to maintain immunizations and record submission as required by the University and the clinical agency throughout their time enrolled in nursing courses. Students found out of compliance

will not be allowed to attend clinical and will receive an unexcused absence from clinical which may result in clinical/course failure.

COVID-19 Testing

Students may be required to complete a COVID-19 test within a specified time frame for clinical. If the clinical facility accepts vaccination in place of COVID-19 testing students will be required to provide documents showing dates of vaccinations. The test must be performed in compliance with the clinical agency. Student must submit results to the BSN Coordinator, or Clinical Coordinator for submission at the clinical agency. The COVID-19 test result must be negative for the student to attend clinical. Quarantine will be required for anyone testing positive based on the CDC guidelines, and a negative test must be demonstrated prior to return or attendance in clinicals. The BSN Program Director will request additional information that will be reported to the UTHSC Safety Officer. (**This is subject to change based on the clinical agency requirements**)

Family Educational Rights and Privacy Act

The University of Tennessee Health Science Center is in compliance with all provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974.

The student's record is regarded as confidential, and release of the record or of information contained therein is governed by FERPA. Only directory information, as defined by the institution, may be released without the written consent of the student; however, the student may request that such information not be released (refer to section on Directory Information). The law also provides for the release of information to University personnel who demonstrate a legitimate educational interest, to other institutions engaged in research (provided information is not released to any other parties), and certain federal and state agencies.

The student may inspect and review his or her records with the exception of the following:
1. Financial records of parents
2. Confidential letters and statements of recommendation placed in the record prior to January 1, 1975
3. Confidential letters and statements of recommendation placed in the record after January 1, 1975, for which the student has signed a waiver of right to access

At the University of Tennessee Health Science Center, academic, health, disciplinary, and financial aid records are all maintained separately. Request by the student to review his or her records should be made to the appropriate office.

More specific and complete information regarding the maintenance and access of student records and the Family Educational Rights and Privacy Act of 1974 may be obtained from the Registrar's Office.

Directory Information

In accordance with the Family Educational Rights and Privacy Act of 1974, The University of Tennessee Health Science Center has designated the following categories of information concerning students as public or directory information: name, local address and telephone number, major, including class and college, dates of attendance, and degrees awarded.

Students have the right to request that any part or all of the information concerning them not be treated as directory information and not be disclosed without their prior written consent. Such requests will be effective if presented in writing to the Office of Enrollment Services prior to the second Friday after the first day of classes of the term in which the student is enrolled. Requests for deletion of directory information must be made each term.

Permanent Academic Records

The official academic record of all students enrolled at UTHSC is maintained in the Office of Enrollment Services. Requests by a student to review his/her academic record should be directed to the Director of Enrollment Services. Transcripts of the permanent academic record are made and released only upon written authorization by the student. No official transcripts or diplomas will be provided for a student who

has any outstanding obligations to the University. **A VALID UTHSC STUDENT I.D. IS REQUIRED TO RECEIVE SERVICE.**

XII. EDUCATION POLICIES

Attendance/Participation

1. Students are expected to be present, awake, and alert during the clinical/simulation experience and any laboratory experiences. Students must attend all clinical/simulation experiences.

Clinical/Laboratory Absence:

1. Students who, cannot be present for their scheduled clinical/laboratory day must notify the clinical/laboratory faculty by phone or email, no later than ONE hour prior to the scheduled clinical/laboratory experience, unless emergency circumstances prevent this, then as soon as possible. If the clinical/laboratory faculty cannot be reached, the student should contact the IOR for the course. In the event that neither the clinical faculty nor the IOR can be reached, a phone or e-mail message should be left for the student's assigned clinical or laboratory faculty. The student is responsible for keeping contact numbers of the faculty available (such as in a tablet device).

2. Any no-call or no-show occurrences by the student are considered non-professional conduct and will result in referral to the IOR and possible failure of the course.

3. There are no clinical make-up days. In the event of an absence, a grade of zero will be entered for the clinical day. An alternate assignment will be assigned by the IOR for the sole purpose of meeting course outcomes. This assignment will not replace the grade of zero entered and must be completed thoroughly to meet course outcomes and pass clinical. More than one clinical and/or laboratory absence will result in reevaluation of a student's ability to meet course outcomes and may prevent the student from successfully progressing in the course.

Clinical/Laboratory Late:

You must contact your clinical faculty if you anticipate being late. If you are late and do not contact your clinical faculty, your clinical faculty will determine, if you will be allowed to come/stay for your clinical day. If you are sent home for unprofessional behavior, you will receive a zero for the day and an unsatisfactory in professional behavior and have a mandatory meeting with the IOR.

Accommodations for Religious Beliefs, Practices, and Observances

Policy Statement: The University of Tennessee Health Science Center acknowledges the diversity of its students and respects the rights of students to observe their religious beliefs and practices. UTHSC will endeavor to provide reasonable accommodations relating to religious beliefs and practices in response to a formal written student request. However, accommodations cannot be guaranteed in instances where such would create an undue burden on faculty, a disproportionate negative effect on other students who are participating in the scheduled educational activity or jeopardize patientcare.

Procedure: Students beginning new programs or courses of study in a particular college will be advised by that college as to college-, program-or course-specific procedures that should be followed to obtain an accommodation for religious practices or observances. Students are encouraged to be proactive in reviewing college-, program-and course-specific assignments/activities in advance of matriculation/registration to determine whether these requirements might in some way conflict with their religious beliefs, practices or observances. Should such conflicts be in evidence, students should discuss possible options with the appropriate college official or faculty member. Reasonable accommodations may not be feasible in instances where there is a direct and insurmountable conflict between religious beliefs or observances and requirements of a given program.

It is the student's responsibility to make arrangements with the course instructor or clerkship/experiential director within 30 days or as defined by the college, in advance of the religious holiday during which the student is requesting to be accommodated. It is also the student's

responsibility to meet all course obligations. Such requests are required for any and all educational activities scheduled for the date(s) in question, e.g. classroom exercises, laboratory assignments, exams, clinical/experiential assignments, etc. Finally, students are obligated to abide by the policies and procedures on religious practices and observances of any given patient-care institution (i.e., hospital, clinical setting) in which they are completing a portion of their educational experience. If a potential conflict between a student's religious beliefs, practices or observations and institutional policy is identified, the student is to bring such to the attention of the clerkship/experiential director as soon as possible.

It is the course instructor or clerkship/experiential director's responsibility to negotiate with a student the parameters of reasonable accommodations. The accommodations should be no more difficult than the originally scheduled activity or assignment, and the student should be a given a reasonable amount of time to make up the assignment Instructors or experiential directors are not obligated to provide materials or experiences to students that would not normally be provided to all other students. In the event a student and instructor or clerkship/experiential director cannot reach an agreement regarding reasonable accommodations, the student may request a review of the request by a designated college official. The designated college official must handle requests for reasonable academic accommodation for religious observance in a confidential manner. If upon a good faith evaluation of the course/assignment objectives the designated college official does not believe a reasonable academic accommodation is possible, the designated college official must contact the Office of Access and Compliance (OAC) before denying the request.

Any student who believes his or her religious beliefs and/or practices are not being accommodated or who has experienced discrimination or harassment on the basis of religion may report a violation of this policy to the Office of Access and Compliance at (901) 448-2112 oac-hsc@uthsc.edu. The Office of Access and Compliance is available to provide guidance and direction regarding accommodations for religious beliefs, practices and observances. More information is also available at https://www.uthsc.edu/access-compliance/.

The Syllabus

The syllabus is an important source of information about your course. It is the contract between the student and the Instructor of Record (IOR) about expectations for learning and performance. Students are responsible for reviewing the syllabus to ensure that assignments are timely and meet the specified requirements as explained in the syllabus. Each course syllabus indicates a date by which the student **must complete** a syllabus quiz indicating it has been read. Any student that does not meet this deadline may be removed from the course. Syllabus information may supersede the summary policies of this guidebook and would be used as the final say in progressions.

Problems or Issues that Arise in the Course

If problems arise within the course, the student is expected to discuss the issue with the faculty member teaching the course. Every effort will be made to resolve the issue at the student-faculty level. If the issue is not resolved between the faculty and the student, the student should then contact the BSN Program Director. For complaints that are not resolved at this level, students should contact the Executive Associate Dean of Academic Affairs. If the complaint is not resolved at this level, students should contact the College of Nursing's Office of Student Affairs and proceed through the formal appeal process as described in the Academic Bulletin.

Clinical Performance Standards: Unsafe Events

Any circumstance by which a patient may be put at risk, including but not limited to, abuse, neglect, or abandonment is prohibited.
Examples of Unsafe Events include, but are not limited to:
- Making medication errors—includes wrong patient, wrong medication, wrong dose, wrong route, wrong time, inappropriate documentation.
- Performing any procedure or administering any medication without direct faculty or preceptor supervision and/or approval.
- Being unprepared for clinical experience to implement plan of care as stated in the course syllabus.

- Failing to recognize when assistance is needed from faculty, clinical partner, or preceptor.
- Leaving the clinical setting without reporting or consulting about their respective patient with the faculty, preceptor, and staff nurse.
- Failing to report to the clinical faculty, clinical partner or preceptor critical information regarding the patient as soon as discovered.
- Attempting to cover up any error or negligent performance during a clinical experience.

Violations of this standard will result in the following outcomes:
1. Abuse, neglect and abandonment of a patient subject the student to disciplinary action up to and including dismissal from the nursing program.
2. Attempting to cover up any error or negligent performance during a clinical experience will result in a clinical failure for the course.
3. Two unsafe events in the same course, excluding #2 will result in a course failure.
4. Four unsafe events occurring at any time in the curriculum subject the student to disciplinary action up to and including dismissal from the nursing program.

CenterScope
The CenterScope is the student handbook for the University of Tennessee Health Science Center. Please refer to this link http://catalog.uthsc.edu/ for this handbook or for the Bulletin which include sections on the Student Judicial System, Honor Code, and policies/procedures regarding formal student complaints and appeals. Students are expected to become familiar with these sections, as well as, with the syllabus specific to each course in which they are enrolled.

Electronic Devices
The University strives to provide a positive learning environment for all students. Electronic devices may disrupt classes and places of study.
1. Electronic devices should be turned off or silenced in the classroom.
2. Electronic devices are not allowed in the room while an exam is being given.
3. Remove phone conversations from quiet places (e.g., library, nursing and computer labs)
4. E-mail is the official means of communication.

UTHSC Student Identification Badge
Students are required to wear the UTHSC identification badge when on campus or while representing the College of Nursing in activities off campus. The **UTHSC identification badge** will be received during orientation. This badge is to be worn in a visible fashion and must be presented to UTHSC Campus Police officers, administration, or faculty upon request. If a student's UTHSC identification badge is lost or misplaced, a new one must be obtained from the Campus Police office for a fee. Upon graduation, students may retain their ID badge since it contains an expiration date. Upon withdrawal, students must return their ID badge to the Campus Police office.

Evaluation Methods or Grading Plan:
The faculty evaluates the academic achievement, acquisition of skills, and attitudes of nursing students and uses the marks of A, B, C, D, F, WP, WF, and I, in all official reports. The clinical and skills lab component of the course is graded as pass/fail. Students who fail the clinical component will receive an "F" in the course. To pass the course, satisfactory performance on all clinical competencies outlined in the course evaluation instrument is required at the final end-of-term clinical evaluation. Clinical attendance is required. There is no make-up clinical. Students who miss clinical jeopardize their ability to successfully meet clinical competencies (*see details under Attendance on page 12*).

The University of Tennessee Health Science Center College of Nursing Grading Scale is as follows:

92 – 100	A
83 – 91	B
75 – 82	C
70 – 74	D
0 – 69	F

To make at least a "C" in any course (which is required for continuing progress in the nursing curriculum), **the student must earn a minimum 75% weighted average on the combination of tests and final exam.** See test policy below. That is, projects and other assigned activities will not raise an average examination grade that is less than 75%.

The letters "**WP**" or "**WF**" are recorded to indicate pass or failure in those instances in which a student withdraws from a course before completion and by the withdrawal deadline, and is either passing or failing, respectively. The letter grade of "**W**" will be recorded when a student withdraws from a course before there has been evaluation of the student to determine whether he/she is passing or failing. If withdrawal occurs before the midpoint of a course, the grade for the dropped course is recorded as a '**W**' on the official transcript. If withdrawal occurs after the midpoint, but before the course is 70% completed, the grade for the dropped course is recorded as either '**WP**' (withdrawn passing) or '**WF**' (withdrawn failing) depending on the student's grade point average in the course at the time of withdrawal. Once a course is ≥ 70% completed, a withdrawal is not permitted except under extenuating circumstances. Any student who fails to complete the course will receive zero(s) for any uncompleted assignments and tests, and the final course grade will incorporate those zero(s) into the grade calculation.

The designation of "**I**" (incomplete) will be used when a student is unable to complete the course at the regular time because of a reason acceptable to the IOR. In such cases, arrangements will be made by the IOR for the student to complete the course requirements, and the grade of "**I**" will then be replaced by whatever grade the IOR considers the student to have earned. It is the responsibility of the student to work with the IOR in determining under what circumstances the "**I**" grade can be changed; however, the student must remove the "**I**" by the end of the following term. Failure to remove the "**I**" within the allowed time as recorded in the UTHSC student handbook will result in a grade of "**F**" being recorded as the permanent grade.

UTHSC BSN Program Exam Policy

Course grades will be determined based on the exam average initially. Students must achieve a 75% exam average; no rounding will occur to determine the exam average (74.99% exam average is not passing). If the exam average grade is 70% to 74.99%, a grade of "D" will be entered for the course. If the exam average grade is 69.99% or lower, a grade of "F" will be entered for the course. If the exam average is 75% or higher, additional course evaluation methods, such as quizzes, papers/projects, etc. will be added to compute the final grade. Final grades will be based on rounding to the nearest whole number after course grades are rounded to the 10th place. The final grade is based on the BSN Program Grade Scale. **NO ROUNDING OCCURS UNTIL THE FINAL GRADE**.

Example: The formula to calculate averages based on weighted exam scores for the NSG 421 course is as follows: 0.15 (exam 1) + 0.15 (exam 2) + 0.15 (exam 3) + 0.30 (final exam) = x/.75 (Please note: formula will be different for each course)

The BSN Program has a no make-up exam policy. Students are expected and required to take exams and complete quizzes as scheduled. Course-specific policies will apply to quizzes. An exam absence may be excused only in extreme, unplanned circumstances (i.e. verifiable illness, injury, death of close family-spouse, child or step-child, parent or step-parent, grandparent, grandchild, parent-in-law, foster parent, brother, sister, brother-in-law, sister-in-law, daughter-in-law, or son-in-law). In addition, documentation will be needed. Any student who will be absent from an examination must notify the IOR in person or by telephone at least one hour before the scheduled exam. If emergency circumstances prevent this, then the IOR must be contacted as soon as possible. Communication must be personal contact and/or UTHSC email; no text. Failure to notify (no-call, no-show) the IOR within the designated timeframe, will result in a grade of zero (0) for that exam, and the weight of the final exam will remain as is for that course.

If a unit exam is missed and excused by the IOR due to an unplanned, extreme circumstance, then the percentage weight of the missed exam will be added to the percentage weight of the final exam. For example, the student is excused to miss the first course exam worth 17% of the course grade. The weight of that missed exam will be added to the weight of the final exam. If, in this example, the final exam is worth

30% of the course grade, then for this student, the final exam would now be worth 47%. Any additional missed exam will result in a grade of zero unless a student has been granted an excused absence due to extreme circumstances. A student who misses an additional exam will be required to meet with the IOR and BSN Program Director to determine if course requirements can be met.

Exam Review
Per the IOR's discretion, upon completion of each unit exam, students may have the opportunity to review the questions and rationales for answers directly on their computer. It is required that no talking, discussing, or recording of information of any kind occurs while reviewing the exam. If any student is disruptive or talks during the review, the student will be dismissed from reviewing the exam. All personal items/materials must remain outside the exam and review area.

Computerized or Pencil and Paper Unit and Final Exams are given at set times no late arrivals are accepted. If a student arrives once the exam has begun, the student must follow the no make-up exam policy, and the percentage will be added to the final exam. Students taking an exam in another location (such as in the Student Success office) must also abide by the established start and end times. All exams are time-limited, closed-book, and reflective of individual effort. The testing format in both versions is consistent with that used for the NCLEX-RN exam and may contain any of the alternative testing formats. Thus, in computerized testing, each question appears on the computer screen only once and cannot be revisited. Exams that are designated to be taken on blackboard do not cut off at the time limit; rather points will be manually deducted if the time limit of the exam is exceeded. One point per minute that exceeds the time limit will be deducted. Partial minutes are rounded to the next whole minute (i.e., 3 minutes 20 seconds = 4 points deducted).

If a student has a grade dispute, he/she must notify the IOR 3 business days after the grades are posted.

Students should adhere to the following Exam rules
- The Honor Code applies to all exams! Using, receiving, or providing unauthorized assistance or possessing unauthorized information or materials during exams is a violation of the Honor Code.
- All exams will begin at the established time, students may not begin the exam after the exam has started.
- Seating during Face-to-Face exams is on a first-come basis unless otherwise assigned by the exam administrator.
- Exam takers will be required to present an UTHSC ID card or valid driver's license. Anyone without one of these valid ID cards will not be allowed to test.
- No watches or electronic devices (cell/mobile/smart phones, tablets, smart watches or other electronic devices) are allowed in the examination room.
- No books or other personal items are allowed in the examination room. Only your ID is allowed. If you have your keys, they can be stored under your desk on the floor.
- Remove "Lab-Value cards" (pink and yellow cards) from ID prior to arrival if applicable.
- Hats, scarves, gloves and coats must remain outside of the examination room. In some circumstances, the exam administrator will determine if coats are allowed for that exam. (Provisions must be made for religious/cultural dress in advance of an exam.)
- All personal items must be stored away from the testing room.
- Food and drinks are not allowed in the examination room. You may have a couple of pieces of candy or cough drops at your desk.
- Basic soft earplugs only are permitted, no electronic ear devices may be worn.
- Calculators are on the computer you cannot bring your own.
- You may not bring any kind of paper for this computer-assisted exam (for F2F exams). White boards are given to students during orientation and are allowed during certain exams. Do not write notes prior to the exam beginning. You may not share what is written with any other student at any

time. Sharing information in this way will be considered providing unauthorized assistance which is a violation of the Honor Code. After the exam clean your boards and show them to the exam administrator before exiting the room. Other means may be assigned by the Testing Administrator.

- There should be no questions asked during an exam. If you have questions about an exam, address them to the primary exam administrator very quietly after the exam.

- No talking, discussing or recording of any information is allowed while reviewing the exam key.

- You may not leave the examination room until your exam is completed. If an emergency should occur, please raise your hand or approach the exam administrator and very quietly explain the situation and obtain permission before proceeding with necessary actions.

- Take time to analyze each question carefully; once you submit an answer you cannot return to that question. There is a set time limit for each exam. Example: 60 minutes for 50-item exams and 2 hours for 100-item exams (finals). The exam will end at the designated time.

When you leave a F2F exam, please remain quiet outside the examination area. Please move far away from the doors of the room. This is a courtesy to other students who are still taking the exam.

Student Success Plan

If a student scores less than 75% on a course specific evaluation, prior to the "WP" "WF" (75% of course completion) grade date, the instructor of record (IOR) will contact the student to make an appointment with the IOR. The IOR will email the student a link to the IOR Student Success Plan (I-SSP) to be completed during the meeting with the IOR.

During the meeting with the student, the IOR will provide guidance to the student on how to study and prepare for the next evaluation in the course and will encourage the student to make an appointment with the Director of Student Success and Engagement (DOSSE). Upon completion of this meeting the IOR will email the BSN Program Director and the DOSSE to inform them that the I-SSP has been developed.

Additionally, if a student has a subsequent score of 75% or less in the same course, prior to the "WP" "WF" grade date, the IOR will meet with the student a second time and refer the student to the DOSSE for ongoing support. Meetings after the "WP" "WF" grade date may be requested if time permits.

If the student is unsuccessful in or withdraws from a course, the student must schedule a meeting with the BSN Program Director or their respective ABSN, or TBSN Concentration Coordinator to create and sign an individualized Revised Plan of Study and complete any necessary documentation. All students who complete a Revised Plan of Study will be referred to the DOSSE for monitoring and follow-up.

Student Learning Outcomes Policy

The College of Nursing recognizes the importance of ongoing evaluation to improve student outcomes. The Master Evaluation Plan includes collection and evaluation of student learning outcomes as part of the college's continuous quality improvement initiative. Formal review of student learning outcomes occurs at least annually.

Rationale and Procedures:

Assessment of student learning outcomes provides a framework for assessing students' mastery of skills, knowledge, professional ethics, and attitudes needed to become successful clinical practitioners. The assessment of student learning is expected to stimulate, as appropriate, discussions among faculty about program learning goals, program curriculum, and pedagogy as a means to improve learning.

Program assessment is the responsibility of all academic programs. Each academic program, in conjunction with the Executive Associate Dean of Academic Affairs, determines the specific student learning outcomes to be measured, the instruments and procedures used for assessing student learning outcomes, and the procedure for sharing the data with stakeholders. Both process (how assessment is performed) and

outcomes (achieved results) are important. Outcomes may include the percentile of students achieving the outcome (i.e., 90% passing the certification exam) or benchmarking against others (i.e., at or above the national average for comparable schools). Assessment measures and outcomes are revised as needed. Student learning outcome data are collected and analyzed annually. Faculty use the evaluation data in their quality improvement processes to improve student learning outcomes.

Within the College of Nursing, procedures include:
- **Publication of student learning outcomes** – The College of Nursing provides clear statements of what students are expected to know and be able to do upon completion of the program to students. These statements are posted on the website, academic bulletin, and in program-specific student manuals.
- **Ongoing review of outcomes** – Student learning outcomes are reviewed periodically by program faculty. Assessments are based on multiple direct and indirect measures, and assessment activities are designed to identify both strengths and challenges. Assessment measures used to evaluate achievement of student learning outcomes may include faculty-graded measures (i.e., specific course assignments, faculty evaluation of student's clinical performance); student performance on standardized exams, licensing exams, or certifications pass rates (i.e., NCLEX-RN; ATI comprehensive exam; NNP certification); students' evaluations of their achievement of student learning outcomes (i.e., American Association of Colleges of Nursing/Evaluation Benchmarking Institute (SKYFACTOR BENCHWORKS) graduate exit; portfolio reflections); and other manner of assessments as deemed appropriate. Both assessment measures and outcomes are reviewed and revised as needed. Students and faculty course evaluations also provide data for program assessment and student achievement of learning outcomes. Faculty use the evaluation data in their quality improvement processes to improve student learning outcomes. Efforts to correct deficiencies to improve outcomes are recorded in minutes and in the annual Student Learning Outcome Report.

    Assessment Plan – The College of Nursing's Master Evaluation Plan addresses CCNE standards for program evaluation, including student learning outcomes and indicators. The Master Evaluation Plan includes regular and ongoing cycles for collecting and analyzing assessment results, discussing curricular and programmatic changes, and implementing those changes. A detailed plan includes a regular and ongoing cycle for collecting and analyzing assessment results, discussing curricular and programmatic changes, and for implementing those changes.

    Reports of assessment activities – An annual summary report on student learning outcomes and program assessments, as well as an action plan, are developed by program faculty and the Executive Associate Dean of Academic and Student Affairs and shared with administration in the College of Nursing and the UTHSC Office of Institutional Effectiveness.
- **Provide regular feedback to program faculty** on assessment activities and conclusions reached as a result of the assessment.
- **Promote the "conversation among faculty/staff"** of the implications of academic assessment for program improvement.
- **Share assessment information** with constituencies, including students and program stakeholders.

    Role of the Office of Institutional Effectiveness –The Office of Institutional Effectiveness develops and coordinates assessment processes for the institution and provides guidance for the use of outcome data for program improvement. The Office of Institutional Effectiveness reviews all College of Nursing assessment reports and provides feedback to the college.

Curricular Changes Related to Academic Programs

Higher Education curriculum is a composite of teaching and learning experiences designed to lead to well-articulated student learning outcomes (SLOs). The academic programs at the College of Nursing (CON) at The University of Tennessee Health Science Center (UTHSC) has the responsibility to design, administer, and deliver a rigorous and coherent curriculum to equip its diverse student population with the capability to become productive citizens who continuously contribute to a global and rapidly changing society. Curriculum review facilitates curriculum development and approval; ensures alignment between the designed, delivered, and assessed curriculum; and evaluates the effectiveness of the curriculum.

Purpose:
Curriculum approval is a collaborative process with faculty and academic administration designed to ensure that all courses and programs are based upon fields of study appropriate to higher education, aligned with college and university mission and strategic goals, consistent with institutional standards of quality, and in compliance with institutional and programs' accreditation standards.

The policy establishes standards and procedures for proposing and approving changes in the curriculum of an academic program. The main purpose is to ensure and facilitate the continuous improvement of academic programs, to maintain and enhance the quality of the program curriculum, and to affect the results and findings of the Student Learning Outcomes (SLOs) and the Master Evaluation Plan (MEP) in the continuous improvement of the programs.

Master Evaluation Plan (MEP)
The MEP is used as a guide for systematically reviewing Program Quality, Institutional Commitment and Resources, Curriculum and Teaching-Learning Practices, and Program Effectiveness throughout the academic year and across multiple years. The MEP was designed to help build a culture of quality assurance through self-evaluation, further engage various individuals and committees in the continuous evaluation and improvement of academic policies and programs, promote informed change, develop and implement effective continuous improvement plans, and evaluate the impact of implementation.

The CON Evaluation Committee periodically reviews the MEP and revises it as appropriate. Annually, in the spring, the MEP is reviewed and updated by the Executive Associate Dean of Academic Affairs and approved by the Executive Team for inclusion in the *CON Faculty and Staff Manual*.

CON Curriculum Committee
The Curriculum Committee is a diverse group of CON faculty, staff, and students that oversees the curriculum development and management of the College of Nursing Academic Programs.

The purpose of the College of Nursing Curriculum Committee is to develop, review, and make recommendations for educational offerings in accordance with the mission, goals, and expected outcomes of the College of Nursing. These offerings reflect established, national professional nursing standards, guidelines, and aspirations, as well as the needs and expectations of the community of interest. The Committee maintains the College of Nursing's curricula for the program's integrity.

The functions of the CON Curriculum Committee are to develop, review, and make recommendations for major changes in its academic programs, including but not limited to program proposals, program revisions, curriculum proposals, curriculum revisions, course proposals, substantive course changes, and other matters relative to the educational programs.

The Curriculum Committee reviews evaluation data, assesses professional and educational trends and their relevance for curricula, ensures curricula reflect the philosophy, purpose, and preferred outcomes of the CON and UTHSC, and forwards recommendations for change to the Faculty Organization for approval.

The CON will follow the procedures in implementing the relevant [UTHSC AA107-H Curricular Changes Relating to Academic Programs - Academic Affairs](#) policy and CON By-Laws.

Course Evaluations
Course evaluations completed by students are extremely valuable to faculty. Review of student course evaluations offers faculty insight for consideration of changes in the course. Completion of course evaluations in a thoughtful and professional manner can facilitate faculty in continuing to offer students outstanding educational experiences in the program.

ATI (Required Nationally Normed Tests)

All Pre-licensure students are required to take nationally normed tests throughout the curriculum and to make a satisfactory score on these tests. Those who have already passed NCLEX are exempt from this requirement.

The Assessment Technologies Institute (ATI) exams are used to provide feedback to students and educators to predict competency and success on the RN licensure exam, and to guide focused review. The ATI Proctored assessments will count for 10% of the course grade. Students will receive the highest numerical grade for each letter grade that corresponds to that level of proficiency or "cut score".

- Level 3 Proficiency or Cut Score will earn a grade of 100 (A).
- Level 2 Proficiency or Cut Score will earn a grade of 91 (B).
- Level 1 Proficiency or Cut Score will earn a grade of 82 (C).
- Less than Level 1 Proficiency or Cut Score will receive a grade of 74 (D).
- Noncompletion of Practice Exam and Remediation will receive a grade of 0.**

ATI Practice Assessments

Students will be required to complete Practice Assessment A. The Practice assessment is assigned as a proactive approach to help students identify areas that require remediation. Students will complete the Practice Assessment A which will be pass or fail. **Remediation will be completed based on the Practice Assessment score. Students will complete required remediation as outlined under "Topics to Review".**

Criterion-Referenced ATI Proficiency Levels

These classifications were developed as the result of a national standard setting study conducted by ATI, involving nurse educator content experts from across the U.S.

> **Level 3** - Scores meeting the Proficiency Level 3 standard may be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN® standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

> **Level 2** - Scores meeting the Proficiency Level 2 standard may be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN® standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.

> **Level 1 -** Scores meeting the Proficiency Level 1 standard may be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.

> **Below (*Less Than*) Level 1** – Scores below the Proficiency Level 1 standard can be considered below minimum expectations and may be indicative of significant risk in this content area. ATI strongly advises these students to develop and complete an intensive plan for focused review and remediation, including the use of ATI materials, textbooks, class notes, reference materials, and assistance from nurse educators.

ATI Guidelines

Students will have course specific ATI reading assignments, activities and individualized remediation plans. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.

Focused Reviews/Active Learning Remediation**

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully

understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in individual courses and on the NCLEX exam. Required remediation individualized **Focused Review** will be generated following completion of practice assessments using **links to ATI eBooks, media clips, or active learning templates**. Remediation is mandatory; however, requirements may vary depending on the score obtained on the completed practice assessment. Remediation will be based on the Practice A score using the above ATI resources. A score of less than 85% (2hrs), 86-95% (1hr), and 96-100 (no remediation).**

Faculty has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students must provide documentation that required ATI remediation was completed using the **"My Transcript" feature under "My Results"** of the ATI Student Home Page or by submitting written Remediation Templates as required. **Specific requirements per course will be included in your course syllabus. If you do not complete the Practice Assessment, you will not be allowed to take the required ATI proctored assessment.

*** If the ATI Practice assessment and Remediation cannot be completed, due to an extenuating circumstance, 24 hours before the course specific deadline, the student must notify the faculty and the BSN Program Director. If the student does not provide notification of an extenuating circumstance the student will receive a zero for the Proctored Assessment. The Program Director must give approval for any extenuating circumstance to be allowed to take the Proctored Assessment. Students not having approval will not be allowed to take the Proctored Assessment and the grade of zero will be recorded.*

ATI Practice Assessment A
The practice assessments will be 10% of the course grade

After the Completion of Practice Assessment A. Remediation:
    1.   For each topic missed, complete an active learning template and or
    2.   Review topic in eBook and take end of chapter quiz

96-100%	86-95%	Less than 85%
No Remediation Required	One (1) hour remediation required	Two (2) hours remediation required

ATI Proctored Assessment
ATI exams offer an assessment of the student's basic comprehension and mastery of course content and concepts. Students will obtain this score based on the level achieved on the Proctored Assessment. The Proctored assessment will count for 10% of the course grade.

Review Modules/Books
ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work. Instructors may assign chapter reading either during a given course and/or as part of **active learning/remediation following assessments.**

Tutorials
ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a **Hint Button**, a **Talking Glossary**, and a **Critical Thinking Guide** are embedded throughout the Learning System tests to help students gain an understanding of the content.

General Dosage Rounding Rules

The UTHSC College of Nursing dosage rounding rules will need to be appropriately applied to all dosage calculation problems. Credit will not be given for answers with incorrect rounding or those failing to adhere to other rules as directed for calculation of dosages.

1. **Tablets/Capsules** – round to the nearest whole tablet. Round up or down depending on the calculated dose i.e.: *1.1 – 1.4 tablets, give 1 tablet; 1.5 – 1.9 tablets, give 2 tablets.*
   Scored tablets may be broken in half. If scored, tablets should be rounded to the nearest half tablet. *Example: 1.4 scored tablets = 1 ½ tablets*
   *Capsules are not scored.
2. **Liquid (Oral)** – round to the nearest tenth. i.e.: 10.3ml of cough syrup may be given. Pour 10mL into medicine cup; draw up the 0.3 mL in a 3 mL syringe and add to the medicine cup.
3. **Liquid (Injectables)** – round to the tenth or hundredth (depending on volume).
   Milliliters
   - Volumes less than 1 - round to the nearest hundredth *i.e.: = 0.75mL*
   - Volumes greater than 1 – round to the nearest tenth *i.e.: 1.25mL – 1.3mL*
   Syringes
   - Use a 3 mL syringe for any dose between 1 and 3 mL. *Round to the nearest tenth.*
   - Use a 1 mL (tuberculin) syringe for doses < 1 mL. *Round to the nearest hundredth.*
4. **Intravenous (Basic Fluid/Piggyback Infusions)** – round to the nearest whole number. This applies to flow rates calculated in **drops/min or mL/hr** i.e.: 15.4 drops/min = 15 drops/min
5. **Intravenous (Medicated/Dose-Based Flow Rates)** – round to the nearest tenth. i.e.: 0.45mg/min = 0.5mg/min, 0.69 milliUnits/min = 0.7 milliUnits/min
6. **Pediatrics** – use the same rounding rules applied to adult medications depending on type.
   Calculating Dosage
   - Round to the nearest tenth. i.e.: 5.35mg = 5.4mg
   Calculating Weight
   - Kilograms – round to the nearest tenth.
   - Body Surface Area – round to the nearest hundredth.

Other Rules:

To prevent error, all calculations must have:
- **Leading zeros** – If the calculated dose is a decimal number that is not preceded by a whole number, a zero *must* precede the decimal point.
  > **Example***:*
  > *Answer = 0.75 mL (correct); Answer = .75 mL (incorrect)*
- **No trailing zeros** - If the calculated dose is a decimal number that ends in zero, the zero holding no value *must* be omitted.
  > *Example:*
  > *Answer = 1.5 mL (correct); Answer = 1.50 mL (incorrect)*
- **Labels** –* All calculated doses must be labeled with proper units of measure.
  > *Example:*
  > *Answer = 7.5 mcg (correct); Answer = 7.5 (incorrect)*
  >
  > **Exception: some exams will already have the label as part of the answer. Only in that instance will the student document a number without a label.*
  > *Example:*
  > *Answer = __5__ ml (correct); Answer = __5 ml__ ml (incorrect)*

XIII. DRESS POLICY

Classroom Dress Code:
- Students are expected to present a professional appearance while on campus. Attire consists of the University of Tennessee – College of Nursing (UTHSC CON) approved scrubs, visibly displaying in clear view appropriate student identification badge/s worn at eye level in the classroom setting. Approved scrubs include the clinical scrub top in hunter green with orange piping, or any regular hunter green scrub top and hunter green scrub pants.

- Shoes must be closed toe appropriate for walking on campus. Hats and head coverings must meet the same requirements as clinical. If needed for warmth a white lab coat, light jacket or sweater may be worn over the scrubs.

- Students that are not dressed appropriately will be dismissed from class and may receive a grade of zero for any missed class assignment.

Clinical Dress Code:
- Students are expected to present a professional appearance at all times. The appropriate (University and facility specific) student identification badges must be worn in clear view at eye level/shoulder level. ID badges are not to be worn around the neck on a lanyard.

- The uniform consists of University of Tennessee Health Science Center – College of Nursing (UTHSC CON) approved scrubs. The CON patch must be centered below the shoulder seam of the left sleeve. Uniforms must be clean, unwrinkled, stain-free, properly fitting, and in good condition. If an undershirt of any kind is worn underneath UTHSC CON-approved scrubs, the color must be white. Thermal undershirts are not to be worn. Clean, fully-enclosed tennis shoes or nursing shoes that are all white must be worn with the uniform along with socks or hose that are solid in color.

.
- Hats or head coverings of any kind, unless they are required as part of religious beliefs, practices, or observances, are not to be worn. Headbands are permitted but must be solid in color and must not exceed 3 inches in width.

- If a white lab coat (designated by the College of Nursing) is worn over the uniform, it must have a CON patch below the upper left shoulder seam.

- Individual courses may post specific dress code requirements to meet specific clinical institution policies.

Laboratory Dress Code:
- Students in the laboratory setting are expected to adhere to the clinical dress code (refer to preceding section) with the following exceptions:

- The UTHSC CON approved fleece is the only outerwear, other than the designated white lab coat, that may be worn in the laboratory setting.

Dress Code for Professional Events/Alternative Experiences:
- Examples of professional events or alternative experiences may include but are not limited to scholarship banquets, DVP lectureships, and clinical site visits. For the white coat ceremony, students are to adhere to the clinical dress code.

- Business casual attire is required and includes but is not limited to dress slacks/pants, dresses, skirts, blouses, collared/dress shirts, blazers, sweaters, and dress shoes. Clothing that is not business casual includes jeans, T-shirts, leggings, shorts, sportswear, revealing clothing (i.e. shirts that expose the chest, dresses/shirts that are too short, visible underwear, etc.), flip flops, tennis shoes, or stilettos and therefore should not be worn.

- Hats or head coverings of any kind, unless they are required as part of religious beliefs, practices, or observances are not to be worn. Headbands are permitted but must be solid in color and must not exceed 3 inches in width.

Personal care:

Students are expected to be professional when involved in patient care. *

1. When involved in patient care, hair must be neatly combed. Hair color should be a natural color (fad colors such as blue, green, purple, etc. are not acceptable). Long hair must be pulled away from the face and should not interfere with patient care. Beards and moustaches should be neatly trimmed and should not interfere with patient care. Eyelashes should be neatly groomed and should be a natural length, thickness, and color.
2. When involved in patient care, cosmetics should be used with moderation. Perfumes and body fragrances should not be worn; many clinical facilities are fragrance free.
3. When involved in patient care, jewelry should be kept to a minimum without visible body piercing (e.g., nose, cheek, tongue, eyebrow, lip, etc.) other than a single small earring in the ear lobes.
4. When involved in patient care, fingernails must be well groomed, clean and trimmed with no artificial fingernails or any type of nail extenders. Natural nail tips should be no longer than ¼ inch. If nail polish is worn, polish color must be clear or neutral and free of nail art. Nail ornaments (i.e. rhinestones, diamonds, etc.) are not to be worn.
5. Some clinical sites may have stricter regulations and students must adhere to those regulations (i.e. tattoos).

Patient care includes contact with patients in the clinical setting or laboratory setting.

Appearance for Community Clinical Experiences and During Times When Students are in a Health Facility for Other Activities

Students should wear their approved scrubs/shoes/lab coats for all community clinical experiences and all school related activities such as chart review.

XIV.   **STUDENT NURSES' ASSOCIATIONS**

UTHSC Student Nurses' Association (UTHSC SNA) is a voluntary organization of UTHSC nursing students. The organization elects officers, establishes dues, holds meetings, and carries out a variety of activities, such as sweatshirt sale fund-raisers, sponsoring junior/senior siblings, keeping a school scrapbook, and performing community service activities. When a student joins the UTHSC SNA, he/she will have the option to pay dues to the Tennessee Association of Student Nurses.

Black Student Nurses Association (BSNA) provides service, knowledge, and a sense of awareness through community and university service. The BSNA is a newly established division of the campus-wide Black Student Association, which was founded in 1992. Membership is open to all students from the College of Nursing.

Sigma Theta Tau International (STTI), Honor Society of Nursing

Membership in Sigma Theta Tau International is an honor conferred upon selected students in the BSN program who have demonstrated excellence in their nursing programs. More information about eligibility and invitation to apply will be made available during the program.

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

Student Representation on College of Nursing Committees

Student representatives are invited to serve for a full year (unless otherwise noted) in the following Nursing committees:
▪   Curriculum Committee
▪   Admission and Progressions Committee
▪   Continuing Education Committee

XV. **HEALTH SERVICES - UTHSC**
Student Services https://www.uthsc.edu/univheal/

Emergency Phone Numbers
    Medical Emergencies (UHS)..448-5630
    Mental Health Crisis Counseling (days & nights) 1-800-327-2255
    Dental Emergencies...448-6241
    Security - UTHSC (emergency transportation).......................448-4444
    Ambulance (City ambulance service)..911
    MED ER...545-7826
    Methodist ER... 726-7600
    Le Bonheur Children's Hospital...572-3112

XVI. **EXPOSURE POLICY**

MANAGEMENT OF OCCUPATIONAL BLOOD OR BODY FLUID EXPOSURES
Wash wounds and skin with soap and water. There is no evidence of benefit for application of antiseptics, disinfection, or squeezing "milking" puncture sites, however, use of antiseptics is not contraindicated. Avoid use of bleach and other agents' caustic to skin.

If unable to determine whether skin was broken, apply alcohol to area and check for burning sensation.

Flush mucous membranes with water. Flush eyes with water or normal saline lifting lids for thorough flushing. If wearing contact lenses, leave them in place while irrigating as they form a barrier over the eyes and will help to protect them. Once the eyes have been flushed thoroughly, remove the contact lenses and clean them in a normal manner.

OCCUPATIONAL EXPOSURES TO BLOOD OR BODY FLUIDS in the HOSPITAL SETTING
Occupational exposures to blood or body fluids should be considered urgent medical concerns to ensure timely post exposure management. Each expose must be evaluated for exposure to Hepatitis B, Hepatitis C and Human Immunodeficiency Virus.

An exposure that might place a student at risk for Hepatitis B virus (HBV), Hepatitis C virus (HCV), or Human Immunodeficiency Virus (HIV) is defined as:
- A percutaneous injury (needlestick or another penetrating sharps-related event).
- Contact with mucous membrane.
- Contact with non-intact skin. Follow-up is indicated only if evidence exists of compromised skin integrity (e.g., dermatitis, abrasion, or open wound).
- Human bite resulting in blood exposure to either person involved.

Besides blood, body fluids that might place an individual at risk for HBV, HCV, or HIV include: any fluid containing visible blood, or other potentially infectious fluid such as semen, vaginal secretions, cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids.

IMMEDIATE PROTOCOL WITH INITIAL EXPOSURE TO BLOOD OR BODY FLUIDS IN THE CLINICAL SETTING
The student should notify their Clinical Faculty immediately. An on-line incident report should be completed.

The student should seek medical evaluation as soon as possible in the Emergency Department, University Health Services, or other medical office for HIV positive exposures and for Hepatitis B non-responders or

unvaccinated. The Clinical Faculty will alert the unit Nurse Manager that the student has had an exposure to blood or body fluids.
(The additional places are in compliance with the University safety instructions)

The Needlestick Panel/Exposure Panel should be requested on the exposure source (the patient/visitor), not on the exposed Student. If Exposure Panel is positive for the identified high-risk exposure, the student will be advised on next steps per hospital recommendations.

A Needlestick Panel/Exposure Panel can be ordered by the patient's doctor, Associate Health, the Emergency Department physician, the Nursing supervisor, or Infection Prevention. It is the responsibility of ED to follow up on the results. (If applicable)

Students are responsible for obtaining follow-up results with nurse manger on specific unit.

Students that seek medical attention at University Health Services (UHS) for Occupational Exposure, will need their personal insurance information for services per UHS requirements.
https://www.uthsc.edu/health-services/home.php

The UTHSC College of Nursing does not follow-up or keep follow-up records of exposure events. Individual disclosure is at the discretion of the student.

Exposures must be reported by using this link:
https://www.uthsc.edu/campus-safety/accidents-incidents/index.php
Incident Report Form

UTHSC Exposure Report Policy
Policy about exposure to blood or hazardous body fluids at The University of Tennessee Health Science Center requires that ALL exposure incidents be reported to University Health Services. Procedures are for University of Tennessee Health Science Center's students, residents, and employees who sustain an exposure to blood or hazardous body fluids.

Immediate Treatment
(See University health policy in the *CenterScope*)

Notification Procedures for Exposed Students
After immediate treatment is complete, the exposed healthcare students and residents should immediately call 448-5141 to speak with the UTCHS Exposure Coordinator, who will counsel the student and refer for appropriate care.

If the exposure occurred off UTHSC campus, **after treatment has occurred**, student must report the exposure to UTHSC Occupational Health Services (OHS) at 448-5630. On holidays and weekends, contact UHS on the following business day. (For treatment of an exposure that has occurred on UTHSC campus, call the number below at any time.)

Treatment Sites
    UTHSC Campus – 448-5630
    Baptist Memorial Hospital (Memphis) – 766-5100
    Le Bonheur Children's Medical Center Hospital – Call operator for Infection Control person or
    Infectious Diseases physician at the MEDPLEX – 545-7166
    Methodist University Hospital – 516-7600
    St. Francis Hospital – 765-2180
    St. Jude Children's Research Hospital – 522-0485
    VA Hospital – 528-8990, extension 5454 (emergency room)

XVII. SAFETY ISSUES
<u>**UTHSC Secured Campus Buildings**</u>
A UTHSC ID will be required to enter most campus buildings:

<u>**UTHSC Campus Police**</u>
The Campus Police Department offers safety escort services on campus and within the immediate area from dusk to dawn, and issues identification cards and keys to students and other authorized personnel. Please notify Campus Police at 448-4444 if you need an after-hours safety escort.

In the event of an accident, crime or other emergency, dial extension 8-4444 if on campus. Officers will respond and will contact the appropriate personnel. Students are urged to contact campus police whenever they observe suspicious or unusual behavior on campus.

In order to provide additional security, a number of "Blue Light" emergency telephones are strategically located throughout the campus. You are strongly encouraged to note the location of these phones and are invited to make a test call. Please inform the dispatcher at the onset that your call is a "test." If you have any questions or problems during your experience at UTHSC, please feel free to stop by the Campus Police office at 3 North Dunlap Street. For more information, you may access the following link:

Crime Prevention and Education - Tips for a Safe Campus
https://www.uthsc.edu/campus-police/public-safety/tips.php

<u>**UTHSC Parking**</u>
Students will receive their UT ID and parking hangtag during new student orientation. To get a replacement parking hangtag, contact the Parking Services Office located at the UTHSC Campus Police Office at 3 North Dunlap Street, Memphis, TN 38163. The office is open from 8:00 a.m. to 11:00 a.m. and from 12:00 noon to 4:15p.m., Monday through Friday. If you have any questions or concerns about parking, please call 448-5549 or 5546 or visit the office. For more information, visit the UTHSC main website (http://www.uthsc.edu/) or the Campus Police website at http://www.uthsc.edu/campuspolice/.

Any motor vehicle parked on University property, other than in paid meter spaces, must display a valid University of Tennessee parking permit. The type of permit indicates the areas where the vehicle may be parked. Use of a motor vehicle on University of Tennessee property is a privilege, not a right, and is made available only under the policies established in the University Rules and Parking Regulations currently in effect.

<u>**UTHSC Closing for Inclement Weather**</u>
1. Only the Chancellor (or his designee) can cancel classes and close the University.
2. Faculty, staff, and students should assume the University is open, regardless of the weather.
3. If the Chancellor decides to close the University, the Dean will be notified and in turn will notify all chairs/program directors in the College.
1. The Chair will notify faculty, staff members, and students if the University is closed.
2. Call 44U-TICE (448-8323) for inclement weather updates.

XVIII. <u>DISASTER INFORMATION</u>

<u>**UTHSC Homeland Security offers the following Postings**</u>
1. Vice Chancellor of University Relations has issued a warning that all campus staff, faculty and students wear their University ID at all times while on campus.
2. UTHSC has developed a liaison with the TN State Department of Homeland Security.
3. Increased Patrols of sensitive areas.
4. The Campus Disaster Manual was reviewed and updated by key University staff.
5. Updated and ordered supplies and equipment to deal with a Campus Disaster.
   Contact Information: UTHSC Campus Police, 740 Court Avenue, Memphis, TN 38163
   (901) 448-4444

Program Handbook last updated: July 29, 2024

UTHSC DISASTER INFORMATION

If a Fire is Discovered:
1. Pull the nearest fire alarm.
2. Call 8-4444 if time permits and give Campus Police the building name and room number.
3. An officer will be dispatched to the entrance of the building to assist fire fighters in entering and provide directions.
4. Call 9-911 and give the street address, floor, and room number.

If There is No Alarm:
1. Pound on doors to notify others on your floor.
2. Shout a warning on your way out of the building.
3. Exit the building quickly by the stairs.
4. Do not take the elevators. Elevators may malfunction during a fire or an electrical current may be affected by the fire, thereby trapping occupants in the elevator.
5. Do not open a door if the doorknob or door is hot.

Evacuation is planned in advance with all personnel, and a practice evacuation is held periodically. Also, each section (floor) has an appointed safety monitor whose job it is to see that all personnel are evacuated from the section (floor) in the event of a fire alarm or other emergency. Employees and students should leave the building if instructed by a safety monitor.

Safety monitors are employees in the GEB and are thoroughly familiar with the location of all exits from their sections, as well as fire extinguisher, hoses, and fire alarm pull stations. A fire extinguisher is located in the hallway of each floor and may be used to contain minor fires.

NOTE:
1. The fire alarm system is normally tested once a month during the night.
2. The fire alarm is occasionally accidentally tripped during working hours.
3. An alarm that is turned off after a few seconds is probably the result of accidental tripping and can usually be ignored. However, if the alarm continues to sound, leave the building.

UTHSC Fire Safety and Evacuation Plan, General Education Building (GEB)
The General Education Building is located on the southeast corner of Madison and Dunlap. The address is General Education Building, 8 South Dunlap Street, Memphis, TN 38163.

Memphis/Shelby County Emergency	9-911
Campus Police Dispatcher	8-4444
University Safety office	8-5507
Information Center (GEB Lobby)	8-6960
General Education Building Manager	8-6394

First Aid Kits
First aid kits are located in the GEB in rooms B140, B238, and B317.

XIX.   EARTHQUAKE GENERAL INFORMATION

General Information
During a major earthquake, you may experience a shaking that starts out to be gentle, within a second or two grows violent, and knocks you off your feet. Alternatively, you may be jarred first by a violent jolt; a second or two later, you may feel the shaking and find it very difficult, if not impossible, to move from one room to another.

If you are inside, stay inside.
1. In classrooms or offices, move away from windows, shelves, and heavy objects and furniture that may fall. **Take cover** under a table, desk or counter.

2. If shelter is not available, move to an inside wall or corner, turn away from any windows, kneel along the wall, bend your head close to your knees, cover the sides of your head with elbows, and clasp your hands firmly behind your neck.
3. If notebooks or jackets are handy, hold these over your head for added protection from flying glass and ceiling debris.
4. In halls, stairways, or other areas where no cover is available, follow the above procedures.
5. In laboratories, all burners should be extinguished before taking cover. Stay clear of hazardous chemicals that may spill.

If you are outside, stay outside.
1. Get into an open area away from buildings, trees, walls, and power lines. Lie down or crouch low to the ground. Be alert to other dangers that may demand movement.
2. Be prepared for aftershocks. These may be as strong as the initial earthquake. If shaking begins again, be prepared to take cover in the nearest safe place.

Earthquake Evacuation
The key to developing procedures for a quick and orderly evacuation is a thorough assessment of the hazards likely to be encountered in route from the classroom and other activity rooms to safe, open areas.
1. Hallways may be cluttered with debris from ceilings, fallen light fixtures, broken glass, exposed electrical wiring, and toppled storage units after an earthquake.
2. If the lighting system fails in enclosed hallways or stairways, darkness will make it difficult to navigate safely.
3. **Do not take the elevator.** Elevators are extremely vulnerable to damage from earthquakes. Ground shaking may cause counterweights and other components to be torn from their connections, causing extensive damage to elevator cabs and operating mechanisms.

Bomb Threat
A bomb threat is defined as any situation in which someone expresses an intention to do harm with an explosive device that is designed to detonate. Example: A suspected bomb is placed in an area and the information is called into the hospital and/or school.

Response to a Bomb Threat on the UTHSC Health Science Center Campus
Upon receiving a bomb threat by telephone or some other form of communication, obtain as much information as possible that will be useful in dealing with the situation.
1. Content of call
2. Voice characteristics
3. Background noise, etc.

As soon as the call is terminated, notify the Campus Police Dispatcher (8-4444), who will take appropriate steps to handle the matter.

A swift and calm response is important, and discreet actions are essential to avoid over publicizing a bomb threat and creating unnecessary anxiety and panic. Panic will play into the hands of the caller and may also cause more damage than a blast. Even though the matter is urgent, maintaining a calm environment is essential and actions must be taken with this in mind.

XX.   STUDENT RIGHTS

Rule: 1720-3-3-.01
It shall be the responsibility of each member of The University of Tennessee Health Science Center community to become acquainted with the policies and rules governing that community. Any violation of these policies and rules will be subject to disciplinary action that shall be stated in a later section entitled "Disciplinary Regulations and Procedures."

The University of Tennessee Health Science Center as an academic institution is primarily engaged in providing learning experiences for students in a favorable setting for pursuit of a professional career in the health sciences. Through participation in curricular and extracurricular activities, the student has the opportunity to develop a foundation for intelligent and professional participation in a career and society, and toward a meaningful personal life.

To apply its responsibility successfully, the University needs the understanding, support, and assistance of each student. It is especially important that the University set forth rules and standards that assure that the affairs of UTHSC are conducted in an orderly manner, to point out the rights and responsibilities of students, and to insure the students' rights and responsibilities. Therefore, the intention of this document is to set forth those standards and policies.

Students must read and become familiar with the section of the **CenterScope** that explains student rights and responsibilities. The **CenterScope** can be accessed at http://catalog.uthsc.edu/.

XXI.   FINANCIAL ASSISTANCE AND SCHOLARSHIP OPPORTUNITIES

A limited number of scholarships are awarded by the College of Nursing. In order to be considered for any of these scholarships, students must have completed the online Free Application for Federal Student Aid (FAFSA) that can be accessed at https://www.uthsc.edu/financial-aid/. Students should complete the FAFSA prior to the last day of February for consideration for the rest of the full semester. Refer to the student online packet under the nursing website for a list of available scholarships. https://www.uthsc.edu/financial-aid/types/scholarships-and-grants.php

XXII.   STUDENT SERVICES

UT Federal Credit Union
Students are eligible to join the UT Federal Credit Union located at 910 Madison Avenue, Ste. 100, Memphis, TN 38103. There are no monthly fees as long as you are a student. The Memphis Branch phone number is 901-448-3612 or 800-264-1971.

UTHSC Library
All students must attend a library orientation session and complete the recommended online library tutorial that can be accessed at http://library.uthsc.edu

Location
877 Madison Avenue
(Lamar Alexander Building)
(901) 448-5634 or (877) 747-0004