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Introductions

Purpose of Handbook

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

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

Graduate School Introduction

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

Vision, Mission, and Values of the College of Nursing

Vision


Mission

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

Values

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

Dean
Executive Associate Dean for Academic Affairs
Associate Dean Practice & Global Affairs
Associate Dean Research & Evaluation
Assistant Dean, Finance, Administration & Operation
Assistant Dean, Undergraduate Studies
Interim Assistant Dean & Director of Graduate Studies
Chair MSN Program
Chair of DNP Program
Chair of PhD Program

Dean
Dr. Victoria Niederhauser
Executive Associate Dean for Academic Affairs
Dr. Sadie Hutson
Associate Dean Practice & Global Affairs
Dr. Nan Gaylord
Associate Dean Research & Evaluation
Dr. Tami Wyatt
Assistant Dean, Finance, Administration & Operation
Ms. Lindsay Burke-Melton
Assistant Dean, Undergraduate Studies
Dr. Shelia Swift
Interim Assistant Dean & Director of Graduate Studies
Dr. Terri Durbin
Chair MSN Program
Dr. Terri Durbin
Chair of DNP Program
Dr. Terri Durbin
Chair of PhD Program
Dr. Sandra Thomas

Graduate Studies in the College of Nursing

Dr. Sadie Hutson, Executive Associate Dean for Academic Affairs is responsible for the overall administration of academic programs. Dr. Terrica Durbin serves as Interim Assistant Dean of Graduate Programs. Dr. Terrica Durbin also serves as Chair of the DNP program and thus has operational oversight for the program. Dr. Sandra Thomas serves as Chair of the PhD program and, thus, has operational oversight for the program. Dr. Terrica Durbin serves as Chair of the MSN program and, thus, has operational oversight for the program.

Concentration Coordinators provide operational oversight for each DNP and MSN concentration in conjunction with Dr. Durbin (if DNP). Concentration Coordinators also serve on the Admissions committee and as faculty advisors to students once they are admitted. Ms. Noelle Cooper provides administrative support to the graduate nursing programs; Ms. April Gonzalez serves as the nursing graduate programs academic advisor. You can contact Ms. Cooper at ncooper@utk.edu or (865) 974-7553. You can reach Ms. Gonzalez at agonza16@utk.edu or (865) 974-2594.

Faculty who teach in the DNP and PhD programs meet regularly to discuss curricular and operational aspects of the program. They submit recommendations for curricular change to the Graduate Curriculum Committee of the college.

Administrative issues are dealt with at the appropriate level:

Dr. Durbin [tpreast@utk.edu] as Chair of the DNP program
Dr. Thomas [sthomas@utk.edu] as Chair of the PhD program
Dr. Durbin [tpreast@utk.edu] as Interim Assistant Dean of Graduate Programs
Dr. Hutson [shutson@utk.edu] Executive Associate Dean for Academic Affairs
Dr. Karen Lasater [klasater@utk.edu] as FNP Concentration Coordinator
Dr. Rob Cornette [rcornet3@utk.edu] as PNP Concentration Coordinator
Dr. Allyson Neal [aneal7@utk.edu] as PMHNP Concentration Coordinator
Dr. Pamela Hardesty [phardest@utk.edu] as NEP Concentration Coordinator
Dr. Julie Bonom [jnewton@utk.edu] as Nurse Anesthesia Concentration Coordinator

Once admitted, each student is assigned a faculty advisor (see section on advisement).
University Policy Regarding Discrimination

All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status, or any other characteristic protected by federal or state law. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

For additional information, visit the Office of Equity and Diversity website at: https://oed.utk.edu/

Diversity and Inclusion Mission of the College of Nursing

At the College of Nursing, we believe diversity and inclusion are critical to fulfill our commitment to improving the health of communities, families, and individuals. We recognize individuals have multiple identities that affect their experiences. We value the intersectionality of these identities, which may include race, ethnicity, gender identity and/or expression, age, religion, nationality, culture, perspective, ability, sexual orientation, and socioeconomic status. Including and engaging a community of students, faculty, and staff that reflects the diversity of our local, national, and global society is essential to the success of the mission of the College of Nursing.

Our commitment requires us to examine both individual and systemic factors affecting inclusion in the learning environment and broader community. As catalysts for optimizing health through nurse-led care, we cultivate and empower a diverse body of nursing leaders who have the tools needed to build a more equitable, healthier society. We seek and nurture partnerships with individuals and organizations that promote diversity and inclusion throughout the state of Tennessee, nationally, and globally.

Distance Education Programs in the College of Nursing

Distance Education (DE) programs in the College of Nursing that lead to professional licensure or that require clinical placements or clinical coursework must abide by board and state regulations in the state where the student resides and/or will be completing the clinical experiences.

Students who reside outside of Tennessee who plan to complete a clinical placement in a state other than Tennessee, will need to take additional steps to comply with the requirements of that state. Before applying to and beginning a program, you should become familiar with your state’s licensing and professional requirements and that of the state in which you plan to reside as a practitioner. You may also reach out to the College of Nursing and speak to an advisor by calling (865) 974-7606. The university cannot guarantee that its DE programs in the College of Nursing will meet all the requirements for licensure in any particular state. If the student moves from the state of Tennessee after admission to the program, continuation in the program will depend on the availability of the program within the new state where the student physically resides. It is the student’s responsibility to notify the UTK College of Nursing of a change in physical residence.

Distance Education programs at the University of Tennessee cannot currently admit students from the state of California.

You can find additional information about pre-licensure distance education requirements in individual states; visit the National Council of State Boards of Nursing (NCSBN): https://www.ncsbn.org/671.htm
The mission of the Office of the Dean of Students is to engage and support students throughout their leaning experience by providing co-curricular programs and services. The Division of Student Life (http://studentlife.utk.edu) is charged with improving student life at the University of Tennessee. Its various departments encompass many different aspects of university life but all work toward one goal - providing students with an engaging and enlightening atmosphere of living and learning. The Division is committed to an uncompromising respect for diversity, strong partnerships with University programs and support of the University's academic mission.

Student Disability Services (SDS) (http://sds.utk.edu/) assists students with documented disabilities by determining their eligibility for services and then working with students to determine reasonable accommodations and services which will, in turn, give the student equal access to the University. Services include assistance for students with visual, hearing, learning, mobility, or other impairments. CON faculty respect the determination of SDS and provides appropriate accommodations as documented by that office. CON faculty members have been flexible and innovative in supporting students to attain academic and clinical competence in the face of disabilities, while still demanding that all students meet standards of safe clinical performance.

Graduate students have access to writing support services through both the College and via access to graduate-level writing courses offered through various departments on-campus. New graduate students receive instruction on scholarly writing and plagiarism during Graduate Student Orientation and through additional faculty-led workshops offered on an annual basis. Faculty are also available to students on a one-on-one basis for writing consultation, either through a student's formal coursework or referral. Graduate-level writing courses are offered through the College of Education, Health, and Human Sciences and are available to students enrolled in the College of Nursing.

Center for Career Development (https://career.utk.edu/) provides career-related programs, resources, and services to students and alumni. It offers individuals the opportunity to explore majors and careers, plan and implement career goals, prepare for a job search, and connect with employers through the Handshake system, job fairs, and on-campus interviews. Students can schedule individual appointments to discuss assessment results, ask general questions, and obtain career related information. Career counselors provide industry-specific career advising on topics including resumes, interviewing, job search strategies, and for prospective students, graduate school admission. Students are encouraged to make appointments with the consultants for their colleges by contacting the Center for Career Development. Students can also take advantage of workshops, resume critiques, mock interviews, and classes offered by the staff and Peer Career Advisors. The Center for Career Development website also offers a comprehensive collection of resources regarding majors, careers, job search preparation, and graduate school admission.

One Stop Student Services (https://onestop.utk.edu/) streamlines the most common enrollment, registration, financial aid, and payment services at one location. One Stop provides knowledgeable, friendly, and convenient service on the ground floor of Hodges Library, as well as easy online access to help take care of business when it’s most convenient. This department gives UT students one location to access the primary services of the registrar, financial aid, and bursar offices. Our goal is to make the student experience in managing enrollment, academic records, financial aid, and making payments as smooth, efficient, and friendly as possible. One Stop services and activities include:

- Viewing and paying your bill online
- Check your account balance
- Get information on billing activity
- Deposit checks and money orders in our twenty-four hour drop box
- Enroll in a deferred payment plan
- Receive credit balance refunds
- View your academic history
• Order official transcripts and diplomas
• Get graduation and commencement information
• Verify your enrollment or degrees
• Get assistance with your class registration
• Discuss your financial aid eligibility including loans, grants and scholarships
• Check status of your financial aid awards
• Drop off your required documentation

Academic Advising

In the CON Student Services Office, the purpose of the academic advising program is to support, guide, and assist enrolled and prospective nursing students with regard to admission and progression, academic planning, career exploration, records and licensure/certification, and resource referrals within the University of Tennessee community. In the College of Nursing, the advisor is a professional staff member who is knowledgeable in admissions process and curriculum of the nursing programs, university support services and all functions of the College of Nursing Student Services Office. Our professional advisors hold advanced degrees and have extensive experience as student personnel administrators to serve the student and administrative needs of colleges and universities.

Graduate Student Advising

Our distance education students are provided with the same high-quality support as our traditional students, with services provided via alternative means for in-person appointments, including email, phone and web-based meeting systems.

All students are encouraged to consult with their advisors at any time. The student, not the advisor, bears the ultimate responsibility for educational planning, selecting courses, meeting course prerequisites, and adhering to policies and procedures.

DNP Students

Each student’s Concentration Coordinator serves as their initial point of contact for questions related to the DNP coursework. Students will also be assigned to a nursing faculty advisor whose scholarly interests align with the student’s. The concentration coordinator and the faculty advisor may or may not be the same individual.

The student should make an appointment with their faculty advisor each semester prior to registration for the next semester’s courses. Should the student wish to change faculty advisors, the student must obtain agreement from the faculty member and notify the Assistant Dean of Graduate Programs of this change. The faculty advisor will provide advisement related to professional development, academic success, research interests and activities, assist the student in selection of clinical experiences and project implementation, and evaluate the DNP Scholarly Project. The Graduate Programs Advisor is also available as a resource to students, providing advisement related to academic success, course sequencing, and support services available through the University.

Full-time vs. Part-Time Enrollment

Students who desire part-time enrollment must request a part-time academic plan from their faculty advisor. The request for part-time enrollment must be approved by the Assistant Dean for Graduate Programs, who then will direct the Graduate Programs Advisor to create a custom academic plan that meets the student’s needs. The plan will be developed in consultation with the faculty advisor. The academic plan is filed in the student’s record. Full-time students follow the academic plan in the DNP Student Handbook. Students in the Nurse Anesthesia concentration can only enroll on a full-time basis.
Financial Support for Graduate Students

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

Traineeships
Nursing graduate students are eligible to apply for federal traineeship monies, which assist with the cost of tuition and fees. This will primarily apply to students in a graduate program with a clinical focus, such as the MSN or DNP.

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

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

Scholarships
The UTK College of Nursing provides scholarships each year to selected students who apply and meet specific eligibility criteria. CON Scholarships assist students in meeting their tuition and fees.

Scholarship recipients are selected by the CON Scholarship Committee, which thoroughly evaluates each student based on academic performance, extracurricular involvement, and personal essays. The application and additional information can be found on the CON website at: https://nursing.utk.edu/students/scholarships-awards/

Loans
Due to the current nursing shortage, there are special loan programs available for nurses pursuing graduate education; i.e., the federal Nursing Faculty Loan Program (NFLP) and the state TSAC program. It is the responsibility of the student to seek out these opportunities. Nursing graduate students may also be eligible for subsidized or unsubsidized educational loans. Students may also pursue personal loans.

Employment
Many graduate students work at outside employment while pursuing graduate studies. Some employers do offer tuition assistance.

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

Academic Common Market
An agreement among Southern states for sharing graduate programs allows legal residents of some states to enroll in certain programs at UT Knoxville on an in-state tuition basis. Additional information may be obtained from the Admissions Specialist in the Office of Graduate Admissions and Records (865) 974-3251.

Payment of Tuition and Fees
Tuition statements are delivered electronically via the student’s MyUTK account. Students receive an email at their University of Tennessee email address indicating their statement is available for viewing. Failure to view a
statement does not relieve the student of their obligation to meet the published due date.

Tuition statements reflect the charges and credits applied to the account as of the date the statement was created (refer to the date on the statement). Since statements are created on a particular date, the balance printed on the statement may be different from the student’s current balance. Registration changes, payments, and other charges/credits can all affect the current balance. To view the most current student account information, log-in to your MyUTK account at https://myutk.utk.edu

If you wish to grant access to an authorized user to make a payment on a student account, students can add Authorized Users via their MyUTK account.

If you have questions, please contact the OneStop at 865-974-1111 or via email at onestop@utk.edu
Throughout your program, there will be important information that we need to communicate to you. If your contact information (name, address, phone number) changes, please submit these changes through the MyUTK student information system. You can review and update your current contact details at any time via MyUTK. You are responsible for keeping your contact information up-to-date. If you miss communications due to outdated contact information, you are still held responsible for the information and any associated deadlines. **It is an expectation that all university emails be checked and answered within 48 hours Monday-Friday.**

**Email Communications**

Please note that all communication sent via email will be sent to your UT email address. We strongly recommend that you utilize your UT email address for all school-related issues. If you email an instructor/staff member from a non-UT email account, please be aware that email filters may prevent its delivery.

**Program Canvas Sites**

Each program (DNP, PhD, MSN and Graduate Certificate) has a Canvas site. Students will find important program announcements and information, the Student handbook, College of Nursing and program specific forms, links to other on campus websites, and announcements about College of Nursing events posted there. Students should review this site regularly, at least biweekly, to be certain that important information is not missed.

All College of Nursing and program specific forms may be found on the respective program Canvas sites.

**Course Registration**

1. Deadlines for registration for each academic semester are published by the Office of the University Registrar on their website at [https://registrar.utk.edu/calendar/academic-calendars/](https://registrar.utk.edu/calendar/academic-calendars/).

2. Please register by logging onto MyUTK, [https://myutk.utk.edu](https://myutk.utk.edu) using your NetID and password. Assistance with MyUTK and registration can be found online at [https://registrar.utk.edu/banner-and-myutk-information-for-students/](https://registrar.utk.edu/banner-and-myutk-information-for-students/) or by calling the OneStop at 865-974-1111. It is the students’ responsibility to register for the correct courses and course sections.

3. When registering for a course, all prerequisites and co-requisites must be met (see course descriptions in the Graduate Catalog for prerequisites and co-requisites). If co-requisites to a course are dropped, the course requiring the co-requisites must also be dropped. Students who encounter a registration error message should contact the Graduate Programs Advisor for assistance.

4. Students must follow the appropriate program of study in this handbook and register for classes accordingly. Students must register for the courses designated for each semester as indicated on their program of study, as courses may not be offered in other semesters. Any deviations from the published program of study may result in a delay in student’s graduation date. Any changes to the student’s program of study must be approved by both the graduate programs advisor and faculty advisor. Changes will be updated and saved to the student’s academic file.

5. **Change from Full-Time or Part-Time Study:** The student must submit a request Petition for Change from Full-Time to Part-Time Form, and it must be approved.

6. **Request for More Than Maximum Semester Hours:** Registration for more than 15 credit hours during any semester, or for more than 12 credit hours in the summer semester, is not permissible without prior approval. The academic advisor may request registration of up to 18 credit hours during a semester if the student has achieved a cumulative grade point average of 3.60 or better in at least 9 credit hours of graduate work with no outstanding incompletes. The Graduate Course Overload form can be found on
7. **Independent Study**: Courses taken by Independent Study (N593) must be approved by the student’s advisor, student, and the faculty member teaching the course. A copy of the completed form is put in the student’s file by the supervising faculty member.

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**Registration for N502, Use of Facilities**

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

**Computer Recommendations for College of Nursing Students**

We recommend all students have a dedicated personal computer for coursework. All computers must have Internet connection capabilities and all students must have access to reliable Internet connections. Students should also have a built-in or external camera, microphone, and speakers for Zoom-enabled course meetings. Students should also have the ability to scan to a PDF. Students should install Microsoft Office for course assignments; – a free download for UT students from [https://oit.utk.edu/hardware-software/Pages/Student-Advantage.aspx](https://oit.utk.edu/hardware-software/Pages/Student-Advantage.aspx).

These recommendations are intended to help you select a computer that will be compatible with current and near-future software used for coursework at the College of Nursing.

**Hardware:**

- Processor: CPU equivalent to Intel i3, 2 GHz or faster
- RAM: 4 GB (8 GB or more preferred)
- Hard Drive Size: 128 GB or more
- USB port or adapter for USB access
- IEEE 801.11ac (preferred) or IEEE 801.11n wireless network card
- Webcam and microphone

**Operating System:**

- Windows 10 – not Windows 10 S or RT (+)
- MacOS Versions 10.13 thru 10.15 (High Sierra, Mojave and Catalina)

**Network (off-campus):**

- 10 Mbps down, 5 Mbps up

You should have the ability to connect wirelessly to the UT network and have Administrator level privileges on your computer.

Please note: Chromebooks and devices running mobile operating systems (tablets* – including iPad and iPad Pro, smartphones and some laptops) are not suitable as primary computers for College of Nursing coursework and exams and do NOT meet these recommendations.

+ Examsoft/Examplify will not run on computers with Windows 7 and 8 after August 26, 2019.
*Microsoft Surface Pros with an external keyboard and the same or better hardware specifications listed above DO meet these recommendations.

To find your PC’s basic specs, right-click This PC and then click Properties. From there you can view your System information.

To find your Mac’s basic specs, click the Apple icon in the top left corner of your screen. From the drop-down menu, click About This Mac to open the System Information window.

If you have questions as to whether your current laptop computer meets these specifications and you are unable to find them using the instructions above, please contact OIT at 865-974-9900 for assistance in finding your computer’s specifications.

### Time Limit for Degree Completion

**DNP Students**
All requirements must be completed within **eight (8)** years from the time of a student’s first enrollment in a doctoral degree program.

**PhD Students**
Comprehensive examinations must be taken within **five (5)** years, and all requirements must be completed within **eight (8)** years, from the time of a student’s first enrollment in a doctoral degree program.

**MSN Students**
Candidates have **six (6)** calendar years to complete the degree starting at the beginning of the semester of the first course counted toward the degree. Courses toward the master’s degree must be taken within **six (6)** calendar years prior to graduation.

**Certificate Students**
All clinical certificate requirements must be completed within **two (2)** years from the time of a student’s first enrollment in a certificate program.

Additional information regarding the time limits for degree completion can be found at: [https://tiny.utk.edu/grad-catalog](https://tiny.utk.edu/grad-catalog)

### Graduate School Deadlines and Policies

Students have the responsibility of meeting the Graduate School deadlines associated with graduation. Information regarding Graduate School deadlines can be found on the Graduate School Graduation Deadlines page: [http://tiny.utk.edu/grad-deadlines](http://tiny.utk.edu/grad-deadlines)

### Residence Requirements

Doctoral programs at the University of Tennessee require intensive study over consecutive semesters, including summers. Doctoral students may satisfy the residence requirement in either of two ways:

- Enroll in 2 consecutive semesters of 9+ credit hours
- Enroll in 3 consecutive semesters of 6+ credit hours

For the doctoral degree, a minimum of two consecutive semesters of residence is required, except in programs where alternative or additional residence requirements have been approved. In these cases, the details can be found in the program description.
A statement as to how and during what period of time the residence requirement has been met will be presented with the Application for Admission to Candidacy along with signatures of approval from the major professor and the department head/program director.

**Graduation Application**

Students must observe the deadlines published by the Graduate School at [http://tiny.utk.edu/grad-deadlines](http://tiny.utk.edu/grad-deadlines) for filing the Graduation Application, which is accessed through MyUTK under student records and apply to Graduate. The Application Deadline for Graduation is no later than the last day of classes of the semester prior to the semester the student intends to graduate. If the application deadline is not met, the student's graduation may be postponed. If the application is not filed the student will not graduate. **Students are responsible for meeting all College and University deadlines for graduation.**

For students that do not graduate as anticipated, the graduation application is cancelled. Students must contact their graduation specialist ([gradspec@utk.edu](mailto:gradspec@utk.edu)) in the Graduate School to request an update of their Graduation Application to the next anticipated semester of graduation. The Graduate School will update the Graduation Application for up to one year with no additional fee. If graduation is more than one year beyond the original anticipated date of graduation, students must pay the non-refundable graduation fee which is charged to the student account on MyUTK. Additional information about the steps to apply for graduation can be found at [https://tiny.utk.edu/grad-catalog](https://tiny.utk.edu/grad-catalog) under Academic Policies and Requirements for Graduate Students.

**Graduation Fee**

Students pay a graduation fee the term in which they graduate. Once paid, the graduation fee is waived for up to one-year from the original application should the student fail to meet requirements and must graduate in a subsequent semester. Contact your graduation specialist ([gradspec@utk.edu](mailto:gradspec@utk.edu)) for assistance.

**Academic Attire**

Academic attire is required for the University of Tennessee Commencement and Hooding ceremonies. Academic attire is ordered through the VolShop at the Student Union ([https://utvolshop.com](https://utvolshop.com)). If you have any questions, please contact the Graduate Counter at the VolShop at the Student Union (865-974-3459). Students are encouraged to order their academic regalia in advance to ensure that delivery of such items is well before the date of the Graduate School Hooding Ceremony, and/or the CON Commencement Ceremony.

**College of Nursing Commencement and Graduate School Hooding**

Each Spring, the College of Nursing holds a Commencement Ceremony and Reception. All College of Nursing graduates are invited to participate. Information about the College of Nursing Commencement Ceremony and Reception can be found at [https://nursing.utk.edu/students/commencement/](https://nursing.utk.edu/students/commencement/)

The University holds Graduate Hooding and Commencement Ceremonies for Fall and Spring semesters. College of Nursing students are encouraged to attend. Information about the University-wide Hooding Ceremonies can be found at [https://gradschool.utk.edu/graduation/graduate-hooding-ceremony/](https://gradschool.utk.edu/graduation/graduate-hooding-ceremony/)

Participation in the Graduate Hooding Ceremony and your name printed in the program does not constitute awarding of the degree. Diplomas are mailed to the address selected on the Online Graduation Application submitted via MYUTK. Questions about the diploma should be sent to the University Registrar.
Leave of Absence (LOA) and Reinstatement Following a LOA

If extenuating circumstances arise that make it necessary for students to interrupt their studies temporarily, a Request for a Leave of Absence (LOA) for a maximum of 2 years may be granted by the Graduate School upon approval by the student's home department or program. All Graduate Student Leave of Absence Requests are reviewed and granted on a case by case basis. A Leave of Absence (LOA) will not be granted with the sole reason of financial hardship.

Additional information regarding the LOA policy is available in the graduate catalog: https://tiny.utk.edu/grad-school
Students who reside outside the state of Tennessee who are enrolled in an on-line nursing program should contact the appropriate board of nursing in the state of residency to confirm whether the course or program meets requirements for online degree programs prior to beginning a course of study. If the student moves from the state of Tennessee after admission to the program, continuation in the program will depend on the availability of the program within the new state where the student is physically present. It is the student’s responsibility to notify the UTK College of Nursing of a change in physical residence within 30 days of the change.

In order to protect the public, drug screening and criminal background checks are required for all students admitted to degree or certificate programs within the College of Nursing.

MSN, DNP, and Graduate Certificate students enrolled in clinical concentrations (Family Nurse Practitioner, Nurse Anesthesia, Nurse Executive Practice, Pediatric Nurse Practitioner (Primary Care, Acute and Dual), and Psychiatric Mental Health Nurse Practitioner) must complete an annual background check and drug screen in addition to ensuring that their immunization/compliance tracker contents remain current.

PhD students must complete a one-time background check and drug screen; they do not maintain an immunization/compliance tracker.

Note that the College of Nursing reserves the right to rescind offers of admission based on the results of criminal background checks and drug screenings.

The College of Nursing has identified specific health care requirements for all students enrolled within the College of Nursing. Current CDC recommendations, hospital/clinical partners, clinic policies, and college directives are the basis for these requirements.

For more information about student responsibility for maintaining and updating health records, please refer to the student program handbooks found on the CON website https://nursing.utk.edu/ or on your program Canvas site.

To protect the public and health care professionals, Knoxville area health care facilities require annual background checks and drug screening of all new employees and student health professionals who use their facilities. The College of Nursing uses an outside vendor, American DataBank, and their web-based compliance software Complio, to conduct student background checks and to compile results of other requirements such as drug testing, CPR, personal health insurance, and immunization records.

Keep in mind it is the responsibility of each student to ensure all information (immunizations, licensure, documents, etc.) is current and remains current for the duration of their program. During summer and throughout the year, the college will initiate a random audit of student records for compliance. Failure to pass this audit may result in dismissal from all nursing courses, as well as prohibit registration for future semesters. Please ensure your documentation remains current. Specific directions for how to obtain and submit the required documentation are located on the American DataBank website.

All requirements are program specific; therefore, it is the responsibility of the student to understand the requirements of their program as detailed in their American DataBank (Complio) account.

The cost of personal health insurance is the responsibility of the student. The cost of the background check, drug screen, and medical document manager are covered by the College from the student fees.

**ALL SUBMITTED DOCUMENTATION MUST BE COMPLETE BY THE ESTABLISHED DEADLINE.**

**Criminal Background Checks**

To enhance patient safety and public protection, all nursing students must undergo a criminal background check.
Drug Testing

To enhance patient safety and public protection, all nursing students must undergo drug testing. Students will be required to register with American DataBank (Complio). The agency will provide specific instructions about completing the drug testing process including approved locations and drug test forms. The College of Nursing administration reserves the right to request a random drug screen at any time. Please refer to the Substance Abuse/Drug and Alcohol Testing Policy in the Graduate Programs Handbook.

Physical Examination

The College of Nursing provides a Health Clearance Form and a Technical Standards Form. A health care provider must sign and complete this form with necessary documentation. A student must be in good physical and mental health. Based on the University of Tennessee College of Nursing Technical Standards for Nursing Students, a student must be free from any health impairment that might interfere with their performance or which is a potential risk to patients, personnel, students, self, or faculty (with or without a reasonable accommodation). The Health Clearance form is also required before the student can return to a clinical site after an illness, injury or surgery (see attached documents.) Please note, both forms in their entirety (not just the signatures page), must be submitted by the student to their American DataBank (Complio) account.

CPR Requirements

Students will submit a copy of their American Heart Association Health Care Provider (BLS) CPR card to their American DataBank (Complio) account. The College of Nursing requires all CPR training be conducted through the American Heart Association; please note that students must complete the American Heart Association Health Care Provider (BLS) course including CPR/AED. The course must involve a hands-on simulation check-off. This requirement is not negotiable. Expiration date and instructor name or signature must be visible on the BLS card when scanned into American DataBank (Complio). The American Heart Association Health Care Provider (BLS) certification must remain current until graduation from the College of Nursing.

Immunization Records

In keeping with the policy of the College of Nursing, students must submit documented immunization records. Students in the College are required to give official medical records (e.g. State Health Department record) as proof of immunizations. Official medical records must include an official office stamp, office letter head, or healthcare provider signature. These immunizations are separate from the records required for admission to the University of Tennessee, Student Health Department. Students are required to give proof they have had the following:

1. **Two MMR vaccines**: Documentation of two MMR vaccines given after 12 months of age or positive antibody titers for measles, mumps, and rubella showing immunity. Please note in order to document immunity to rubella “Red measles”, students will provide evidence of dates of childhood immunization. Students who tests non-immune must attach evidence of a recent rubella (or MMR) immunization. Precautions for rubella immunization: pregnancy; history of anaphylactic reaction following receipt of neomycin; immunosuppression.

2. **Hepatitis B series**: Documentation of one of the following is required: three Hepatitis B vaccinations or two HEPLISAV-B vaccinations. The College of Nursing will not accept titers in place of documentation of completion of the series of Hepatitis B injections. Students should upload documentation at the beginning of the series after each injection, specifically listing the date for the next dose.

3. **Varicella titer**: Documentation of two Varicella vaccinations or positive antibody titer (lab report required). Varicella immunization is required for any student who tests non-immune. Providing date of childhood disease is not sufficient; childhood disease dates are not accepted. Declination of vaccination requires submission of titer. If student has a negative antibody titer, they may request a declination.
4. **Tdap (tetanus, diphtheria, and a cellular pertussis):** There must be documentation of a single dose of Tdap in adulthood.

5. **Annual TB skin test:** Students are required to submit a documented negative TB skin test or IGRA Assays (Quantiferon Gold or T-Spot blood test) upon admission to the College of Nursing. Each subsequent year every student is required to submit an annual negative TB skin test. If the results are positive, students must submit a documented cleared Chest X-Ray. Students documenting a cleared chest x-ray will be required to answer pre-determined TB screening questions annually which are available in American DataBank (Complio) or from the Compliance Officer. The multi-puncture skin test for tuberculosis is not acceptable.

6. **Annual Flu vaccine:** All students will provide yearly documentation of Flu (Influenza) vaccine. This documentation is a fall term requirement submitted to American DataBank (Complio). A healthcare facility may also request this documentation; please retain and add it to your personal health records/documentation.

**RN and APRN Licensure**

All MSN, DNP, and Graduate (Clinical Concentration) Certificate students must hold a valid Registered Nurse license, a which must be submitted to their American DataBank (Complio) account. Students who hold Advanced Practice Nursing licensure should also submit a copy of their APRN license. All Nurse Anesthesia students are required to have an unencumbered RN compact license from the Tennessee Board of Nursing. The compact license will be required in order to participate in out-of-state clinical sites. A copy of a student’s current license with the expiration is required.

**Program Requirements**

Students will receive Health and Welfare Directives and information detailing requirements for their specific program.

**Declination Information**

Students who cannot receive or refuse to obtain vaccinations can request a declination/exemption through the Health and Welfare Committee. The committee must review and approve all declinations/exemptions before issued. A Health and Welfare representative must sign an approved Declination Form before a student can upload it to their American DataBank (Complio) account. Students requesting a valid declination/exemption should do so through their American DataBank (Complio) account with supporting documentation from their healthcare provider uploaded for health and welfare committee review.

**Declinations**

Medical/religious consideration for declinations are case-by-case necessity; students will be required to obtain a signed letter from their physician documenting the medical necessity.

**NOTE:** Students will not be granted a declination based on cost or financial consideration. Personal views of vaccinations by students or healthcare providers are not basis for approving a declination. Keep in mind the health status requirements listed above reflect the College of Nursing’s student standards; our clinical academic requirements are strictly enforced.

**Declination Procedure**

**Declination Request**

Students may submit a request and a copy of a titer (for Varicella Waiver only) to the College of Nursing, Health
and Welfare Committee by requesting an exemption through their American DataBank (Complio) account. Members of the Health and Welfare committee will review the declination request and supporting documentation. Supporting Documentation includes, but is not limited to copy of original titer; signed letter from healthcare provider documenting legitimate medical reason. A Health and Welfare representative will contact the requesting student to inform them of the committee's decision within 2 weeks.

**Declination Submission**
Health and Welfare Committee will document approved declination forms. Students who receive reviewed, approved, and signed declination forms must submit to their American DataBank (Complio) account. It is the responsibility of the student to sign the approved declination form and upload it to their American DataBank (Complio) account. It is the student’s responsibility to return the signed declination and supporting documentation to the Health and Welfare Committee representative.

**Hepatitis B Vaccination**
It is understood by refusing the vaccine there is a continued risk of acquiring Hepatitis B, a serious liver disease, which can lead can lead to cirrhosis, cancer of the liver, or death.

**Influenza ‘Flu’ Vaccination**
It is understood by refusing to take the influenza/flu vaccine; I am at risk of contracting this disease and spreading the virus to my patients. By refusing this vaccination, I acknowledge I will be held accountable to the rules and regulations of the healthcare facility to which I will be assigned.

**Tdap Vaccination**
It is understood by refusing to take the Tetanus Diphtheria-Pertussis/Tdap vaccine, I am at risk of contracting these diseases and spreading it to my patients and family. By refusing this vaccination, I acknowledge I will be held accountable to the rules and regulations of the healthcare facility to which I will be assigned.

**Varicella Vaccination**
It is understood by refusing to take the Varicella vaccine, I am at risk of contracting these diseases and spreading it to my patients and family. By refusing this vaccination, I acknowledge I will be held accountable to the rules and regulations of the healthcare facility to which I will be assigned.

**Health Insurance**
The College of Nursing requires all students to carry personal health insurance. Students must either present evidence of current coverage or enroll in a health insurance program. Students must maintain and show evidence of current coverage on their American DataBank (Complio) account.

Graduate Clinical Coordinator: Molly Minninger (865) 974-6590, mminning@utk.edu
The College of Nursing Health and Welfare Committee: Erin Morgan, DNP, FNP-BC, emorgan6@utk.edu

UT College of Nursing, Graduate Programs
1200 Volunteer Boulevard, Knoxville, TN 37996
(865) 974-7606 (phone) / (865) 974-3569 (fax)
Clinical Course Fees

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

Clinical Preceptors

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

Clinical Site Visits

Faculty clinical site visits will be at least once a semester in an online/zoom format. Additional virtual visits/contacts may be initiated by clinical preceptors, faculty, or students as needed. Faculty may also initiate an in-person site visit on an as needed basis.

If a student has been found to have unsafe or deficient clinical skills, that student will be required to come to campus for evaluation and/or practice time in simulations/lab. They may also be required to complete additional clinical time in the East TN area with faculty assigned clinical site/preceptors.

Student Professional Liability Insurance

All nursing students (full time, part time, clinical and non-clinical) must have student professional liability insurance to participate in clinical placements and any nursing courses. Student Professional Liability Insurance coverage is limited to clinical laboratory experiences (all locations on and off campus) that are a component of nursing courses planned and supervised by faculty and does not cover student employment in clinical facilities. (RNs with RN Professional Liability Insurance must still purchase student liability insurance.) The University, under its Liability Insurance Program, will provide the necessary coverage at the lowest possible cost. The cost of student professional liability insurance is automatically charged to students’ accounts once a year. For the 2020-2021 academic year, student professional liability insurance is $20.

Description of Coverage

1. Covers liability of students and/or faculty members for the actions of the students while they are engaged in a University of Tennessee directed educational activity relating to their professional field.
2. Covers all locations on and off campus.
3. Limits of Liability: $1,000,000 per occurrence and $6,000,000 per annual aggregate per student.
4. Insurance Company: TDC Specialty Insurance Company
5. Dates: June 1, 2020 to May 31, 2021
6. No individual policies will be issued. This office, upon request by the host location (practice site), will provide Certificates of Insurance evidencing the existing insurance. Email requests, including any attachments, to the Office of Risk Management, at riskmanagement@tennessee.edu.
7. Very Important: In the event you are contacted by a law firm representing a patient/client/facility, please notify the Office of Risk Management immediately.

Students must have liability insurance to participate in clinical placements and any nursing courses. The cost of student professional liability insurance is automatically charged to students’ accounts.

Clinical Experiences Acknowledgement of Risk

Clinical experiences (practicum, clinical rotations, supervised practice, internships, or observations) are a required component of academic programs at The University of Tennessee. These experiences allow students to practice skills and techniques learned in didactic and lab courses as well as develop critical thinking skills that are important for healthcare providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students can interact with patients and clients.

Sites selected for students’ clinical experiences are required to take reasonable and appropriate measures to protect students’ health and safety in the clinical setting. Faculty will develop appropriate policies and procedures relating to student safety and prevention of exposure to disease. Students will have access to appropriate PPE during their clinical experiences. Students will receive training related to potential hazards and prevention techniques. Students have the responsibility to report any potential exposures to the supervisor at their site as well as their UT faculty member.

However, even with such measures, there are risks inherent to clinical experiences. Potential risks of completing clinical experiences include, but are not limited to:

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

These risks can lead to serious complications, trauma, bodily injury or death.

Special Notice Regarding COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19. There is currently no vaccine to prevent COVID-19.

Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions include: chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease.

COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may also spread by touching a surface or object that has the virus on it, and then touching one’s mouth, nose or eyes.

Much remains unknown about COVID-19. Further research may reveal additional information regarding the
disease, including how it spreads and what health complications, including long-term complications, can result from contracting it.

Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19, and these risks cannot be eliminated.

Students must accept responsibility to follow all faculty and clinical preceptor instructions and take all available precautions so that the risk of exposure is minimized.

**Incident Report and Medication Error Report**

Students build knowledge and skill in the practice of nursing in clinical practice settings under the instruction and guidance of nursing faculty. Clinical experiences include participation in the nursing care of patients/clients being served by healthcare agencies. As in all learning situations, occasional errors occur. To protect the legal/ethical rights or patients/clients and to facilitate learning, documentation of the conditions under which errors occur is required. To ensure proper documentation the student and faculty work together in the following procedure.

Upon recognition of a clinical error, the student, under supervision of the instructor and preceptor, must complete an incident report as required by the agency using the agency’s incident report form. This report is signed by the student and faculty member. For medication errors, a college of nursing medication error report is completed by the student and signed by both the student and faculty member.

The faculty member will make copies of the incident report and/or medication error report, immediately submit a copy to the coordinator of the course, and provide the student with a copy to retain for their own records. The student must contact the course coordinator within twenty-four (24) hours of the incident to make an appointment to discuss the error and its implications.

Following the student’s appointment, the course coordinator submits the completed medicine error report to the Assistant Dean of Graduate Programs. After discussion of the incident, disciplinary action, if appropriate, will be taken at the discretion of the Assistant Dean of Graduate Programs in collaboration with faculty involved and will be communicated to the student, faculty member, course coordinator, and the Dean.

**Unsafe Clinical Performance**

A primary responsibility of faculty is to ensure the physical and emotional safety of clients under the care of nursing students. If a student’s behavior is assessed to be unsafe, potentially or actually jeopardizing a client’s welfare, the student may be dismissed from the clinical area immediately. This behavior may be related to factors such as physical or mental health problems, use of chemicals, knowledge deficits, problem solving skill deficits, or anxiety.

The faculty will advise the student about the unsafe clinical performance, document the behavior using the Unsafe Clinical Performance form, notify the course coordinator of the situation, and refer the student to appropriate resources for evaluation and/or assistance if needed. The student will meet the course coordinator regarding the unsafe performance. All faculty documentation and any written reports from the referral resources will be submitted to the Dean (or designee) of the College of Nursing.

The Dean (or designee) of the College of Nursing will make the final decision regarding the student’s continuation in the clinical rotation. The decision, including any conditions regarding return to the clinical area, must be made and communicated to the student within two weeks. As noted in the university undergraduate and graduate catalogs, a student may receive an unsatisfactory grade in clinical due to unsafe clinical performance. Decisions regarding dismissal or suspension from the clinical area which result in a course failure can be appealed by the student. This appeal procedure is delineated in The University of Tennessee Hilltopics.

The College of Nursing reserves the right to allow re-admittance to the clinical area only if the recommended remedial actions have been accomplished by the student.
Clinical Absence and Tardiness

Attendance at all scheduled clinical laboratory experiences is mandatory. Consequences for a missed clinical experience will be determined by the faculty. Each case is evaluated on an individual basis considering such factors as: previous patterns of reliability and responsibility demonstrated by the student, availability of faculty, and reason for absence.

Punctuality is expected. When a student is tardy for any scheduled clinical experience, appropriate action will be determined by the faculty and might consist of dismissal from the clinical site for that day and/or an additional assignment to insure opportunity to meet clinical objectives.

Repeated unexcused tardiness and/or absence from scheduled clinical laboratory experiences will result in a clinical failure and possible dismissal from the College of Nursing.

If illness or other condition occurs and prevents participation in a scheduled clinical laboratory, it is the student’s responsibility to follow course guidelines for notifying the faculty and the agency.

Consequences for a missed clinical lab will be determined by the faculty who will evaluate each case on an individual basis. Faculty will make the final determination for when a student is ready to re-enter clinical.

Student Uniforms in Clinical Courses

Professional attire is expected; and a lab coat is to be worn. Lab coats should be knee-length, white, and of good quality. Lab coats may be purchased at the University Center Book and Supply Store, or at a local uniform store. (*Nurse Anesthesia students need to refer to the Anesthesia handbook).

A UT nursing photo ID badge must be on the lab coat whenever the student is in any clinical setting. This is not the same thing as the UT VolCard, which all UT students are required to have. (The VolCard is the student picture ID card received prior to the beginning of first semester; the VolCard lists campus ID number and is for the use of various University facilities and programs on campus). During clinical learning, the College of Nursing will issue a Nursing Student Badge, using the same VolCard photo. The Nursing Badge will have the following information: photo, first name, last name, nursing student. Initial issuing of Nursing Student Badge is free of charge to students. However, if the badge is lost, the replacement cost is charged to the student ($30). If the badge is damaged (e.g. sun damage), replacement cost is free.

Student Health Policies

Students must be physically, emotionally, and cognitively able to meet the requirements of clinical practice without threat to themselves or others. Students with disabilities are encouraged to contact Student Disability Services (SDS) at 100 Dunford Hall or call 865-974-6087. Student Disability Services seeks to eliminate the barriers that students with disabilities encounter and to work with them to achieve and maintain autonomy. Recent documentation of a disability from an attending physician or psychologist is required. Faculty of the CON will work in concert with SDS and students with documented disabilities to provide reasonable accommodations to facilitate success.

Students with Communicable Conditions

A student with a communicable condition should not participate in a scheduled clinical laboratory where risk of exposing others exists. Follow course guidelines for notifying the faculty and the agency. If treatment is
indicated, the student should follow up with recommendations from a health care provider. Consequences for a missed clinical lab will be determined by the faculty who will evaluate each case on an individual basis. Faculty will make the final determination for when a student is ready to re-enter clinical. (See policy re: Clinical Absence & Tardiness).

**Latex Allergy**

The incidence of latex allergy among healthcare workers is approximately 10% and may be rising. Any student who has or who develops a latex allergy while enrolled in the College of Nursing should notify the course faculty who may have that student in a clinical/lab situation where latex exposure may occur. It is the student’s responsibility to obtain a personal supply of latex-free gloves to have with them in clinical/lab experiences. The College of Nursing will stock a limited supply of latex-free gloves for student use.

**Exposure to Communicable Disease During Student Clinical Placement**

Students injured or exposed to certain communicable diseases during clinical practice should follow appropriate College of Nursing protocols and file appropriate forms.

These exposure protocols are as described next in this handbook.
Exposure/Occurrence Protocols

Post Exposure to Blood Borne Communicable Disease Protocol

This protocol is specific to UT, College of Nursing, and is consistent with the following directives:


2. Campus Blood borne Pathogen Control Plan, revised June 12, 2012. Faculty and students must report contact with potentially infectious material by:
   a. Breakage of intact skin (puncture or cut)
   b. Splash into eyes or mouth, or
   c. Exposure of non-intact skin

Potentially infectious materials include: blood and blood products, semen, vaginal secretions, other body fluids containing visible blood, other normally sterile body fluids (cerebrospinal, synovial, peritoneal, pericardial, amniotic), tissues and organs other than skin.

The following are not considered infectious for blood borne pathogens, but may contain other infectious agents: feces, nasal secretions, sputum, sweat, tears, urine, vomitus, and saliva. Any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids should be considered infectious.

The reporting process must be adhered to regardless of age of patient or known HIV or hepatitis B status of patient, student, or faculty involved in the exposure.

Student Responsibilities

The student must notify the supervising faculty member promptly.

The student must make an immediate report of the incident to the appropriate individuals within the agency in which the accident occurred and complete any records required by agency policy.

Immediate reporting will allow initiation of the process of appropriate follow-up or possible exposure to blood borne pathogens, as well as provide for timely administration of appropriate therapy in the event of known HIV/Hepatitis B or other infectious exposure.

The student and faculty together must within 72 hours of the incident complete the College of Nursing Post Exposure Incident Form for Blood Borne Communicable Diseases. This form contains a refusal for follow-up waiver on the back. The form is available on the DNP, PhD, Graduate Certificate and MSN Canvas sites under the “Program Forms” page.

The student will have financial responsibility for testing and any ensuing treatment.

Faculty Responsibilities

The supervising faculty member will assist the student in the above reports and clarify the student’s understanding of the recommendations of the agency’s treating personnel, the University’s Student Health Services, or the UTMC ER physician.

The supervising faculty member will make the course coordinator aware of the incident and will file the CON Post Exposure Incident Form for Blood Borne Communicable Diseases with the CON Health/Safety Policy Officer. The Health/Safety Policy Officer will provide the student with a copy of the completed form and will file the report for OSHA and campus compliance.
Post Exposure to Tuberculosis Protocol

Student Responsibilities

The student must notify the supervising faculty member of a confirmed exposure to tuberculosis. The student must report the exposure incident to the appropriate individuals within the agency.

A PPD skin test should be obtained for baseline data (provided the student had a previous negative skin test). If the agency does not provide this service for the student, the student may go to the University Student Health Service where the testing is available free of charge. PPD testing is also done at the local health department, but there is a $5 testing fee for those over the age of 21 years. If PPD testing is done at the health department, the reading must also be done there. They will not accept a reading report from anyone else.

A repeat PPD should be done three (3) months later. If the PPD is positive, a chest x-ray should be taken. At this time a decision will be made regarding prophylactic medication and appropriate medical follow-up. The health department provides x-rays free of charge.

If the student has a current positive PPD, the student should not have a PPD done, but wait 3 months and have a chest x-ray. The student will complete a College of Nursing Post Exposure to Tuberculosis form at the time of exposure. The form is available on the DNP, PhD, Graduate Certificate and MSN Canvas sites under the “Program Forms” page. The student assumes financial responsibility for testing and any ensuing treatment.

Faculty Responsibilities

The supervising faculty member will assist the student in obtaining the necessary testing and clarify the student's understanding of the recommendations for follow-up.

The supervising faculty member will inform the course coordinator of the incident and file the completed Post Exposure to Tuberculosis Form (available on the DNP, PhD, Graduate Certificate and MSN Canvas sites under the “Program Forms” page) with the Health/Safety Policy Officer. The student is to receive a copy of the form for reference in obtaining 3-month follow-up care.

The chair of the Health/Safety Policy Officer will keep a record of all such exposures.

Post Occurrence Protocol for an Incident Other than a Blood Borne Communicable Disease or Tuberculosis

Student Responsibilities

The student must notify the supervising faculty member promptly.

The student must make an immediate report of the incident to the appropriate individuals within the agency and complete any records required by agency policy.

The student may receive immediate treatment at the agency if offered OR report immediately by phone to the physician staff of student Health Services (or UTMCEER if after 4:30 p.m.).

The student and faculty together must complete the College of Nursing Post Occurrence Form within 72 hours of the incident. The form is available on the DNP, PhD, Graduate Certificate and MSN Canvas sites under the “Program Forms” page.

The student will have financial responsibility for any ensuing treatment.

Faculty Responsibilities

The supervising faculty member will assist the student in the above reports and clarify the student’s understanding of the recommendations of the agency’s treating personnel, the university Student Health Services or the UTMCEER physician.
The supervising faculty member will report the incident to the course coordinator and will file the CON Post Occurrence Form (available on the DNP, PhD, Graduate Certificate and MSN Canvas sites under the “Program Forms” button) with the College’s Health/Safety Policy Officer. The Health/Safety Policy Officer will provide the student with a copy of the completed form and will file the report for OSHA and campus compliance.
Required GPA

DNP
A minimum grade of B in all nursing DNP courses is required; however, the College of Nursing will allow one grade of C in any nursing DNP core course (N604, N612, N613, N620, N622, N623, N624, N626, N628, N638, N673). A second grade of C or below will result in dismissal from the program. A minimum grade of B is required in NURS 630 (DNP Scholarly Project Proposal) and all concentration-specific coursework (Family Nurse Practitioner Concentration, Nurse Anesthesia Concentration, Nurse Executive Practice Concentration, Pediatric Primary Care Nurse Practitioner Concentration, Pediatric Primary/Acute Care Dual Nurse Practitioner Concentration, Psychiatric Mental Health Concentration). A 3.00 cumulative GPA is required for continuation in the program.

PhD
A minimum grade of B in all nursing PhD courses is required; however, the College of Nursing will allow one grade of C in any nursing PhD core course (N599, N601, N602, N603, N605, N610, N612, N613, N615). A second grade of C or below will result in dismissal from the program. A 3.00 cumulative GPA is required for continuation in the program.

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<tr>
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<td>88-91</td>
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<tr>
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<td>66 or below</td>
<td>0 Quality Points</td>
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Policy Regarding Incompletes

According to the Graduate School, “Under extraordinary circumstances and at the discretion of the instructor, the grade of I (Incomplete) may be awarded to students who have satisfactorily completed a substantial portion of the course requirement but cannot complete the course for reasons beyond their control.

- The “I” (Incomplete) grade is not issued in lieu of the grade of F.
- The conditions for the removal of the “I”, including the time limit for removal of the “I”, are decided by the course instructor.
- It is the responsibility of the student receiving an “I” to arrange with the course instructor whatever action is needed to remove the grade at the earliest possible date, and in any event, within one calendar year of the assignment of incomplete.
- Students do not remove an “I” grade by re-enrolling in the course.
- The “I” grade does not carry quality points and is not computed as a grade of F in the grade point
• If the “I” grade is not removed within one calendar year or upon graduation, it shall be changed to an F and count as a failure in the computation of the grade point average.

• A student need not be enrolled at the university to remove a grade of incomplete."

**Academic Integrity**

An essential feature of the University is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As such the University uses an Honor Statement that reads, “As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.” *(https://hilltopics.utk.edu/student-code-of-conduct/)*

Students at the University of Tennessee are members of both the University community and the larger community of which the University is a part. Accordingly, students are responsible for conducting themselves in a lawful manner as well as in compliance with University rules and policies. In addition, the University has developed a set of aspirational goals titled, Principles of Civility and Community, which encourages all members of the University community to foster a learning environment where diversity is valued, respected, and celebrated.

The University has established the Student Code of Conduct (“Code”) in order to advance the mission of the University and sustain a culture of excellence by: maintaining a safe learning environment; requiring students to conduct themselves in ways that allow for their personal growth and development as well as others, in the most positive manner possible; protecting the rights and privileges of all members of the University community; providing a basis for orderly conduct of the affairs of the University; promoting a positive relationship between the University and its surrounding community; preserving the University’s reputation and property; encouraging students to engage in conduct that brings credit to themselves and the University; and ensuring that each student who matriculates at the University graduates ready to contribute to society as an ethical and law-abiding citizen.

The University’s behavioral standards are set forth in the Code’s Standards of Conduct (Article IV). Students who engage in conduct that is inconsistent with the Standards of Conduct are subject to University disciplinary action. The process by which the University investigates and resolves alleged violations of the Standards of Conduct is called the student conduct process. The student conduct process resolves allegations of misconduct but also is an educational process designed to promote learning and development as it relates to appropriate decision making. The student conduct process is consistent, fair, and provides means of resolution that are commensurate with the skills and abilities of the participants in the process.

The effectiveness of the student conduct process rests partially upon the participation of all members of the University community. Active participation in the process by students, faculty, and staff reflects a willingness to address the difficult issues brought before them for the betterment of individual students and the University community. This involvement is vital to the establishment of true community standards.

Authority and responsibility relating to the Code are delegated to the Vice Chancellor for Student Life, who has delegated certain authority and responsibility to the Office of Student Conduct and Community Standards (“SCCS”).

The University is committed to respecting students’ constitutional rights. The Code shall be interpreted in a way that does not violate students’ constitutional rights including, without limitation, the rights protected by the First Amendment to the United States Constitution.

**Code of Ethics**

**Preamble**

In accordance with their stated philosophy, the faculty and students of The University of Tennessee, College of
Nursing believe that nursing has as its central focus human beings, society, and wellness. To best function as faculty and students in the promotion of wellness, prevention of illness, and care and rehabilitation of the sick, high ethical and professional standards must be maintained by those associated with the College of Nursing.

These standards shall apply to the delivery of responsible nursing care, to faculty and student relationships, and to the maintenance of conduct that in no way detracts from the image of the profession or reputation of the College.

For this purpose, the UT College of Nursing Code of Ethics was developed using the American Nurses' Association's Code of Ethics (2015) as a guideline.

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


**Appeal Procedure**

As per the Graduate Council Appeal Procedure:

(https://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf/)

“A graduate student may appeal two types of academic decisions: (1) grievances concerning the interpretation of and adherence to university, college, and department policies and procedures and (2) grievances concerning grades.

Students with grievances concerning the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education should file a formal complaint with the Graduate Council through the office of the Assistant Dean of the Graduate School, but only after grievances have been duly processed, without resolution, through appropriate appeals procedures at the department and college levels. The initial appeal at the lowest level must be filed no later than 30 days after the incident that occasions the appeal. If the department head or dean of college does not respond within 30 days of receiving the student's written appeal, the student should take the appeal to the next level.

Students with grievances concerning grades should file a formal complaint with the Graduate Council through the Graduate Council Appeals Committee, but only after grievances have been duly processed, without resolution, through appropriate appeals procedures at the instructor, department and college levels. Students may appeal grades only on the basis of one or more of the following allowable grounds: (1) A clearly unfair decision (such as lack of consideration of circumstances clearly beyond the control of the student, e.g., a death in the family, illness, or accident); (2) Unacceptable instruction/evaluation procedures (such as deviation from stated policies on grading criteria, incompletes, late paper examinations, or class attendance); (3) Inability of the instructor to deal with course responsibilities; or (4) An exam setting which makes concentration extremely difficult. The initial grade appeal must be filed no later than 30 days after the after the final grade has been issued."

At the College of Nursing level, graduate students who appeal an academic decision concerning the interpretation of and adherence to university, college, and departmental policies and procedures should follow the Process for Settling Disputes.

Graduate students who appeal a decision concerning a **final grade** should follow the Grade Appeal Process. These processes are outlined below.

Students with appeals regarding allegations of misconduct or academic dishonesty must follow the procedures presented in *Hilltopics* (https://hilltopics.utk.edu/) under the Student Code of Conduct (https://hilltopics.utk.edu/student-code-of-conduct/) and at the Graduate Council’s website (https://gradschool.utk.edu/faculty-staff/graduate-council/).
Process for Settling Disputes

Students, faculty, and staff are bound by administrative policies that clearly detail the proper procedures to be followed in the event that individual parties cannot resolve matters in a mutually acceptable fashion. The CON has a specific set of steps that are to be followed by faculty, students and staff when attempting to resolve a dispute or address an academic issue concerning the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education (excluding final grade appeals), a clinical issue, or a student's mental or physical health concern that is not emergent in nature.

1. When a situation, either real or perceived, is identified that requires attention of a student, faculty, or staff member, the individual with the dispute or issue will speak directly with the party involved. If a mutually agreeable plan of action can be developed at this point, no further action is necessary. When each party satisfactorily fulfills all portions of the mutually agreed upon plan, the situation is considered resolved. If either party does not fulfill any portion of the mutually agreed upon plan to the satisfaction of the other party, the situation will progress to number 2.

2. Within 5 business days of the determination that a situation is not resolved or a party to the situation is not responsive to any request to resolve it, the individual who has the dispute will notify in writing, (1) the party with whom the individual has the dispute and the (2) course coordinator if the dispute is of a clinical or didactic nature. All parties will make an arrangement to meet face-to-face within 5 business days following this notification. Each party is to be present with any materials which support their side of the dispute. If this meeting yields a satisfactory resolution for all individuals involved, no further action is necessary. If no mutually agreeable resolution is reached or if any party does not fulfill any portion of the mutually agreed upon plan to the satisfaction of the other party, the situation progresses to number 3. If one of the parties of the dispute at the level of involvement is the course coordinator, the situation is immediately elevated to number 3.

3. Within 5 business days of the determination that a situation is not resolved at the second level of the due process, the individual who has the dispute will notify in writing the Assistant Dean of Graduate Programs. Within 5 business days of notification, the Assistant Dean of Graduate Programs will call a meeting between the parties that have the dispute. If this meeting yields a satisfactory resolution for all individuals involved, no further action is necessary. If no mutually agreeable resolution is reached or if any party does not fulfill any portion of a mutually agreed upon plan to the satisfaction of the other party, the situation will progress to number 4.

4. Within 5 business days of the determination that a situation is not resolved at the third level of the due process, the individual who has the dispute will notify in writing the Associate Dean for Academic Affairs. Within 5 business days of this notification, the Associate Dean will call a meeting between the parties who have the dispute. Each party is expected to be present with any and all materials that they possess which make a case for their side of the dispute. If this meeting yields a satisfactory resolution for all individuals involved, no further action is necessary. If no mutually agreed upon plan is reached or if any party does not fulfill any portion of a mutually agreed upon plan to the satisfaction of the other party, the situation will progress to a formal hearing by the academic review sub-committee of the Graduate Student Affairs Committee in the College of Nursing.

Grade Appeal Process

Students may appeal a final grade that has been assigned to them for any nursing course in accordance with the Graduate Council Appeal Procedure described in the Graduate Catalog [https://tiny.utk.edu/grad-catalog](https://tiny.utk.edu/grad-catalog). Before starting the appeal process, a student must furnish evidence that the situation meets the criteria as set forth in The Graduate Council Appeal Procedure [https://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf](https://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf) for allowable appeals. If the student can clearly furnish evidence that their situation meets the criteria for an appeal then the student should follow the plan as outlined below.

To appeal a grade at the CON level, the student should take the following steps:

First, consult with the instructor and if an agreement cannot be reached, appeal to the Assistant Dean of
Graduate Programs in writing no later than 5 business days after grades are issued and made available by the registrar’s office. The letter must describe the nature of the appeal and the specific allowable grounds that form the basis of the appeal per the criteria set forth in The Graduate Council Appeal Procedure.

The Assistant Dean of Graduate Programs will review the circumstances surrounding the assignment of the grade and determine if the grade should be changed. If the Assistant Dean of Graduate Programs recommends that a grade be changed and the faculty member elects NOT to do so, the Assistant Dean of Graduate Programs may refer the matter to the Associate Dean for Academic Affairs and/or the Dean for further review and resolution. If the matter cannot be resolved to the satisfaction of all parties the Dean will refer the matter to the graduate grievance committee consisting of three nursing faculty members and 2 graduate nursing students. Ordinarily these members will be members of the academic review sub-committee of the Graduate Student Affairs Committee in the College of Nursing. However, if any of these members have conflicts of interest, the Dean or designee may appoint student or faculty alternates.

a) The Assistant Dean of Graduate Programs will chair the committee as a non-voting member. A majority vote to recommend upholding the grade or changing it is required. The committee forwards its recommendation to the Dean with rationale for its decision. The Dean will recommend to the faculty member who awarded the grade that 1) the original grade has been retained or 2) that the grade be changed. The final decision about the grade rests with the faculty member who awarded it.

b) During deliberations the committee may at their discretion or choice, interview or hear testimony from any person directly involved with the case such as the student who received the grade and is appealing, the faculty member who awarded the grade, and other faculty members who taught the student in any component of the course. The committee may also request to review any or all tests or other written materials submitted by the student to meet course requirements as well as any or all materials written by faculty to document the extent to which course objectives were achieved.

c) Persons not directly involved with the case (e.g. parents, spouses, attorneys) may NOT be present during any part of the deliberations or testimony. Persons who provide testimony may not be present before or after they present their testimony.

If the issue is still unresolved at the College of Nursing level, the student may initiate a formal appeal process at the Graduate Council Level. The procedure for this process is stated in The Graduate Council Appeal Procedure (https://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf/) and the student is referred to that publication for guidance and steps in that process.

For Issues Related to Campus Life

All comments and concerns related to campus life, student organizations, or student interests should be directed to the Dean of Students Office. Staff in this office will assist in resolving a concern or identifying the appropriate channel of appeal.

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

- Assistant Dean and Director of Student Services of the Graduate School (865-974-2475) is available to assist graduate students who are experiencing difficulties or want to express academic concerns related to their graduate programs.
- Vice Provost and Dean of the Graduate School (111 Student Services, 865-974-2475) provides oversight for Graduate Education at the University of Tennessee, Knoxville.
- Dean of Students (413 Student Services Building, 865-974-3179). The Dean of Students Office sponsors and coordinates activities that focus on student growth and development outside of the
classroom. This office advocates on behalf of all students, supplements existing channels of appeal, and helps students to resolve problems in a variety of areas. All comments and concerns related to campus life, student organizations, or student interests should be directed to the Dean of Students Office.

- The Office of Title IX [1817 Melrose Avenue, (865-974-9600) or (865-974-HELP) or (865-974-4357)] assists students and the UT community at large with issues and prevention related to sexual misconduct, relationship violence, stalking and retaliation in order to create and maintain a safe and non-discriminatory learning, living and working environment.
College of Nursing Substance Abuse/Drug and Alcohol Testing Policy

Purpose of Drug/Alcohol Testing Policy

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

Therefore, the following policy has been adopted to:

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

Definitions of Terms Used in This Policy

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

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

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

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

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

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

The term “nursing student(s)” or “student” means any individual enrolled in the CON in pursuit of the BSN, MSN, DNP, or PhD in Nursing degree, including registered nurses (RN) and students taking courses via distance education, special students, or in post-graduate study, either alone or in combination with any other degree, regardless of the specific location of the student.
The term “positive,” with respect to drug testing, means the level identified by the Medical Review Officer in accordance with guidelines established for healthcare workers.

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

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

Policy Requirements

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

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

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

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

1. Upper division of the BSN
2. RN to BSN
3. MSN
4. DNP
5. PhD
6. Certificate Programs

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

In addition, until graduation students in all clinical degrees and certificate programs shall submit to an annual drug screen using CON vendor for screenings. The CON reserves the right to randomly drug screen students for cause.
C. Drug Testing by Affiliating Clinical Agencies
In addition to the drug testing required by the CON, nursing students shall comply with an affiliating clinical agency’s drug/alcohol testing policies (including but not limited to pre-employment or pre-clinical placement testing or when there is reasonable suspicion to believe that a student has engaged in substance abuse). The cost of all drug/alcohol testing required by affiliating clinical agencies shall be borne by the student or affiliating clinical agency, as determined by the affiliating clinical agency. Affiliated clinical agencies have the right to refuse any student for clinical placement based on concerns about that student’s ability to deliver safe treatment or care to patients.

D. Reasonable Suspicion Drug Testing Requested by College of Nursing
A nursing student who demonstrates behavioral changes reasonably suspected to be related to substance abuse may be required to submit to drug testing. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty member and/or a clinical agency. The nursing faculty member’s/clinical agency’s request to drug test shall be documented and may be based on a variety of factors, including but not limited to:

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

A request to drug test a nursing student shall be submitted to the Health Compliance Officer, who will determine whether there is a reasonable suspicion of the nursing student engaging in substance abuse.

The following procedures will be followed if the Health Compliance Officer determines that there is a reasonable suspicion of substance abuse:

1. A for-cause urine drug test will be ordered by the student through American Data Bank which must be completed within two business days, unless done in cooperation with the affiliating clinical agency. The test shall screen for the use of illegal drugs and/or for the use of any drugs which are reasonably suspected of being abused by the student.
2. The cost of reasonable suspicion drug testing will be borne by CON student.
3. The Health Compliance Officer will be notified of all test results.
4. Until the Health Compliance Officer receives the drug test results, the student will not be allowed to participate in clinical activities.

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

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

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

1. Tests positive for substance abuse;
2. Refuses or otherwise fails to submit to a drug test required under this policy; or
3. Tampers with, contaminates, or switches a sample (or attempts to do any of those things).
4. The Health Compliance Officer will notify a student who has a drug test that is positive for substance abuse.

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

F. Appeals
If, after receiving a drug test that is positive for substance abuse, a student denies having engaged in substance abuse, then the student will be given the option of taking another drug test within twenty-four (24) hours of the notification to the student about the positive drug test. Student will be responsible for the cost of the repeat drug lab test. If the second drug test is also positive, then the student will be dismissed from the CON and will not be eligible for readmission to the CON. If the second drug test is negative, then the student will be permitted to continue in the CON.

If a student is dismissed from the CON because of a positive drug test, then the student may appeal that decision to the Dean of the College of Nursing. The student must submit a written appeal within 3 working days. The Dean of the CON will appoint a task force made up of the Student’s Program Chair and 2 additional faculty members to hear the appeal.

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

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

Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior have the potential to enhance or undermine not only the individual nurse’s career, but also the nursing profession. If you believe a violation of CON’s social media policy has occurred, we expect you to bring this to the attention of the CON faculty immediately so we can work together towards a resolution and prevent any future problems.

ANA’s Principles for Social Networking

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

Tips to Avoid Problems

- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not use electronic devices for social media content in the clinical environment, lab, or any environment in which you represent the College of Nursing.
- Do not share or post information or photos gained through the clinical environment, lab, or any environment in which you represent the College of Nursing.
- Do not take photos or videos of patients or lab equipment on personal devices, including cell phones, whether it be in the clinical setting, lab setting, or any environment in which you represent the College of Nursing.
- Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- Promptly report a breach of confidentiality or privacy to CON faculty.
- Understand the importance of cell phone/electronic device policies regarding personal use, as noted in the UTK CON Handbook section Performance in Clinical Experiences (add hyperlink), in clinical and lab settings.
- Violation of any Social Media Policy will result in consequences up to, and including, dismissal from the UTK nursing program and dismissal from the University at large.
- Understand that as a nurse, professional presence on social media must be upheld at all times. If posts are made about nursing in a manner that doesn’t educate or enhance the profession of nursing, consequences can affect your future as a nurse.
Your Online Reputation
1. Remember that content posted on all platforms becomes immediately searchable and shareable.
2. Your online reputation follows you from school to your future career. Being professional even on personal social media accounts is imperative.
3. Tips to maintain a positive online reputation:
   1. Adhere to HIPAA, be respectful, and keep your actions professional.
   2. Be familiar with privacy settings and remember everything, once posted, is discoverable.
   3. Do not make disparaging remarks about CON faculty, staff, fellow peers.
   4. Be mindful of how your social media portrays you. Remember that future employers look at this. You represent a professional field and will one day provide services to the public.
   5. Remember that even outside of the classroom, your actions on personal social media can be traced back to UTK CON.
4. These guidelines should be applied to any and all social media platforms and future platforms that may arise. Examples include but are not limited to:
   1. YouTube
   2. GroupMe
   3. Facebook
   4. TikTok
   5. Twitter
   6. Instagram
   7. Blogs
   8. Snapchat
   9. Google docs or other shared workspaces

Recording Class Lecture / Presenter Clause - Audio / Video
Permission from lecturer/presenter must be obtained prior to audio/video taping a lecture/presentation.
If permission is granted, the recording can only be used for that student’s personal review.
If synchronous online sessions are audio/videotaped, registration for the course, or accepting a participation invitation, constitutes consent for audio/videotaping via the online interface.
Unauthorized sharing/distributing (including internet-based application)/selling any faculty developed lecture material is an unacceptable student behavior and will not be tolerated.

Student/Client Audiotapes, Videotapes and Photographs
When an interaction with a client is to be recorded:
1. The faculty member will determine if recorded interactions are consistent with the policies of the institution where the recording will occur.
2. Students and faculty will adhere to institutional policy.
3. Strict confidentiality will be maintained.
4. The purpose of the recording will be explained to the client.
5. The client will be informed that they may decline from being recorded, before or during said recording, without consequences.

6. In cases where clients are not associated with an agency, written informed consent from the client will be obtained and retained on file in the Dean's office.

When photographs of clients or others are taken:

1. A nursing faculty or professional staff member will determine if the proposed photography activities are consistent with the policies of the institution, if appropriate.

2. Students and faculty will adhere to institutional policy.

3. The intended use of the photographs will be explained to the client(s).

4. Informed consent forms will be signed by individuals being photographed and will be retained on file in the Dean's office.

Smoking

Smoking is prohibited in all buildings owned or operated by the University of Tennessee. Smoking is also prohibited in all vehicles owned, leased, or operated by the university. Entrances to all university buildings are designated as smoke-free. Unless otherwise posted, smoking is prohibited within twenty-five feet of all doorways, windows, and ventilation systems of all university buildings. Any university student who is found to have violated the university’s policy on smoking may be subject to discipline in accordance with campus procedures. For more information, see the full policy at http://policy.tennessee.edu/safety_policy/sa0900.

Release of Information

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

It is the policy of The University of Tennessee, College of Nursing to meet both the letter as well as the spirit, of the law.

The Authorization for Release of Information form must be completed by the student before any information is released by the College of Nursing. The student may designate a UT, College of Nursing faculty member or members to provide requested information. The release form is available by request, by calling College of Nursing Student Services Office at 865-974-7606.

Inclement Weather

UT remains open except in the most severe weather conditions. When a decision to close is made, information is distributed to the campus community, shared with local media, and posted on the university website. For more information, see the full policy at http://safety.utk.edu/emergency-management/inclement-weather-policy/.

Sigma Theta Tau International Honor Society

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

The purposes of Sigma Theta Tau are to:

1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Strengthen commitment of the ideals and purposes of the profession.

Committees with Graduate Student Representation

Graduate Curriculum Committee (GCC)

Voting membership of the GCC consists of a minimum of 10 faculty representing and including the MSN, DNP and PhD programs, Program Chairs, as well as one (1) student from each of the programs.

The Ex Officio member is the Assistant Dean for Graduate Programs.

Functions:

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

Graduate Student Affairs Committee (GSAC)

Voting membership consists of a minimum of 10 faculty and three (3) students. There will be one student representing the MSN students, the DNP students, and the PhD students.

Nonvoting membership includes the Assistant Dean for Graduate Programs, the Director of Student Services and scholarship support staff.

Functions:

1. Develop and review academic and non-academic policies that concern graduate students and make recommendations to the Faculty Assembly.
2. Review admission policies and procedures for each program every three years and make recommendations to the Faculty Assembly.
3. Work with chairs and program coordinator to review applications and make recommendations for admissions to the programs.

4. Manage the awards and scholarship processes in collaboration with the Undergraduate Student Affairs Committee.

5. Annually review and revise each of the graduate program’s Student Handbooks.

6. Analyze evaluation data related to support services for graduate students and make recommendations to the Faculty Assembly.

7. Analyze evaluation data related to attrition, graduation, and employment rates for graduate programs and make recommendations to the Faculty Assembly.

8. Convene academic review meetings to address student appeals as needed.

**Dean’s Advisory Council (DAC)**

Dean’s Advisory Council (DAC) Membership is comprised of the four (4) undergraduate students on the College’s Undergraduate Student Affairs Committee, the three (3) graduate students on the College’s Graduate Student Affairs Committee, the two (2) students representing the College on the University Undergraduate Academic Council, and the President of the Student Nurses Association.

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

**Graduate Student Association (GSA)**

All graduate students are encouraged to become involved in activities of The University of Tennessee, Graduate Student Association. The Graduate Student Association (GSA) is primarily responsible for representing the academic concerns of the graduate student body. It provides direct input into University policy via voting members on the Graduate Council, Research Council, and Educational Policies Committee. The GSA meets three times per semester as a forum to provide direct and frequent input from graduate students.

The president, vice-president, and college representatives to the GSA are chosen during the annual Student Government elections in April. All graduate students are eligible to vote and to hold office. (Refer to the Graduate Catalog [https://tiny.utk.edu/grad-catalog](https://tiny.utk.edu/grad-catalog) for further information.)

The College of Nursing has one representative to the Graduate Student Association. The representative is selected in the Spring.

**Protection of Human Subjects**

When conducting research, evidence-based projects, quality assurance or quality improvement projects, the Human Research and Protections Program must evaluate the anticipated work to determine if the project/research meets criteria that requires review by an internal review board. To initiate this process, students complete the “Determination of Human Subjects and Other Activities Requiring Review” worksheet. Students access this worksheet from the Office of Research Services (ORS) website.

[https://nursing.utk.edu/research/resources/](https://nursing.utk.edu/research/resources/)

Please visit [https://nursing.utk.edu/research/resources/](https://nursing.utk.edu/research/resources/) and select the IRB process and support information. The worksheet helps determine if the project meets the definition of human subjects research or if the project involves other activities requiring review. The worksheet will guide the student to the next steps. All students should work directly with their advisor throughout the IRB process.
Projects Outside UTK Campus

If a student intends to engage in research or scholarship with another institution that has an IRB, the IRB of record (the IRB to review and oversee the project/research) must be determined before the worksheet mentioned above is completed. To decide the IRB of record, students complete a Project Abstract Form (PAF) located on the ORS website at: [https://nursing.utk.edu/research/resources/](https://nursing.utk.edu/research/resources/) and select the IRB process and support information. Once the PAF is complete, submit it to the Department Review Chair at: dcarr9@utk.edu
Welcome from the Chair of the DNP Program

Welcome to the 2020-2021 academic year in the College of Nursing! The College of Nursing has a long, illustrious history of providing quality nursing education. In the DNP Program, our goal is to create a dynamic community of learning that prepares nursing scholars who are ready to facilitate change in an evolving healthcare system.

At the University of Tennessee Knoxville, we are proud of our commitment to personal attention and student success. Your faculty and staff are committed to supporting you as you progress through your plan of study and build the foundation of your nursing scholarship. We look forward to helping you grow, personally and professionally! Please reach out to us when you need assistance.

Best wishes for a very successful year,

Terrica Durbin, DNP, PhD, CRNA, APN
Chair of the DNP Program
Interim Assistant Dean, Graduate Programs

Mission of the Doctor of Nursing Practice Program

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

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

I. Scientific Underpinnings for Practice
II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
III. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
IV. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
V. Health Care Policy for Advocacy in Health Care
VI. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
VII. Clinical Prevention and Population Health for Improving the Nation’s Health
VIII. Advanced Nursing Practice
The University of Tennessee, College of Nursing, Knoxville, adds the following goals and outcomes of the DNP Program which are based on the American Association of Colleges of Nursing (AACN) Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006):

1. **Goal of the Doctor of Nursing Practice Program:**
The goal of the DNP program is to prepare graduates to function at the highest level through three core components:

   a) Advanced nursing practice
   b) Scientific inquiry
   c) Leadership and policy

2. **Student Learning Outcomes and relationship to the DNP Essentials:**
At the completion of the DNP program, students will be able to:

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

**General Duties and Responsibilities of Faculty & All Graduate Students**

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

The intensity and depth of doctoral study requires a level of commitment to one’s studies that exceeds that required by prior nursing education. In order to be successful, doctoral students must be able to commit substantial time and effort in their studies and to participate in other scholarly activities associated with the program. Part of becoming a scholarly clinical expert in nursing is being socialized into the role. This cannot happen without participation in colloquia, research groups, conferences, and other learning activities beyond coursework. Attendance is expected at all colloquia and conferences that are scheduled during on-site weeks unless the program chair has granted an exception. While not every student has the luxury of full-time study without outside employment, every student does need to carve out key portions of their program where their immersion in their studies is more intense and more in-depth.
Graduate students in nursing are responsible to meet both coursework and policy conditions in the College of Nursing as well as all university regulations in a timely fashion. Students need to be vigilant in reviewing the university academic calendar frequently, as well as the Graduate School homepage and graduation deadlines page, so as to not miss key deadlines. While there may be email reminders sent through the DNP community Canvas site, it remains the student’s responsibility to adhere to these deadlines. Adhering to all policies of the Graduate School and the College of Nursing in order to stay on track for a timely graduation is ultimately a student responsibility.

Perhaps the chief responsibility of a doctoral student is to cultivate habits of rigorous scholarship. Because earlier levels of nursing education often focus more on mastery of didactic course content and development of clinical proficiencies, doctoral students may struggle to relinquish old habits of studying. Doctoral education creates discomfort. It is sometimes difficult to put one’s personal beliefs and experiences in the background and take a new look at the world, human beings, and nursing work from the perspective of a scholar rather than a practitioner. Faculty understand this difficulty and stand ready to guide students through the transition.
Programs of Study

Prerequisite: Graduate-level statistics, i.e. NURS 599, STAT 531, EDPY 577
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- *N633 credit hours dependent upon project progress/clinical hours obtained in APN concentrations
- 1 Credit hour = 60 Clinical OR Project Hours
- ++ If the number of total DNP hours does not equal 1000 by Fall of Y3, students will take N633 in Fall of Y3 and N634 in Spring Y3.
- N633 may be also taken concurrently with N634.
- C = Clinical Course
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<td>N666: Nurse Executive Practice II (2)</td>
<td>N664: Human Resource Management (2)</td>
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<tr>
<td></td>
<td>N634: DNP Scholarly Project** (1)</td>
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<tr>
<td></td>
<td>N669: Nurse Executive Clinical Practice# (1-5) C</td>
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<tr>
<td></td>
<td>Total: 4-8 hours</td>
<td>Total: 2 hours</td>
<td>Total: 60 hours*</td>
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</tbody>
</table>

- *N633 credit hours dependent upon project progress/clinical hours obtained in APN concentrations
- 1 Credit hour = 60 Clinical OR Project Hours
- ** If the number of total DNP hours does not equal 1000 by Fall of Y3, students will take N633 in Fall of Y3 and N634 in Spring Y3.
  - N633 may be also taken concurrently with N634.
- C = Clinical Course
- The total minimum number of credit/clock hours required for the Clinical Practice courses is 7 credit hours, or 420 clock hours.
<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Full Summer</th>
</tr>
</thead>
</table>
| Y1   | N604: Principles of Population Health (3)  
N620: Foundations of Practice (3)  
N613: Nursing Leadership in Complex Systems (3) | N628: Evidence Acquisition, Appraisal & Synthesis (3)  
N622: Evidence-Based Practice I (3)  
N626: Health System Finance (3) | N630: DNP Project Proposal (3)  
N633: Practice Immersion* (1) |
|      | Total: 9 hours | Total: 9 hours | |
|      | N628: Evidence Acquisition, Appraisal & Synthesis (3)  
N622: Evidence-Based Practice I (3)  
N626: Health System Finance (3) | | Summer I |
|      | Total: 9 hours | | N624: Evidence-Based Practice II (3) |
|      | | | Total: 7 hours |
| Y2   | N649: Advanced Pathophysiology (3)  
N612: Health & Healthcare Policy (3)  
N623: Population Health in Global Society (3)  
N633: Practice Immersion* (1) | N639: Advanced Health/Physical Assessment and Diagnostic Reasoning (3)  
N648: Advanced Clinical Pharmacology (3)  
N633: Practice Immersion* (2) | N663: Psychopharmacology in Advance Practice (3)  
N633: Practice Immersion* (3) |
|      | Total: 10 hours | Total: 8 hours | |
| Y3   | N655: Psychiatric Mental Health Nurse Practitioner I (4)  
N656: Clinical Practice PMHNP I (5)  
N634: DNP Scholarly Project++ (1) | N657: Psychiatric Mental Health Nurse Practitioner II (4)  
N658: Clinical Practice PMHNP II (5)  
N673: APRN Practice Issues (1) | | Total: 69 hours* |
|      | Total: 10 hours | Total: 10 hours | | |

- *N633 credit hours dependent upon project progress/clinical hours obtained in APN concentrations
- 1 Credit hour = 60 Clinical OR Project Hours
- ++ If the number of total DNP hours does not equal 1000 by Fall of Y3, students will take N633 in Fall of Y3 and N634 in Spring Y3. N633 may be also taken concurrently with N634.
- **C** = Clinical Course
<table>
<thead>
<tr>
<th>Y1</th>
<th>Fall</th>
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<th>Full Summer</th>
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<tbody>
<tr>
<td></td>
<td>N620: Foundations of Practice (3)</td>
<td>N622: Evidence-Based Practice I (3)</td>
<td>N633: Practice Immersion* (1)</td>
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<td></td>
<td>N613: Nursing Leadership in Complex</td>
<td>N626: Health System Finance (3)</td>
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<td></td>
<td>Systems (3)</td>
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<td></td>
<td>Total: 9 hours</td>
<td>Total: 9 hours</td>
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<tr>
<td>Y2</td>
<td>Fall</td>
<td>Spring</td>
<td>Full Summer</td>
</tr>
<tr>
<td></td>
<td>N649: Advanced Pathophysiology (3)</td>
<td>N639: Advanced Health/Physical Assessment and Diagnostic Reasoning (3) C</td>
<td>N650: Wellness, Development and Behavior of the Pediatric Population (4)</td>
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<tr>
<td></td>
<td>N633: Practice Immersion* (1)</td>
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<td></td>
<td>Total: 10 hours</td>
<td>Total: 9 hours</td>
<td>Total: 8 hours</td>
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<tr>
<td>Y3</td>
<td>Fall</td>
<td>Spring</td>
<td>Full Summer</td>
</tr>
<tr>
<td></td>
<td>N651: Pediatric Nurse Practitioner I (3)</td>
<td>N652: Pediatric Nurse Practitioner II (3)</td>
<td>Only applies to Dual Track Students</td>
</tr>
<tr>
<td></td>
<td>N653: Clinical Experiences in the Pediatric Populations (3) C</td>
<td>N653: Clinical Experiences in the Pediatric Populations (5) C</td>
<td>N670: Acute Care Pediatric Nurse Practitioner I (3) C</td>
</tr>
<tr>
<td></td>
<td>N634: DNP Scholarly Project++ (1)</td>
<td>N673: APRN Practice Issues (1)</td>
<td>N672: Clinical Practice Pediatric Acute Care (2) C</td>
</tr>
<tr>
<td></td>
<td>Total: 7 hours</td>
<td>Total: 9 hours</td>
<td>Total: 5 hours</td>
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<tr>
<td>Y4</td>
<td>Fall</td>
<td>Spring</td>
<td>Full Summer</td>
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<tr>
<td>Only applies to Dual Track Students</td>
<td>N671: Acute Care Pediatric Nurse Practitioner II (4)</td>
<td>N671: Acute Care Pediatric Nurse Practitioner II (4)</td>
<td>N670: Acute Care Pediatric Nurse Practitioner I (3) C</td>
</tr>
<tr>
<td></td>
<td>N672 - Clinical Practice Pediatric Acute Care (3) C</td>
<td>N672 - Clinical Practice Pediatric Acute Care (3) C</td>
<td>N672: Clinical Practice Pediatric Acute Care (2) C</td>
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<tr>
<td></td>
<td>Total: 7 hours</td>
<td>Total Dual Track Hours: 80 hours*</td>
<td>Total: 5 hours</td>
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<tr>
<td></td>
<td></td>
<td>Total Dual Track clinical hours = 800 hours</td>
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</tbody>
</table>

- *N633 credit hours dependent upon project progress/clinical hours obtained in APN concentrations. 1 Credit hour = 60 Project Hours.
- **1 Credit hour = 60 Clinical Hours
- ++ If the number of total DNP hours does not equal 1000 by Fall of Y3, students will take N633 in Fall of Y3 and N634 in Spring Y3.
  - N633 may be also taken concurrently with N634.
- C = Clinical Course
# University of Tennessee, Knoxville, College of Nursing
## MS-DNP Program of Study (effective Fall 2020)

<table>
<thead>
<tr>
<th>Y1</th>
<th>Fall</th>
<th>Spring</th>
<th>Full Summer</th>
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<tbody>
<tr>
<td></td>
<td>N620: Foundations of Practice (3)</td>
<td>N622: Evidence-Based Practice I (3)</td>
<td>N633: Practice Immersion* (1)</td>
</tr>
<tr>
<td></td>
<td>N613: Nursing Leadership in Complex Systems (3)</td>
<td>N626: Health System Finance (3)</td>
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<td></td>
<td>Total: 9 hours</td>
<td>Total: 9 hours</td>
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<tr>
<th></th>
<th>Summer I</th>
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<tbody>
<tr>
<td></td>
<td>N624: Evidence-Based Practice II (3)</td>
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<td></td>
<td>Total: 7 hours</td>
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<tr>
<th>Y2</th>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td></td>
<td>N612: Health &amp; Healthcare Policy (3)</td>
<td>N633: Practice Immersion* (3)</td>
<td>Total: 38 hours*</td>
</tr>
<tr>
<td></td>
<td>N623: Population Health in Global Society (3)</td>
<td>N634: DNP Scholarly Project (1)</td>
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<td></td>
<td>N633: Practice Immersion* (3)</td>
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<tr>
<td></td>
<td>Total: 9 hours</td>
<td>Total: 4 hours</td>
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</tbody>
</table>

*N633 credit hours will vary based on the number of clinical hours obtained in the MSN.

1 Credit hour = 60 Clinical OR Project Hours
College of Nursing and DNP Forms:

All College of Nursing and DNP program specific forms may be found on the DNP Program Canvas site.

Special Policies

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

2. Courses taken at other universities may be substituted for core DNP coursework after submission of syllabi to the DNP program director for approval if they have not been used to count toward the conferral of another degree. Only 6 hours may be used for course substitution. Students with approved course fulfillment must still obtain the minimum number of hours of course work at UTK to receive their degree.

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

4. The College of Nursing expects doctoral students to fulfill the standard for formal writing specified in the Publication Manual of the American Psychological Association (7th edition). Faculty expect you to refer to the manual frequently. Evidence of plagiarism on a paper is covered under the academic dishonesty policies of the university as outlined in Hilltopics, the university student handbook. In the DNP program at the College of Nursing, any paper containing plagiarism shall be given a grade of zero.

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

6. At some point during your program of study, you may consider publishing a course paper. A faculty member may suggest this. The College of Nursing adheres to the guidelines in the Publication Manual of the American Psychological Association, (7th edition), regarding ethical reporting of scholarly work and authorship credit.

According to the manual, “authorship encompasses…not only those who do the actual writing but also those who have made substantial scientific contributions to a study” (APA, 2020, p. 24). Therefore, scholarly work that has been guided by your faculty generally involves crediting the faculty who guided the project and/or the development of the resultant publishable paper. Please refer to section 1.22 in the APA manual regarding the proper order in which authors must be listed. Authorship is negotiated with potential coauthors, such as faculty and other students, early in the process. You may be wondering if you are required to include faculty as coauthors on all manuscripts submitted while you are a doctoral student. You don’t have to include faculty, but consider that in most cases the faculty member selected pertinent readings, gave the assignment, and may have given extensive feedback on the paper in grading it.

Nevertheless, any coauthor should contribute to the substance of the article, beyond minor editing. This may include major reorganization of the piece, conceptual input or additions to the text. All coauthors should have a chance to review the final version before it is submitted to a journal.
Other things to consider include deciding where the paper is to be published before you transform it from a class paper to a journal submission, because the paper should be tailored to your audience. Check the journal’s author guidelines for format, length, etc. Not all journals use APA format. If you use Endnote to format references, be sure also to proofread for format errors since Endnote is not foolproof. Finally, have someone read the paper to see if it would be clear to a general reader. Other tips about writing for publication may be found in the writing manual that you received at Orientation.

A special case in regard to publishing manuscripts is the decision to publish papers from a scholarly project. Your major professor (chair), and other members of your committee in some cases, have contributed a great deal towards your finished project by helping with the study and with your project manuscript. At least the chair should be a co-author on the major findings article of your project. Section 1.22 of the APA manual includes the following statement about publications emanating from a scholarly project:

“Because doctoral work is expected to result in an independent and original contribution to the field by the student, except under rare circumstances, the student should be listed as the principal author of any papers with multiple authors that are substantially based on their dissertation” (APA Ethics Code Standard 8.12c, Publication Credit, cited in APA Publication Manual, 2020, p. 25). It is the expectation of faculty that that all scholarly work will adhere to this guideline.
Clinical Hours

To earn a DNP degree, 1000 post-BSN clinical hours are required in the concentration specialty. The student will complete a minimum of 400 hours of immersion experiences (N633) to meet individualized objectives related to the DNP Essentials and DNP program student learning outcomes. The majority of the immersion hours will focus on the development, implementation, and evaluation of the DNP Scholarly Project; however, up to 100 hours may be logged for simulation or indirect patient care experiences at the direction of the concentration coordinator. The procedures for how to log indirect hours not associated with N633 will be provided on Canvas. The faculty chair in collaboration with the student, will develop learning objectives for each immersion experience, determine appropriate preceptor/mentor oversight, and assume accountability for the evaluation of the student learning and achievement of outcomes. Students should review the Practice Immersion/N633 Guidelines for a list of activities that may be selected for immersion activities.

BSN-DNP students must complete a minimum number of clinical immersion hours in their concentration as follows:

- Family Nurse Practitioner: 600 hours or 10 credit hours
- Nurse Anesthesia: 2000 hours or 34 credit hours
- Nurse Executive Practice: 420 hours or 7 credit hours
- Psychiatric Mental Health Nurse Practitioner: 600 hours or 10 credit hours
- Pediatric Nurse Practitioner – Primary Care: 600 hours or 10 credit hours
- Pediatric Nurse Practitioner – Dual Track: total hours/credit hours TBD

Post-master’s students who have completed 1,000 or more clinical hours in their master’s program will complete a minimum of 300 additional immersion hours (N633) in the MS-DNP program to meet objectives related to the DNP Essentials and DNP program student learning outcomes. The majority of the immersion hours will focus on the development, implementation, and evaluation of the DNP Scholarly Project. The required number of immersion hours may vary, depending on the number of clinical hours obtained in the student's master’s program. A gap analysis will be performed to determine the need for additional hours beyond the minimum of 300 hours to reach 1000 post-BSN hours. Students must verify their clinical hours from a previous nursing program (Masters) by submitting the Verification of Clinical Practice Hours form, completed by a faculty or staff from the school where these clinical hours were completed.

All immersion hours will be logged using an electronic database, to be specified by the program. Students will be instructed on when to sign up for database accounts. Students are reminded that verifying the accuracy of their credit hours (and thus, staying on track for timely graduation) is ultimately a student responsibility.

Practice Immersion/N633 Guidelines

Students should register for one credit hour of N633 for each 60 clock hours anticipated; the number of clock hours logged for a semester should match the number of credit hours for which the student is registered. An incomplete will not be given if student has not acquired the number of necessary clock hours. All DNP Scholarly Project hours must be logged against N633.

The following activities may be counted as clinical hours:

- Organizational or project site assessment
- Meeting with project site team
- DNP Scholarly Project implementation (educational intervention, data collection, data analysis, etc.)
• Advising appointments with Chair regarding DNP Scholarly Project
• Consulting with Community Committee Member
• Consulting with faculty Committee Member
• Consulting with IT or other personnel at project site
• Consulting with statistician
• Attending workshops, conferences, etc. in project area (must be pre-approved by Committee Chair or N633 faculty of record)
• Presenting at colloquium
• Visiting legislators, attending legislative days (state or federal)
• IRB training and writing
• CITI training
• Poster presentation about DNP Scholarly Project
• Podium presentation about DNP Scholarly Project

The following activities cannot be counted as clinical hours
• Literature searches or reviews
• Travel time
• Activities specific to course work assignments

For any activities not listed above, please check with DNP Scholarly Project Chair for a determination of whether activity qualifies as clinical.
The distinguishing hallmark of the clinical doctoral degree is the completion of a scholarly project that demonstrates the synthesis of the student’s work and lays the groundwork for future scholarship (adapted from AACN, 2006). This scholarly experience implements the principles of evidence-based practice and translational science under the guidance of a faculty mentor. The scholarly project may take on a number of forms, but the theme that links these scholarly experiences is the use of systems leadership and evidence to improve clinical outcomes or to resolve gaps in clinical practice and health policy.

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

The final DNP project produces a tangible and deliverable academic product that is derived from the practice immersion experience and is reviewed and evaluated by an academic committee.

The final DNP product documents outcomes of the student’s educational experiences, provides a measurable medium for evaluating the immersion experience, and summarizes the student’s growth in knowledge and expertise. The DNP Project serves as a foundation for future scholarly practice (adapted from AACN 2006, *The Essentials of Doctoral Education for Advanced Nursing Practice*).

**DNP Project Coordinator - Role and Responsibilities**

The DNP Project Coordinator is a faculty designated role. This individual will collaborate with DNP faculty and/or the DNP Program Chair on the following responsibilities:

1. Coordinate the assignment of DNP students to Faculty Chairpersons;
2. Provide faculty development and consultation inherent to DNP projects, evidence-based practice and quality improvement paradigms;
3. Provide project development guidance to students and committee chairs;
4. Curate resources for faculty, community members, and students;
5. Provide course development guidance; and
6. Identify DNP Scholarly Project repository

**Scholarly Project Committee**

The DNP Scholarly Project Committee is composed of a minimum of one doctorally-prepared (DNP or PhD) faculty and a community member who holds special expertise relative to the specific project.

A well-formed Committee for the DNP degree must have at least two committee members:

1. One member, the Chair, must be doctorally prepared faculty from the College of Nursing.
   a. The Chair must have rank of Assistant Professor or higher and have an earned doctorate.
2. One member must be from the community, and will serve as a voting member.
   a. The community member does not have to be doctorally prepared.
b. A community member must be located at the site of the project and helps the student to gain entry to the institution/site where the project will occur.

c. The community member must meet criteria established by the UTK College of Nursing and Graduate School and be approved by the student’s Committee Chair.

3. When appropriate, a third committee member may be selected, who holds special expertise relative to the specific project.

   a. The third member may be a faculty member from another academic unit, or external to the university.

Membership in the proposed project committee will be reviewed by the DNP Program Chair and the Assistant Dean of Graduate Programs and will then be forwarded to the Graduate School for final approval. Please see the following link for instructions and forms: [https://gradschool.utk.edu/forms-central/doctoral-non-phd-committee/](https://gradschool.utk.edu/forms-central/doctoral-non-phd-committee/). Students may **NOT** implement their project before obtaining approval of the doctoral committee form by the UTK Graduate School.

The student is responsible for keeping all committee members apprised of the project progress and making sure the members are available for Proposal and Defense presentations. Students are encouraged to avail themselves of opportunities to work closely with project committee members throughout their program of study as part of the College research groups and in various assistantship, preceptorship, or directed study experiences. To become acquainted with faculty expertise, students are encouraged to review the information on the College of Nursing web site. The Project Chair will be assigned by the program during the first year of study. Together, the student and the chair identify additional committee members and secure their agreement to serve.

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**DNP Scholarly Project Committee Responsibilities**

**The Project Committee is responsible for the following activities:**

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

**Faculty Chair Responsibilities**

1. A DNP faculty member will be assigned to chair the student’s DNP Scholarly Project.
2. The Faculty Chair will work with the student to identify an appropriate Community Member for the DNP Scholarly Project Committee.
3. The Faculty Chair will ensure that the student and department complete the Doctoral (Non-PhD) Committee Form.
4. The Faculty Chair will ascertain whether there is a clinical agreement with the agency in which the DNP Scholarly Project will be implemented. If not, the Faculty Chair will assist the student to the appropriate staff member for obtaining an agency agreement.
5. The Faculty Chair will confer with the student each semester about the student’s progress in the DNP program.
6. The Faculty Chair will confer with the student at regular intervals about progress in refining the DNP Scholarly Project.
7. The Faculty Chair will assist the student in developing the products required to successfully complete the DNP Scholarly Project Proposal.
8. The Faculty Chair will advise the student of available times to present the DNP Scholarly Project.
9. The Faculty Chair will attend the student’s DNP Scholarly Project Proposal presentation.

10. At the conclusion of the Proposal Defense, the Faculty Chair will oversee the committee’s vote of whether to approve the DNP Scholarly Project Proposal, notify the student of the committee’s decision, and supervise any needed revisions to the Proposal.

11. The Faculty Chair will assist the student in preparing and submitting a request for UTK IRB approval for the DNP Scholarly Project.

12. If necessary, the Faculty Chair will assist in the preparing and submitting a request for IRB approval from the agency where the project will be implemented.

13. The Faculty Chair will confer with the student and committee members to set a date for the final project defense. All University deadlines must be followed. The Faculty Chair submits Schedule of Dissertation Defense/Capstone Defense to the Assistant Dean of Graduate Studies and the Graduate School.

14. The Faculty Chair will attend the student’s Final DNP Scholarly Project Defense presentation.

15. At the conclusion of the Final Defense, the Faculty Chair will oversee the committee’s vote of whether to approve the DNP Scholarly Project, notify the student of the committee’s decision, and supervise any needed revisions to the final product.

Community Member Responsibilities

1. The Community Member will agree to serve on the student’s DNP Scholarly Project Committee.

2. The Community Member will provide the Committee Chair with a current resume or curriculum vitae.

3. The Community Member will sign and return the Community Member Agreement Form.

4. The Community Member will facilitate the student’s entry into the agency by providing pertinent information about the agency including any special requirements.

5. The Community Member will meet periodically with the student to provide guidance in regard to the development of the DNP Scholarly Project.

6. The Community Member will meet periodically with the student to provide guidance for the implementation phase of the project.

7. The Community Member will work with the DNP Scholarly Project Committee to resolve any difficulties of the project.

8. The Community Member serves on the DNP Scholarly Project Committee and evaluates the Project Proposal Defense and the Final Project Defense.

9. The Community Member attends the Project Proposal Defense and Final Project defense either in person or online.

Student Responsibilities

1. The student will work with the Faculty Chair to select the Committee Member and Community Member for the project committee.

2. The student will consult with the Chair to ascertain whether the CON has a letter of support from the agency where the student plans to complete the project. If there is no letter of support, the student will provide a contact person at the agency to the appropriate staff member.

3. The student will confer with the Faculty Chair each semester about academic progress in the DNP program.

4. The student will confer at regular intervals with the Faculty Chair, Committee Member, and Community
Member about progress toward refining the DNP Scholarly Project.

5. The student will work with the Faculty Chair to schedule a time for the Project Proposal Defense after consultation with the Committee Member and Community Member.

6. The student will complete the clinical hours necessary to implement and evaluate the project and will keep an accurate log of project hours. The student will submit the hours logged to the Chair at the end of each semester and enter into the appropriate electronic student tracking system.

7. The student will work with the Faculty Chair to set a timeline for all milestones in development, implementation, and evaluation of the DNP Scholarly Project.

8. The student will prepare and submit, with the Faculty Chair, a request for UTK IRB exemption review. The student will prepare and submit any necessary agency IRB approval from where the project will be implemented with assistance of the Faculty Chair.

9. The student will work with the Faculty Chair to set a date and time for the Final Defense of the DNP Scholarly Project after conferring with the Committee and Community member. All University of Tennessee Graduate School deadlines must be followed.

10. The final DNP Scholarly Project Manuscript and dissemination plan will be submitted at least two weeks prior to the Final Defense Date.

**Third Committee Member Responsibilities (if applicable)**

1. The Committee Member will agree to serve on the student’s DNP Scholarly Project committee, making sure that their areas of clinical interest align.

2. The Committee Member will confer with the student periodically to provide guidance regarding the existing state of the science underlying the development and implementation of the student’s DNP Scholarly Project.

3. The Committee Member will work with the student and the Scholarly Project Committee to resolve any difficulties of the project.

4. The Committee Member will participate in the evaluation the DNP Scholarly Project Proposal and Final DNP Scholarly product.

5. The Committee Member will attend the student’s DNP Scholarly Project Proposal presentation in person or online.

6. The Committee Member will attend the student’s Final DNP Scholarly Project presentation in person or online.

**DNP Scholarly Project**

As a culminating product of the DNP Program, the DNP Scholarly Project reflects synthesis of the DNP Program Outcomes and The Essentials of Doctoral Education for Advanced Nursing Practice Essentials (American Association of Colleges of Nursing [AACN], 2006), as referenced above.

Students will design and complete a scholarly DNP project derived from their clinical specialty that reflects the DNP program outcomes. It is expected that students will provide an insightful approach to a clinical or policy problem, which demonstrates critical thinking and analysis along with innovation. Types of projects may include, but are not limited to:

- Evidence-based Practice change initiative
- Quality improvement initiatives (care processes, patient outcomes)
- New models of care designed and implemented by the student.
• Implementation and evaluation of innovative uses of technology to enhance or evaluate care
• Policy analysis; develop, implement, evaluate or revise policy
• Collaboration on evidence-based legislative change

Regardless of the type of project selected, AACN (2015) recommends that all DNP projects should:
• Focus on a change that impacts healthcare outcomes either through direct or indirect care.
• Have systems (micro-, meso-, or macro- level) or population/aggregate focus.
• Demonstrate implementation in the appropriate arena or area of practice.
• Include a plan for sustainability (e.g. financial, systems or political realities, not only theoretical abstractions).
• Include an evaluation of processes and/or outcomes (formative or summative). DNP Projects should be designed so that processes and/or outcomes will be evaluated to guide practice and policy.
• Provide a foundation for future practice scholarship (AACN, 2015, p. 4)

Group Projects:
During the DNP Scholarly Project planning process, students may inquire about completing a group project. The choice of completing an individual versus a group project must be made at the onset of project planning with initial approval by the DNP chair. Recommendations from the AACN (2015) suggest, “…group projects are acceptable when appropriate to the students’ area of practice and goals, and the project aims are consistent with the program outcomes …” (p. 4). AACN further recommends that each student must be individually evaluated on all elements of project development, implementation, evaluation, and dissemination. Each student must have a clear leadership role and provide a record of individual contribution to the project deliverable (AACN, 2015, p. 4).

The following criteria for group projects have been established:
• The maximum number of DNP students per group project will not exceed 4 students
• Each individual student who participates in a group project must be able to provide evidence of their individual contribution to the development, implementation and evaluation of the overall project.
• All group projects will be initially approved by the DNP chair. The group will be supervised by a single committee chair.

The DNP Project Checklist is a valuable tool to help students navigate through the process of the DNP Scholarly Project and associated forms. The DNP Project Checklist can be found on the DNP Canvas site under the Scholarship Resources page.

DNP Scholarly Project Proposal
The project proposal will be presented to the student’s committee prior to seeking IRB approval, beginning project implementation, and data collection. The proposal document should clearly state the clinical issue/problem, project purpose, literature review, project methods, and projected outcomes and evaluation. Below is a template that outlines the DNP Scholarly Project proposal document. This template is NOT intended to be all-inclusive, but is rather intended to ensure that the student has considered all potential elements appropriate for inclusion in a DNP project proposal. Students may choose to add or subtract aspects of the template based on the nature of the DNP project. Consultation with the DNP project committee chair is recommended if there are questions about inclusion or exclusion of any element listed in the template. The proposal is written using Publication Manual of the American Psychological Association (7th edition) writing style.
DNP Project Proposal Template

I. Title Page

II. Table of Contents

III. Abstract

IV. Introduction
   a. Background and significance of the problem with global, regional and local evidence to support

V. Purpose of the project
   a. Goals (Aims)

VI. Conceptual and/or Theoretical framework (Choice based on project implementation methods). Examples:
   a. Middle range theories, change theory
   b. Evidence based practice model/framework
   c. Quality improvement models

VII. PICOT Question-EBP Project and/or Aim statement-QI Project

VIII. Evidence to support intervention
   a. Search Strategies for Review of the Literature
   b. Critical Appraisal of the literature
      i. Describe appraisal methods, tools, leveling and quality grade of all studies
   c. Evaluation of evidence displayed in evaluation tables

IX. Synthesis of the body of evidence
   a. Development of a synthesis table
   b. Patient and family preferences and values that contribute to the body of evidence.

X. Recommendations for Practice Based on the Evidence
   a. Strength of recommendation

XI. Methodology
   a. Participants
      i. Number
      ii. Age range
   b. Setting
   c. Barriers and Facilitators
   d. Stakeholders
   e. Tools
   f. Intervention Implementation
      i. Recruitment of participants
      ii. Ethical considerations
      iii. Educational sessions (if applicable)
         1. Topic
         2. Number of sessions
3. Location of sessions

XII. Outcome measures
   a. What specific outcomes will be measured?
   b. What difference will the project outcomes make in improving health, costs, patient, family, or community outcomes?
   c. Data collection and security
      i. Data points
      ii. Access
      iii. Collection procedure
      If using data collection tools discuss reliability/validity of instrument
   d. Project Timeline (ex. Logic Model)

XIII. Analysis of data
   a. Statistical tests
   b. Statistical platform

XIV. Significance and Implications
   a. Benefit to providers, patients, families, and society
   b. Cost effectiveness
   c. Plan for Sustainability

XV. References

XVI. Appendices
   a. Agency permission/support
   b. Critical appraisal tools
   c. Logic Model
   d. Timeline
   e. Recruitment materials
   f. Consent form
   g. Tools
   h. Surveys
   i. Outline of educational program
   j. Data collection setup (can be a screenshot)
   k. Other pertinent materials (evidence tables, charts, etc…)

Proposal Presentation Description

A formal presentation of the student’s project proposal is required (location, venue and length of for presentation are at the discretion of the student’s committee). The exact nature of this presentation may vary by type of project and should be negotiated with the student’s project committee. The DNP Project Defense Rubric is available on the DNP Canvas site, under the “Scholarship Resources” page.

The student should not seek IRB approval or begin to implement or collect data until the presentation is complete and have been deemed acceptable by the student’s project committee. IRB approval MUST be obtained prior to the implementation of any part of the project.
Proposal Defense & Beginning the DNP Scholarly Project

Please use the following pathway as a guideline for successful completion of the DNP Scholarly Project proposal defense. Always remember to refer to the DNP Project Checklist for specific forms and timelines and DNP Project Guidelines for document & PowerPoint preparation.

1. Enroll for a minimum of 1 credit hour of N633 the term of proposal defense. The Faculty Chair determines when the project is ready for proposal defense.

2. DNP student coordinates proposal defense date & time with chair & committee members. Preferably, the date should be set at least 2 weeks prior to the end of term.

3. DNP student reserves room with assistance from Noelle Cooper and necessary media resources with Dr. Andi Damewood 2 weeks prior to the proposal. Proposal defense may be completed remotely using Zoom. The Faculty Chair will create the Zoom link.

4. Proposal defense is scheduled for 2-hour block; Guests are not permitted during proposal defense. The student presentation should be no longer than 30 minutes.

5. The Faculty Chair needs to notify the DNP Project Coordinator and DNP Chair of the date of the proposal defense, for record keeping.

6. The Faculty Chair conducts proposal defense review with DNP student, using the DNP Project Checklist to ensure all steps & forms have been completed.

7. The student will send the DNP Scholarly Project document to the entire committee no later than 10 days prior to the scheduled defense. A copy of The DNP Scholarly Project Written & Oral Defense Rubric needs to be provided to the committee by the Faculty Chair.

8. A PowerPoint Presentation is developed by the student and reviewed by the Faculty Chair. The presentation file is sent to the committee no later than 48 hours prior to the proposal defense. A final copy of the PPT is submitted to Noelle Cooper by the student upon successful completion of the proposal defense.

9. Upon completion of the proposal presentation, The DNP Scholarly Project Written & Oral Defense Rubric, is discussed among the committee, 1-copy is completed & signed by the Faculty Chair. A copy is emailed to the committee members, student & Graduate Programs Assistant where a copy is placed in student’s file.

10. Upon successful defense & chair approval, the downloads the Project Abstract Form and Research Determination. The faculty chair and student will collaboratively complete. **See faculty resources for more information regarding this process.

11. Always first start the IRB process through the Office of Research Services in the CON (even if the project site has an IRB). Submit the completed HSD worksheet to the ORS office (twyatt@utk.edu and dcarr9@utk.edu) along with the PAF and a copy of the letter of support from the project site. The chair must be carbon copied on the email.

12. Student will discuss continued registration of N633 hours with Faculty Chair for project implementation. The Faculty Chair needs to notify the DNP Project Coordinator and DNP Chair of success or failure of the proposal defense, for record keeping.

**Note: if student is an MSN-DNP student, the proposal defense will require the completion of the Admission to Candidacy Application, including committee member signatures. Please review the DNP Project Check List and Student Handbook for specific instructions.
Final Deliverables

Manuscript/Dissemination Plan
Students will prepare a manuscript suitable for publication in a peer-reviewed journal of the student’s choice and will develop a dissemination plan that satisfies the project committee. The dissemination plan is intended to help students launch their scholarship and may vary depending on the type of project.

Dissemination Examples:

- Submission to a peer reviewed print or on-line journal
- Presentation (poster and/or podium) at professional meetings/conferences.
- Presentation of a written or verbal executive summary to stakeholders and/or the practice site/organization leadership.
- Development of a webinar presentation or video, e.g. for YouTube or other public site,
- Submission and publication to a non-refereed lay publication. (AACN, 2015, p. 19)

Publication and Authorship of the DNP Project
The DNP student will be the first author on any manuscript or presentation submitted to a professional peer-reviewed journal or conference. Any other members of the DNP project committee whom have made substantial contributions to the written manuscript, may qualify for co-authorship. The student and project chair will determine order of authorship while following APA authorship guidelines, available at: https://www.apa.org/research/responsible/publication/.

Final Project Defense Description
The Final Project Defense of the DNP Scholarly Project is a culmination of the DNP Program. It exemplifies practice that is innovative and evidence-based and reflects the translation and application of credible research findings (AACN, 2006). Competence in a specified area of expertise/practice and knowledge gained predominate the presentation. Student presentations will highlight the history of the practice problem, the statement of the PICOT question, search/analysis/synthesis of the current literature, description of the plan for changing practice to implement the evidence, the evalative component and results, and recommendations for practice including sustainability of the implementation.

The Final Project Defense is meant to provide a clear, concise, succinct presentation of the DNP Scholarly Project (including evaluation and future implications to practice) that can be easily understood by those familiar with the project and those in the audience who may not be familiar with the project.

The audience will consist of committee members and any invited guests (please be mindful of the space limitations in the room that will be reserved), Assistant Dean of the Graduate Programs, DNP Program Chair, and any CON faculty and students wishing to attend. Zoom capability will offered for all Final Project Defenses. After the student’s presentation, all audience members will be excused except for the committee for a brief discussion of the presentation. Students should provide committee members with a packet consisting of a copy of the presentation, any tools used in the project, and any applicable materials from the dissemination plan. Students are welcome to distribute any pertinent materials of their choosing to the audience in order to help explain the project.

Students will be expected to have a PPT presentation of approximately 15-20 slides maximum. There will be one hour for the completion of the presentation – this includes set up, material distribution, presentation, Q&A from the audience, and wrap up. The student should plan to utilize approximately 25 minutes for the slide presentation. Exceeding the time limit or slide limit will result in a discounting of points/criteria from your project evaluation by the committee. The DNP Project Defense Rubric is available on the DNP Canvas site, under the “Scholarship Resources” page. **Students must pass the final project in order to complete the program.**

The chair of the DNP program, or someone designated by the Executive Associate Dean, will adjudicate split
decisions. The DNP defense will be recorded.

References


**Comprehensive Examinations/Admission to Candidacy**

**Comprehensive Examination**

Successful completion of the DNP Scholarly Project Proposal and oral defense serves as the Candidacy Exam (labeled as Comprehensive Exam on the Graduate School Admission to Candidacy Form) for all DNP students. The responsibility for determining examination results rests with the student's committee. Examination results will be reported to the Graduate School as pass or fail. It is the responsibility of the Chair of the student's committee to inform students in writing about the results of the examination.

If a student receives a grade of fail on the comprehensive examination, the student is allowed to repeat the examination one time. The extent of the second examination is determined by the faculty committee. A written evaluation and remediation plan is prepared by committee and provided to the student. During this time the student must be registered for N502 Use of Facilities to maintain continuous enrollment status.

If the student does not successfully pass the second examination, the student will be terminated from the doctoral program.

**Admission to Candidacy**

A student may be admitted to candidacy for the doctoral degree after passing the comprehensive examination, fulfilling any language requirements, and maintaining at least a 3.00 GPA in all graduate coursework. ([https://tiny.utk.edu/grad-catalog](https://tiny.utk.edu/grad-catalog)) Admission to candidacy for the DNP indicates agreement among the Doctoral Committee members that the student has demonstrated acceptable graduate work and that satisfactory progress has been made toward the degree.

The Admission to Candidacy Application form ([https://gradschool.utk.edu/forms-central/admission-to-candidacy-doctoral-degree/](https://gradschool.utk.edu/forms-central/admission-to-candidacy-doctoral-degree/)) is signed by all the members of the student's committee. All courses toward the degree, including transfer coursework and courses that have been waived, are listed on the application.

Courses are listed in chronological order, from the earliest course taken to the most recent course taken. A memo from the Chair of the DNP Program or Assistant Dean of Graduate Programs must accompany the application if any courses have been waived. NURS 599 (Statistical Methods for Healthcare Research) and/or STAT 531 (Survey of Statistical Methods I) is not listed on the form because it is a prerequisite for admission to the program.

Admission to Candidacy Paperwork is completed and submitted to the Graduate School no later than the last day of classes during the semester preceding the student's anticipated term of graduation. For example: If the student is planning to Graduate in Spring 2021, Candidacy paperwork is submitted no later than Fall 2020 by the appropriate Graduate School deadline. It is also at this time that the student follows the Graduate School deadlines ([https://gradschool.utk.edu/graduation/graduation-deadlines/](https://gradschool.utk.edu/graduation/graduation-deadlines/)) for submitting their application to graduate. If a student plans to graduate in the fall, it is advisable to submit the application before the end of spring semester since many faculty are not available during the summer months.

The original form is to be submitted to the Assistant Dean & Director of Graduate Studies, Dr. Terrica Durbin. Once signed by the Assistant Dean & Director of Graduate Studies, the Graduate Programs Office will submit the form to the Graduate School on the student’s behalf.

DNP students will be admitted to candidacy no later than the semester before they graduate. Students must
have successfully passed project proposal defense before they can be admitted to candidacy. Students must be admitted to candidacy before submitting the schedule of defense form and final project defense. Students should not identify themselves as doctoral candidates until they have been admitted to candidacy.

**Monitoring of DNP Student Progress**

Students must meet regularly with their advisor, at least once each semester, in person or by Zoom, to assess and monitor their progress toward degree completion.

**Nurse Anesthesia Concentration Student Handbook Addendum**

DNP students in the Nurse Anesthesia Concentration should also refer to the Nurse Anesthesia Student Handbook Addendum provided by the Anesthesia program, as well as to the section pertaining to Nurse Anesthesia students in the MSN portion of this handbook.
Welcome from the Chair of the PhD Program

On behalf of the faculty, WELCOME to the 2020-2021 academic year in the College of Nursing at The University of Tennessee. The College of Nursing has a long history of providing quality nursing education and preparing graduates for professional nursing practice in the evolving health care system. The PhD program was founded in 1989. Our graduates have filled important roles in nursing education, research, health policy, and administration, including deanships and positions as directors of federal programs.

Best Wishes for a successful year,

Sandra Thomas
Chair of the PhD Program

PhD Mission Statement

The mission of the PhD program is to educate future nurse scientists who will develop knowledge within nursing, and in interdisciplinary and interprofessional contexts. While maintaining high ethical standards, nurse scientists lead theory development; inclusive programs of research and other scholarship; dissemination of new health discoveries in professional and public forums; policy development; and education. Honoring diversity, they collaborate with other leaders to implement scientific findings to maximize health and health care in local, regional, national and global constituencies.

Consistent with the 2010 report of the American Association of Colleges of Nursing on the research-focused doctorate, the PhD faculty at UT believe that:

“The Doctor of Philosophy (PhD) represents the highest level of formal education for a career in research and the scholarship of discovery…Attainment of the PhD requires a strong scientific emphasis within the discipline; an understanding of the science of related disciplines, translation science and dissemination of innovations; and interprofessional collaboration (AACN, 2010, p. 1).”

The faculty also concur with the Core Competencies of Successful PhDs (Nyquist, 2002):

- Disciplinary knowledge
- Commitment to an informed career choice
- Teaching competency
- Understanding of the diversity of present and future students and present and future workforces
- Understanding of the mentoring process necessary to provide leadership for future generations in either academia or the workplace
- Ability and preparedness to connect one’s work to that of others within and across disciplines
- Global perspective
- Ability to see oneself as a scholar-citizen who will connect his or her expertise to the needs of society
- Ability to communicate and work in teams and explain work to public audiences and those who set policies
PhD Student Learning Outcomes

Graduates of the program are expected to:

- Analyze, test, refine and expand the theoretical basis of nursing.
- Form multiple modes of inquiry, select the most appropriate and conduct research that generates knowledge and advances nursing as a discipline.
- Provide culturally competent leadership as nurse scientists in transforming health and healthcare.
- Collaborate with members of other disciplines in theory development, health-related research, and other scholarly activities, recognizing diversity of ideas.
- Maintain professional standards, ethical principles and scientific integrity in scholarly activities.
- Communicate outcomes and implications of scholarly activities to professional and general audiences through multiple modes of dissemination.
General Duties and Responsibilities of Faculty & All Graduate Students

Scholarship is the discovery, development, synthesis, and dissemination of knowledge. Knowledge emerges from and informs philosophy, theory, research, and practice (adapted from AACN). Scholarship is diverse in values, interests, perspectives, and approaches. Scholars use creative, innovative, and rigorous thinking about topics relevant and significant to the discipline and society. Scholars are individually and collectively accountable for learning, professional development, research, and reflective practice. Scholarship is an ongoing, mutually transformative and collaborative process.

Faculty who teach in the PhD program are scholars in their own right. Each demonstrates the ability to pursue his or her selected area of research/scholarship while enacting the other roles required of faculty: teaching, mentorship of graduate students, and university and professional service. Faculty who teach in the PhD program are committed to facilitating students’ success. During coursework, faculty will do frequent “check-ins” with students to review the level of performance to date and the continued progress needed in a given course. Faculty who serve as advisors to PhD students will not only be a guide and facilitator in terms of the program of study, but also a coach and mentor. Doctoral students should look to their advisors as sources of information, such as suggestions for cognates, but also for mentorship in terms of special learning opportunities, research conferences, etc.

The intensity and depth of doctoral study requires a level of commitment to one’s studies that exceeds that required by prior nursing education. To be successful, doctoral students must be able to commit substantial time and effort to their studies, and to participate in other scholarly activities associated with the program. Part of becoming a scholar in nursing is being socialized into the role. This cannot happen without participation in colloquia, research groups, research conferences, and other learning activities beyond coursework.

Attendance is expected at all colloquia and conferences scheduled during on-site weeks unless the program chair has granted an exception. While not every student has the luxury of fulltime study without outside employment, every student does need to carve out key portions of their program where their immersion in their studies is more intense and more in-depth.

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

Perhaps the chief responsibility of a PhD student is to cultivate habits of rigorous scholarship, like those described by John Dewey (1910/1940; 1922/1930; 1935/1963). Dewey distinguished creative, productive habits from routine, unthinking habits. The productive habits described by Dewey include deliberation, critical reflection, risk-taking, courage, and a kind of intellectual restlessness that compels the scholar to evolve perpetually. Because earlier levels of nursing education often focus more on mastery of didactic course content and development of clinical proficiencies, doctoral students may struggle to relinquish old habits of studying.

Doctoral education creates discomfort. It is sometimes difficult to put one’s personal beliefs and experiences in the background and take a new look at the world, human beings, and nursing work from the perspective of a scholar rather than that of a practitioner. Faculty members understand this difficulty and stand ready to guide students through this transition.
## BSN-PhD Program of Study
### Full-Time | Effective Fall 2020

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<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<td>N607: Qualitative Nursing Research (3)</td>
<td>N565: Teaching Practicum (3)</td>
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<td>Y3</td>
<td>N612: Health and Health Care Policy (3)</td>
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<td>N566: Education Principles &amp; Strategies for Healthcare Prof. (3)</td>
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### MSN-PhD Program of Study
**Full-Time | Effective Fall 2020**

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N601: Philosophy & Knowledge Development for Nursing Science (3)  
N603: Nursing Inquiry & Research Design (3)  
N615: Research Ethics in the Health Sciences (2) | N602: Advanced Statistical Methods for Health Care Research (3)  
N605: Middle-Range Theory for Nursing Science Development (3)  
N610: Review & Critique of Scientific Literature (3) | Cognate Course I (3)  
Cognate Course II (3)  
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| **Y2** | | | |
| | N608: Quantitative Nursing Research (3)  
N612: Health and Health Care Policy (3)  
N613: Nursing Leadership in Complex Systems (3) | N607: Qualitative Nursing Research (3)  
N609: Research Practicum (3)  
N611: Advanced Quantitative Nursing Research (3) | N606: Grant Writing in Nursing Science (3)  
N614: Preceptorship* (3)  
Milestone: Comprehensive Exam |
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| **Y3** | | | |
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| Total: 12 hours | Total: 12 hours | |

*Optional preceptorship
### University of Tennessee College of Nursing
**MSN-PhD Program of Study**
**Part-Time | Effective Fall 2020**

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*Optional preceptorship
### University of Tennessee College of Nursing
**DNP-PhD Program of Study (effective Fall 2020)**

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<th>Year</th>
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<th>Summer</th>
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N603: Nursing Inquiry & Research Design (3)  
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N610: Review & Critique of Scientific Literature (3)  
Total: 6 hours | N602: Advanced Statistical Methods (3)  
Total: 3 hours |
| Y2   | N608: Quantitative Nursing Research (3)  
Total: 3 hours | N606: Nursing Research Seminar (3)  
N607: Qualitative Nursing Research (3)  
N611: Advanced Quantitative Nursing Research (3)  
Total: 9 hours | Milestone: Comprehensive Exam |
| Y3   | N600: Doctoral Research and Dissertation (12)  
Total: 12 hours | N600: Doctoral Research and Dissertation (12)  
Total: 12 hours |                                           |

The following courses/course content must have been covered during the DNP program:
- N511 (Graduate Statistics)
- N609 (Research Immersion)
- N612 (Health Policy)
- N613 (Nursing Leadership in Complex Systems)
- N615 (Research Ethics)
- Cognate II (A course from DNP to act as a cognate)

Substantiation must be provided. If courses were not taken during the DNP program, additional hours of coursework may need to be added to the student’s program of study.
College of Nursing and PhD Forms

All College of Nursing and PhD program specific forms may be found on the PhD Program Canvas site.

Registration for N600 and Student Responsibilities During the Conduct of the Dissertation Research

The key to a quality dissertation is a good working relationship between the student and the dissertation chairperson. Prior to registration for N600 for the first time, the student should meet with their chairperson to develop a timeline for the conduct of the dissertation project. The plan should be mutually agreeable in terms of the (1) number of semesters, (2) number of hours of N600 per semester, (3) specific semesters during which heavy faculty assistance will be needed, and (4) a tentative defense date.

Thereafter, the student should at minimum schedule an appointment face-to-face or virtually with the chairperson at the beginning of every semester during which N600 is taken. Objectives for the work to be conducted during the semester are to be developed and agreed upon during this meeting. These objectives become the basis for student evaluation at the end of the semester, when a grade of Progress/No Progress must be submitted to the Graduate School by the faculty chairperson. A student who does not regularly inform their chairperson of progress in meeting these objectives shall be awarded a grade of No Progress. As a consequence, these hours do not count toward the required 24 hours of dissertation research. Regular communication will prevent this unfortunate consequence and facilitate a successful dissertation research experience.

In addition to frequent, regular communication with one’s chairperson, students are urged to keep all committee members informed regarding the progress of the research. Email updates are useful. Bear in mind that the chairperson and/or other committee members may want to review raw data, computer printouts, interview transcripts, coding sheets, and other materials pertinent to the research project. Do not destroy any interview tapes, questionnaires, or other data until consultation with the Dissertation Chairperson. The Dissertation Chair will inform the student when the dissertation can be sent to the other committee members. Committee members will have two weeks to read the dissertation and will recommend to the chair if the defense is ready to be scheduled. The defense meeting cannot be scheduled until the chair and a majority of the committee members approve scheduling of the dissertation defense. If a student fails the dissertation defense, another defense can be scheduled after approval by the chair and a majority of the committee members but no sooner than eight weeks following the first defense. Guidance regarding dissertation formatting is provided by the University’s thesis consultant (https://gradschool.utk.edu/thesesdissertations/) during free workshops held each semester or individual appointments as requested. Students are urged to meet with the thesis consultant early during the semester in which they plan to graduate to avoid any last-minute problems with margins, headings, or other matters pertaining to required format and style. Dissertations must be submitted to the Graduate School electronically.

Continuous Registration during Dissertation Hours

All degree-seeking students are expected to make a full commitment to their graduate and/or professional study to ensure they can complete all degree requirements without unnecessary delay. Graduate students are, therefore, required to maintain an active status through continuous enrollment from the time of first enrollment until graduation. Doctoral candidates must register continuously for course N600 (minimum of 3 hours) from the time of first enrollment. The first term of enrollment in N600 should be the term immediately following the semester during which the student was admitted to candidacy. For example, a student who is admitted to candidacy (i.e., passes the PhD comprehensive exam) during the fall term will register for N600 during the following spring term and each term thereafter, including summer and the term in which the dissertation is approved and accepted by the Graduate School. A minimum of 24 hours of course N600 is required before the dissertation will be accepted. A student who will not be using faculty services and/or university facilities for a period of time may request a leave of absence from dissertation research up to a maximum of six terms (including summer terms). The request, to be made in advance, will be considered by the Graduate School.
Advisement Prior to Dissertation

Early in the student’s program, a nursing faculty advisor will be assigned by the program Chair. At the initial advising session, an academic plan will be completed. The student should make an appointment with their advisor each semester prior to registration to review and confirm the next semester's courses based on the program of study at the time of admission. Modifications to the program of study should be discussed with the advisor and formalized by the Graduate Programs Advisor. Should the student wish to change advisors, they must obtain agreement from the faculty member and notify the program Chair of this change. The faculty advisor will provide academic advisement, assist the student in selection of cognates, and review the student’s portfolio each semester. Once the dissertation committee is formed, they assume the advising role. The dissertation committee may or may not include the faculty member who provided initial advisement.

Degree Requirements Specific to the Program Curriculum

The primary focus of the PhD in nursing curriculum is scientific inquiry and theory development in the discipline of nursing, with the objective of producing nursing research scientists and scholars. The curriculum includes a series of courses in the nursing major that will help the student evaluate existing knowledge critically and engage in the creation and use of new nursing knowledge. Readings in the philosophy of science create awareness of philosophical perspectives throughout history, with emphasis on the philosophers who have influenced research traditions in nursing and theoretical formulations of nurse scholars. The theory component of the curriculum involves concept development, acquisition of tools and processes for rigorous analysis of constructs and frameworks, and initiation of new theory development. Special emphasis is placed on middle-range theories from nursing and related disciplines as guides for research.

The research and statistics courses provide students with a firm grounding in both quantitative and qualitative research designs, research methodology, research ethics, and strategies for data analysis. The required two-course sequence in statistics is considered a minimum. Some students will need to take additional courses (e.g., structural equation modeling) to prepare for their dissertation data analysis. Equal emphasis is placed on basic and applied studies addressing questions of significance to the nursing discipline. All students will acquire research skills through a carefully planned sequence of activities beginning with involvement in the ongoing investigations of faculty mentors, progressing to the student's own independent projects, and culminating in the doctoral dissertation. Students have options such as involvement in an interdisciplinary phenomenology research group, conducting analyses of large government data sets, and working in a collaborative team with faculty and nurses in a wide variety of community settings.

Complementing the theory and research courses are explorations of issues related to health policy, ethics, care delivery, and the scientific management of complex clinical and educational systems. The content of these courses is especially crucial given the current climate of drastic, unprecedented changes in U.S. health care delivery systems and financing mechanisms. Additionally, the College of Nursing at UTK is committed to preparing graduates who are ready to assume faculty roles. There is a serious shortage of doctorally prepared nursing faculty across the nation, which prompted us to place greater emphasis on preparation for academic careers.

Cognate courses complement the program of study in the nursing major and are selected in collaboration with the student’s advisor with an eye toward underpinning the focus of the dissertation research question. Both 500- and 600-level courses may be selected. Courses must be designated as distance education (DE).

Possible cognate areas might include anthropology, child and family studies, psychology, education, management, medical ethics, philosophy, public health, gerontology, social work, or statistics, among others. In the Graduate Catalog, cognate fields are defined as “a minimum of 6 semester hours of graduate course work in a given area outside the student’s major.” It should be emphasized, however, that 6 hours is indeed a minimum. Students often elect to register for additional credit hours in their cognates and/or to tie their preceptorship experiences to the cognate area. If approved by the Dean of the Graduate School, cognate courses can be taken at other universities. A syllabus and rationale taking a course at another university must
be submitted to the Assistant Dean of Graduate Programs for the College of Nursing. Doctoral students in nursing are also eligible to earn a number of graduate certificates (https://tiny.utk.edu/grad-catalog). These options can be discussed with faculty advisors.

**Blended Learning in the PhD Program**

All PhD nursing courses in the PhD program are offered in a blended format. The majority of learning activities occur in an online environment. There are typically two, coordinated onsite face-to-face sessions per term.

Online group and self-paced learning activities feature multi-modal learner and faculty communication and engagement. Group activities in the online and classroom environments include facilitated discussions, collaborative learning and problem-solving, and project work. Synchronous online activities (i.e., live sessions with faculty and students participating at the same time) comprise no more than five sessions per course per semester. The schedule for course online synchronous activities will be published at the beginning of the term.

Group and individual activities and assignments emphasize application of curricular content and increasing integration and synthesis of scholarly information. Guided learning experiences are complemented with customized materials. Personal and group reflection is used to advance learning and understanding.

Blended learning in the PhD program is differentiated by enhanced use of technology; alternative teaching methods; expanded access to a broad complement of resources; greater flexibility with some elements of student and faculty control over time, place, pace, etc. of learning and engagement; and ongoing evaluation of student progress and course content with an emphasis on rapid cycle improvement. Blended learning confers new accountabilities on learners to use technology for self-learning and discovery. Authentic presence and active engagement are required for learners and faculty to achieve success.

**Special Policies**

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

2. Courses such as statistics may be taken at other universities after submission of syllabi to the PhD program director for approval. Students should not register for such courses without first seeking approval. At the doctoral level, credits from courses at other universities are not “transferred”, and grades earned elsewhere are not included in computation of your UTK GPA.

3. The College of Nursing expects doctoral students to fulfill the standard for formal writing specified in the *Publication Manual of the American Psychological Association* (7th edition). You have received a writing manual at PhD Orientation that will be useful throughout the doctoral program. Faculty members expect you to refer to the manual frequently. Also, please review the guideline for Writing Papers (Appendix B) and the Plagiarism document (Appendix A). Evidence of plagiarism on a paper is covered under the academic dishonesty policies of the university as outlined in *Hilltopics*, the university student handbook. In the PhD program at the College of Nursing, any paper containing plagiarism shall be given a grade of zero.

4. Doctoral students must comply with the health directives established by the College’s Health and Welfare Committee. Items such as background checks, drug screenings, etc., are to be submitted online to the Complio system by the established deadline. Nursing licensure should be documented upon program entry.

5. **Course Loads**: According to Graduate School policies (https://tiny.utk.edu/grad-catalog), students are urged to consider work and family responsibilities carefully before registering for course work each semester. The maximum load for a graduate student is 15 hours, and 9 hours is considered a full load. Students who are employed usually pursue no more than 6 hours per semester. For the summer term, graduate students may register for a maximum of 12 hours in an entire summer term or for a maximum of 6 hours in a five-week summer session. Students may enroll in only one course during a mini-term
6. **Preceptorship Information**: For the elective course N614, a qualified preceptor must be arranged. A preceptor for N614 is an individual in an academic, health care, or health policy position with credentials suitable for mentoring doctoral students in achieving their faculty-approved learning objectives for the preceptorship experience. The preceptor does not grade student performance but may provide feedback to the course faculty regarding the student’s achievement of the learning objectives.

7. **Publication and Authorship**: At some point during your program of study, you may consider publishing a course paper such as a state-of-the-science paper or policy paper. A faculty member may suggest this. The College of Nursing adheres to the guidelines in the *Publication Manual of the American Psychological Association* (7th edition), regarding ethical reporting of scholarly work and authorship credit.

   According to the manual, “authorship encompasses…not only those who do the actual writing but also those who have made substantial scientific contributions to a study” (APA, 2020, p. 24). Therefore, scholarly work that has been guided by your faculty generally involves crediting the faculty who guided the project and/or the development of the resultant publishable paper. Please refer to section 1.22 in the APA manual regarding the proper order in which authors must be listed. Authorship is negotiated with potential coauthors, such as faculty and other students, early in the process. You may be wondering if you are required to include faculty as co-authors on all manuscripts submitted while you are a doctoral student. You do not have to include faculty, but consider that in most cases the faculty member selected pertinent readings, gave the assignment, and may have given extensive feedback on the paper in grading it. Nevertheless, any coauthor should contribute to the substance of the article, beyond minor editing. This may include major reorganization of the piece, conceptual input, or additions to the text. All coauthors must have a chance to see the final version of the manuscript before it is submitted to a journal.

   Other things to consider include deciding where the paper is to be published before you transform it from a class paper to a journal submission, because you should select a referenced journal from the curated list prepared by the International Association of Nurse Editors (INANE). Predatory publishers often promise fast manuscript review, but do not have a credible review process and charge large fees. Check the author guidelines for the journal regarding format, length, etc., of the submission. Not all journals use APA format. If you use EndNote™ to format, be sure also to proofread for format errors because EndNote™ is not foolproof. Finally, have someone read the manuscript to see if it would be clear to a general reader. Other tips about writing for publication may be found in the writing manual that you received at PhD Orientation. Ethics of journal publication will be covered in a subsequent workshop.

8. **Publication of the Dissertation**: A special case in regard to publishing manuscripts is the decision to publish papers from a dissertation. Your major professor (chair), and other members of your committee in some cases, have contributed a great deal towards your finished project by helping with the study and your dissertation document. At least the chair should be a co-author on the major findings article of your dissertation. Section 1.22 of the APA manual includes the following statement about publications emanating from a dissertation: “Because doctoral work is expected to result in an independent and original contribution to the field by the student, except under rare circumstances, the student should be listed as the principal author of any papers with multiple authors that are substantially based on their dissertation” (APA Ethics Code Standard 8.12c, Publication Credit, cited in APA Publication Manual, 2020, p. 25). Full disclosure is recommended at the time of manuscript submission: i.e., any journal manuscript based on a dissertation should include an up-front formal acknowledgement that the research was conducted as part of a PhD program at X University, with listing of the chair and committee members. *The chair and committee members should review the manuscript and approve its submission.*

9. **Self-Plagiarism**: An issue of serious concern in contemporary publishing is self-plagiarism (i.e., copying your own words verbatim from your previously published papers, without citing those papers, which violates copyright law). Recently, journal editors began to reject submissions based on dissertations because the full dissertation documents are made publicly available in university repositories (such as Trace, the repository of the University of Tennessee). When the journals run their plagiarism software
(e.g., iThenticate), as much as 70% of the journal manuscript content is reported as “self-plagiarized” from the dissertation posted on the university web site. Therefore, some editors are either rejecting these manuscripts outright or demanding major rewrites to reduce the similarity. It is virtually impossible to write some sections of a journal article completely differently than the dissertation (for example, listing of instruments and their psychometric properties; description of sample demographics). Therefore, it is best to embargo your dissertation for a year before it is posted on Trace, so that you can get manuscripts out to journals before the dissertation is made publicly available on Trace. The University’s thesis consultant will provide you with a form on which you can select this embargo option at the time you submit the dissertation to the Graduate School.
**Foundational Stage**
**GOAL:** Becoming a nurse scholar/scientist  
**CONTENTS:** Philosophical and theoretical underpinnings  
**Milestone:** Preliminary written exam  
(after completion of N601, 603, 605, 610 & 615); demonstrate scholarly thought and expression of same

**Integration Stage**
**GOAL:** Becoming a nurse researcher  
**CONTENT:** Research design and methods

**Milestone:** Comprehensive exam and admission to candidacy  
(after completion of all required PhD program coursework prior to dissertation hours); demonstrate application of theory, research design and methods to researchable problems re: phenomenon of interest

**Dissertation Stage**
**GOAL:** Acquire knowledge, skills, and attitudes to independently conduct research  
**CONTENT:** Independent research project conducted under the tutelage of dissertation committee  

**Preparation**
**Interim milestone:** Successful proposal defense  

**Independent research**
**Terminal milestone:** Defense of independently written dissertation
The chair/major professor directs the student’s dissertation research and chairs the dissertation committee. Ph.D. committees at the University of Tennessee must be composed of at least four people. At least two committee members must be tenured or tenure track UT faculty. The chair of the committee is typically from the student’s department/intercollegiate program. At least one member must be from an academic unit other than that of the student’s department; in interdisciplinary programs, one member shall be from outside that program. Committee members outside the student’s home department/program are referred to below as external members. External members may be from outside of the University of Tennessee, but must be approved in accordance with the procedures below.

The Dean of the Graduate school must approve every PhD student committee; however, the primary responsibility for approving individuals to serve on those committees is held at the department/interdisciplinary unit level, according to their bylaws. As a rule, the faculty member’s graduate unit/department submits the Doctoral Committee form with any necessary attachments to the Graduate School immediately upon formation of the dissertation committee.

Those who may chair and/or serve on committees fall under one of the following categories. However, the Dean of the Graduate School may grant one-time approval outside the parameters of these categories, in specific cases as supported by the department and deemed in the best interest of the student.

**Category One:** University of Tennessee tenured or tenure-track faculty holding a doctoral degree or joint faculty holding a doctoral degree are automatically granted the approval to chair or be a member of any doctoral committee. University of Tennessee tenured or tenure-track faculty, without a doctoral degree, may serve on doctoral committees.

**Category Two:** Individuals who are not tenured/tenure track whose primary employer is the University of Tennessee and who hold the titles of professor, associate professor, or assistant professor can co-chair or be a member of dissertation committees. However, they may only co-chair committees if their appointment is within the student’s major.

**Category Three:** Tenured or tenure-track faculty at other institutions may serve as the external member on a dissertation committee. The individual’s CV must be attached to the Ph.D. committee form when it is submitted to the Graduate School.

**Category Four:** Others who are considered experts in the field may serve as an external member of the dissertation committee. The individual’s CV must be attached to the Ph.D. committee form when it is submitted to the Graduate School.

**Category Five:** Emeritus faculty may continue to chair, or serve as a member of, existing committees. They may not be appointed to any new committees once retired, but they may continue to serve out their previously approved committee roles. In the case that a Ph.D. committee chair leaves the University of Tennessee prior to a student completing the degree, the chair may (1) resign from the committee, (2) serve as a co-chair of the committee; or (3) serve as a member of the committee. The student must submit a change of committee form documenting the appointment of a new chair or co-chair and updating the appointment status of the previous chair.

In cases when a department head believes an exception to the above categories is needed, the department head may appeal to the Dean of the Graduate School.

For non-PhD degrees, information on formation of the doctoral committee can be found in the student’s respective program description.

To officially establish the committee, the student will submit the PhD Committee Form with original signatures. This committee is nominated by the department head or college dean and approved by the Dean of the Graduate School.

A doctoral student should begin to form the committee during the first year of study. Subject to Graduate Council policies and individual program requirements, the committee must approve all course work applied
toward the degree, certify the student’s mastery of the major field and any cognate fields, assist the student in conducting research, and recommend the dissertation for approval and acceptance by the Graduate School.”

The dissertation committee chairperson will assist the student in selecting a topic, writing the proposal, conducting the research, and preparing the dissertation. Other members of the committee are frequently selected for their expertise in research design and methods, statistics, computer data processing, or content areas pertinent to the dissertation topic. Where appropriate, a fifth committee member from outside the university can be added to the committee. The Graduate School approves the credentials of this individual.

Students are encouraged to avail themselves of opportunities to work closely with potential dissertation committee members throughout their program of study as part of the College research groups and in various assistantship, preceptorship, or directed study experiences. To become acquainted with faculty expertise, students are encouraged to review the information on the College of Nursing web site. Ideally, the dissertation chairperson should be selected during the first year of study. Together, the student and the chair identify additional committee members and secure their agreement to serve. Additional information about working with the dissertation chairperson and committee appears elsewhere in this handbook, as well as in the UT Graduate Catalog. Deadlines for the defense of the dissertation and final acceptance by the Graduate School are published each semester.

Examinations

PhD Preliminary Examination

Background information: The University of Tennessee Graduate Catalog specifies that a preliminary (or qualifying) examination may be administered near the end of the first year of a doctoral program.

As described in the Graduate Catalog:

“A written and/or oral qualifying examination may be given near the end of the student's first year in the doctoral program. Qualifying examinations are designed to test the student's progress, general knowledge of fundamentals of the field, and fitness to continue with the more specialized aspects of the doctoral program.”

Within the UTK College of Nursing, a Preliminary Examination is given following the completion of Year I core courses N601, N603, N605, N610, and N615. The goal of the examination is to assess understanding of philosophical and theoretical foundations of nursing science, the ability to substruct middle-range theories, critically evaluate and synthesize literature of the field, formulate feasible research questions, and demonstrate general knowledge of research ethics and processes in nursing.

Faculty graders are assigned by the program chair. Students will have 5 days to prepare their responses after receiving the exam questions. A limit of 5 pages per question is imposed. The examination responses should be prepared according to the specifications of the APA Manual, with a formal list of references. The written responses are submitted to the PhD program chair, who distributes these among the faculty graders.

In cases where faculty need elaboration from a student on written responses, an oral examination will be scheduled. If the result of the oral exam is failure, the student may retake the preliminary exam once, and it must be taken at least one term after the oral exam failure. The extent of the second examination is determined by faculty graders. The student will work with the faculty advisor to develop a remediation plan and a schedule for retaking the examination. Registration for Use of Facilities (502) is required during the intervening time before the second examination. If a student does not pass the second examination, termination from the PhD program will result.

PhD Comprehensive Examination

The goal of the Comprehensive Examination is to demonstrate synthesis of knowledge as it applies to the phenomena of interest and to ascertain the student’s readiness to proceed to dissertation work. A secondary purpose is to evaluate the student’s ability to communicate in written and oral formats effectively. As such, the comprehensive examination focuses on:
• Area of student’s research interest, specifically, synthesis and critique of literature;
• Related theoretical perspectives;
• Anticipated and alternative research methodologies; and
• Integration of nursing and interdisciplinary knowledge to inform practice, health policy, and health care delivery system change.

The Comprehensive Examination is taken after completion of all coursework and prior to registration for dissertation hours. The comprehensive examination is designed, administered, and evaluated for each individual by the student’s dissertation committee. The student and the major professor identify a doctoral committee composed of at least four faculty members as specified in the previous section describing the Dissertation Committee. A doctoral student should begin to form the committee during the first year of study. A “Request to take PhD Comprehensive Examination” form must be submitted to the PhD Program Chair at least two weeks prior to the examination.

The Comprehensive Examination has both **written and oral components**.

**Written:**
The chair of the proposed dissertation committee asks each member to write a question in their area of expertise focusing on theoretical framework, synthesis of literature including justification for the proposed study, synthesis and critique of methodological approaches and analyses, or analysis of leadership/policy/ethical issues.

A student may request to substitute an unpublished, first-authored manuscript to answer one question. The manuscript must address one of the above-named four foci of the comprehensive examination. If the request is granted by the committee, the manuscript shall be submitted to an appropriate peer reviewed journal prior to the comprehensive examination. Given the length of peer review and journal production processes, it is not required that the manuscript be accepted or published prior to the examination.

A student may request to substitute a previously published, first-authored manuscript that addresses one of the four foci of the comprehensive examination. Given that this paper could have been prepared and published before formation of the dissertation committee, approval of the request is at the discretion of the dissertation committee.

Upon the receipt of the questions, the student has seven [7] calendar days to send the written answers to the committee chair who then distributes the responses to the committee members. Answers are provided in essay [APA] format with references, with a 12-page limit per question. The student may substitute a first-authored, peer reviewed publication to answer one question. The student should cite work of authorities in the field taking defensible positions on key conceptual, methodological, and substantive issues.

Upon receipt of the answers, committee members have seven [7] calendar days to submit a grade to the committee chair. The chair may request a meeting of the committee to discuss.

**Oral:**
Written responses give focus to the oral exam. The oral examination may be waived at the discretion of the committee.

**Grading:**
The Dissertation Chair [major professor], in consultation with each committee member, will determine which exam questions that member will read and grade. Each question is graded by at least two committee members, one of whom being the faculty member who wrote the question. Possible grades are: (a) pass with distinction, (b) pass, or (c) fail.

A majority vote is taken by the committee to determine the student's ability to:

- Articulate a framework for scholarly inquiry related to the phenomena of interest;
• Reflect knowledge of and critique current and relevant literature; and
• Develop a defined area of inquiry and select methods that can lead to dissertation work.

The following criteria are used by faculty to evaluate the student’s written and oral answers to the comprehensive examination:

A. Depth of knowledge
B. Clarity in expression of ideas
C. Critical evaluation of knowledge
D. Synthesis of content
E. Logical development of ideas

The dissertation chairperson submits the “Results of the PhD Comprehensive Examination” form to the PhD Program Chair after grading is completed.

If a student receives a grade of fail on the comprehensive examination, the student is allowed to repeat the examination one time. The extent of the second examination is determined by the faculty graders.

• A written evaluation and remediation plan is prepared by the committee and provided to the student;
• The student may retake the exam 3 months after failure, but within 1 year. During this time the student must be registered for N502 Use of Facilities to maintain continuous enrollment status;
• If the student does not successfully pass the second examination, they will be terminated from the doctoral program.

**Admission to Candidacy**

Following successful completion of the comprehensive examination, the dissertation committee members sign the Admission to Candidacy Form and the Doctoral Committee Appointment Form. Prior to submitting the forms to the Graduate School, the forms must be signed by the Assistant Dean of Graduate Studies and copied for the student’s file.

**Dissertation**

The College of Nursing faculty requires dissertations to be theoretically guided, either testing extant theory or generating new theory. Research designs should reflect contemporary scientific standards for complex multivariate quantitative studies or rigorous qualitative investigations.

Students begin work on the dissertation after successfully completing the comprehensive examination and admission to candidacy. The four members of the dissertation committee should be chosen for their complementary expertise and skills relevant to the research to be conducted. Please refer to the section on advisement for additional guidance regarding selection of the dissertation committee.

The dissertation proposal is presented to the committee in a formal meeting conducted by the chairperson. Scheduling of the proposal defense meeting is determined by consultation between the student and the chair. A formal oral presentation is required. Following the presentation, the student will be asked to defend and present the rationale for research design decisions, as well as respond to other questions from dissertation committee members about any aspect of the proposed work. The PhD Proposal Defense Rubric is available on the PhD Canvas site, via the “Program Forms” button, under the “PhD Specific Forms” section. Each committee member completes the rubric independently, submitting it to the committee chair. After discussion by the full committee, a synthesis of comments is given to the student at the end of the proposal meeting.
The research is not initiated until all committee members agree on the elements and procedures of the research plan. Prior to collection of any data on human subjects, research projects must be approved by the University's Institutional Review Board (IRB). Adequate time should be reserved for IRB review. Consultation with the College of Nursing’s Office of Research Services is encouraged early in the development of the submission to the IRB.

Dissertation research must be conducted in accordance with the policies and procedures of the Graduate School and under the guidance of the student's chairperson and committee. The dissertation is expected to be a scholarly independent and original contribution to the body of nursing research and an orderly, written document presented in accordance with Graduate School policies. The University’s thesis consultant will review a draft of the dissertation to ensure that it is “appropriately presented, free of technical errors in format, and reflect credit upon graduate education at the University of Tennessee, Knoxville.” (Graduate Catalog) Students are advised to obtain the UT Guide to the Preparation of Theses and Dissertations early in their program. It is available online.

Dissertation Defense

Each student must successfully defend their dissertation orally before the dissertation committee. This examination is scheduled following completion of the dissertation and at least 3 weeks before the deadline for acceptance and approval of the dissertation by the Graduate School. The form to schedule the oral examination must be submitted to the Graduation Specialists, The Graduate School, 111 Student Services Building, at least one week prior to the meeting. This form is available online (https://gradschool.utk.edu/forms-central/). University policy requires that the examination be announced publicly and be open to all faculty members. The defense meeting also is announced to the faculty and administration of the College of Nursing at least one week prior to the scheduled date. After obtaining confirmation of the date and time for the defense from all committee members, the student must notify the chair of the PhD program. The examination involves a formal presentation of the findings by the student lasting no longer than 20–30 minutes, followed by questions from the committee. Visitors are permitted to attend the defense meeting, but do not participate in the deliberations of the committee. Graduation from the program requires a successful defense of the dissertation. The Graduate School has developed a policy regarding remote participation in defense meetings, when one or more individuals cannot be physically present. Please consult the Graduate School website well in advance to ensure proper compliance with this policy.

Thesis/Dissertation Consultant

The Thesis/Dissertation Consultant reviews formatting requirements for all theses and dissertations prepared at UT Knoxville. These requirements must be met for theses and dissertations to be accepted by the university as a condition of graduation. Graduate students who are writing theses and dissertations should plan to meet with the consultant at least three or four times during the writing and revision process, including a Preliminary Review and Final Submittal. The Graduate School now requires submission of the dissertation to iThenticate, a plagiarism detection program. Guidance regarding this process is available on the Graduate School’s website at: https://gradschool.utk.edu/thesesdissertations/using-ithenticate/.

All theses and dissertations must be submitted in electronic format. Please disregard any of the previously published guidelines that state they are specifically for “paper” submittal. Submittal requirements are covered at Thesis/Dissertation Workshops each semester, and you can find more information on electronic theses and dissertations at http://web.utk.edu/~thesis/. You can reach the consultant at thesis@utk.edu.

Manuscript Option Dissertation

Instead of producing a traditional dissertation, students may pursue and are encouraged to submit three publishable manuscripts to fulfill the dissertation requirements. Students must comply with applicable University and College guidelines. Choosing this option will be a joint decision made by the doctoral student and the
advisor or dissertation chair. The decision to choose the manuscript dissertation option may occur at various times during the student’s program of study: on admission, after completion of any doctoral course, or upon admission to candidacy.

Graduate School Requirements

Refer to UTK’s Guide to the preparation of theses and dissertations (http://gradschool.utk.edu/documents/2016/03/guide-to-thesesdissertations.pdf) [Manuscript dissertation option discussed in chapter IV, p.21]. Each manuscript may be listed as an individual chapter within the document. Graduate students should plan to meet with the Dissertation Consultant (thesis@utk.edu) in the Graduate School at least 3 or 4 times during the dissertation writing process, including a Preliminary Review and Final Submittal.

College of Nursing Guidelines

The dissertation must be a unified work whereby manuscripts have a common theme aligned with the student’s area of research, including a comprehensive review of literature demonstrating in-depth understanding of the unifying framework.

The manuscript dissertation option in the CON requires that a minimum of three manuscripts be included in the dissertation meeting following criteria:

- Manuscripts included in the dissertation must have been written while the student was enrolled in the PhD Program;
- All manuscripts must be prepared for submission to appropriate peer reviewed journals approved by the dissertation committee prior to the dissertation defense; at least one manuscript must be submitted before the dissertation defense.
- Format of manuscripts will be dictated by the peer-reviewed journal author guidelines; and
- The student must obtain written permission from the copyright holder to include the material in the dissertation. For those manuscripts in press or published, a copyright release from the publisher will be included in the appendices of the dissertation.

Types of Manuscripts:

Three manuscripts must be included in the dissertation: one addressing the state of the science, one reporting study findings, with the third topic selected by the student and the dissertation committee from the following:

- Concept analysis and/or theory application related to the study
- Instrument development
- Methodological innovation
- Implications of the study for policy
- Implications of the study for practice
- Implications of the study for pedagogy
- Authorship
- The student must be either the sole author or lead author with faculty members who assist in writing of the manuscript[s].
- Manuscripts co-authored with other students will not be accepted as part of the dissertation
The co-author’s percent of contribution and role will be documented in the dissertation introduction [chapter 1]

Role of the Dissertation Committee:

[In addition to description found under Dissertation Advisement, PhD Student Handbook]

- The chair will be involved in or approve choice of manuscript option.
- The committee members will guide the student in the design and implementation of the research study.
- The full committee will meet to approve the dissertation proposal.
- The committee will be consulted and/or approve the selection of journals for manuscript submissions.
- The full committee will review a draft of the dissertation prior to the formal dissertation defense.

Format of Manuscript Dissertation

Abstract is to be all-inclusive [350 or fewer words]

Chapter 1 [Study Introduction] provides an overview of the research project. Here, the reader is oriented to the student’s scholarly focus area, significance to nursing, gaps in knowledge, and purpose of the study. In this introduction, the student describes the manuscripts, tells how these are related, and explains the significance. The distribution of content across the entire dissertation is described.

Chapter 2 [Review of the Literature = State-of-the Science Manuscript 1] is an integrated review of the literature, including updates since the manuscript was submitted for publication.

Chapter 3 [Study Methods] provides a description of the research design, philosophical/conceptual framework, research questions/hypotheses, variables, and data analysis.

Chapter 4 [Study Findings = Manuscript 2] ordinarily includes a presentation of study findings, including tables and figures illustrating the analysis.

Chapter 5 [Discussion and Conclusions] contains specific implications of the data analysis presented in Chapter 4. The synthesis and interpretation of study findings should show an integration of content of all manuscripts, discussion of the contributions to nursing science, direction for future research, and implications for nursing practice, education, or policy.

Note: Manuscript 3 is selected by the student and the dissertation committee.

Additional References (if any)

Appendix

Monitoring of Doctoral Student Progress

Academic progress will be reviewed each semester by the student’s chairperson/advisor. A minimum grade of B in all nursing PhD courses is required; however, the College of Nursing will allow one grade of C in any nursing PhD core course (N599, N601, N602, N603, N605, N610, N612, N613, N615). A second grade of C or below will result in dismissal from the program. A 3.00 cumulative GPA is required for continuation in the program.

Leaves of Absence from Dissertation

The Graduate Catalog specifies the procedure and length of leaves of absence from the dissertation, which must be approved by the Graduate School. Unless a leave of absence has been granted, once the student has
began to register for dissertation hours (N600) they must register for a minimum of 3 hours during all semesters, including summer semester, until graduation.

**Procedure for Determining Satisfactory Progress toward Degree**

Each student has a minimum of one advising appointment per semester, wherein his or her progress is reviewed with the advisor.
Welcome from the MSN Program Chair

WELCOME to the 2020-2021 academic year in the College of Nursing! The College of Nursing has a proud history of providing quality advanced nursing education since 1976. I congratulate each of you on your academic achievements and your acceptance to the program.

Best wishes for a very successful year,

Terrica Durbin, DNP, CRNA, APN
Chair of the MSN Program
Interim Assistant Dean, Graduate Programs

Philosophy

Excellence in generation and communication of nursing knowledge is the responsibility of both faculty and students engaged in reciprocal teaching-learning process. This process is enhanced by responding to the unique learning needs of a diverse student population in an environment that facilitates critical thinking, self-awareness, communication, reflection, and action in providing health care and improving quality of life. As a College of Nursing within a land-grant research-intensive university, we conduct research to develop evidence-based interventions and the professional skills necessary to apply them in a variety of health contexts as well as evaluation of practice and translation of research. Our curriculum is based on the metaparadigmatic concepts of person, environments, and health as the focus of nursing practice and knowledge development.

Persons, as individuals, families, groups, and communities are the focus of nursing care and have the right to have subsistence needs met and to access comprehensive healthcare in a climate of dignity and respect. Persons are biopsychosocial and thus are complex, creative, and relational. They are genetically, socially, spiritually, and politically diverse. Nurses value equality and equity, emphasizing the needs of vulnerable populations realizing that all person experience vulnerability when health is challenged.

Environment includes the totality of physical, social, cultural, institutional, and political structures and conditions that influence human existence, health, development, and empowerment. Persona cannot be understood apart from their environments. Excellence in healthcare demands that we promote, maintain, and restore health through environmentally based practice, setting the conditions for healing, the ecology for sustainable health, and the climate for belongingness, support, and respect.

Health is defined as a series of transitions occurring in development, illness, recovery, wellness, social relationships, life challenges, and death. We focus on actual or potential health problems and strengths to improve the well-being of persons as defined by mutual dialogue with them. Health is a human right, enabling individuals to realize their maximum potential for self-determination and interpersonal, family, communal relationships, and meaningful work. Health encompasses central elements of growth, development, and integrity throughout the life span.

Nursing is a practice discipline, defined as the diagnosis and treatment of human responses to actual or potential health problems and needs of individuals, families, groups, and communities. Nurses strive for holistic, accessible, high-quality, cost-effective, and ethical healthcare. Nurses interact with other healthcare professionals and community partners to create optimal climates for healing, wellness, and quality of life in changing systems of healthcare. As nurses, we hold that health is influenced by local and global economic forces, cultural change, technological advances, and scientific discoveries. Nursing is ultimately responsible to
maintain and improve health through practice, organization, leadership, scholarship, policy, and advocacy. The public trust in nursing mandates that, above all, the nursing profession is accountable for ethical protection of individuals and the public from health risks and threats to personal integrity or dignity.

**MSN Program Student Learning Objectives**

At the completion of the MSN Program, students will be able to:

1. Provide evidence-based advanced nursing care in a variety of health care settings to diverse populations, including individuals, families and communities. (Essential I, III, IX)

2. Utilize theoretical and ethical principles while accounting for patient values to guide advanced practice nursing. (Essential I, IV, V, IX)

3. Collaborate in ethically responsible research activities. (Essential IV)

4. Participates, leading when appropriate, in evaluation of care outcomes using organizational science (e.g., health policy, quality improvement initiatives, informatics and economics). (Essential I, II, III, V, VI, IX)

5. Assume roles as leaders and collaborators within inter/intra-professional teams and communities in advocating, planning, providing, and evaluating health care. (Essential I,III, VII, IX)

6. Contribute to culturally responsive healthcare services within systems that promote prevention, safety, quality and social justice leading to improved patient outcomes. (Essentials II, III, VIII, IX)

7. Articulate to a variety of audiences credible and relevant evidence supporting practice decisions using various forms of communication. (Essential III & IV, V, VIII, IX)

**General Duties and Responsibilities of Faculty & All Graduate Students**

Graduate students in nursing are responsible to meet both coursework and policy conditions in the College of Nursing as well as all University regulations in a timely fashion. Students need to be vigilant in reviewing the University academic calendar frequently, as well as the Graduate School homepage, to meet all key deadlines. While there may be email reminders sent through the MSN community site, it remains the student’s responsibility to adhere to these deadlines.

**Post-Admission Requirements**

The MSN Program offers the concentration of Nurse Anesthesia only.

Students in the MSN Program can select either a thesis or non-thesis option. Students selecting the non-thesis option complete three (3) hours of N582 and take a Comprehensive Examination. Students selecting the thesis option complete six (6) hours of N500 and the defense of their thesis meets the requirement for the comprehensive exam except the clinical case study. The thesis must be prepared according to the most recent UT’s Guide to the preparation of Thesis and Dissertations, available online at [https://gradschool.utk.edu/thesesdissertations/](https://gradschool.utk.edu/thesesdissertations/). Those students completing a thesis must register for N500 during the semester in which the thesis is accepted by the Graduate School. The thesis is submitted online.

**College of Nursing and MSN Forms**

All College of Nursing and MSN program specific forms may be found on the [MSN program Canvas site](https://msnprogram.utk.edu).
Administrative Issues

Transfer Course Credit: Courses to be transferred for course equivalency must be approved by the student’s advisor, Assistant Dean for Graduate Programs and the Graduate School. Transfer course policies are found in the current UT Graduate Catalog: [https://tiny.utk.edu/grad-catalog](https://tiny.utk.edu/grad-catalog) Transfer courses MUST be listed on the student's Admission to Candidacy Application.

Waived Course Credit: Occasionally courses may be waived in the MSN program. For example, students who have completed a previous graduate level research course may petition with the Assistant Dean for Graduate Programs to waive N501 Nursing Research. The student must provide documentation of course content (e.g., course description, course syllabus). If a course is waived, it MUST be listed on the student's Admission to Candidacy Application. In addition, a memo must be sent with the application verifying that permission has been granted to waive the course(s) and the student will be allowed to graduate with fewer credit hours. Students are responsible for obtaining this memo from the Assistant Dean for Graduate Programs.

Change of Concentration*: The student must submit a petition for Change of Concentration. The petition must be approved by the present Concentration Coordinator, the proposed Concentration Coordinator and the Assistant Dean for Graduate Programs. The Assistant Dean for Graduate Programs will notify the student of the decision. A copy of the completed form is given to the student and a copy placed in the student’s file.

*If the involved coordinators cannot agree, the petition is forwarded to the MSN Admission Committee for review. Once the concentration change has been approved at the College level, the student must submit a formal Change of Program Application to the Graduate School. The Graduate School awards the degree by MSN Concentration and this must be correct on student transcripts when applying for national certification. Students currently enrolled in a Graduate program and wish to change programs must follow directions here: [https://gradschool.utk.edu/admissions/](https://gradschool.utk.edu/admissions/)

Degree Requirements Specific to the MSN Program

The MSN program is accredited by the American Association of Colleges of Nursing (AACN).

Purpose and Outcomes

The purpose of the Master’s program is to prepare leaders, managers, and practitioners who facilitate achievement of optimal health in the dynamic healthcare system. The program prepares advanced practice nurses for careers in adult gerontology health nursing, pediatric nursing, nurse anesthesia, family nursing, and psychiatric mental health nursing as well as role preparation as nurse practitioners, nurse anesthetists, clinical nurse specialists, or nurse administrators. Students can study to become nurse practitioners, clinical nurse specialists, or nursing administrators. Advanced practice nursing involves the delivery of care, management of resources, interdisciplinary collaboration, and application of technology, information systems, knowledge, and critical thinking. Graduates of the program are expected to:

- Provide advanced nursing care in a variety of healthcare settings
- Utilize theoretical knowledge to guide advanced practice nursing
- Collaborate in research activities and use knowledge gained from research in advanced practice nursing
- Evaluate health polices and economics related to the delivery of healthcare
- Assume roles as leaders and collaborators with other professionals and communities in planning, providing, and evaluating healthcare
MSN Program Concentrations

Nurse Anesthesia

The Nurse Anesthesia concentration offers an intense academic and comprehensive clinical curriculum that provides the graduate student with an advanced scientific knowledge base, research experience and a comprehensive array of clinical skills that hallmark the standard of care in anesthesia practice. Nurse anesthesia graduates are academically and clinically prepared to provide quality anesthesia care to meet the health care needs of the community and its diverse population. Upon completion of all clinical and academic requirements, the graduate will be eligible to take the national certification examination given by the Council on Certification of Nurse Anesthetists. Applicants to the program must have a minimum of one-year registered nursing experience in critical care nursing to be considered for admission.

The concentration courses (N506, N516-N518, N522-526, N544-N549, N583) build upon the core curriculum for advanced practice. Students in the Nurse Anesthesia concentration are exposed to all clinical specialty areas including cardiothoracic, neurosurgical, genitourinary, gynecologic, head and neck, plastic, orthopedic, trauma, obstetric, pediatric and outpatient procedures. Students will have at their disposal the most sophisticated anesthesia equipment and be responsible for administration and management for all regional techniques and modalities of invasive monitoring under the guidance of expert CRNA and physician anesthesiologist faculty. At graduation, students must have provided anesthesia for a minimum of 600 cases and are expected to manage all aspects of perioperative care that will prepare them to be a valued member of the anesthesia care team and capable of exercising independent clinical judgments.

The escalating numbers of healthcare procedures requiring anesthesia have increased the need for CRNAs, and the demand for services exceeds the available number of anesthesia providers. There has been a decline in anesthesiology resident positions and an increase in office-based surgery or surgery in places other than a hospital. This has been a driving force behind an increased need for CRNAs. Additionally, managed care is constantly pursuing cost-cutting efforts, and its coverage plans recognize CRNAs for providing high-quality anesthesia care with reduced expense to patients and insurance companies. The cost-efficiency of CRNAs helps to keep escalating medical costs down. Consequently, graduates of the Nurse Anesthesia concentration have numerous opportunities for general or specialty practice throughout the United States.

Master’s Committee

Committee Selection: A three-member committee composed of the student’s Concentration Coordinator (major professor & committee chair) and two other faculty members whom are doctorally prepared at the rank of assistant professor or above and currently teaching in the graduate program should be formed as early as possible after the student has completed 9 hours in the MSN program with a GPA of 3.0 or higher.

If the student has a minor, one member of the committee must be from the minor department. The committee members are listed on the student’s Admission to Candidacy Application, which is located at http://gradschool.utk.edu/gradforms.shtml

At the College of Nursing, the committee is usually selected during the student’s first MSN clinical concentration semester.

The committee has responsibility of:

- Approving the student’s Program of Study.
- Ensuring fulfillment of degree requirements.
- For thesis students--providing thesis guidance, approving the thesis, and planning, conducting and evaluating the final examination.
- For non-thesis students--preparing, administering, and evaluating the Comprehensive Examination.
Examinations

Admission to Candidacy

Admission to candidacy for the MSN indicates agreement among the Master’s Committee members that the student has demonstrated acceptable graduate work and that satisfactory progress has been made toward the degree.

The Admission to Candidacy Application form ([http://gradschool.utk.edu/gradforms.shtml](http://gradschool.utk.edu/gradforms.shtml)) can be submitted after completion of at least nine (9) hours of MSN coursework with a 3.0 or higher GPA. The application is signed by all the members of the student’s Master’s Committee. All courses toward the degree, including transfer coursework and courses that have been waived, are listed on the application.

Courses are listed in chronological order, from the earliest course taken to the most recent course taken. A memo from the Assistant Dean for Graduate Programs or Associate Dean for Academic Affairs must accompany the application if any courses have been waived.

N511 (Statistical Methods for Healthcare Research) and/or STAT531 (Survey of Statistical Methods I) is not listed on the form because it is a prerequisite for admission to the program.

The student submits the completed application to the Office of the University Registrar (Room 209, Student Services Building) for approval. The application must be submitted no later than the last day of classes in the semester preceding the semester the student plans to graduate (e.g. submit the last day of fall semester for spring semester graduation). If a student plans to graduate in the fall, it is advisable to submit the application before the end of spring semester since many faculty are not available during the summer months.

The original form is to be submitted to the Assistant Dean for Graduate Programs, Dr. Sadie Hutson. Once signed by the Assistant Dean for Graduate Programs, it is the student’s responsibility to submit the form with original signatures to the Graduate School.

If any changes in the student’s program of study are made after the application is submitted the student must submit a Revision to Master’s/Ed.S Candidacy Form with copies distributed as described above. ([https://gradschool.utk.edu/forms-central/](https://gradschool.utk.edu/forms-central/))

Comprehensive Final Examination MSN Degree Candidates

A Comprehensive Examination is required as part of all Master’s degree programs at UT. The examination is conducted during the term the student graduates and is usually held about mid-term of the semester. The Comprehensive Final Examination is further discussed in the UT Graduate Catalog.

The responsibility for determining examination results rests with the student’s committee. Examination results will be reported to the Graduate School as pass or fail. It is the responsibility of the Chair of the student’s committee to inform students in writing about the results of the examination.

Students who fail the comprehensive examination may repeat it once. Students may not apply for re-examination until the following semester. Students must be registered during the semester they graduate. The result of the second examination is final.

**Comprehensive Examination for Thesis Students:**

An oral defense of the student’s thesis along with responding to a case study question serves as the comprehensive examination. A thesis candidate must pass an oral defense of the thesis. The oral defense, which is concerned with course work and the thesis, measures the candidate’s ability to integrate material in the major and related fields, including the work presented in the thesis. The final draft of the thesis must be distributed to all committee members at least two weeks prior to the date of the oral defense. The thesis is submitted online.

**Comprehensive Examination for Non-Thesis Students:**

Each non-thesis student must pass a final written examination. The examination is not merely a test over course work, but a measure of the student’s ability to integrate material in the major and related fields. Students who receive a grade of “orals required” on the exam will be scheduled to have an oral examination in addition
to the written exam. The oral exam will consist of further questions about topics included in the written examination as well as other questions related to the student's program of study. All non-thesis candidates take the exam on the same day unless prior permission is granted by the Chair of the Master's Program. Students take the exam by computer. Additional information is provided to students in the semester they are scheduled to take the Comprehensive Final Examination.

**Comprehensive Exam for Students Enrolled in Hybrid/Distance Programs:**
Students enrolled in hybrid/distance programs will be required to take the comprehensive exam on campus unless there is an extenuating circumstance. If approved, the students should arrange a proctor for their comprehensive exam from acceptable proctors per the University of Tennessee Proctor Form. Faculty will remind all distance students via email announcement, that the UT honor code prohibits sharing of any information about this or any exam. Students will adhere to the following:

Students will advise faculty of their proctor’s name, physical address, email address and telephone number one month after the start of classes in the semester their comprehensive exams are taken.

Faculty will send the University of Tennessee Proctor Form to proctors with instructions to complete and return 6 weeks after the start of classes in the semester comprehensive exams are taken (email acceptable).

The student is required to take the comprehensive exam on the same day as those who are on campus. Please notify Dr. Sadie Hutson shutson@utk.edu if there is some circumstance that prevents this from happening and it will be reviewed on a case-by-case basis.

Should orals be required, the student will arrange a proctor while answering questions via teleconferencing.

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**Master’s Thesis (N500) & Scholarly in Nursing Practice (N582)**

The following information is a supplement to the clearly specified rules and guidelines regarding a thesis provided in the UT thesis manual, *Guide to the preparation of theses and dissertation*. Please also refer to “Studies Involving Human Subjects” and “Procedures for Review of Studies Involving Human Subjects” in this handbook.

It is important to distinguish between N500 and N582. N500 involves the student completing a thesis, which is submitted online. A thesis is the formal report of scholarly research done by the student and conducted over 2 academic semesters (9 months). It requires 6 graduate credits (2 semesters of N500)—and becomes part of the University of Tennessee’s ETD collection on TRACE. [http://web.utk.edu/~thesis/](http://web.utk.edu/~thesis/)

All thesis/dissertations are posted on Trace, the Tennessee Research and Creative Exchange. For more information, visit [http://trace.tennessee.edu/about.html](http://trace.tennessee.edu/about.html). An Electronic Thesis or Dissertation (ETD) is just like a traditional thesis or dissertation, but instead of being printed and bound, it is accepted and stored in a format simultaneously suitable for electronic archives and worldwide retrieval. The University of Tennessee accepts and stores ETDs in Portable Document Format, or PDFs. An electronic copy of the thesis/dissertation (prepared according to the regulations in the most recent Guide to the Preparation of Theses and Dissertations, must be submitted to and accepted by the Graduate School on behalf of the Graduate Council.

N582 is an opportunity for a student to work with a faculty member on ongoing research. N582 involves a formal scholarly activity conducted during 1 academic semester, earning 3 graduate credits, and focuses on advanced practice.

Choice of thesis (N500), or supervised scholarly research project (N582) should be based on several considerations, including (1) your interest in doing original research; (2) your writing skill; (3) your computer skill (or willingness to develop this); (4) your professional goals; (5) your time frame; and (6) your ability to discipline yourself to work fairly autonomously (important for thesis).

If you choose N582, the course instructor(s) will align the student with projects across campus and with partnering entities to work on various research projects. The course instructor(s) will be the liaison between students and researchers. All students will be required to complete their 120 hours of work in the semester for which they are enrolled in N582.

If you choose thesis (N500), you need to keep in mind the sequence of events below:
1. The first step, having taken N501 and developed a proposal, is to gain the interest of 3 nursing faculty—
and any additional faculty member outside the college you may wish to add—who will serve as your
thesis committee. This is usually accomplished by sharing your written proposal and having informal
conversations.

2. Next is the scheduling of a formal thesis proposal meeting, wherein you obtain the feedback of all
members of the committee about your proposed research plans. Very often, significant revisions and
modifications of the proposal take place at this meeting.

3. Having received committee approval, you now submit your study for Human Subject Review within the
College of Nursing and then to the larger University committee, if appropriate. Please allow one month
or longer for your study to be processed. Please contact Diane Carr (dcarr9@utk.edu) for directions on
submitting your study, the review process and the system used for review of research studies. You
should start early to obtain these permissions.

4. If your research involves a nursing intervention wherein there may be risk (even slight) to participants,
your study will go to the full 20-member university committee for review. A full review is also required for
any project— even if there is no foreseeable risk— involving pregnant women, minors, HIV/AIDS
patients, mentally ill or impaired individuals, prisoners, and certain other vulnerable groups and for
qualitative studies.

5. Once you have received a letter from the Institutional Review Board stating that your study has been
approved, you may begin data collection. Data collection for a Master's thesis ordinarily should take
place during one semester; the summer term is optimal for some students. However, delays can occur
especially if you are dependent upon other people to assist with aspects of the data collection. Plan
carefully so that you are ready to start when your approval letter comes, and have a contingency plan
should anything go awry. For example, make arrangements to use an additional hospital in case you do
not obtain an adequate response from one of the original sites.

6. It is vitally important that you keep your chairperson informed regarding the data collection. The chair
needs to know things such as, if you are not able to recruit as many subjects as planned or if there are
problems arising with procedures. It is the student's responsibility to keep in touch with the chair.

7. A plan for statistical analyses of the data should be clearly formulated at the thesis proposal meeting
before data are collected. The University provides five hours of free statistical consultation services to
graduate students. The student may wish to add a person with statistical expertise to the thesis
committee if the analyses are complicated.

8. If the data analyses require use of the main-frame computer, a computer account must be opened. This
process takes about 10 days. Learning to use the computer for data analysis involves availing yourself
of the free courses about using UNIX and learning to use SAS or SPSS software (There is not sufficient
time in one semester to do a project, learn the computer, and write up the report).

9. Perhaps the hardest part for many students is the write up of the thesis. The best advice is to prepare
chapters 1, 2, and 3 of the thesis as soon after the proposal meeting as possible. Circulate drafts of
these chapters to all members of the committee, and revise early and often. Then, write the results and
implications (Ch. 4 and 5) after you have analyzed the data. Your committee will give you helpful
feedback for revisions; incorporate their suggestions. Allow time for faculty to read and edit your work.
Do not expect overnight turnaround. Plan to give committee members 2 weeks to read the material
before scheduled meetings.

10. Some students would be well served by obtaining the services of an editor or even a good friend who
will candidly say, "I don't know what this means" or "This is too much in one sentence." Work with the
University's Thesis Consultant. The services are free and provide a wealth of expertise regarding
formatting tables, preparing figures, and other matters, like checking your margins and headings in
advance if you are typing your own thesis. The Guide to the Preparation of Thesis and Dissertations
(http://web.utk.edu/~thesis/Guide.shtml) provides the correct format for theses or dissertations.
Workshops are held periodically throughout the academic year. The date for each workshop is
announced on the Graduate School website (http://web.utk.edu/~thesis/Guide.shtml).
11. **iThenticate**: Your thesis or dissertation is the culminating experience of your graduate program and provides a permanent record of an important scholarly accomplishment. You should take great pride in completing a document that demonstrates your own unique work. Unfortunately, sometimes the work of others is improperly used in theses and dissertations, and the number of plagiarism allegations is growing. If plagiarism is found to exist in a thesis or dissertation after it has been accepted by the Graduate School, a number of serious outcomes, including dismissal and/or degree revocation, can result. The Graduate School wants to help you avoid those serious consequences. In order to accomplish this, we are providing a way to scan your thesis and dissertation before submitting it for approval to the Graduate School. This is done using iThenticate, a plagiarism detection solution, which allows documents to be scanned to detect potential plagiarism. 

https://gradschool.utk.edu/thesesdissertations/using-ithenticate/

12. Scheduling your defense meeting should be a mutual decision between student and faculty chairperson. A complete copy of the thesis must be available for review by all committee members at least two weeks prior to the defense meeting. If the student cannot meet this deadline, the meeting will be postponed.

13. The Graduate School’s Graduation deadlines page (https://gradschool.utk.edu/graduation/graduation-deadlines/), contains all of the official University dates for including thesis defense meetings and submission of the thesis to the Graduate School. Students are responsible for reviewing the information and adhering to the Graduate School deadlines.

An electronic copy of the thesis/dissertation (prepared according to the regulations in the most recent Guide to the Preparation of Theses and Dissertations, must be submitted to and accepted by the Graduate School on behalf of the Graduate Council. Each thesis/dissertation must be accompanied by one original approval sheet (not a photocopy). The approval sheet must have the original signatures of all members of the masters committee. The approval sheet reflects the final format for submission. The approval sheet certifies to The Graduate School the committee members have examined the final copy and found that its form and content demonstrate scholarly excellence. (https://gradschool.utk.edu/forms-central/thesisdissertation-approval/)

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### Academic Standards & Procedures

**Required GPA**:  

Students **must** attain a grade of B or better in graduate clinical courses including N583 Directed Clinical Practice, N504 Advanced Health/Physical Assessment and all concentration clinical courses. A student who received a final grade below a B in a course with a clinical component will be dismissed from the program. **Students are expected to maintain a 3.0 GPA in graduate coursework.** A student who does not maintain a 3.0 GPA will be placed on academic probation (see #3 Academic Probation). **Graduate students are not permitted to repeat a course, repeat an exam, or to do additional work for the purpose of raising a grade already received.** *NOTE: Students in the Nurse Anesthesia Concentration must attain a grade of B or better in ALL courses to remain in the program.

**Academic Probation**:  

A student whose cumulative GPA drops below a 3.0 as a result of earning grades of C in courses, other than clinical courses in which a B is required, will be placed on academic probation. A student will be allowed to continue in graduate study while on academic probation as long as each semester’s grade point average is 3.0 or better and the grade for clinical concentration coursework is at least a 3.0. If a student on academic probation does not attain a subsequent semester GPA of 3.0 or better, the student will be terminated by the Graduate School. Students must have a 3.0 or higher GPA to graduate.
Clinical Performance:
If the clinical performance of the student is unsatisfactory, the student will receive a grade of “F” for the course.

Academic Dismissal
No required nursing course may be repeated. If a student achieves a final grade of less than a B in a graduate clinical course (see section on Required GPA), the student will be dismissed from the program. One grade of “D” or “F” in a non-clinical course will result in the student’s dismissal from the program. If the clinical performance of any student is characterized by unethical, unprofessional, unsafe behavior, or any behavior that places the client in jeopardy, the student will be dismissed from the program. A student on Academic Probation will be dismissed from the University and College of Nursing if a 3.0 GPA is not maintained.

Mandatory Attendance at the First Session of a Nursing Class
Attendance at the first session of all nursing classes is mandatory. Students may be dropped from a class if they do not attend the first session.

Grades for Missed Assignments, Quizzes & Exams and Missed Classes
In the absence of an immediate and acceptable explanation for missing any scheduled assignments, quizzes or examinations, a grade of zero will be recorded. Opportunities to submit assignments or take quizzes or exams at other than scheduled times are at the discretion of the faculty. Students are responsible for all material presented in their absence and for meeting all course requirements.

Incomplete Grades
If a student receives an Incomplete (“I”) in a nursing course, the “I” must be removed prior to enrolling in any course for which the course is a prerequisite. An “I” is a temporary grade indicating the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to fulfill all requirements. An “I” is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for removal. If the “I” is not removed within 2 semesters (excluding summer), by the last day of classes of the 2nd semester (excluding summer) the grade is automatically changed to an F by the university. No student may graduate with an “I” on their record.

College of Nursing/University Facilities Writing Center
The Writing Center is located in Room 212 of Humanities and Social Sciences (HSS) on the UT campus (974-2611). It is designed to serve the needs of the academic community. Whether you are a student or a faculty member, whether you have nearly completed a document or are having trouble getting started, tutors can give you useful advice. Tutors can give you through every stage of the creation of your document, from generating ideas to planning and outlining, from revision on the structural level to revision on the sentence level, where you may be struggling with points of grammar or style. Tutors are either English Department instructors or graduate students pursuing M.A.s or PhDs in English. Most of them are specializing in rhetoric and composition. The center operates the Grammar Hotline (974-2611) during the open hours for persons who have questions that can be answered in less than five minutes. Tutors will not edit documents for you; their service is instructional.

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

**Student Counseling Center**

Students experiencing personal adjustment problems or crises may contact the Student Counseling Center in person at 1800 Volunteer Boulevard (Student Health Center 2nd floor), by phone at (865) 974-2196, or by email at counselingcenter@utk.edu. There are individual and group sessions available. All sessions are confidential. An advisor may recommend that a student seek counseling if personal crises negatively influence academic or professional performance.

**Student Success Center**

The Student Success Center’s Mission is to promote student learning and academic success.

The Center is located at 821 Volunteer Boulevard, Greve Hall, Room 324. Phone: 865-974-6641 • Fax: 865-974-8285 • Email: studentsuccess@utk.edu • Web: http://studentsuccess.utk.edu
Nurse Anesthesia Concentration

Developed: October 2000


University of Tennessee, Knoxville College of Nursing

Nurse Anesthesia Concentration

History

The nurse Anesthesia Concentration in the College of Nursing at Knoxville was established in 2000. However, a nurse anesthesia educational program has been in continuous operation at our major clinical site since 1963. Students completing the program prior to 1992 were awarded a Certificate in Nurse Anesthesia from the University of Tennessee Memorial Hospital. In 1992, a graduate curriculum was initiated in concert with the University of Tennessee Memphis, College of Nursing, to award graduates a Master of Science in Nursing. The establishment of a new and autonomous program of nurse anesthesia education, within the College of Nursing on the Knoxville Campus, was finalized in the Fall of 2000.

Goal

The goal of the Nurse Anesthesia Concentration is to prepare qualified registered nurse to become anesthesia practitioners with an advance scientific knowledge base and a comprehensive array of clinical skills. Graduate should be able to:

1. Competently prepare and deliver nurse anesthesia services throughout the spectrum of practice settings in order to meet the healthcare needs of the public.
2. Conduct independent study and research in support of advancement of the profession.
3. Participate in the clinical and didactic components of nurse anesthesia educational programs.
4. Assume professional leadership roles at the local, state, and national levels.

Clinical Sites

The major clinical site for the Nurse Anesthesia Concentration is the University of Tennessee Medical Center in Knoxville, which is a Level-I adult and pediatric trauma center offering a wide range of clinical experiences to student registered nurse anesthetists. Other clinical site affiliates include Ft. Sanders Regional Medical Center, Le Bonheur Children’s Hospital in Memphis, Parkwest Medical Center, Gadsden Regional Medical Center in Gadsden, AL and Sweetwater Hospital Association in Sweetwater, TN. Additional clinical sites are currently being examined to provide additional clinical enrichment experiences for our students.

Curriculum

A typical “showcase” plan of study for the nurse anesthesia concentration, along with the course descriptions for each didactic and clinical offering, is presented on the following pages:
### MSN Nurse Anesthesia Concentration Curriculum*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>Spring Semester I:</strong></td>
<td>N501 Advanced Nursing Research</td>
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<tr>
<td></td>
<td>N510 Theoretical Foundations of Nursing</td>
<td>3</td>
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<td></td>
<td>N507 Leadership &amp; Change in Dynamic Systems</td>
<td>3</td>
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<td></td>
<td>N582 Scholarly Inquiry **(or N500 Thesis Option)</td>
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<tr>
<td><strong>Mini-Term I:</strong></td>
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<td></td>
<td><strong>(semester total hr. = 3)</strong></td>
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<tr>
<td><strong>Summer Semester I:</strong></td>
<td>N524 Basic Principles of Anesthesia I</td>
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<td></td>
<td>N505 Advance Clinical Pharmacology</td>
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<td></td>
<td>N522 Chemistry &amp; Physics for Nurse Anesthesia</td>
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<td></td>
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<td><strong>Fall Semester I:</strong></td>
<td>N525 Basic Principles of Anesthesia II</td>
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<td>N526 Practice Issues: Nurse Anesthesia</td>
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<td>N544 Clinical Nurse Anesthesia Practicum/Seminar I</td>
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<td><strong>(semester total hr. = 9)</strong></td>
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<tr>
<td><strong>Spring Semester II:</strong></td>
<td>N523 Advanced Principles of Anesthesia Practice</td>
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<td>N545 Clinical Nurse Anesthesia Practicum/Seminar II</td>
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<tr>
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<td>Self-Evaluation Examination (see Exam)</td>
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<td><strong>Mini-Term II:</strong></td>
<td>N546 Clinical Nurse Anesthesia Practicum/Seminar III</td>
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<td><strong>Summer Semester II:</strong></td>
<td>N518 Advanced Pathophysiology: OB/Pediatrics</td>
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<td>N547 Clinical Nurse Anesthesia Practicum/Seminar IV</td>
<td>9</td>
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<tr>
<td><strong>Fall Semester II:</strong></td>
<td>N516 Advanced Pathophysiology: Neuro/CV</td>
<td>2</td>
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<td></td>
<td>N548 Clinical Nurse Anesthesia Practicum/Seminar V</td>
<td>10</td>
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<td><strong>(semester total hr. = 12)</strong></td>
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Spring Semester III:
N517 Advanced Pathophysiology: Resp/Renal 2
N549 Clinical Nurse Anesthesia Practicum/Seminar VI 10
Self-Evaluation (see Exam) (semester total hrs. = 12)

Mini-Term III:
N583 Clinical Nurse Anesthesia Practicum/Seminar VII 2 (semester total hrs. = 2)

Summer Semester III:
N583 Clinical Nurse Anesthesia Practicum/Seminar VII 9
N506 Adv Anesthesia Pharmacology 3
(semester total hrs. = 12 w/o thesis)
**(and N500 @ 3hrs for thesis option)
** (semester total hrs. = 15 w thesis)

Total: 94
**With Thesis Option Total: 97

*Your actual plan of study and sequencing of coursework will be determined by mutual agreement with your academic advisor at the time you matriculate.

**N500 Thesis (3 & 3)**
Utilization of the research process in an original scholarly inquiry using either quantitative or qualitative methods. Thesis hours are conducted under faculty guidance, and the completed thesis is prepared according to the University of Tennessee Guide for Thesis and Dissertations. Prereq: 501. NOTE: Student will register for this course twice in order to fulfill the hour requirement for Thesis. Students choosing the Thesis option DO NOT take N582, Scholarly Inquiry for Advanced Practice.

**N501 Advanced Nursing Research (3)**
Research concepts necessary to critique and synthesize scholarly evidence to improve outcomes for practice. Prereq or coreq: 511, Graduate Level Statistics.

**N504 Advanced Health/Physical Assessment and Diagnostic Reasoning (3)**
Development of advanced assessment skills and diagnostic reasoning to determine client health status and needs. Application of physiological, pathophysiological, and psychosocial concepts with implications for advanced practice nursing.

**N505 Advanced Clinical Pharmacology (3)**
Focuses on pharmacodynamics, pharmacokinetics, and pharmacotherapeutics for advanced practice nursing. Prereq: 301 or equivalent or consent of instructor.

**N506 Advanced Anesthesia Pharmacology (3)**
Pharmacological implications of anesthesia delivery with complex acute and chronic illnesses.

**N507 Leadership and Change in Dynamic Systems (3)**
Explore advanced practice and nurse leader roles in facilitating change in individual, groups, communities, populations, and organizations, the profession, and health care system. Focus on improving health and health care through health promotion, policymaking, collaboration, and leadership in dynamic systems.

**N510 Theoretical Foundations of Nursing (3)**
Historical evolution of nursing science and nursing’s metaparadigm; critique and application of conceptual models and/or middle range theories which guide decision making for advanced practice nursing, research, and leadership of healthcare teams.
N516 Advanced Pathophysiology: Anesthesia Implications for patients with Neurological and Cardiovascular Conditions (2)
Integration of pathophysiology for patients with neurological and cardiovascular conditions requiring anesthetic care.

N517 Advanced Pathophysiology: Anesthetic Implications for patients with Respiratory and Renal Conditions (2)
Integration of pathophysiology for patients with respiratory and renal conditions requiring anesthetic care.

N518 Advanced Pathophysiology: Anesthesia Implications for Obstetrical and Pediatric Patients (2)
Integration of pathophysiology for obstetrical and pediatric patients requiring anesthetic care.

N522 Chemistry and Physics for Nurse Anesthesia (3)
Application of fundamental principles of chemistry and physics to the practice of nurse anesthesia.

N523 Advanced Principles of Anesthesia Practice (2)
Advanced concepts, principles and implications of anesthetic management.

N524 Basic Principles of Anesthesia I (3)
An introduction to the scientific principles upon which anesthesia administration is based. The focus of this course is on the sound elementary principles of safe anesthesia delivery for the beginning practitioner.

N525 Basic Principles of Anesthesia II (3)
Provides intermediate scientific principles upon which nurse anesthetists develop and implement plans of care for safe anesthesia management.

N526 Practice Issues: Nurse Anesthesia (2)
Collaborative deliberation on issues related to the Nurse Anesthesia role.

N582 Scholarly Inquiry (3)
Individually designed supervised research or other scholarly experience. Prereq: Consent of instructor, 501, 510. May be repeated. Maximum 6 hrs.

N544, 545, 546, 547, 548, 549 Clinical Nurse Anesthesia Practica/Seminar I-VI (2-9)
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

N583 Clinical Nurse Anesthesia Practicum/Seminar VII (2-9)
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice. Must repeat; prerequisite N549; letter grade; credit hours 2-9 Prereq: Enrollment in or completion of all other graduate level courses in clinical nursing. Maximum 14 hrs.
Accreditation

The University of Tennessee, College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE) and is unconditionally approved by the Tennessee Board of Nursing. The University of Tennessee is accredited by the Southern Association of Colleges and Schools (SACS). The Nurse Anesthesia Concentration is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA). Consequently, qualified students are eligible to apply for VA benefits and/or low interest loans guaranteed by the Federal Government. The financial aid department at the University of Tennessee can answer any questions regarding qualification for, and availability of, student loan funds (865-974-3131). All clinical sites, where applicable, are fully accredited by the Joint Commission (TJC).

The Council on Accreditation of Nurse Anesthesia Educational Programs (COA)
222 South Prospect Avenue, Suite 304
Park Ridge, IL 60068-4001
Phone: 847-692-7050, ext. 1160
Fax: 847-692-7137

Southern Association of Colleges and Schools (SACS)
1866 Southern Lane
Decatur, Georgia 30033-4097
Phone: 404-679-4500
Fax: 404-679-4556

The Joint Commission (TJC)
One Renaissance Blvd.
Oakbrook Terrace, IL 60181 Phone: 630-792-5000
Fax: 630-792-5005

Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle, NW, Suite 530
Washington, DC 20036
Phone: 202-887-6791
Fax: (202) 887-8476
**Time Commitment**

The Nurse Anesthesia Concentration is an extremely rigorous academic and clinical undertaking. Students average no less than forty hours per week in the clinical area and/or in the classroom. Beginning with the first Fall Semester, students average a minimum of six hours of didactic coursework per week. Lecture, labs and workshops, correlative conferences and Morbidity & Mortality (M&M) conference attendance are mandatory. Students take in-house call on a rotational basis with the following day off except for classes.

**Tuition, Fees, and Other Costs**

For a listing of current tuition and fees for our graduate program, please direct your browser to the following website: [https://onestop.utk.edu/tuition-detail/](https://onestop.utk.edu/tuition-detail/)

Additional estimated student expenses associated with this program are broken down on the following page. Be aware that if a student already possesses any of these listed supplies, their personal expense would be decreased by the estimated value of that item(s).

<table>
<thead>
<tr>
<th>Approximate Costs of Estimated Additional Expenses to the Student *</th>
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</thead>
<tbody>
<tr>
<td>Basic Personal Anesthesia Library (required textbooks)</td>
<td>$1,500.00</td>
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<tr>
<td>Personal Computer with Worldwide Communication Abilities</td>
<td>$3,000.00</td>
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<tr>
<td>Associate Membership American Association of Nurse Anesthetists</td>
<td>$200.00</td>
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<tr>
<td>Basic Monitoring Equipment / OR Supplies:</td>
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<tr>
<td>NBCRNA Self-Evaluation Examination X 2</td>
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<tr>
<td>National Certification Examination</td>
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<tr>
<td>Anesthesia Review Course</td>
<td>$495.00</td>
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<tr>
<td>Comprehensive Drug Screen &amp; Criminal Background Check</td>
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<tr>
<td>APEX Anesthesia Review</td>
<td>$400.00</td>
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<tr>
<td>ACLS &amp; PALS Course Registration</td>
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<tr>
<td><strong>Total:</strong></td>
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</tr>
</tbody>
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* These costs have been approximated at the time of printing. Actual costs may vary.

**Personal Leave, Holidays, and Sick Leave**

In addition to holidays as detailed in the following paragraphs, all student registered nurse anesthetists (SRNAs) will be given 15 days of personal time off (PTO) each year beginning September 1 and ending August 31 annually. The only exception to the PTO policy occurs during fall semester of your first year of the program where transitional SRNAs will be off as follows:

- Thanksgiving Day
- Day after Thanksgiving (constitutes 1 PTO day)
- Christmas Day thru New Year’s Day (constitutes 4-6 PTO days)

The remaining ten PTO days can be scheduled between January 2 and August 31. This is subject to change based on the calendar placement of the holidays.

If a student has exceeded their allotment of PTO time due to illness within the 1st clinical year (September 1 – August 31), time will be deducted from the 2nd clinical year. Any absences from illness in excess of the 2nd
clinical year will have to be made-up at the discretion and convenience of the administrative faculty. No SRNA will be eligible for program completion until this clinical practicum deficit has been removed. If a student is unable to make up these days they may be required to take a medical leave of absence or withdraw from the program. Failure to make up any excess PTO time will result in dismissal from the program.

Library

The UT Medical Center Library (Preston Medical Library) and all library services of the University of Tennessee campus are available for student use. Nurse Anesthesia Concentration students have access to all libraries on the UTK campus. To find out more information about library services available to you, please visit https://www.lib.utk.edu/

Evaluations

Clinical and didactic evaluations occur frequently during each semester. Formative mid-term evaluations will be performed and if any deficits or outstanding achievements are identified, they will be discussed with the student in a conference with the NAC Administrative Faculty. Formal summative evaluations are performed at the end of each semester and will be discussed with each student in a private evaluation conference with the Concentration Coordinator and other appropriate concentration administrative faculty, if necessary.

Student Employment

Due to the intensity and workload of the graduate curriculum and practicum, students are strongly discouraged from working. If students elect to work part-time, they may do so as long as academic and clinical performances are not compromised. Under no circumstances may any student engage in the delivery of anesthesia care outside the educational training program. Any student discovered to be administering anesthesia care, except as a component of their clinical education, will be immediately dismissed from the program and will not be eligible for readmission.

Transfer

Transferred course credit must be reviewed by the Program Director/Concentration Coordinator, approved by the Assistant Dean of Graduate Studies, and subsequently by the Graduate School. A “Transfer Credit Request Form” can be obtained from the College of Nursing’s Student Services Office, Room 203. Official transcripts of all transferred courses must be submitted to the Office of Graduate Admissions and Records.

The courses must (a) have been taken for graduate level credit; (b) carry a grade of B or better; (c) be part of a graduate program in which the student had a B average; (d) be listed on the student's Admission to Candidacy Form; and (e) not have been used as a graduation requirement in a previous master’s program. Transfer course policies are found in the current UT Graduate Catalog. Please be aware that final determination of the acceptability of transfer credit will not be processed until a student is admitted to the Nurse Anesthesia Concentration. There are no guarantees of the acceptance of any transfer credit until all parties have approved the credit transfer.

Progression

The practice of anesthesia requires a special kind of temperament, judgment, and confidence, which is not always apparent upon first meeting. If a student does not meet the requirements as determined by the faculty, the student may be asked to withdraw. The faculty reserves the right to request the withdrawal of a student if the student’s conduct, rate of progress, or other circumstances justify such action at any time during the program.
Specific student rights in association with progression are detailed in several separate documents. These include, but are not limited to:

1. College of Nursing Graduate Student Handbook – (due process section)
2. Hilltopics – (UTK Student Handbook)
3. Graduate Catalog

**Eligibility/Recommendation to Write the National Certification Examination for Nurse Anesthetists**

Upon completion of the clinical case requirements and anesthesia administration as set forth by the Council on Accreditation of Nurse Anesthesia Educational Programs and the National Board for Certification and Recertification of Nurse Anesthetists, as well as all other Concentration, College, and University requirements, graduates may be recommended by the Concentration Coordinator for the Certification Examination.

Documented evidence of successful completion of all required clinical and academic experiences will be required of all students before this recommendation will be made.

Criteria for Graduation include (but not limited to)

- 31 months full time academic residence*
- Completion of required courses with a minimum GPA of 3.0.
- A grade of B or greater in all courses (both anesthesia, non-anesthesia and clinical).
- Completion of all clinical cases and clinical practice experiences mandated by the Council on Accreditation of Nurse Anesthesia Educational Programs.
- Recommendation to sit for the Certification Examination by the Program Director recognizing that the terminal outcome criteria of the program have been achieved.

**Policies and Procedures**

Any clinical policies and/or procedures that are specific to students of the Nurse Anesthesia Concentration will be supplied to the student at the beginning of the first summer semester. Any and all such policies and procedures will be included in a College of Nursing Graduate (MSN) Student Handbook addendum. All new policies and procedures, updates, and/or revisions will be supplied to students via email communication and/or attachments and are considered to be in force at the time of distribution unless otherwise noted or communicated to the student. It is the responsibility of the student to maintain and follow a current compilation.

**Anesthesia Specific Course Objectives - Didactic Courses**

**N506, Advanced Anesthesia Pharmacology**
Pharmacological implications of anesthesia delivery with complex acutely and chronic illnesses.

Objectives:

1. Apply pharmacological principles to the anesthetic care of complex patients.
2. Integrate pharmacological and pathophysiological principles for the anesthetic care of complex patients.

**N523, Advanced Principles of Anesthesia Practice**
Advanced concepts, principles and implications of anesthetic management.

Objectives:
1. Demonstrate advanced understanding of anesthetic implications incorporating physical and pathophysiological principles.
2. Apply principles of anesthesia to the care of complex and diverse populations.
3. Demonstrate advanced anesthesia and pain management techniques in the care of diverse populations.
4. Utilize equipment and technology in the perioperative care of diverse populations.

**N524, Basic Principles of Anesthesia I**
An introduction to the scientific principles upon which anesthesia administration is based. The focus of this course is on the sound elementary principles of safe anesthesia delivery for the beginning practitioner.

Objectives:
1. Demonstrate basic understanding of anesthetic implications incorporating physical and pathophysiological principles.
2. Discuss the legal implications of clinical documentation.
3. Apply anesthesia specific assessment techniques and knowledge to diverse patient populations.
4. Apply specific pharmacologic principles to the anesthetic care of the perioperative patient.

**N525, Basic Principles of Anesthesia II**
Provides intermediate scientific principles upon which nurse anesthetists develop and implement plans of care for safe anesthesia management.

Objectives:
1. Apply principles of general and regional anesthesia to the care of diverse populations.
2. Demonstrate intermediate understanding of anesthetic implications incorporating physical and pathophysiological principles.
3. Apply specific pharmacologic principles to the anesthetic care of the perioperative patient.
4. Utilize equipment and technology in the perioperative care of diverse populations.

**N522, Chemistry and Physics for Nurse Anesthesia**
Application of fundamental principles of chemistry and physics to the practice of nurse anesthesia.

Objectives:
1. Apply principles of chemistry to the practice of nurse anesthesia.
2. Apply the principles of physics to the practice of nurse anesthesia.

**N516, Advanced Pathophysiology: Anesthesia Implications for patients with Neurological and Cardiovascular Conditions**
Integration of pathophysiology for patients with neurological and cardiovascular conditions requiring anesthetic care.

Objectives:
1. Describe the pathophysiological processes and underlying symptoms in neurological and cardiovascular conditions in patients requiring anesthesia care.
2. Describe management strategies for advanced anesthesia care delivery to patients with neurological and/or cardiovascular pathology.
N518, Advanced Pathophysiology: Anesthesia Implications for Obstetrical and Pediatric Patients
Integration of pathophysiology for obstetrical and pediatric patients requiring anesthetic care.

Objectives:
1. Describe the pathophysiological processes and underlying symptoms in obstetric and pediatric patients requiring anesthesia care.
2. Describe management strategies for advanced anesthesia care delivery to obstetric and pediatric patients requiring anesthesia care.

N526, Practice Issues: Nurse Anesthesia
Collaborative deliberation on issues related to the Nurse Anesthesia role.

Objectives:
1. Discuss a historical synopsis of the nurse anesthesia profession from its origin to current day.
2. Identify challenges that face nurse anesthesia practice in the 21st century including strategies to meet these issues.
3. Describe the practice of nurse anesthesia as it relates to diverse populations in a variety of settings.
4. Describe the relationship of research, education, and clinical practice in the maintenance and advancement of the profession of nurse anesthesia.
5. Describe the impact of active involvement in professional nursing organizations on the advancement of the profession.
6. Analyze ethical, legal, economic, and cultural factors that affect nurse anesthesia practice in the current health care environment.

N517, Advanced Pathophysiology: Anesthetic Implications for Patients with Respiratory and Renal Conditions
Integration of pathophysiology for patients with respiratory and renal conditions requiring anesthetic care.

Objectives:
1. Describe the pathophysiological processes and underlying symptoms in respiratory and renal conditions in patients requiring anesthesia care.
2. Describe management strategies for advanced anesthesia care delivery to patients with respiratory and/or renal pathology.

Anesthesia Specific Course Objectives - Clinical Courses

N544, Clinical Nurse Anesthesia Practicum/Seminar I
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

Objectives:
1. Demonstrate novice-level pre-operative preparation and planning for anesthesia care.
2. Demonstrate novice-level implementation of the intra-operative anesthesia plan using effective time management and inter-professional communication.
3. Demonstrate novice-level evaluation of the postoperative patient.
**N545, Clinical Nurse Anesthesia Practicum/Seminar II**
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

Objectives:

1. Demonstrate intermediate beginner-level pre-operative preparation and planning for anesthesia care.
2. Demonstrate intermediate beginner-level implementation of the intra-operative anesthesia plan using effective time management and inter-professional communication.
3. Demonstrate intermediate beginner-level evaluation of the postoperative patient.

**N546, Clinical Nurse Anesthesia Practicum/Seminar III**
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

Objectives:

1. Demonstrate advanced beginner-level pre-operative preparation and planning for anesthesia care.
2. Demonstrate advanced beginner-level implementation of the intra-operative anesthesia plan using effective time management and inter-professional communication.
3. Demonstrate advanced beginner-level evaluation of the postoperative patient.

**N547, Clinical Nurse Anesthesia Practicum/Seminar IV**
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

Objectives:

1. Demonstrate competent-level pre-operative preparation and planning for anesthesia care.
2. Demonstrate competent-level implementation of the intra-operative anesthesia plan using effective time management and inter-professional communication.
3. Demonstrate competent-level evaluation of the postoperative patient.

**N548, Clinical Nurse Anesthesia Practicum/Seminar V**
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

Objectives:

1. Demonstrate beginner proficient-level pre-operative preparation and planning for anesthesia care.
2. Demonstrate beginner proficient-level implementation of the intra-operative anesthesia plan using effective time management and inter-professional communication.
3. Demonstrate beginner proficient-level evaluation of the postoperative patient.

**N549, Clinical Nurse Anesthesia Practicum/Seminar VI**
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

Objectives:

1. Demonstrate proficient-level pre-operative preparation and planning for anesthesia care.
2. Demonstrate proficient-level implementation of the intra-operative anesthesia plan using effective time
management and inter-professional communication.

3. Demonstrate proficient-level evaluation of the postoperative patient.

N583, Clinical Nurse Anesthesia Practicum/Seminar VII
Integration and application of theoretical foundations and development of clinical skills in nurse anesthesia practice.

Objectives:

1. Demonstrate novice practitioner-level pre-operative preparation and planning for anesthesia care.

2. Demonstrate novice practitioner-level implementation of the intra-operative anesthesia plan using effective time management and inter-professional communication.

3. Demonstrate novice practitioner-level evaluation of the postoperative patient.

Programmatic Terminal Outcomes

Concentration outcomes have been identified to assure that the graduate will be able to function above the minimum competency level for nurse anesthesia practice following completion of the Nurse Anesthesia Concentration. These outcomes are based on the Standards for Accreditation of Nurse Anesthesia Educational Programs. Upon the completion of the Nurse Anesthesia Concentration, the graduate will demonstrate the ability to:

- Perform a pre-anesthetic interview and physical assessment.
- Evaluate and integrate the patient history, physical examination, laboratory, radiological, and additional data.
- Prepare the patient psychologically to undergo anesthesia via an in-depth explanation of the anesthetic technique. Obtain informed consent.
- Formulate an appropriate anesthetic plan consistent with the medical and surgical needs of the individual.
- Administer general anesthesia to patients of all ages and all levels of acuity, as defined by the American Society of Anesthesiologists classification, for a variety of surgical and medical procedures.
- Administer physiologically based anesthetics utilizing a variety of techniques, agents, adjunctive drugs, and equipment.
- Administer and/or manage a variety of regional anesthetics.
- Initiate and manage fluid therapy during the preoperative, intraoperative, and postoperative periods.
- Recognize and take appropriate action in response to complications that occur during the administration of anesthesia as well as during the preoperative and postoperative periods.
- Position or supervise the positioning of the patient to assure proper alignment, freedom from excessive pressure or ischemia, and optimal patient safety.
- Recognize and manage anesthesia equipment problems.
- Evaluate and participate in the postoperative care of the patient.
- Recognize the need to implement and interpret a variety of monitoring techniques, including but not limited to electrocardiogram, central venous pressure, arterial pressure, pulmonary artery pressure, mixed venous saturation monitoring, pulse oximetry, end tidal CO2, blood chemistries and laboratory evaluations, bispectral index evaluation.
- Demonstration of the responsibilities of the nurse anesthetist for the safety of the patient and the
surgical team.

- Function as a team member and resource person in cardiopulmonary resuscitation and in the respiratory care of the patient.

- Demonstrate an understanding of the different roles nurse anesthetists play in the critical care areas, and function as a positive influencing member of the health care team.

- Assume responsibility for the challenge of continuing professional growth and membership in professional associations.

- Participate in the education of patients and the community of interest.

- Demonstrate the ability to interact with a wide variety of personnel on a professional level.

- Function as a licensed registered professional nurse with advanced training in anesthesia under the appropriate legal restraints, accepting responsibility and accountability for one’s practice.

- Engage and interact in a professional, ethical, and morally upstanding manner.

### Clinical Terminal Outcomes

The student registered nurse anesthetist will be able to demonstrate proficiencies in the administration of general anesthesia to all ages and ASA classifications of patients for a diversity of surgical and medically related procedures through the use of a broad variety of techniques, anesthesia agents, adjunctive drugs, and equipment in providing anesthesia care including, but not limited to:

**Administration and / or management of regional anesthetic techniques.**

**Pre-operative Assessment:**

1. Perform a pre-anesthetic interview and physical assessment.
2. Evaluate patient history, physical examination, laboratory, radiological and additional diagnostic data.
3. Identify medical conditions that influence anesthetic care.
4. Develop an appropriate anesthesia care plan and an alternative plan consistent with the overall medical and nursing regimen.
5. Assign the appropriate ASA classification

**Preparation and Room Set-up:**

1. Prepare the appropriate equipment for each anesthetic.
2. Perform a systems check of all anesthetic equipment including the anesthesia machine prior to induction of anesthesia.
3. Select drugs and techniques appropriate to the procedure and patient status.
4. Transport the patient to the operating room in a timely fashion and facilitate case turnover.
5. Assure the presence and working order of emergence ventilation devices.

**Positioning:**

1. Position or supervise positioning of the patient to assure optimal physiologic function and patient safety.
2. Maintain proper alignment, padding all pressure points, avoiding ischemia and stretching.
3. Demonstrate proper use of axillary rolls, sleds, chest rolls and other equipment.

**Induction Period:**

1. Monitors - placed quickly and accurately.
2. Record initial vital signs.
3. Pre-oxygenation of the patient.
4. Mask manage of the airway.
5. Recognition and treatment of airway obstruction.
6. Demonstration of the proper use of oral and/or nasal airways.
8. Drug Administration.
9. Administration of proper drug dosage in the proper sequence.
10. Appropriate timing of drug administration.
11. Airway Management, Laryngoscopy and Intubation.
12. Perform laryngoscopy and intubation.
13. Verification of endotracheal tube placement.

Maintenance:
1. Demonstration of awareness of surgical procedures and their anesthetic requirements.
2. Adjustment of anesthetic depth in accordance with surgical stimulation.
3. Initiation and management of fluid therapy within the plan of care.
4. Interpretation and utilization of data obtained from the effective use of current invasive and non-invasive monitoring modalities.
5. Recognition and initiation of appropriate actions with reference to complications occurring during anesthesia management.
6. Identification and reaction to anesthesia equipment related problems.
7. Utilization of appropriate principles of basic and behavioral sciences in protecting patients from iatrogenic complications.
8. Institution of proper warming techniques intraoperatively.
9. Demonstration of knowledge of pharmacokinetics and dosing intervals by re-dosing at appropriate intervals based on clinical criteria.

Emergence:
1. Titration of anesthetics to allow for rapid emergence and awakening.
2. Appropriate administration of neuromuscular blockade reversal agents.
3. Assurance of adequate ventilation and return of protective reflexes prior to extubation of the trachea.
4. Transportation of the patient safely to the Post Anesthesia Recovery Room.

Anesthetic Record:
1. Intraoperative record accurately reflects intraoperative events and anesthetic management.
2. Record is legible and complete.
Knowledge Base:
1. Displays theoretical knowledge of anesthesia principles.
2. Application of theoretical knowledge - accurate calculation of doses and concentration of anesthetic agents.
3. Interpretation of drug actions and interactions.
4. Discussion of drug potency, indications, contraindications, and dosages.
5. Selection of anesthetic techniques based anatomical and pathophysiological conditions of the patient.

Skills and Attitudes:
1. Demonstration of manual dexterity.
2. Asks questions and seeks new experiences.
3. Exhibits ethical as well as professional behavior.
4. Demonstrates the ability to interact with personnel on a professional level.
5. Functions within the appropriate legal requirements as a licensed professional nurse, accepting accountability for his/her own practice.
6. Participates in the education of patients and the communities' interest.

Student Expectations for Anesthesia Care Team Practice at UT Medical Center

Because we practice in an anesthesia care team (ACT) model at UTMC, it is important that SRNAs meet specific expectations for communication and supervision during clinical experiences. These expectations remain in force even when SRNAs are given the privilege of progressive responsibility.

SRNAs must remain in close communication with the supervising anesthesiologist to discuss the anesthetic plan, pertinent patient information, intraoperative issues, and/or changes to the anesthetic plan. Closed-loop communication between the SRNA and the anesthesiologist should occur PRIOR to proceeding with any significant interventions such as intubation, invasive procedures, blood/blood product administration, etc.

SRNAs should also ensure that appropriate supervision by the anesthesiologist is in place PRIOR to proceeding with significant interventions. For example, the anesthesiologist should always be present for intubation or other significant airway manipulation at induction and at any other time during a case.

We acknowledge there are some uncomfortable situations when you are waiting for the appropriate supervision before proceeding with an intervention. However, you must be sure to follow the above guidelines for ACT practice at UTMC.
The UT College of Nursing is leading the way in nursing education, research, and practice to maximize health and transform health care by offering a variety of graduate certificate options for students who are either working on a graduate degree or have already completed a master’s degree and wish to advance their knowledge and skills.

A master’s degree is required for admission. The required credits will vary depending on the student’s academic transcripts, clinical experience, and objectives. Minimally, course requirements are the concentration specific didactic and clinical courses as listed in each program description.

Please note: if students do not maintain continuous enrollment in a Graduate Certificate Program, the University will drop them from the system, and students will need to re-apply to the program. Please contact the Graduate Programs Advisor at congrad@utk.edu for assistance with re-enrollment.

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

Options:
- Family Nurse Practitioner Graduate Certificate
- Health Policy Graduate Certificate
- Healthcare Informatics Graduate Certificate
- Nursing Education Graduate Certificate
- Nurse Executive Practice Graduate Certificate
- Pediatric Nurse Practitioner Graduate Certificate / Pediatric Acute Care Nurse Practitioner Graduate Certificate
- Psychiatric Mental Health Nurse Practitioner Graduate Certificate

APRN Graduate Certificate Program Student Learning Objectives

At the completion of an APRN Graduate Certificate program, students will be able to:

1. Demonstrate entry level competencies in evidence-based clinical knowledge and skills in the student’s specific population foci.
2. Provide evidence-based advanced nursing care in a variety of healthcare settings to diverse populations, including individuals, families and communities.

Family Nurse Practitioner Graduate Certificate

The College of Nursing offers a post-master’s certificate program for nurses to develop additional knowledge and skill as a family nurse practitioner. A master’s degree in nursing is required for admission.

Required courses will vary depending on the student’s academic record, clinical experience, and objectives. If applicants have not completed MSN level advanced health/physical assessment, advanced pharmacology and advanced pathophysiology they will need to complete these courses as part of the post-MSN certificate.

Additional courses can be required by the college. Minimally, course requirements are N659, N660, N661 & N668. Students must successfully complete a minimum of 19 credits. Typically, students complete 19-28 hours
Health Policy Graduate Certificate

The College of Nursing in collaboration with the Department of Public Health - College of Education, Health, and Human Sciences and the College of Law offers an interdisciplinary graduate certificate program in Health Policy. Concurrently enrolled University of Tennessee graduate students from all disciplines and community members with a Master’s degree or higher with an interest in issues related to health and health care are eligible to apply to the graduate certificate program in health policy. The aim of the program is to prepare leaders, practitioners, researchers, and educators from law, nursing, public health, and other disciplines to be active in various policymaking activities. Course experiences will foster the examination and application of current policy research and the development of skills related to policy analysis, research, program evaluation, and advocacy.

Requirements

A minimum of 12 hours is required for the certificate. Required courses include:

- **NURS 612: Health and Policy/Planning, 3 credit hours**

- Choose one course, 3 credit hours:
  - PUBH 520: Public Health Policy and Administration or
  - PUBH 526: Health Care and Public Health Systems or
  - Law 963: Health Law Finance and Organization
  - Other pre-approved course.

- Elective(s) - 3 credit hours minimum
  - Selected in consultation with departmental advisor and approved by the certificate program coordinator

- **NURS 614: Preceptorship in Health Policy, 3 credit hours minimum**
  - Must be separate and distinct from any concurrent degree requirement. See below for more details.

Students must complete a 3-credit hour preceptorship arranged with a faculty member or health agency and/or other organizational leader involved in policymaking related to health and/or healthcare. Under the supervision of a faculty member and in collaboration with a preceptor, the student will design and implement a specific health policy project. The student is responsible for defining objectives, outlining deliverables, and selecting an evaluation method for the preceptorship experience. All projects must be approved by the certificate program coordinator. In addition, the student must submit Progress Reports on a bi-weekly basis to the faculty advisor and complete a final report or reflective paper to receive credit for the preceptorship. Concurrently enrolled graduate students may substitute hours from disciplinary field placements (e.g., LAW 992), preceptorships (e.g., NURS or PUBH 614), internships (e.g., PUBH 589), and similar experiences provided all other preceptorship requirements are met and approval is secured from the certificate program coordinator. However, at least three preceptorship hours must be separate and distinct from any concurrent degree requirement.
Applying to the Health Policy Graduate Certificate

Concurrently enrolled University of Tennessee graduate or law students must apply to the Health Policy graduate certificate program before completing 6 credit hours toward the certificate. An essay and letters of recommendation are not required. The application fee is waived for concurrently enrolled graduate or law students.

Certificate Program Completion

For concurrently enrolled graduate and law students, certificates are awarded at graduation. Application must be made by the published deadlines of the Graduate School. Students must deliver a completed Graduate Certificate Course Verification form to the certificate program coordinator by the published deadlines of the Graduate School. Forms are available at: https://gradschool.utk.edu/forms-central/graduate-certificate-course-verification/ Graduate School deadlines can be found at: https://gradschool.utk.edu/graduation/graduation-deadlines/ Certificate candidates must currently be admitted to a graduate program at the university or hold a terminal degree and be a graduate student in good standing and comply with all other applicable academic policies. Total hours may vary based on the student’s academic record, experiences, and objectives. Each student will be assigned a departmental advisor while enrolled in the certificate program.

Health Policy Certificate Program Coordinator Carole R. Myers, cmyers9@utk.edu

Need more information? Please contact the appropriate departmental advisor:

- College of Law - Zack Buck at zbuck@utk.edu
- Department of Public Health - Kathy Brown at kcbrown@utk.edu
- College of Nursing and all other departments/colleges - Carole R. Myers at cmyers9@utk.edu

Or you may contact April Gonzalez, College of Nursing Graduate Programs Advisor, agonza16@utk.edu

Healthcare Informatics Graduate Certificate

The Distance Education online inter-professional graduate certificate in Health Informatics is for those from all disciplines with an interest in issues related to health and healthcare informatics and who meet the UTK Graduate School criteria for admission to graduate certificate programs. Course experiences will foster the examination and application of current health systems information management, analytics processing, and data mining techniques.

Program Learning Outcomes:

Students enrolled in the healthcare informatics graduate certificate will:

1. Gain specialized knowledge of health information technology systems and processes;
2. Analyze and synthesize data related to patient health information to improve outcomes; and
3. Advance effective use of healthcare information systems to ensure high-quality outcomes.

The certificate requires 12 hours of course work. Course requirements are NURS 657, INSC 584, NURS 558 and IE 561. Dr. Tom Berg is the coordinator for the Healthcare Informatics Certificate. Dr. Berg can be reached at: tberg1@utk.edu

The student must file a Graduate Course Verification Form (https://gradschool.utk.edu/forms-central/graduate-certificate-course-verification/) with the Graduate School for the certificate to be noted on the student’s transcript. Certificate candidates must currently be admitted to a graduate program at UT or hold a graduate degree and be admitted to the graduate school.
Nursing Education Graduate Certificate

The College of Nursing offers a post-master’s certificate program for nurses who desire to develop specialized knowledge and skill in nursing education. A minimum of a bachelor’s degree of science in nursing is required for add-on certificate admission, and a master’s degree in nursing is required for stand-alone certificate admission.

The certificate requires 12 hours of course work. Course requirements are N566 Education Principles and Strategies and N565 Nursing Education Practicum in addition to 6 hours of education classes in the College of Education, Health and Human Sciences (CEHHS). Please consult with your academic advisor about the specific CEHHS courses that can be taken in the minor. Dr. Sadie Hutson is the coordinator for the Nursing Education Certificate. She can be reached at: shutson@utk.edu

The student must file a Graduate Course Verification Form (https://gradschool.utk.edu/forms-central/graduate-certificate-course-verification/) with the Graduate School for the certificate to be noted on the student’s transcript. The Graduate School awards the certificate by MSN Concentration. An additional certificate can be issued by the College of Nursing for Concentrations offering more than one specialty area.

Nurse Executive Practice Graduate Certificate

The College of Nursing offers a graduate certificate program for nurses to develop additional knowledge and skill in nursing administration. A master’s degree in nursing is required for admission.

Course requirements are N665, N666 & N669, plus additional courses as determined by the college. The total hours will vary depending on the student’s academic record, clinical experience and objectives. Students must complete a minimum of 12 credits. Typically, students complete 12-21 hours of course credit. Dr. Pam Hardesty is the coordinator for the Nursing Administration Certificate. She can be reached at: phardest@utk.edu

The student must file a Graduate Course Verification Form (https://gradschool.utk.edu/forms-central/graduate-certificate-course-verification/) with the Graduate School for the certificate to be noted on the student’s transcript. The Graduate School awards the certificate by MSN Concentration. An additional certificate can be issued by the College of Nursing for Concentrations offering more than one specialty area.

Pediatric Nurse Practitioner Graduate Certificate / Pediatric Acute Care Nurse Practitioner Graduate Certificate

The College of Nursing offers a graduate certificate program for nurses to develop additional knowledge and skill in the Nursing of Pediatrics. A master’s degree in nursing is required for admission.

The required courses will vary depending on the student’s academic record, clinical experience, and objectives. If applicants have not completed MSN level advanced health/physical assessment, advanced pharmacology and advanced pathophysiology they will need to complete these courses as part of the post- MSN certificate. Certificate requirements include the clinical and clinical didactic courses in the Concentration. Additional courses may be determined by the college. Students must complete a minimum of 17 credits.

Typically, students complete 17-29 hours of course credit. Dr. Rob Cornette is the coordinator for the Pediatric Nurse Practitioner and Pediatric Acute Care Nurse Practitioner Certificates. He can be reached at: rcornet3@utk.edu

The student must file a Graduate Course Verification Form (https://gradschool.utk.edu/forms-central/graduate-certificate-course-verification/) with the Graduate School for the certificate to be noted on the student’s transcript. The Graduate School awards the certificate by MSN Concentration. An additional certificate can be issued by the College of Nursing for Concentrations offering more than one specialty area.
Psychiatric Mental Health Nurse Practitioner Graduate Certificate

The College of Nursing offers a post-master’s certificate program for nurses to develop additional knowledge and skill in psychiatric mental health nursing. A master’s degree in nursing is required for admission.

Required courses will vary depending on the student’s academic record, clinical experience, and objectives. If applicants have not completed MSN level advanced health/physical assessment, advanced pharmacology and advanced pathophysiology they will need to complete these courses as part of the post-MSN certificate.

Course requirements are N519, N655, N656, N657, & N658, plus additional courses as required by the college. Students must complete a minimum of 16 credits. Typically, students complete 16-25 hours of course credit. Dr. Allyson Neal is the coordinator for the Psychiatric Mental Health Nurse Practitioner Certificate. She can be reached at: aneal7@utk.edu

The student must file a Graduate Course Verification Form (https://gradschool.utk.edu/forms-central/graduate-certificate-course-verification/) with the Graduate School for the certificate to be noted on the student’s transcript. The Graduate School awards the certificate by MSN Concentration. An additional certificate can be issued by the College of Nursing for Concentrations offering more than one specialty area.

College of Nursing and Graduate Certificate Forms

All College of Nursing and Graduate Certificate program forms may be found on the Graduate Certificate program Canvas site.
What is Plagiarism?*

Plagiarism is:

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

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

The following examples will illustrate this type of plagiarism:

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

Plagiarized Version in Research Paper
America was helping fashion a New South during these decades. The cotton mill, largely sustained by the labor of women and children from mountain counties, was one feature of that New South. In their search for a better existence, "hillbillies" mingled with poor whites to form mill villages. Their search was grueling since many of the children working in Southern cotton mills were between the ages of 10 and 13.

This is a plagiarized paragraph even though acknowledgment to the author has been given in the footnote. The wording is too much like the original. Sentences from the original have been inverted or combined or some words omitted, but the words and the phrases are the original author's, not those of the author of the research paper. Compare this plagiarized paragraph with the legitimate version which follows.

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

* Reproduced by permission from Davis, Beulah. "The research paper," A brief composition handbook, Roane State Community College, Harriman, TN.


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

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

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

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

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

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

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

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

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

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

A mirror for Appalachia is needed, which will help Appalachians to become "aware of who we are and why, and be at ease with this knowledge."

Remember that you must reproduce quotations exactly as they appear in the original. If there is an error, such as a misspelled word, you must reproduce the error just as it is but indicate that you are aware of the error by inserting Latin word sic in square brackets immediately after the error.

Otherwise, the reader will assume the error is yours. Any other explanatory matter can be inserted in square brackets.

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

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

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

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

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

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

Additional resources are available online through the University Libraries Homepage at:

https://libguides.utk.edu/style