

THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

COLLEGE OF NURSING

2023-2024
Graduate Programs Handbook

Table of Contents

Graduate Program Information 6
Introductions 6
Purpose of Handbook 6
Graduate School Introduction 6
Vision, Mission, and Values of the College of Nursing 6
College of Nursing Administration 7
Graduate Studies in the College of Nursing 7
University Policy Regarding Discrimination 8
Diversity and Inclusion Mission of the College of Nursing 8
Distance Education Programs in the College of Nursing 8
College of Nursing Student Services 9
Academic Advising 10
Graduate Student Advising 10
Financial Support, Scholarships, & Payment of Tuition/Fees 12
Financial Support for Graduate Students 12
Academic Common Market 12
Payment of Tuition and Fees 13
Academic Policies and Information 14
Email Communications 14
Program Canvas Sites 14
Course Registration 14
Registration for N502, Use of Facilities 15
Computer Recommendations for College of Nursing Students 15
Time Limit for Degree Completion 16
Graduate School Deadlines and Policies 16
Residence Requirements 16
Graduation Application 17
Graduation Fee 17
Academic Attire 17
Graduate School Hooding 17
Leave of Absence (LOA) and Reinstatement Following a LOA 18
Clinical Health Requirements 20
Criminal Background Checks 20
Drug Testing 20
Physical Examination 21
CPR Requirements 21
Immunization Records 21
RN and APRN Licensure 22
Program Requirements 22

Declination Information 22
Performance in Clinical Experiences 24
Clinical Course Fees 24
Clinical Preceptors 24
Clinical Site Visits 24
Student Professional Liability Insurance 24
Description of Coverage 24
Clinical Experiences Acknowledgement of Risk 25
Special Notice Regarding COVID-19 25
Incident Report and Medication Error Report 26
Unsafe Clinical Performance 26
Clinical Absence and Tardiness 27
Student Uniforms in Clinical Courses 27
Student Health Policies 27
Students with Communicable Conditions 28
Latex Allergy 28
Exposure to Communicable Disease During Student Clinical Placement 28
Exposure/Occurrence Protocols 29
Post Exposure to Blood Borne Communicable Disease Protocol 29
Post Exposure to Tuberculosis Protocol 30
Post Occurrence Protocol for an Incident Other than a Blood Borne Communicable Disease or Tuberculosis 30
Academic Standards 32
Required GPA 32
Policy Regarding Incompletes 32
Academic Integrity 33
Code of Ethics 35
Appeal Procedure 35
Process for Settling Disputes 36
Grade Appeal Process 38
For Issues Related to Campus Life 39
General Policies 41
College of Nursing Substance Abuse/Drug and Alcohol Testing Policy 41
Social Media Policy 45
Recording Class Lecture / Presenter Clause - Audio / Video 46
Student/Client Audiotapes, Videotapes, and Photographs 46
Cell Phone Policy 47
Smoking 47
Release of Information 47
Inclement Weather 48
Sigma Theta Tau International Honor Society 48

Committees with Graduate Student Representation 48
Graduate Curriculum Committee (GCC) 48
Graduate Student Affairs Committee (GSAC) 49
Dean's Student Advisory Council (DSAC) 49
Graduate Student Association (GSA) 49
Protection of Human Subjects 50
Projects Outside UTK Campus 50
DNP Program Information 52
Welcome from the Chair of the DNP Program 52
Mission of the Doctor of Nursing Practice Program 52
The American Association of Colleges of Nursing Essentials Domains for Nursing are: 52
General Duties and Responsibilities of Faculty & All Graduate Students 53
Programs of Study 54
College of Nursing and DNP Forms: 62
Special Policies 62
Clinical Practice 64
DNP Practice Immersion and Clinical Experience Hours 64
Practice Immersion/N633 Guidelines 64
The DNP Scholarly Project 66
Scholarly Project Committee 66
DNP Scholarly Project Committee Responsibilities 67
Third Committee Member Responsibilities (if applicable) 69
DNP Scholarly Project 69
DNP Scholarly Project Proposal 71
DNP Project Proposal Template 71
Template for Executive Summary 74
Comprehensive Examinations/Admission to Candidacy 76
Monitoring of DNP Student Progress 77
Nurse Anesthesia Concentration Student Handbook Addendum 77
PhD Program Information 78
Welcome from the Chair of the PhD Program 78
PhD Mission Statement 78
PhD Student Learning Outcomes 79
General Duties and Responsibilities of Faculty & All Graduate Students 79
Programs of Study 80
College of Nursing and PhD Forms 86
Advisement Prior to Dissertation 86
Degree Requirements Specific to the Program Curriculum 86
Blended Learning in the PhD Program 87
Special Policies 87

Model for PhD Program Progression....90
Dissertation Committee....91
Examinations....92
PhD Comprehensive Examination....93
Admission to Candidacy....94
Dissertation....94
Registration for N600 and Student Responsibilities During the Conduct of the Dissertation Research....95
Continuous Registration during Dissertation Hours....95
Dissertation Defense....96
Thesis/Dissertation Consultant....96
College of Nursing Dissertation Guidelines....97
Graduate School Requirements....97
College of Nursing Guidelines....97
Types of Manuscripts:....98
Authorship....98
Role of the Dissertation Committee:....98
Format of Manuscript Dissertation....98
Monitoring of Doctoral Student Progress....99
Leaves of Absence from Dissertation....99
Procedure for Determining Satisfactory Progress toward Degree....99
Graduate Certificate Program Information....100
APRN Graduate Certificate Program Student Learning Objectives....100
Family Nurse Practitioner Graduate Certificate....100
Health Policy Graduate Certificate....101
Applying to the Health Policy Graduate Certificate....102
Certificate Program Completion....102
Healthcare Informatics Graduate Certificate....102
Nursing Education Graduate Certificate....103
Nurse Executive Practice Graduate Certificate....103
Pediatric Nurse Practitioner Graduate Certificate / Pediatric Acute Care Nurse Practitioner Graduate Certificate....104
Psychiatric Mental Health Nurse Practitioner Graduate Certificate....104
College of Nursing and Graduate Certificate Forms....105
Appendix A: Plagiarism....106
What is Plagiarism? *....106

Graduate Program Information

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 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

Leading Care. Creating Partnerships. Improving Health.

Mission

- We improve health through nurse-led care by integrating education, practice, research, scholarship & innovation.
- We prepare a diverse nursing workforce through exceptional student-centered learning and experiences.
- We define health broadly and impact it by addressing policy, equity, and social justice with advocacy and leadership.
- We embrace the volunteer spirit by investing in our people and listening to diverse perspectives to build a compassionate and caring workplace culture.
- We work collaboratively with others to create innovative ideas that improve health for all.

Values

Valuing All	Originality	Leading with Integrity	Seeking Knowledge
Diversity and Inclusivity Promotes a Sense of Belonging and Equitable Care	Innovative ideas and Technologies Propel New Solutions and Outcomes	Exceptional Leadership with Courage to Be Nimble and Transformational	A Spirit of Inquiry and Curiosity Guides our Day-to-Day Work

College of Nursing Administration

Dean	Dr. Victoria Niederhauser
Executive Associate Dean for Academic Affairs	Dr. Shelia Swift
Associate Dean Practice & Global Affairs	Dr. Nan Gaylord
Associate Dean Research & Evaluation	Dr. Tami Wyatt
Assistant Dean, Finance, Administration & Operation	Mr. Steven Johnson
Assistant Dean, Undergraduate Studies	Dr. Phillip Moore, Interim
Assistant Dean & Director of Graduate Studies	Dr. Allyson Neal
Chair of DNP Program	Dr. Tracy Brewer
Chair of PhD Program	Dr. Sandra Thomas

Graduate Studies in the College of Nursing

Dr. Shelia Swift, Executive Associate Dean for Academic Affairs is responsible for the overall administration of academic programs. Dr. Allyson Neal serves as Assistant Dean of Graduate Programs. Dr. Tracy Brewer 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. Concentration Coordinators provide operational oversight for each DNP concentration in conjunction with Dr. Brewer. Concentration Coordinators also serve on the Admissions committee and as faculty advisors to students once they are admitted. The Graduate Programs Assistant provides administrative support to the graduate nursing programs; the Office of Student Services provides academic advising to graduate students. Students will be assigned an academic advisor prior to starting their program. It is important to understand that the role of the academic advisor and faculty advisor differ (see section on advisement).

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. Tracy Brewer [tbrewe12@utk.edu] as Chair of the DNP Program

Dr. Sandra Thomas [sthomas@utk.edu] as Chair of the PhD Program

Dr. Allyson Neal [aneal7@utk.edu] as Assistant Dean of Graduate Programs

Dr. Shelia Swift [sswift@utk.edu] as Executive Associate Dean for Academic Affairs

Dr. Karen Lasater [klasater@utk.edu] as FNP Concentration Coordinator

Dr. Amanda Harper [aharper3@utk.edu] as PNP Concentration Coordinator

Dr. Jeremy Mills [jmills17@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. Additional information about State Authorization & Professional Licensure Programs at the University of Tennessee, Knoxville, can be found at (https://volsonline.utk.edu/about-state-authorization/).

A list of U.S. Boards of Nursing (BON) host state/territory requirements for APRN nursing programs can be found via the National Council of State Boards of Nursing (NCSBN): (https://www.ncsbn.org/671.htm)

College of Nursing Student Services

The mission of the Office of the Dean of Students is to engage and support students throughout their learning 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 provide 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 and Academic Exploration (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 is 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 (https://nursing.utk.edu/students/academic-advising/), 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.

The student should make an appointment with their faculty 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, unless an individualized program of study has been approved by the Assistant Dean of Graduate Programs. Potential modifications to the program of study should be discussed with the faculty advisor and requests for modifications to programs of study should be routed through the faculty advisor to the Assistant Dean of Graduate Programs for review and approval. If approved, the Assistant Dean of Graduate Programs will work with the Office of Student Services Academic Advisor to create the revised documentation, which will be saved to the student's academic file and copies sent to the faculty advisor and the student.

Should the student wish to change faculty advisors, the student should consult with the program chair, who will review the request and make a determination. If the request is approved, the program chair will facilitate the selection of and transition to a new faculty advisor and will notify the Graduate Programs Office of the change.

The Office of Student Services Academic Advisors are available as a resource to students, providing advisement related to academic success, course sequencing, and support services available through the University.

DNP Students: Each student's Concentration Coordinator serves as their initial point of contact for questions related to the DNP coursework. The Concentration Coordinator will assist the student in all matters related to clinical experiences. Students will be assigned a faculty project chair whose scholarly interests align with the student during the second semester. The faculty chair is responsible for advisement in all matters concerning the DNP Scholarly Project. The concentration coordinator and the faculty project chair may be the same or different faculty.

PhD Students: 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 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.

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 of Graduate Programs, who then will direct the Office of Student Services Academic 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 Graduate Student Handbook. Students in the Nurse Anesthesia concentration can only enroll on a full-time basis.

Financial Support, Scholarships, & Payment of Tuition/Fees

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 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, personal essays, and attendance at all required On-sites, Colloquiums, and Research Days. Unexcused absences will result in scholarship ineligibility.

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 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 via 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).

Academic Policies and Information

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.

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. **It is an expectation that all university emails be checked and answered within 48 hours Monday-Friday.**

Program Canvas Sites

Each program (DNP, PhD, 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/).
2. Please register by logging onto MyUTK, (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/) 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 Office of Student Services Academic 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 a student's graduation date.

   Students who identify a potential need for a change to their program of study should contact their faculty advisor to discuss the proposed change. The faculty advisor will send a request for a program of study change to the Assistant Dean of Graduate Programs for review and approval. If approved, the Assistant Dean of Graduate Programs will work with the Office of Student Services Academic Advisor to create the revised documentation, which will be saved to the student's academic file and copies sent to the faculty advisor and the student.
5. **Change from Full-Time or Part-Time Study:** Students who identify a potential need to change their status should contact their faculty advisor to discuss the proposed change. Upon receiving the approval of the faculty advisor, the student should complete and submit a *Petition for Change from Full-Time to Part-Time Form* to the Assistant Dean of Graduate Programs for review and approval. If approved, the

Assistant Dean of Graduate Programs will work with the Office of Student Services Academic Advisor to create the revised documentation, which will be saved to the student's academic file and copies sent to the department chair, the faculty advisor and the student.

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 the Forms Central page on the Graduate School website.
7. **Independent Study**: Courses taken by Independent Study (N693) 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.

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/software-hardware/proplus/).

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:

	Windows Based Laptops	Apple Based Laptops
Processor	Intel i5 or greater processor	Apple M1 or M2 with Apple Rosetta installed
Memory	8GB minimum, 16GB preferred	
Hard Drive	256GB minimum, 512 GB recommended	
Wireless Network Card	802.11n minimum, 802.11ac recommended	
Display Resolution	1366 x 768 minimum	
Operation System Version	Windows 10: 21H2 or 22H2 OR Windows 11: 21H2 or 22H2	MacOS Versions 11, 12, 13
Webcam and Microphone	Integrated	

	Windows Based Laptops	Apple Based Laptops
USB Ports	USB 2.0, USB 3.0 or USB-C	USB 2.0 minimum, USB 3.0 or USB-C recommended

Network (off-campus):

• 10 Mbps download speed, 5 Mbps upload speed

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.

*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.

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).

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).

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) 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) 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) 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) 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/). 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.

Graduate School Hooding

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/academics/graduation/graduate-hooding/).

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 (https://registrar.utk.edu/).

Leave of Absence (LOA) and Reinstatement Following a LOA

If extenuating circumstances arise that make it necessary for students to temporarily interrupt their studies, 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 for the sole reason of financial hardship.

College of Nursing Process for Requesting a Leave of Absence:

1. Reach out to the Office of Student Services Academic Advisor via email at congrad@utk.edu and copy the Assistant Dean for Graduate Programs, Dr. Allyson Neal at aneal7@utk.edu to a request a Leave of Absence with the rationale for the request (i.e. personal/family emergency, medical emergency or extended illness, etc.). If you would prefer to speak solely with the Assistant Dean regarding the nature of the request, please reach out directly to the Assistant Dean to schedule a phone, virtual or in-person meeting.
2. Reach out to One Stop at 865-974-1111 or via email at onestop@utk.edu to discuss any implications on taking a LOA will have any federal financial aid, including student loans, as well as University wide scholarships you may be receiving. Additionally, if you are on a departmental, graduate assistantship or other College of Nursing financial support, please be sure to reach out to the Department/Office providing this funding to discuss any implications on taking a LOA will have on this type of assistantship/financial support. Finally, if you receive external funding for your graduate education from a third-party organization, you will want to reach out to this organization/agency to discuss any implications on taking on LOA will have on this type of support. ***These steps should be completed prior to requesting a Leave of Absence.***
3. Once the LOA request has been received by the Office of Student Services Academic Advisor and/or the Assistant Dean, if the request is approved by the Assistant Dean, a letter of support will be sent to your UTK email address within 3-5 business days from the time of the request. Please save the letter of support from the CON (department) to upload with your Leave of Absence request with the Graduate School.
4. Please go to ***Graduate Student Leave of Absence Request*** (https://gradschool.utk.edu/forms-central/graduate-student-leave-of-absence/) to fill out the dynamic form with the request. Tips to ensure that the LOA is approved, accepted by the Graduate School, and there are no delays in processing your request include:
    a. Include a reason for the request in the space provided.
    b. Upload a copy of your College of Nursing (Departmental) Support Letter with the Leave of Request.
    c. For the Department Head and Director of Graduate Studies NetID, list Dr. Allyson Neal (NetID: aneal7) as **both** the Department Head **and** Director of Graduate Studies.
    d. It is ***very important*** that you **either send a copy of the LOA request or an email that the LOA request has been submitted** to the Office of Student Services Academic Advisor at congrad@utk.edu **within 1 business day of submitting the dynamic form to the Graduate School**. This ensures that the College of Nursing (department) is aware that your request has been submitted and assists with follow-up in a timely manner to confirm the form's processing with the Graduate School.
5. Once you hear from the Graduate School regarding your approved LOA request, please to reach out to the OneStop Office at 865-974-1111, onestop@utk.edu or (https://onestop.utk.edu/withdraw/) to complete the withdrawal process for the semester(s) that you have been approved for the LOA. **Please note it is the student's responsibility to withdraw from their classes for semesters that they are already enrolled in once a LOA has been approved. An approved LOA does not automatically drop classes from a student's schedule.** Please note that the Graduate School or the College of Nursing does not make decisions or govern any policies regarding financial obligations that may be incurred as a result of a

change in your registration status.

6. It is ***very important*** that you remain in contact with the Office of Student Services Academic Advisor and the Assistant Dean regarding your intent to resume your graduate studies while on a leave of absence. Periodically, the Office of Student Services Academic Advisor or the Assistant Dean will follow-up with you regarding your intent to return. It is very important that you communicate in a timely manner to ensure that we are planning for your return and there are no delays (such as Clinical Site Placements) in resuming your graduate studies.
7. **Prior to the semester that you plan to resume your graduate education or prior to the end of the approved LOA**, please be sure to communicate with the Graduate Programs Office regarding whether or not you intend to return to your graduate program by sending an email to congrad@utk.edu and copy to the Assistant Dean of Graduate Programs, Dr. Allyson Neal, at aneal7@utk.edu. The Assistant Dean of Graduate Programs will contact you to discuss your plan for return.
8. After discussing your plan for return with the Assistant Dean of Graduate Programs, fill out the Graduate School's *Reinstatement Request Form* (https://gradschool.utk.edu/forms-central/reinstatement-request/) before the first day of classes for the semester that you plan to re-enroll. Please note that a Reinstatement Request Form **cannot** be submitted after the approved LOA has expired, if you plan to change your major or degree, or if a violation of the Student Code of Conduct has occurred during the approved Leave of Absence. For further information about these requirements, please see (https://gradschool.utk.edu/forms-central/reinstatement-request/). Tips to ensure success on this form include:
    a. Fill out the form in its entirety, providing **all** information requested.
    b. For the Department Head and Director of Graduate Studies NetID, list Dr. Allyson Neal (NetID: aneal7) as **both** the Department Head **and** Director of Graduate Studies.
    c. It is very important that you either send a copy of the Reinstatement Request or an email that the Reinstatement Request has been submitted to the Office of Student Services Academic Advisor at congrad@utk.edu **within 1 business day of submitting the dynamic form requesting reinstatement to the Graduate School**. This ensures that the College of Nursing (department) is aware that your request has been submitted and assists with follow-up in a timely manner to confirm the form's processing with the Graduate School.
9. Upon receipt of the completed Reinstatement Request Form, the Assistant Dean of Graduate Programs will work with the Office of Student Services Academic Advisor to create the revised individualized Program of Study documentation, which will be saved to the student's academic file and copies sent to the Program Chair, faculty advisor and the student. An updated copy of the Program of Study **must be** developed **prior** to re-enrollment in the program.
10. Once the Reinstatement Request has been approved by the Graduate School, please log into MyUTK to register for your classes per your individualized Program of Study. If you experience any issues with registration, please reach out to the Office of Student Services Academic Advisor at congrad@utk.edu.

Additional information regarding the LOA policy is available in the graduate catalog: (https://tiny.utk.edu/grad-catalog), via the "Academic Policies and Requirements for Graduate Students" link, and then selecting the "Leave of Absence (LOA) and Reinstatement Following an LOA" option under the "Enrollment and Registration" section.

Clinical Health Requirements

The College of Nursing (CON) has identified specific clinical health 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.

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.

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 an annual criminal background check.

Drug Testing

To enhance patient safety and public protection, all nursing students must undergo annual 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. Please note, all 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 (AHA)**; 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 letterhead, 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 rubeola “Red measles”, students will provide evidence of dates of childhood immunization. Students who test 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 required. Varicella immunization is required for any student who test 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 and does not wish to undergo the immunization series, they may then request a declination.
4. **Tdap (tetanus, diphtheria, and a cellular pertussis)**: Documentation of a single dose of Tdap which has been received in the past 10 years. The Tdap immunization must remain up to date throughout the

time the student remains at the college of nursing. **Td vaccination is not accepted**.

5. **Annual TB evaluation**: Students are required to submit a documented negative Two Step TB skin test or IGRA Assays (QuantiFERON Gold or T-Spot blood test) upon admission to the College of Nursing. 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 CON Health Compliance Officer. One Step TB skin testing is not accepted.

   Each subsequent year all students are required to submit an annual TB screening questionnaire which is available in American DataBank (Complio) or from the CON Health Compliance Officer. If any answer is positive the student is required to submit a documented negative **Two Step** TB skin test or IGRA Assays (QuantiFERON Gold or T-Spot blood test). **One Step TB skin testing is not accepted**.

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.

7. **COVID-19 Vaccination:** All students must provide documentation of COVID-19 vaccination status if immunization was received. COVID Vaccination requirements may vary per clinical site requiring students to demonstrate documentation of full immunization prior to attendance. Please retain any COVID-19 vaccination records and add it to your personal health records/documentation. Please refer to the Provost's website concerning COVID-19 vaccination and student progression concerns: (https://provost.utk.edu/wp-content/uploads/sites/10/2021/10/Vaccination-considerations-for-clinical-and-internship-placements.pdf)

RN and APRN Licensure

All 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, a copy of original titer and/or a 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.

Please Note:

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 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 that all students 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: Hailey Hernandez, hhernan5@utk.edu, 865-974-9181
College of Nursing Health Compliance Officer: April Bryant, APRN, FNP-C, abryan42@utk.edu

Performance in Clinical Experiences

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 occur at least once a semester via Zoom. Additional 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. Students 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 student's accounts once a year. For the 2023-2024 academic year, student professional liability insurance cost is $10.

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 the student's 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, 2023 – June 1, 2024
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.

College of Nursing Graduate Students: **ALL requests for copies of the Certificate of Insurance should be directed to the Graduate Clinical Coordinator**, Hailey Hernandez (hhernan5@utk.edu).

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 a vaccine to prevent COVID-19. All students are encouraged to get vaccinated, which has been proven to be safe and effective.

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 then touching one's mouth, nose, or eyes.

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

COVID Vaccination requirements may vary per clinical site requiring students to demonstrate documentation of full immunization prior to attendance. 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.

College of Nursing COVID-19 policies are fluid based on current CDC policies and Health Care Partner requirements. The College of Nursing policies can be found on each Cohort Canvas page labeled COVID-19. The University of Tennessee COVID policies can be found here (https://www.utk.edu/coronavirus/).

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 of 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 faculty member will assume responsibility for ensuring that the agency form is submitted to the appropriate persons. 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 ensure 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.

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 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.

Student Uniforms in Clinical Courses

Professional attire is expected; please check with your concentration coordinator regarding if a lab coat is to be worn.

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:

1. Rules and Regulations of the Department of Labor, Occupational Safety and Health Administration, Blood borne Pathogens Standard (29 CFR1910.1030) as published in the Federal Register, 54(235), December 6, 1991, and as amended pursuant to the 2000 Needlestick Safety and Prevention Act.
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 of 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 complete the College of Nursing Post Exposure Incident Form for Blood Borne Communicable Diseases within 72 hours of the incident. If the student declines to complete the Post Exposure Incident Form for Blood Borne Communicable Diseases Form, the student must complete the Blood-Borne Pathogen Exposure Refusal Follow-Up Form. The forms are available on the DNP, PhD, and Graduate Certificate 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 Compliance Officer. The CON Health Compliance 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, and Graduate Certificate 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, and Graduate Certificate Canvas sites under the “Program Forms” page) with the CON Health Compliance Officer. The student is to receive a copy of the form for reference in obtaining 3-month follow-up care.

The CON Health Compliance 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 UTMC ER 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, and Graduate Certificate 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 UTMC ER 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, and Graduate Certificate Canvas sites under the "Program Forms" button) with the CON Health Compliance Officer. The CON Health Compliance Officer will provide the student with a copy of the completed form and will file the report for OSHA and campus compliance.

Academic Standards

Required GPA

DNP

A minimum final course grade of 83 in all nursing DNP courses is required; however, the College of Nursing will allow one final course grade of 75-82 in the following nursing DNP core courses (N557, N604, N612, N613, N620, N622, N624, N628, N648, & N649). A second final course grade of 82 or below in these courses will result in dismissal from the program. A minimum final course grade of 83 is required in all other courses. A 3.00 graduate cumulative GPA is required for continuation in the program.

PhD

A minimum final course grade of 83 in all nursing PhD courses is required; however, the College of Nursing will allow one final course grade of 75-82 in the following nursing PhD core courses (N599, N601, N602, N603, N605, N610, N612, N613, N615). A second final course grade of 82 or below in these courses will result in dismissal from the program. A minimum final course grade of 83 is required in all other courses. A 3.00 graduate cumulative GPA is required for continuation in the program.

Alpha	Numeric	Graduate School GPA
A	92-100	4 Quality Points
B+	88-91	3.3 Quality Points
B	83-87	3 Quality Points
C+	78-82	2.3 Quality Points
C	75-77	2 Quality Points
D	67-74	1 Quality Points
F	66 or below	0 Quality Points

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 average.

- 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.

Graduate Student Progression

According to the Graduate Catalog under the heading *Academic Standing*: “Graduate education requires continuous evaluation of the student. This includes not only periodic objective evaluation, such as the cumulative grade point average, performance on comprehensive examinations, and acceptance of the thesis or dissertation, ***but also judgments by the faculty of the student’s progress and potential***. Continuation in a program is determined by consideration of all these elements by the faculty and the head of the academic unit.” (https://tiny.utk.edu/grad-catalog). Failure to progress as determined by the faculty may result in academic dismissal.

Academic Integrity

An essential feature of the University of Tennessee, Knoxville, 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, Knoxville, 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.

Academic and Professional Integrity:
The University of Tennessee, Knoxville, is proud of its students' commitment to academic integrity and their pledge to abide by the Honor Statement found in Hilltopics. This tradition of intellectual honesty is maintained by the cooperation of students and faculty members. Noncompliance with these policies can result in course failure and/or other penalties.

The University Guidelines for Academic Integrity apply to all work for all courses. Please refer to your student handbook (college and university and the university Student Code of Conduct) for general policy and procedures regarding student conduct. Students are accountable for being familiar with the content on cheating and plagiarism in Hilltopics (http://hilltopics.utk.edu/) and the Student Code of Conduct (https://studentconduct.utk.edu/standards-of-conduct-overview/). In addition, there is excellent content on plagiarism available on the University of Tennessee Library website (https://libguides.utk.edu/scholarlypublishing/plagiarism).

Use of Artificial Intelligence (AI) Policy: Not Permitted in any College of Nursing coursework. It is expected that all submitted work is produced by the students themselves, whether individually or collaboratively. Students must not seek the assistance of Generative AI Tools like ChatGPT. Using a Generative AI Tool to complete an assignment constitutes academic dishonesty and grounds for academic dismissal. Suspected cases of AI-generated assignments will be referred to Student Conduct and Community Standards.

In the College of Nursing Graduate Programs, there is zero tolerance for cheating in any form, including plagiarism. Academic misconduct, including intended or unintended plagiarism, will result in a zero for the assignment in question. All suspected cases involving academic cheating or plagiarism will be handled through the procedures outlined in the Student Code of Conduct and referred to Student Conduct and Community Standards.

The Honor Statement reads:
As a student of the University, I pledge I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my personal commitment to honor and integrity.

Any violations of academic integrity will be handled in accordance with the guidelines put forth in the DNP Handbook and Hilltopics. Be sure to familiarize yourself with all UTK academic policies by referring to Hilltopics at (https://hilltopics.utk.edu/).

Graduate School Plagiarism (https://tiny.utk.edu/grad-catalog). Students shall not plagiarize. Plagiarism is using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else's words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense, subject to disciplinary action that may include failure in a course and/or dismissal from the university. Some examples of plagiarism are:

- Copying/using without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source.
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge).

- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge).
- Submitting work, either in whole or in part, created by a professional service or used without attribution (e.g., paper, speech, bibliography, or photograph)
- All written assignments will go through the Canvas plagiarism software, Turnitin Similarity.

Academic Integrity and Code of Ethics of the College of Nursing:
Students are required to sign the Academic Integrity form indicating that they have read the CON plagiarism and code of ethics statements within the first week of the semester. Violations of university policies on academic honesty and the College of Nursing's code of ethics can result in a failing grade for the course as well as other penalties.

Part of your commitment to scholarly work is your obligation to respect the work of others by appropriate attributions and sourcing. It is plagiarism if the words and or ideas of another have been used without proper attribution. When paraphrasing, you cannot retain the same sentence structure and swap out a few nouns or change the order of sentence clauses. You also cannot sequence your ideas within a paragraph in the same way as the original source. You must re-write such content, incorporating your own words and ideas. You must supply citations for the original source in the appropriate APA format.

All written assignments will go through the Canvas plagiarism detection software, Turnitin Similarity. An additional artificial (AI) writing indicator is included, providing an overall percentage of a document that AI writing tools, such as ChatGPT, may have generated. While students can view the similarity percentage soon after submission, the AI percentage is only visible to faculty. Students and faculty reserve the right to submit assignments to other plagiarism or AI detection software platforms supported by UTK for further interpretation. The use of Grammarly is permitted, as this program suggests edits to an assignment you created unlike AI Tools such as ChatGPT, which generates the assignment.

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 (https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/).

Appeal Procedure

The Graduate Council Appeal Procedure can be obtained via (https://tiny.utk.edu/grad-student-appeals).

Per the Grievances and Appeals section of the 2023-2024 Graduate School Catalog

(https://catalog.utk.edu/content.php?catoid=44&navoid=8606#grievances_appeals):

> "There are three types of appeals that may come before the Graduate Council's Appeals Committee: (1) students with grievances concerning the interpretation of and adherence to university, college, and departmental policies and procedures as they apply to graduate education; (2) students with grievances concerning grades; and (3) students with grievances concerning academic penalties imposed for academic and/or research misconduct. When possible, grievances should be resolved at departmental or college level without coming to the Graduate Council.
>
> To initiate an appeal with the Appeals committee, a student should contact the Assistant Dean of the Graduate School at gradschool@utk.edu. The Assistant Dean will work with the student and the Chair of the Appeals Committee to process the appeal as outlined in the Graduate Council Appeal Procedure. Once the Appeals Committee has made a determination, it will send its recommendation to the Dean of the Graduate School. The Dean will review the Committee's recommendation along with all relevant information. Subsequently, the Dean will issue a decision. Notification of this decision will be sent to the student, the Chair of the Appeals Committee, and the Assistant Dean to be entered into the student's record.
>
> Students may appeal the decision of the Dean of the Graduate School to the Provost and then the Chancellor.
>
> Academic misconduct (plagiarism, cheating, etc.) is a violation of the UT Student Code of Conduct, and allegations of academic misconduct are handled as described in Hilltopics under Student Code of Conduct (https://hilltopics.utk.edu/student-code-of-conduct/). Allegations of research misconduct are managed through the Office of Research Integrity. Academic penalties (e.g., dismissal from a program) and grade penalties resulting from research or academic misconduct are heard by the Appeals Committee as described above.
>
> Students with grievances related to race, sex, color, religion, national origin, age, disability or veteran status should file a formal complaint with the Office of Equity and Diversity (https://oed.utk.edu), 1840 Melrose Avenue."

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/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 with the student in person or via teleconference to discuss 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.

Procedure to Follow when an Alleged Incident of Academic Misconduct Occurs in a College of Nursing Graduate Programs Course (from the Student Conduct & Community Standards:

(https://studentconduct.utk.edu/wp-content/uploads/sites/53/2021/08/Academic-Misconduct-Flowchart_August-2021.pdf)

1. Alleged Incident of Academic Misconduct
    a. Gather information and document all evidence.
    b. Meet with the student in person or via teleconference to discuss the academic misconduct incident. Include another faculty in the meeting.
    c. During the meeting, share the allegations and any recommended grade penalty with the student. Give the student an opportunity to respond to the allegation and supporting information.
        i. Please note that the grade penalty recommendation is NOT final until the Student Conduct and Community Standards (SCCS, https://studentconduct.utk.edu/) process concludes and there is a finding of responsibility (academic misconduct).
    d. After speaking with the student:

i. If the faculty no longer believes that a violation occurred, the faculty writes a letter outlining the alleged academic misconduct incident (including submitted assignment, plagiarism software results, emails, etc.), what was discussed, and recommendations for success in the course. The faculty provides a copy of the letter to the student and the assistant dean of graduate programs so that the letter can be placed in the student file. **Do not** refer to SCCS. **Do not** issue a grade penalty. The process ends.

ii. If the evidence indicates a violation, then the faculty submits the incident to SCCS by completing the Academic Misconduct Reporting Form. Provide all relevant information supporting the allegation including the course syllabus, assignment instructions, the student's submitted assignment, and other evidence such as plagiarism software results, emails, etc. The faculty checks the box at the bottom of the "dynamic form" from SCCS to request a copy of the report ("Email me a copy of this report"). The faculty forwards a copy of the report to the assistant dean of graduate programs so that the report can be placed in the student file.

2. SCCS Process/Investigation of Alleged Incident of Academic Misconduct
    a. SCCS will reach out to the faculty and student with any questions and ultimate outcome of the case:
        i. If a student is not found responsible for academic misconduct, the faculty must assign the grade the student would have otherwise earned. The process ends.
        ii. If a student is found responsible for academic misconduct, the faculty may issue the recommended grade penalty upon receipt of the academic misconduct decision letter from SCCS.
3. Interaction with Student while Alleged Incident Academic Misconduct is under SCCS Investigation
    a. The faculty may not further discuss the alleged incident of academic misconduct with the student.
    b. The student is eligible to continue to be enrolled in the course and should receive the same opportunities to complete class assignments, activities, and receive feedback as all other students in the course until or unless SCCS provides direction stating otherwise.
    c. If there is no resolution by the end of the semester and the alleged academic misconduct incident includes grade implications, the faculty will assign an NR grade until further directions from SCCS are received.

Grade Appeal Process

Students may appeal a **final grade** that has been assigned to them for any nursing course in accordance with the Gradate Council Appeal Procedure described in the *Graduate 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://tiny.utk.edu/grad-student-appeals) 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 two 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://tiny.utk.edu/grad-student-appeals) 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 (Student Union Suite 383, 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.

General Policies

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, 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. DNP
4. PhD
5. 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:

A. 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.

B. The cost of reasonable suspicion drug testing will be borne by CON student.

C. The Health Compliance Officer will be notified of all test results.

D. 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 do not 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:
    a. Adhere to HIPAA, be respectful, and keep your actions professional.
    b. Be familiar with privacy settings and remember everything, once posted, is discoverable.
    c. Do not make disparaging remarks about CON faculty, staff, fellow peers.
    d. 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.
    e. 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:
    a. YouTube
    b. GroupMe
    c. Facebook
    d. TikTok
    e. Twitter
    f. Instagram
    g. Blogs
    h. Snapchat
    i. Google docs or other shared workspaces

Recording Class Lecture / Presenter Clause - Audio / Video

Permission from lecturer/presenter must be obtained prior to audio/videotaping 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.

Cell Phone Policy

Use of personal cellular phones, personal tablets, and other personal electronic devices during clinical assignments is restricted.

While in the clinical setting, students are expected to exercise discretion with using personal electronic devices. Excessive personal calls during the clinical day, regardless of the device used, can interfere with learning and be distracting to others. Students are therefore asked to make any personal calls on non-clinical time and to ensure that family members and friends are aware of this policy. Exceptions will be made for emergency situations.

Recognizing that personal cellular phones, personal tablets and other personal electronic devices are used for legitimate education purposes, they are allowed in clinical areas for the use of clinical, educational documents, or applications. Personal calls and personal text messaging should be restricted to breaks and confined to non-patient care areas of the facility where possible (including break rooms, the cafeteria and outside of the building) to limit disruption and protect patient privacy and confidentiality. Personal cellular phones, personal tablets and other personal electronic devices should not be used in the hallways of the facility.

Recording or photography is not permitted in the clinical setting unless performed as part of an approved student project. Please reference the "Student/Client Audiotapes, Videotapes and Photographs" section of the College of Nursing Graduate Programs Handbook for the policy.

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 (https://prepare.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 at the undergraduate level and 3.5 at the graduate level). Nursing program graduates who demonstrate commitment to the profession and 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 DNP and PhD programs, Program Chairs, as well as one (1) student from each of the programs. The EADAA, Associate Dean for Research, Associate Dean for Practice & Global Affairs, Assistant Dean for Graduate Programs, Director of Student Services, and the Accreditation and Evaluation manager are ex officio members.

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 two (2) students. There will be one student representing the DNP students and one student representing the PhD students. The EADAA, Assistant Dean for Graduate Programs, the Director of Student Services, Academic Affairs Manager, Student Coordinator, scholarship support staff, and the Accreditation and Evaluation manager are ex officio members.

Functions:

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

Dean's Student Advisory Council (DSAC)

Dean's Advisory Council (DSAC) Membership is comprised of the four (4) undergraduate students on the College's Undergraduate Student Affairs Committee, the two (2) 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) 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 practice, quality assurance, or quality improvement projects, the Human Research and Protections Program (HRPP) must evaluate the anticipated work to determine if the project/research requires review by an internal review board. To initiate this process, students complete the "*Human Subjects Research (HSR) Determination*" worksheet at: (https://research.utk.edu/research-integrity/human-research-protection-program/for-researchers/before-you-begin-2/activities-requiring-irb-review/). 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. There are two outcomes: 1) you are not conducting human subjects research, 2) you are conducting human subjects research.

If you are not conducting human subjects research according to the HSR you will need to request a letter of determination from the IRB. For this to occur, students must email a completed copy of the *Project Abstract Form (PAF)* found on the UTK College of Nursing Research webpage at: (http://nursing.utk.edu/wp-content/uploads/2022/06/Project-Abstract-Form-8.2020.pdf) along with a copy of the HSR, and letter of support from the project site to utkirb@utk.edu. Students in the DNP program (only) will also carbon copy (cc) their project chair, DNP Program Chair, and the Administrative Specialist for Office of Research Services. All students in the DNP program should refer to detailed IRB determination instructions on the DNP Program Canvas page (https://utk.instructure.com/courses/64137/pages/dnp-scholarly-project-information#irb_process).

If you are conducting human subjects research according to the HSR, you must submit an IRB application through iMedRIS. All students must list their advisor as the PI of any project within iMedRIS. For this reason, your advisor will work with you through the IRB application process. You do not need to submit the HSR if you are conducting human subjects research.

Please visit (https://nursing.utk.edu/research/resources/) and select the IRB Process and Support Information for additional information. 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 with 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 determine the IRB of record, students begin by starting a new application in iMedRIS. When asked if the study/project or any portion of the study/project is being conducted elsewhere, be sure to answer yes. This will initiate a series of questions, which will require a reliance agreement. **The process feels as though you are completing a new IRB application for approval; read questions carefully to ensure the application is considered for reliance and not approval. The Human Research Protections Program (HRPP) analyst who receives your request may need more information about your project. If this is the case, you will receive notification as a proviso through iMedRIS. The outcome of the reliance agreement will determine the institution to oversee the project/research, which will also determine the IRB application to follow.

DNP Scholarly Projects determined to be non-human subject research are not required to seek a reliance agreement. Once the HRPP has provided a letter of determination from UTK, it will be the student's

responsibility to provide a copy of the letter to the project site IRB and follow the institutional guidelines at the project location.

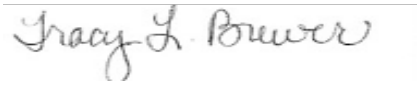
DNP Program Information

Welcome from the Chair of the DNP Program

Welcome to Rocky Top and the 2023-2024 academic year in the Doctor of Nursing Practice (DNP) program! The College of Nursing has a long, illustrious history of providing quality nursing education. In the DNP Program, we aim to prepare practice scholars to collaboratively lead at the highest level of advanced nursing practice to improve health and system outcomes through evidence-based solutions. At the University of Tennessee Knoxville, we are proud of our commitment to providing a diverse and inclusive environment that offers unique opportunities for students to engage and network with practice and research scholars.

As you begin to embark on your DNP journey, let the words of Kalpana Chawla inspire you. "The path from dreams to success does exist. May you have the vision to find it, the courage to get on to it, and the perseverance to follow it." The faculty and staff are ready and committed to supporting you as you navigate your DNP journey. We look forward to helping you grow personally and professionally!

Best wishes for a very successful year,



Tracy L. Brewer, DNP, RNC-OB, CLC, EBP-C
Clinical Professor
Chair of the DNP Program

Mission of the Doctor of Nursing Practice Program

The mission of the Doctor of Nursing Practice (DNP) 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 Colleges of Nursing (AACN) Essentials: Core Competencies for Professional Nursing Education provides an educational framework for preparing our graduate students using a competency-based educational approach. The Essentials are located at (https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf)

The American Association of Colleges of Nursing Essentials Domains for Nursing are:

1. Knowledge for Nursing Practice
2. Person Centered Care
3. Population Health
4. Scholarship for Nursing Practice
5. Quality and Safety
6. Interprofessional Partnerships
7. Systems-Based Practice
8. Information and Healthcare Technologies

9. Professionalism
10. Personal, Professional, and Leadership Development

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: Core Competencies for Professional Nursing Education (AACN, 2021):

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 Essentials Domains for Nursing:**

   At the completion of the DNP program, students will be able to:

   1. Utilize nursing science with knowledge from other disciplines to implement evidence-based advanced nursing practice. (Domain 1, 3, 4, 6)
   2. Integrate core professional behaviors to provide ethical and equitable care in advanced nursing practice. (Domain 1, 2, 7, 9, 10)
   3. Lead interprofessional teams to coordinate person-centered and population-based healthcare. (Domain 2, 3, 5, 6, 10)
   4. Translate critically appraised evidence from nursing and related sciences into advanced nursing practice. (Domain 1, 2, 4, 7, 8)
   5. Utilize relevant information systems and technology to drive decision making in advanced nursing practice. (Domain 2, 4, 8)
   6. Evaluate improvement science initiatives designed within diverse health systems. (Domain 1, 2, 3, 4, 5, 6, 7, 8, 9, 10)

General Duties and Responsibilities of Faculty & All Graduate Students

Faculty who teach in graduate nursing programs are committed to facilitating students' success. Concentration coordinators serve as initial advisors to students in the DNP program. Until the DNP Scholarly Chair is assigned, concentration coordinators will be the point of contact for all DNP programmatic advisement. Doctoral students should look to their concentration coordinators (advisors) for sources of information, such as changes in the program of study, leave of absence, and clinical experiences.

The intensity and depth of doctoral study require a commitment to academic excellence that may exceed that required by prior nursing education. Doctoral students must be able to commit substantial time and effort to their studies and participate in other scholarly activities associated with the program. Part of becoming a clinical expert in the scholarship of practice is the opportunity to socialize into the role. Identifying one's practice scholarship can only happen with participation in colloquia, collaborative groups, conferences, and other learning activities beyond coursework. **Attendance is mandatory at all colloquia and courses scheduled during on-site weeks unless the DNP Program Chair or Assistant Dean of Graduate Programs has granted an exception.** All excused absences will require supportive evidence

(i.e., a healthcare provider note). Outside employment is not deemed an excused absence. Graduate Programs will post the on-site dates well in advance for students to arrange work schedules with their employers.

Graduate students in the DNP program are responsible for promptly meeting all coursework and policies in the College of Nursing student and graduate handbook and Graduate School. Students must be vigilant in reviewing the university academic calendar and the Graduate School homepage for critical deadlines regarding graduation and submission of forms for the DNP Scholarly Project. Periodically key DNP program announcements are sent through the DNP community Canvas site; the sole accountability lies with the student to meet all deadlines. **Adhering to all policies of the Graduate School and the College of Nursing to stay on track for a timely graduation and DNP Scholarly Project requirements is the student's responsibility.**

A doctoral student's prevailing commitment is to cultivate rigorous practice scholarship. Previous nursing education often focuses on mastering the didactic course content, taking exams, and performing skill proficiencies. 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 from the perspective of a clinical scholar. Faculty understand this difficulty and stand ready to mentor students through this transition.

Programs of Study

Prerequisite: Graduate-level statistics, i.e., NURS 599, STAT 531, EDPY 577

Programs of study are available on the pages that follow.

NURSING

University of Tennessee, Knoxville, College of Nursing
BSN-DNP Nurse Anesthesia Program of Study (effective Summer 2023)

Y1	Full Summer	Fall	Full Spring	Mini-Term	Full Summer
	N599: Statistical Methods for Health Care Research (3) N648: Advanced Clinical Pharmacology (3)	N557: Introduction to Health Informatics (3) N604: Principles of Population Health (3) N616: Chemistry and Physics for DNP Nurse Anesthesia (3) N617: Clinical Anatomy for DNP Nurse Anesthesia (3) N618: Clinical Anatomy Lab for DNP Nurse Anesthesia (1) N620: Philosophical and Theoretical Foundations for Practice (3)	N622: Evidence-based Practice Improvement I (3) N626: Health System Finance (3) N628: Evidence Acquisition, Appraisal & Synthesis (3) Spring I N619: Physiology and Pathophysiology I (3) Spring II N621: Physiology and Pathophysiology II (3)	N639: Adv. Health/Physical Assessment and Diagnostic Reasoning (3) **C**	N627: DNP Anesthesia Pharmacology (3) N629: Basic Principles of DNP Anesthesia (3) N640: DNP Anesthesia Clinical Practicum I (1) **C** Summer I N624: Evidence-based Practice Improvement II (3)
	Total: 6 hours	Total: 16 hours	Total: 15 hours	Total: 3 hours	Total: 10 hours
Y2		**Fall**	**Spring**	**Mini-Term**	**Full Summer**
		N612: Health and Health Care Policy (3) N613: Nursing Leadership in Complex Systems (3) N630: DNP Scholarly Project Proposal (3) N633: DNP Practice Immersion* (1) N635: General Principles of DNP Anesthesia I (4) N641: DNP Anesthesia Clinical Practicum II (3) **C**	N633: DNP Practice Immersion* (3) N636: General Principles of DNP Anesthesia II (4) N642: DNP Anesthesia Clinical Practicum III (6) **C**	N633: DNP Practice Immersion* (1) N637: General Principles of DNP Anesthesia III (3)	N633: DNP Practice Immersion* (2) N638: DNP Anesthesia Seminar (2) N643: DNP Anesthesia Clinical Practicum IV (4) **C**
		Total: 17 hours	Total: 13 hours	Total: 4 hours	Total: 8 hours
Y3		**Fall**	**Spring**	**Mini-Term**	**Full Summer**
		N634: DNP Scholarly Project++ (1) N638: DNP Anesthesia Seminar (2) N644: DNP Anesthesia Clinical Practicum V (7) **C**	N638: DNP Anesthesia Seminar (2) N645: DNP Anesthesia Clinical Practicum VI (9) **C**	N646: DNP Anesthesia Clinical Practicum VII (2) **C**	N638: DNP Anesthesia Seminar (2) N647: DNP Anesthesia Clinical Practicum VIII (6) **C**
		Total: 10 hours	Total: 11 hours	Total: 2 hours	Total: 8 hours
					Total: 123 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
- **#**The total minimum number of credit/clock hours required for the Clinical Practice courses is 34 credit hours, or 2000 clock hours.

NURSING

University of Tennessee, Knoxville, College of Nursing
BSN-DNP Family Nurse Practitioner Program of Study (effective Fall 2023)

Y1	Fall	Spring	Full Summer
	N557: Introduction to Health Informatics (3) N604: Principles of Population Health (3) N620: Philosophical and Theoretical Foundations for Practice (3) Total: 9 hours	N622: Evidence-based Practice Improvement I (3) N626: Health System Finance (3) N628: Evidence Acquisition, Appraisal and Synthesis (3) Total: 9 hours	N630: DNP Scholarly Project Proposal (3) N633: DNP Practice Immersion* (1) **Summer I** N624: Evidence-Based Practice Improvement II (3) Total: 7 hours
Y2	**Fall**	**Spring**	**Full Summer**
	N612: Health and Health Care Policy (3) N613: Nursing Leadership in Complex Systems (3) N633: DNP Practice Immersion* (1) N649: Advanced Pathophysiology for Nursing Practice (3) Total: 10 hours	N633: DNP Practice Immersion* (3) N639: Advanced Health/Physical Assessment and Diagnostic Reasoning (3) **C** N648: Advanced Clinical Pharmacology (3) Total: 9 hours	N633: DNP Practice Immersion* (2) N659: Family Nurse Practitioner I (3) N662: Clinical Practice: Family Nurse Practitioner (2) **C** Total: 7 hours
Y3	**Fall**	**Spring**	
	N634: DNP Scholarly Project++ (1) N660: Family Nurse Practitioner II (3) N662: Clinical Practice: Family Nurse Practitioner (3) **C** Total: 7 hours	N661: Family Nurse Practitioner III (3) N662: Clinical Practice: Family Nurse Practitioner (5) **C** N673: Practice Issues - Nurse Practitioner (1) Total: 9 hours	Total: 67 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
- **#**The total minimum number of credit/clock hours required for the Clinical Practice courses is 10 credit hours, or 600 clock hours.

NURSING

University of Tennessee, Knoxville, College of Nursing
BSN-DNP Nurse Executive Practice Program of Study (effective Fall 2023)

Y1	Fall	Spring	Full Summer
	N557: Introduction to Health Informatics (3) N604: Principles of Population Health (3) N620: Philosophical and Theoretical Foundations for Practice (3) Total: 9 hours	N622: Evidence-based Practice Improvement I (3) N626: Health System Finance (3) N628: Evidence Acquisition, Appraisal and Synthesis (3) Total: 9 hours	N630: DNP Project Proposal (3) N633: Practice Immersion* (1) **Summer I** N624: Evidence-Based Practice II (3) Total: 7 hours
Y2	**Fall**	**Spring**	**Full Summer**
	N612: Health and Health Care Policy (3) N613: Nursing Leadership in Complex Systems (3) N633: DNP Practice Immersion* (1) N667: Health System Quality Management (2) Total: 9 hours	N633: Practice Immersion* (3) N665: Nurse Executive Practice I (2) N669: Nurse Executive Clinical Practice# (1-5) **C** Total: 6-10 hours	N633: Practice Immersion* (4) N668: Healthcare Financial Management (2) Total: 6 hours
Y3	**Fall**	**Spring**	
	N634: DNP Scholarly Project++ (1) N666: Nurse Executive Practice II (2) N669: Nurse Executive Clinical Practice# (1-5) **C** Total: 4-8 hours	N664: Human Resource Management (2) Total: 2 hours	Total: 60 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
- **#**The total minimum number of credit/clock hours required for the Clinical Practice courses is 7 credit hours, or 420 clock hours.

NURSING

University of Tennessee, Knoxville, College of Nursing
BSN-DNP Psychiatric Mental Health Nurse Practitioner (PMHNP) Program of Study (effective Fall 2023)

Y1	Fall	Spring	Full Summer
	N557: Introduction to Health Informatics (3) N604: Principles of Population Health (3) N620: Philosophical and Theoretical Foundations for Practice (3) Total: 9 hours	N622: Evidence-based Practice Improvement I (3) N626: Health System Finance (3) N628: Evidence Acquisition, Appraisal and Synthesis (3) Total: 9 hours	N630: DNP Scholarly Project Proposal (3) N633: DNP Practice Immersion * (1) **Summer I** N624: Evidence-based Practice Improvement II (3) Total: 7 hours
Y2	**Fall**	**Spring**	**Full Summer**
	N612: Health and Health Care Policy (3) N613: Nursing Leadership in Complex Systems (3) N633: DNP Practice Immersion * (1) N649: Advanced Pathophysiology for Nursing Practice (3) Total: 10 hours	N633: DNP Practice Immersion* (2) N639: Advanced Health/Physical Assessment and Diagnostic Reasoning (3) **C** N648: Advanced Clinical Pharmacology (3) Total: 8 hours	N633: DNP Practice Immersion* (3) N663: Psychopharmacology in Advance Practice (3) Total: 6 hours
Y3	**Fall**	**Spring**	
	N634: DNP Scholarly Project++ (1) N655: Psychiatric Mental Health Nurse Practitioner I (4) N656: Clinical Practice: PMHNP I (5) **C** Total: 10 hours	N657: Psychiatric Mental Health Nurse Practitioner II (4) N658: Clinical Practice: PMHNP II (5) **C** N673: Practice Issues - Nurse Practitioner (1) Total: 10 hours	Total: 69 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
- **#**The total minimum number of credit/clock hours required for the Clinical Practice courses is 10 credit hours, or 600 clock hours.

NURSING

University of Tennessee, Knoxville, College of Nursing
BSN-DNP Pediatric Nurse Practitioner Program of Study (effective Fall 2023)
Option 1: Primary Care Track | Option 2: Dual Track Primary & Acute Care

Y1	Fall	Spring	Full Summer
	N557: Introduction to Health Informatics (3) N604: Principles of Population Health (3) N620: Philosophical and Theoretical Foundations for Practice (3) Total: 9 hours	N622: Evidence-based Practice Improvement I (3) N626: Health System Finance (3) N628: Evidence Acquisition, Appraisal and Synthesis (3) Total: 9 hours	N630: DNP Scholarly Project Proposal (3) N633: DNP Practice Immersion * (1) **Summer I** N624: Evidence-based Practice Improvement II (3) Total: 7 hours
Y2	**Fall**	**Spring**	**Full Summer**
	N612: Health and Health Care Policy (3) N613: Nursing Leadership in Complex Systems (3) N633: DNP Practice Immersion * (1) N649: Advanced Pathophysiology for Nursing Practice (3) Total: 10 hours	N633: DNP Practice Immersion * (3) N639: Advanced Health/Physical Assessment and Diagnostic Reasoning (3) **C** N648: Advanced Clinical Pharmacology (3) Total: 9 hours	N633: DNP Practice Immersion * (2) N650: Wellness, Development, and Behavior of the Pediatric Population (4) N653: Clinical Experiences in the Pediatric Populations (2) **C** Total: 8 hours
Y3	**Fall**	**Spring**	**Full Summer**
	N634: DNP Scholarly Project++ (1) N651: Pediatric Nurse Practitioner I: Care of the Pediatric Patient with an Acute Illness (3) N653: Clinical Experiences in the Pediatric Populations (3) **C** Total: 7 hours	N652: Pediatric Nurse Practitioner II: Care of the Pediatric Patient with Chronic Conditions (3) N653: Clinical Experiences in the Pediatric Populations (5) **C** N673: Practice Issues - Nurse Practitioner (1) Total: 9 hours Total Primary Care PNP: 68 hours*	**Only applies to Dual Track Students** N670: Acute Care Pediatric Nurse Practitioner I (3) N672: Clinical Practice: Pediatric Acute Care (2) **C** Total: 5 hours
Y4	**Fall**	**Spring**	**Full Summer**
	Only applies to Dual Track Students N671: Acute Care Pediatric Nurse Practitioner II (4) N672 - Clinical Practice: Pediatric Acute Care (3) **C** Total: 7 hours	Total Dual Track Hours: 80 hours* Total Dual-Track clinical hours = 900 hours	

- *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

NURSING

University of Tennessee, Knoxville, College of Nursing
MSN-DNP Program of Study (effective Fall 2023)

Y1	Fall	Spring	Full Summer
	N557: Introduction to Health Informatics (3) N604: Principles of Population Health (3) N620: Philosophical and Theoretical Foundations for Practice (3) Total: 9 hours	N622: Evidence-based Practice Improvement I (3) N626: Health System Finance (3) N628: Evidence Acquisition, Appraisal & Synthesis (3) Total: 9 hours	N630: DNP Project Proposal (3) N633: Practice Immersion* (1) **Summer I** N624: Evidence-Based Practice Improvement II (3) Total: 7 hours
Y2	**Fall**	**Spring**	
	N612: Health and Health Care Policy (3) N613: Nursing Leadership in Complex Systems (3) N633: DNP Practice Immersion * (3) Total: 9 hours	N633: Practice Immersion* (3) N634: DNP Scholarly Project (1) Total: 4 hours	Total: 38 hours*

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

1 Credit hour = 60 Clinical OR Project Hours

NURSING

University of Tennessee, Knoxville, College of Nursing
MSN-DNP with Psychiatric Mental Health (PMH) Nurse Practitioner Graduate Certificate Program of Study (effective Fall 2023)

Y1	Fall	Spring	Full Summer
	N557: Introduction to Health Informatics (3) N604: Principles of Population Health (3) N620: Philosophical and Theoretical Foundations for Practice (3) Total: 9 hours	N622: Evidence-based Practice Improvement I (3) N628: Evidence Acquisition, Appraisal and Synthesis (3) Total: 6 hours	N630: DNP Scholarly Project Proposal (3) N633: DNP Practice Immersion * (1) **Summer I** N624: Evidence-based Practice Improvement II (3) Total: 7 hours
Y2	**Fall**	**Spring**	
	N612: Health and Health Care Policy (3) N613: Nursing Leadership in Complex Systems (3) N633: DNP Practice Immersion * (2) Total: 8 hours	N633: DNP Practice Immersion * (5) N626: Health System Finance (3) Total: 8 hours	N633: DNP Practice Immersion * (1) N634: DNP Scholarly Project (1) N663: Psychopharmacology in Advance Practice (3) Total: 5 hours
Y3	**Fall**	**Spring**	
	N665: Psychiatric Mental Health Nurse Practitioner I (4) N656: Clinical Practice: PMHNP I (5) **C** Total: 9 hours	N667: Psychiatric Mental Health Nurse Practitioner II (4) N658: Clinical Practice: PMHNP II (5) **C** Total: 9 hours	Total: 59 hours*

- *N633 credit hours will vary based on the number of clinical hours obtained in the MSN (a minimum of 300 hours/5 credit hours required)
- 1 Credit hour = 60 Clinical OR Project Hours
- **C** = Clinical Course
- Degree will be conferred Spring Year 3

College of Nursing and DNP Forms:

All College of Nursing and DNP program specific forms may be found on the DNP Program Canvas site (https://utk.instructure.com/courses/64137).

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 **Assistant Dean of Graduate Programs** 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 of Graduate Programs. The Assistant Dean of Graduate Programs will notify the student of the decision. A copy of the completed form is given to the student and a copy is 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 new Graduate Application by following the directions here: (https://gradschool.utk.edu/forms-central/change-of-program/"https://gradschool.utk.edu/forms-central/change-of-program/) . The Graduate School awards the degree by DNP Concentration, and this must be correct on student transcripts when applying for national certification.
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 students to refer to the manual for all writing assignments. If a faculty member suspects evidence of plagiarism on an assignment, they will enforce the academic integrity policy covered in the student handbook, Hilltopics, (https://studentconduct.utk.edu/academic-dishonesty-2/) and will follow the Office of Student Conduct and Community Standards process for academic misconduct. **The College of Nursing Graduate Programs has zero tolerance for cheating in any form, including plagiarism. Academic dishonesty, including intended or unintended plagiarism, will result in a zero for the assignment.**
5. According to Graduate School policies, students are urged to carefully consider work and family responsibilities before registering for each semester's coursework. As stated in the Graduate School Catalog: "The maximum load for a graduate student is 15 credit hours during fall and spring semesters. While 9 credit hours are considered full time, the typical full academic load varies by discipline. For the summer semester, graduate students may register for a maximum of 12 credit hours in an entire summer semester or for a maximum of 6 credit 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 *Publication Manual of the American Psychological Association*, (7th edition) guidelines, 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 co-authors, 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 are not required 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.

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 co-authors should have a chance to review the final version before it is submitted to a journal.

The student, in collaboration with their chair, should decide where the paper is to be published before transforming it from a class paper to a journal submission in order to tailor the paper to their audience. Check the journal's author guidelines for format, length, etc. Not all journals use APA format. If a reference management tool, such as Endnote, is used, be sure to proofread each reference for errors, as these tools are 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 project chair and, in some cases, other committee members, have contributed a great deal towards your finished project and/or manuscript. At a minimum, the project chair should be included as a co-author of the manuscript. Section 1.22 of the APA manual contains 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 Practice

DNP Practice Immersion and Clinical Experience Hours

To earn a DNP degree, 1000 post-BSN clinical hours are required in the concentration specialty. The student will complete a minimum of 420 hours of immersion experiences (N633) to meet **individualized Level 2 competencies and sub-competencies related to the AACN (2021) Essentials** and DNP program student learning outcomes. The faculty chair, in collaboration with the student, will develop learning objectives for each immersion experience, determine appropriate project community member and clinical preceptor 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.

Post-master's DNP students (MS-DNP) must verify their clinical hours from a previous nursing program (Masters) by submitting the Verification of Clinical Practice Hours form (https://utk.instructure.com/courses/64137/files/3862892), completed by faculty or staff from the college of record where the clinical hours took place.

BSN-DNP students must complete a minimum number of clinical 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: 900 hours or 15 credit hours

The practice immersion allows DNP students to focus on developing, implementing, and evaluating the DNP Scholarly Project. DNP students will work towards proficiency based on individual assessment of Level 2 sub-competencies (AACN, 2021) and DNP program student learning outcomes during iterative practice immersion experiences.

All practice immersion and precepted clinical 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 the student has not completed the necessary clock hours. All DNP Scholarly Project hours must be logged against N633 in Typhon.

The following activities may be counted as immersion hours:

- Organizational or project site assessment
- Meeting with the project site team
- DNP Scholarly Project implementation (educational intervention, data collection, data analysis, etc.)
- Advising appointments with Chair regarding DNP Scholarly Project

The following activities may be logged in Typhon for practice immersion hours:

- Consulting with IT or other key personnel at the project site
- Attending workshops, conferences, webinars, etc., that pertain to the development, implementation, or evaluation of the DNP Scholarly Project (must be pre-approved by the Committee Chair or N633 faculty of record)
- Completing a scholarly writing or publication course
- Presenting or participating in a colloquium activity beyond the expected course requirements for attendance.
- Visiting legislators, attending legislative days (state or federal)
- Development of project-related items [i.e., Data collection form, project flyer, educational materials, executive summary]
- CITI training
- Preparation and submission for IRB determination
- Other opportunities for DNP Scholarly Project dissemination as approved by the chair (presentation to project stakeholders, hospital or community grand rounds or committees, etc.)
- Proposal and Manuscript preparation and revisions separate from a graded course assignment (i.e., N630)

The following activities cannot be counted as immersion hours:

- Literature searches or reviews
- Travel time
- Activities specific to course work assignments

For any practice immersion activities not listed above, please discuss and seek approval from the DNP Scholarly Project Chair.

The DNP Scholarly Project

The distinguishing hallmark of the clinical doctoral degree is the completion of a scholarly project that demonstrates the synthesis of the student's work and lays the groundwork for future scholarship (adapted from AACN, 2021). This scholarly experience implements the principles of evidence-based practice, quality improvement, or health policy under the guidance of an assigned faculty chair. 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 a potential benefit for a group, community, or population rather than an individual patient. The DNP 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 faculty and the DNP Scholarly Project Chair. During the program, the project will be implemented by 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 Scholarly 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 Scholarly Project synthesizes content from 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 Scholarly Project serves as a foundation for future scholarly advanced practice. All DNP students will complete a scholarly project demonstrating the attainment and integration of the Level 2 sub-competencies and advanced specialty/role competencies into practice (AACN, 2021).

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/). Students may only implement their project after obtaining approval of their non-PhD committee form from the UTK Graduate School and determination from the UTK IRB.

The student is responsible for keeping all committee members apprised of the project's 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 the project chair and faculty members throughout their program of study as part of Graduate Programs on-sites, Colloquiums, and in various assistantships, preceptorships, or directed study experiences. To become acquainted with faculty expertise, students are encouraged to review the information on the College of Nursing website. 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.

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 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, Admission to Candidacy Form, Schedule of Defense Form, and Report of Final Exam/Dissertation Defense/Capstone Defense/Project Defense Form as required by the Graduate School.
4. The Faculty Chair will clarify with the student if the agency requires a clinical agreement for completing the DNP Scholarly Project. If a clinical agreement is required, the Faculty Chair will refer the student to the Clinical Graduate Coordinator for further instructions for acquiring an agency agreement.
5. The Faculty Chair will confer with the student at regular intervals about progress in refining the DNP Scholarly Project.
6. The Faculty Chair will assist the student in developing the products required to successfully complete the DNP Scholarly Project Proposal.
7. The Faculty Chair will advise the student of available times to present the DNP Scholarly Project Proposal.
8. The Faculty Chair will attend the student's DNP Scholarly Project Proposal presentation.
9. 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, complete the Written and Oral Defense Rubric, and supervise any needed revisions to the Proposal.
10. The Faculty Chair will assist the student in preparing and submitting a request for UTK IRB determination for the DNP Scholarly Project.
11. If necessary, the Faculty Chair will assist in preparing and submitting a request for IRB determination

from the agency where the project will be implemented.

12. 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 ensures the student submits the Schedule of Dissertation Defense/Capstone Defense (https://gradschool.utk.edu/forms-central/doctoral-non-phd-committee/) to the Graduate School.
13. The Faculty Chair will attend the student's Final DNP Scholarly Project Defense presentation.
14. 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, complete the Written and Oral Defense Rubric 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.
10. The Community Member completes an evaluation of the student at the end of each semester.

Student Responsibilities

1. The student will work with the Faculty Chair to select the Community Member and the third Committee Member (if applicable) 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 their DNP Scholarly Project Committee 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 their DNP Scholarly Project Committee.
6. The student will complete the project immersion hours necessary to implement and evaluate the DNP

Scholarly Project and will keep an accurate log of project hours. The student will enter their project hours into the appropriate electronic student tracking system every 15 days. At the end of each semester, the student will submit a summary of the hours logged against the electronic student tracking system to the Faculty Chair as part of the final Student-Faculty Contract submission.

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 determination.
9. The student will prepare and submit any necessary agency IRB determination for the project site with the assistance of the Faculty Chair or Community Member.
10. 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 their DNP Scholarly Project Committee. All University of Tennessee Graduate School deadlines must be followed.
11. The final DNP Scholarly Project Manuscript and dissemination plan will be submitted at least two weeks prior to the Final Defense Date.
12. Submission of final DNP Scholarly Project deliverable to the Tennessee Research and Creative Exchange (TRACE) repository.

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 DNP Scholarly Project Committee to resolve any difficulties of the project.
4. The Committee Member will participate in the evaluation of 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 Student Learning Outcomes and *The Essentials: Core Competencies for Professional Nursing Education*, (AACN, 2021).

Students will design, implement, evaluate, and disseminate a DNP Scholarly Project derived from clinical practice or population health problems. Students are expected to provide an insightful approach to an identified clinical problem, demonstrating critical thinking, analysis, and innovation that is a priority for the project organization.

Key Elements of the DNP Scholarly Project include:

- Problem identification

- A search, analysis, and synthesis of the literature and evidence
- Translating evidence to construct a strategy or method to address a problem
- Designing a plan for implementation; with actual implementation
- Evaluation of the outcomes, process, and/or experience (AACN, 2021, p. 24)

Project Designs
Students will select from one of the following project designs and methods for completing the development, implementation, and evaluation of the DNP Scholarly Project. The selection of a project design is based on the project's purpose and organizational priorities.

- Evidence-based Practice (EBP)
- Quality Improvement (QI)
- Evidence-based Practice Improvement (merger of the initial EBP process with implementation and evaluation using PDSA cycles)

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:
Students may inquire about completing a group project during the first semester. 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 Program 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 Program Chair. Each 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

Students will develop a manuscript-style document in the N630 DNP Scholarly Project Proposal course before the formal proposal defense presentation. The purpose of the proposal document is to provide the student with the opportunity to concisely present to their committee the proposed project from the synthesized knowledge gained throughout their core DNP program courses for the committee to provide feedback and determine the project's feasibility.

The DNP project proposal template offers the student an outline to structure the written document using modified SQUIRE 2.0 guideline section headers. **This template is NOT intended to be all-inclusive but to ensure the student has considered all potential elements appropriate for inclusion in a DNP project proposal.** Consultation with the DNP project committee chair is recommended if there are questions about the inclusion or exclusion of any element listed in the template.

Preparation of the proposal document includes the SQUIRE 2.0 guidelines and using APA 7th edition professional paper format style. All bolded items are required elements found in the SQUIRE 2.0 guidelines. Refer to: SQUIRE 2.0 Glossary for further details.

The narrative of the proposal document should be limited to 20-25 double-spaced pages, excluding the title page, abstract, tables, figures, references, and appendices.

DNP Project Proposal Template

I. **Title Page**

II. **Abstract**

III. **Introduction**

a. **Problem description** with the nature and significance of the local problem.

b. **Available knowledge** summarizes what is currently known about the problem, including relevant studies, local internal evidence, and plausible solutions

c. **Rationale** explains the evidence-based practice, QI, or EBPI model that will be used to guide the project development, implementation, and evaluation.

i. A brief discussion of the process model/framework

ii. *Literature Review* (follows EBP steps 1-3; is not included in SQUIRE 2.0 guidelines, required for proposal document).

1. PICOT Question
2. Search Strategies for Review of the Literature
3. PRISMA diagram (Figure placed behind references)
4. Critical appraisal and synthesis of the literature
    a. Briefly describe the critical appraisal approach, tools, level, and quality grade of all research and non-research evidence
5. Evaluation of evidence displayed in evaluation tables (table placed behind references)

6. Development of a synthesis table (table placed behind references)
7. Patient and family preferences and values that contribute to the body of evidence.
8. Clinical expertise that contributes to the body of evidence.
9. Provide recommendation(s) for practice change with the strength of recommendation rating (table placed behind references)

d. **Specific aims** include the purpose of the project and specific aims.

IV. **Methods**

a. **Context** includes:

i. Description of setting

ii. Barriers and facilitators to implementation (contextual factors)

iii. Stakeholders and leadership (all supplemental tables will be placed after the references).

b. **Intervention(s)** description, including the specific activities and tools for changing the performance of the system problem.

i. Specifics of the team involved in the project

ii. Project resources and logistics

iii. Cost considerations (cost-benefit analysis, budget)

iv. Project Timeline

v. Educational sessions (if applicable)

1. Include a teaching plan (objectives, content, time, modality, & evaluation)

vi. Intervention process (ex. Process diagram)

1. Description of the intervention in sufficient detail that others could reproduce it

c. **Study of the Intervention(s)** describes the approach chosen for assessing the impact of the intervention(s) in sufficient detail (ex., PDSA cycle)

d. **Measures** (Evaluation Plan)

i. What specific outcomes will be measured? (Types of measures—outcomes, process, or balancing) including operational definitions.

ii. Data access, collection, management, and security

iii. Collection procedure

1. If using data collection tools (survey, questionnaire, instrument), discuss the reliability/validity of the instrument

iv. The evaluation plan table will be placed after the references

e. **Analysis**

i. Statistical tests and platform: quantitative/qualitative methods to determine a change or improvement from the results

ii. Method for understanding variation within the data (ex., use of run chart for trending data)

f. **Ethical considerations**

i. How will the project outcomes benefit or improve health, costs, patient, family, or

community outcomes? Any risk or potential harm?

ii. IRB determination

V. **Discussion** for purposes of the proposal document, a summary paragraph is provided to include:

a. Plan for project sustainability

b. Significance and implications of the project

c. Potential dissemination opportunities

VI. **References**

VII. **Tables and Figures**

VIII. **Appendices** (optional examples)

a. SWOT analysis

b. Gant chart/timeline

c. Recruitment materials (if applicable)

d. Participation form (if applicable)

e. Project or educational materials

f. Surveys, questionnaires, or instruments (with permission)

g. Cost-benefit analysis or budget

h. Data collection tool (can be a screenshot)

i. Other pertinent materials, as discussed with the project chair

Proposal Presentation Description

A formal presentation of the student's project proposal is required (location, venue, and length of presentation are at the discretion of the student's project committee). The student **will not** seek IRB determination or begin to implement or collect data until all required graduate program forms are submitted, and the written and oral proposal defense presentation is complete. 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.

Students will be expected to develop a PowerPoint-style presentation (template provided) to deliver an overview of the proposed project. A copy of the presentation will be placed in the student's file. The student will have 30 minutes to complete the presentation. The presentation will be followed by questions from the student's project committee. Students should refer to the DNP Scholarly Project: Written and Oral Defense Rubric for specific defense criteria. The proposal defense does not include an evaluation of the findings, implications, and dissemination criterion.

Upon completing the proposal defense, a copy of the proposal document and presentation is sent to Graduate Programs (congrad@utk.edu) for placement in the student's academic file.

Dissemination of the DNP Scholarly Project

All students will complete an executive summary, abstract, and professional poster in the N634 DNP Scholarly Project course to summarize the key points and findings of the project succinctly for dissemination to project leadership and key stakeholders.

- The executive summary is written in a professional and objective tone and formatted in block single-spaced paragraphs using bolded template headers. Limit the references to 6 or fewer using APA 7th ed. format. The executive summary is limited to two pages excluding references.
- See further instructions for submitting the abstract and poster in the Submission to DNP Repository Collection – TRACE section.

Template for Executive Summary

Project Title

- Author(s) name, credentials, and email contact

Introduction

- Description of the project initiative that identifies the clinical problem or issue.
- A brief overview of background information and literature review with evidence to support the project.
- Project purpose and aims

Methods

- Context of the project setting and participants
- Planning and implementation phases of the project
- Interventions or changes implemented
- Approaches for collection of measures (data)
- How the data was analyzed
- Ethical considerations

Results

- Brief description of the most significant clinical/practical findings.
- Inferences or meaning from the findings of the data important to the organization and lessons learned

Discussion

- Key strengths of the project and their implications to practice
- Overview of improvement of outcomes, cost-benefit, quality of care, etc.
- Recommendations for sustainability and next steps

References

Upon completing the final defense, a copy of the executive summary and presentation is sent to Graduate Programs (congrad@utk.edu) for placement in the student's academic file. In addition, a copy of the executive summary and poster will be distributed to the Community Member at the project site for internal dissemination.

Additional Project Dissemination [Optional]

External dissemination of the DNP Scholarly Project assists students in launching their future practice scholarship, which may vary depending on the project result. Though not required, the following approaches to dissemination are highly encouraged and should be discussed with your Project Committee Chair and Community Member throughout all project phases.

Dissemination Examples:

- Submission to a peer reviewed print or on-line journal

- Submission of an abstract for presentation (poster and/or podium) at professional meetings/conferences
- Presentation (poster and/or podium) at professional meetings/conferences
- Development of a webinar presentation or video, e.g., for YouTube or another public site
- Submission and publication to a non-refereed lay publication or professional organization (i.e., Op-ed, editorial, column)

Publication and Authorship of the DNP Project

In the event of any external dissemination of the DNP Scholarly Project, the DNP student will be the first author. Other members of the DNP project committee who have made substantial contributions to the dissemination effort may qualify for co-authorship. The student and project chair will determine the authorship order following the APA authorship guidelines for professional—student collaborations in section 1.22 in the APA 7th edition manual (p.25).

DNP Scholarly Project Final Defense Presentation

The Final Defense Presentation of the DNP Scholarly Project is a culmination of the DNP Program. It exemplifies the project's innovation, translation, and application of credible research findings that influence practice and patient or population outcomes (AACN, 2021). Student presentations will highlight the history of the DNP Scholarly Project, which includes the clinical/practice problem, search/appraisal/synthesis of the literature, description of the implementation, the evaluation of outcomes, and recommendations for project sustainability and dissemination.

The Final Project Defense is meant to provide a clear, concise 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 student will be able to answer all questions about their project from either the audience or the project committee.

The Graduate Programs Office will disseminate a public announcement 2 weeks before the final defense to the College of Nursing community. Those attending the final defense will consist of committee members and any guests. In addition, the Assistant Dean of Graduate Programs, DNP Program Chair, and CON faculty and students may attend based on availability. Students are welcome to distribute pertinent materials to the audience to help explain the project. Zoom will be offered for all Final Project defenses for students and project committees that prefer video conferencing over an on-campus presentation.

Students will be expected to develop a PowerPoint-style presentation (template provided in accordance with SQUIRE 2.0 Guidelines) to summarize the DNP Scholarly Project development, implementation, evaluation, and dissemination. A copy of the presentation will be placed in the student’s file. The student will have 30 minutes to complete the presentation. Questions from the scholarly community and guests will follow the presentation. All audience members will then be excused except for the project committee for a discussion with the student. Students should refer to the DNP Scholarly Project: Written and Oral Defense Rubric for all final defense criteria. The DNP Project Defense Rubric is available on the DNP Canvas site under the “DNP Scholarly Project Resources” page.

To complete the DNP program, students must pass the final DNP Scholarly Project defense. The DNP Program Chair, or someone designated by the Executive Associate Dean, will adjudicate split decisions. The DNP final defense will be video recorded, and a copy will be placed in the student file.

Submission to DNP Repository Collection – TRACE
Created and maintained by the UT Libraries, TRACE gives DNP practice scholars a publicly accessible, legal

means to present their project work through open access to the public in keeping with the terms of their publication agreement.

Upon successful defense of the DNP Scholarly Project, students will submit an abstract (template headers provided) and Poster Presentation (poster template in PPT provided) for external dissemination of their DNP Scholarly Project in the DNP repository, TRACE at https://trace.tennessee.edu/dnp/.

The abstract and poster follow section headers that align with the **SQUIRE 2.0 guidelines**. The abstract is limited to 300 words or less and formatted in block single-spaced paragraphs using bolded template headers. The abstract will be copied and pasted into the TRACE repository following submission instructions.

The poster will be created in PowerPoint using the "better poster" design and template headers. The student's project chair must view and approve the abstract and poster before submission to TRACE. In addition, the student must complete, sign, and upload the TRACE consent form found in Canvas. Further detailed instructions are in the N634 DNP Scholarly Project course in Canvas.

References

American Association of Colleges of Nursing. (2021). *The essentials: Core competencies for professional nursing education* (https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf)

American Association of Colleges of Nursing. (2015). *The doctor of nursing practice: Current issues and clarifying recommendations*. Retrieved from (https://www.aacnnursing.org/DNP).

Comprehensive Examinations/Admission to Candidacy

Comprehensive Examination

Successful completion of the DNP Scholarly Project Proposal and oral proposal 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 the 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) 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/) 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.

For the Residence requirement, students must list either two consecutive semesters of full-time enrollment [9

hours] or three consecutive semesters of part-time enrollment [6 hours]). Students should list the date of their successful DNP Scholarly Project Proposal defense in the Comprehensive Examination field.

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. Per the requirements outlined in the Graduate School Catalog under the Doctoral Degree Requirements section, “all professional doctorates include a minimum of 48 credit hours of graduate coursework beyond the baccalaureate or 24 credit hours of graduate coursework beyond the masters and must meet their programmatic accreditation standards and the needs of professional certification”. MS-DNP students must demonstrate satisfaction of this requirement by listing at least 10 credit hours of coursework from their master’s degree under the appropriate section on the Admission to Candidacy Form.

The Admission to Candidacy Form must be completed and submitted to the Graduate School no later than the last day of classes in the semester preceding the semester the student plans to graduate. For example, if a student is planning to graduate in Fall 2023, candidacy paperwork will be submitted no later than Summer 2023 by the appropriate Graduate School deadline (https://gradschool.utk.edu/graduation/graduation-deadlines/). 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 Graduate Programs Office at congrad@utk.edu. 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.

Students must have successfully passed their DNP Scholarly Project proposal defense before they can be admitted to candidacy. Students do not need to be admitted to candidacy before submitting the schedule of defense form per departmental policy; this exception to the Graduate School policy is approved by the Graduate School.

Students should not identify themselves as doctoral candidates until they have been admitted to candidacy.

Monitoring of DNP Student Progress

Students will meet a minimum of three times a semester with their DNP Scholarly Project Chair. These meetings can be in person while on-site or by Zoom to assess and monitor the student's progress toward degree completion. In addition, students will meet with their concentration coordinators twice during the fall and spring semesters on-site until they begin clinical courses.

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.

PhD Program Information

Welcome from the Chair of the PhD Program

On behalf of the faculty, WELCOME to the 2023-2024 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 among local, regional, national, and global constituencies.

Consistent with the 2022 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 to prepare individuals to advance the scholarship of discovery for a given discipline...The PhD is a research-focused degree that prepares individuals to create, translate, and communicate new knowledge as leaders within institutions of higher education and outside of academia...In the field of nursing, the PhD graduate is prepared to steward the profession, develop its science, define its uniqueness, maintain its professional integrity, and educate the next generation of nursing professionals. To achieve its vision of improving health outcomes for all people, particularly those in populations experiencing social and health inequities, the profession must produce and support PhD-prepared nurses, nurse educators, and nurse scientists who reflect the broad diversity of society as a whole" (AACN, 2022, 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
- Understanding of ethical conduct as researchers, teachers, and professionals

PhD Student Learning Outcomes

Graduates of the program will be able to:

- Analyze, test, refine and expand the theoretical basis of nursing.
- From 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 mandatory at all colloquia and conferences scheduled during on-site weeks unless the PhD Program Chair or Assistant Dean of Graduate Programs has granted an exception. While not every student has the luxury of fulltime study without outside employment, every student needs to carve out key portions of program learning 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.

Programs of Study

Programs of study are available on the pages that follow.

NURSING

University of Tennessee College of Nursing
BSN-PhD Program of Study
Full-Time | Effective Fall 2023

Y1	Fall	Spring	Summer
	N599: Statistical Methods for Health Care Research (3) N601: Philosophy and Knowledge Development for Nursing Science (3) N603: Foundations of Nursing Science (3) Total: 9 hours	N602: Advanced Statistical Methods for Health Care Research (3) N605: Middle-Range Theory Development and Evaluation (3) N610: State of the Science (3) Total: 9 hours	Cognate Course I (3) Milestone: Preliminary Exam Total: 3 hours
Y2	**Fall**	**Spring**	**Summer**
	N608: Quantitative Nursing Research (3) N613: Nursing Leadership in Complex Systems (3) Cognate Course II (3) Total: 9 hours	N607: Qualitative Nursing Research (3) N611: Advanced Quantitative Nursing Research (3) Total: 6 hours	N674: Educational Principles and Strategies for Healthcare Professionals (3) Total: 3 hours
Y3	**Fall**	**Spring**	**Summer**
	N612: Health and Health Care Policy (3) Cognate Course III (3) Total: 6 hours	N609: Research Practicum (3) N615: Research Ethics in the Health Sciences (2) Cognate Course IV (3) Total: 8 hours	N606: Grant Writing in Nursing Science (3) N675: Teaching Practicum for Healthcare Professionals (3) Milestone: Comprehensive Exam Total: 6 hours
Y4	**Fall**	**Spring**	
	N600: Doctoral Research and Dissertation (12) Total: 12 hours	N600: Doctoral Research and Dissertation (12) Total: 12 hours	

NURSING

University of Tennessee College of Nursing
BSN-PhD Program of Study
Part-Time | Effective Fall 2023

Y1	Fall	Spring	Summer
	N601: Philosophy and Knowledge Development for Nursing Science (3) N603: Foundations of Nursing Science (3) Total: 6 hours	N605: Middle-Range Theory Development and Evaluation (3) N610: State of the Science (3) Total: 6 hours	Cognate Course I (3) Cognate Course II (3) Milestone: Preliminary Exam Total: 6 hours
Y2	**Fall**	**Spring**	**Summer**
	N599: Statistical Methods for Health Care Research (3) N608: Quantitative Nursing Research (3) Total: 6 hours	N602: Advanced Statistical Methods for Health Care Research (3) N607: Qualitative Nursing Research (3) Total: 6 hours	Cognate Course III (3) Cognate Course IV (3) Total: 6 hours
Y3	**Fall**	**Spring**	**Summer**
	N612: Health and Health Care Policy (3) N613: Nursing Leadership in Complex Systems (3) Total: 6 hours	N609: Research Practicum (3) N611: Advanced Quantitative Nursing Research(3) N615: Research Ethics in the Health Sciences (2) Total: 8 hours	N606: Grant Writing in Nursing Science (3) N674: Educational Principles and Strategies for Healthcare Professionals (3) Milestone: Comprehensive Exam Total: 6 hours
Y4	**Fall**	**Spring**	
	N675: Teaching Practicum for Healthcare Professionals (3) Total: 12 hours	N600: Doctoral Research and Dissertation (12) Total: 12 hours	N600: Doctoral Research and Dissertation (12) Total: 12 hours

NURSING

University of Tennessee College of Nursing
MSN-PhD Program of Study
Full-Time | Effective Fall 2023

Y1	Fall	Spring	Summer
	N599: Statistical Methods for Health Care Research (3) N601: Philosophy and Knowledge Development for Nursing Science (3) N603: Foundations of Nursing Science (3) Total: 9 hours	N602: Advanced Statistical Methods for Health Care Research (3) N605: Middle-Range Theory Development and Evaluation (3) N610: State of the Science (3) Total: 9 hours	Cognate Course I (3) Cognate Course II (3) Milestone: Preliminary Exam Total: 6 hours
Y2	**Fall**	**Spring**	**Summer**
	N608: Quantitative Nursing Research (3) N612: Health and Health Care Policy (3) N613: Nursing Leadership in Complex Systems (3) Total: 9 hours	N607: Qualitative Nursing Research (3) N609: Research Practicum (3)* N611: Advanced Quantitative Nursing Research (3) N615: Research Ethics in the Health Sciences (2) Total: 8-11 hours	N606: Grant Writing in Nursing Science (3) N614: Nursing Preceptorship (3)** Milestone: Comprehensive Exam Total: 3-6 hours
Y3	**Fall**	**Spring**	
	N600: Doctoral Research and Dissertation (12) Total: 12 hours	N600: Doctoral Research and Dissertation (12) Total: 12 hours	

*Can also be taken in summer session

**Optional preceptorship

NURSING

University of Tennessee College of Nursing
MSN-PhD Program of Study
Part-Time | Effective Fall 2023

Y1	Fall	Spring	Summer
	N601: Philosophy and Knowledge Development for Nursing Science (3) N603: Foundations of Nursing Science (3) Total: 6 hours	N605: Middle-Range Theory Development and Evaluation (3) N610: State of the Science (3) Total: 6 hours	Cognate Course I (3) Cognate Course II (3) Milestone: Preliminary Exam Total: 6 hours
Y2	**Fall**	**Spring**	**Summer**
	N599: Statistical Methods for Health Care Research (3) N608: Quantitative Nursing Research (3) Total: 6 hours	N602: Advanced Statistical Methods for Health Care Research (3) N607: Qualitative Nursing Research (3) Total: 6 hours	Cognate Course(s), if not already complete
Y3	**Fall**	**Spring**	**Summer**
	N612: Health and Health Care Policy (3) N613: Nursing Leadership in Complex Systems (3) Total: 6 hours	N609: Research Practicum (3)* N611: Advanced Quantitative Nursing Research (3) N615: Research Ethics in the Health Sciences (2) Total: 5-8 hours	N606: Grant Writing in Nursing Science (3) N614: Nursing Preceptorship (3)** Milestone: Comprehensive Exam Total: 3-6 hours
Y4	**Fall**	**Spring**	
	N600: Doctoral Research and Dissertation (12) Total: 12 hours	N600: Doctoral Research and Dissertation (12) Total: 12 hours	

*Can also be taken in the summer session

**Optional preceptorship

NURSING

University of Tennessee College of Nursing
DNP-PhD Program of Study | Effective Fall 2023

Y1	Fall	Spring	Summer
	N601: Philosophy and Knowledge Development for Nursing Science (3) N603: Foundations of Nursing Science (3) Total: 6 hours	N605: Middle-Range Theory Development and Evaluation (3) N610: State of the Science (3) Total: 6 hours	
Y2	**Fall**	**Spring**	**Summer**
	N602: Advanced Statistical Methods for Health Care Research (3) N608: Quantitative Nursing Research (3) Total: 6 hours	N607: Qualitative Nursing Research (3) N611: Advanced Quantitative Nursing Research (3) Total: 6 hours	N606: Grant Writing in Nursing Science (3) Milestone: Comprehensive Exam Total: 3 hours
Y3	**Fall**	**Spring**	
	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:

- N599 (Graduate Statistics)
- N609 (Research Practicum)
- N612 (Health Policy)
- N613 (Nursing Leadership in Complex Systems)
- N615 (Research Ethics)
- Cognate (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 (https://utk.instructure.com/courses/64138/pages/phd-program-forms).

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 Office of Student Services Academic 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 the 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 for 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 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 session.
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**: Because the manuscript dissertation involves submission of at least 2 manuscripts prior to the report of your dissertation research findings, you will be preparing these submissions throughout the PhD program (see section on Manuscript Dissertation). Because faculty provide substantial guidance and mentoring as you transform class papers to journal submissions, authorship credit may be appropriate for one or more faculty members. 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 co-authors, 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 co-authors must have a chance to see the final version of the manuscript before it is submitted to a journal.

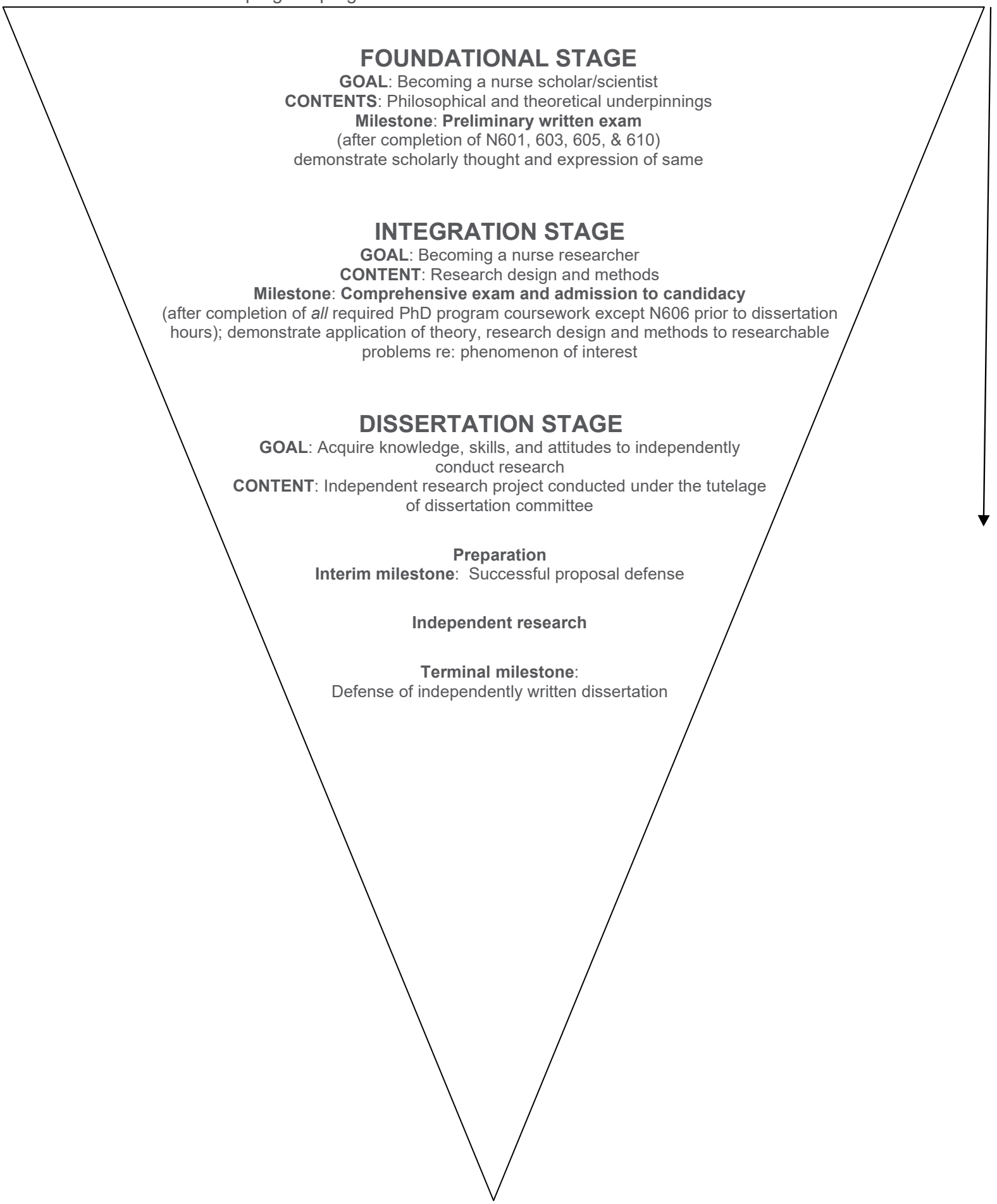
   Other things to consider include deciding where the paper is to be published before you transform it from a class paper to a journal submission, because you should select a referenced journal from the curated list prepared by the International Association of Nurse Editors (INANE). Predatory publishers 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 Dissertation Findings Manuscript**: The third paper in a 3-manuscript dissertation reports the research findings. 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.

Model for PhD Program Progression

GOAL: Facilitate efficient program progression



FOUNDATIONAL STAGE

GOAL: Becoming a nurse scholar/scientist
CONTENTS: Philosophical and theoretical underpinnings
Milestone: **Preliminary written exam**
(after completion of N601, 603, 605, & 610)
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 except N606 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

Dissertation Committee

Per the Graduate School (https://tiny.utk.edu/grad-catalog):

“The chair/major professor directs the student’s dissertation research and chairs the dissertation committee.

PhD 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 (https://tiny.utk.edu/grad-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, and N610. 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 except N606 (grant writing) 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.

In the case that a student previously published a first-authored manuscript that addresses one of the foci of the comprehensive examination, prior to formation of the dissertation committee, the student may request approval to substitute it for one question (as described above). Approval is at the discretion of the committee. In either case, only one manuscript can be approved in lieu of one comp question. .

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.

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/academics/graduation/theses-and-dissertations/) 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 upon written recommendation of the doctoral program director and the Assistant Dean of Graduate Programs.

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.

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 (https://utk.instructure.com/courses/64138/files/6010831/download?wrap=1) 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 (https://www.lib.utk.edu/tracesupport/etds/). Additional information regarding Theses & Dissertations can be found on the Graduate School's Theses & Dissertations page (https://gradschool.utk.edu/academics/graduation/theses-and-dissertations/); you can reach the consultant at thesis@utk.edu.

College of Nursing Dissertation Guidelines

In keeping with national and international trends in doctoral education, the College of Nursing now permits the submission of three publishable manuscripts to fulfill the dissertation requirements. Students must comply with applicable Graduate School requirements. Manuscripts published prior to dissertation committee formation must be approved by the committee for inclusion in the dissertation.

Graduate School Requirements

Refer to UTK's *Guide to the preparation of theses and dissertations* (https://gradschool.utk.edu/documents/2023/07/preparation-guide-for-theses-and-dissertations.pdf/) [Manuscript dissertation option discussed in Section 4, p.22]. 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 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 the 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 the description found under Dissertation Committee, PhD Section of Graduate Programs Handbook:

- The chair will be involved in or approve choice of manuscripts.
- 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 prepared by the student and approved by the dissertation committee.

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 of the following nursing PhD core courses (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 begun 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. It is the responsibility of the student to make an appointment with the faculty advisor, ideally during an on-campus week. Typical meetings include goal setting, discussion of cognate and practicum options, potential dissertation committee members, manuscripts in preparation, upcoming conference presentations, and any proposed changes in the previously approved program of study.

Graduate Certificate Program Information

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 an Office of Student Services Academic Advisor at congrad@utk.edu for assistance with re-enrollment.

Applicants who are pursuing a nurse practitioner specialty and who have not completed MSN or DNP level advanced health/physical assessment, advanced pharmacology and advanced pathophysiology **OR** who have not completed the courses within five years of beginning the certificate program, will need to complete these courses as part of the post-master's certificate. Courses completed outside of the 5-year timeframe must be retaken prior to beginning the certificate program. 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 an Office of Student Services Academic Advisor 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 (https://nursing.utk.edu/graduate-programs/graduate_certificates/) 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. Applicants who are pursuing a nurse practitioner specialty and who have not completed MSN or DNP level advanced health/physical assessment, advanced pharmacology and advanced pathophysiology **OR** who have not completed the courses within five years of beginning the certificate program, will need to complete these courses as part of the post-master's certificate. Courses completed outside of the 5-year timeframe must be retaken prior to beginning the certificate program.

Additional courses may be required and will be determined by the college based on a gap analysis of previous graduate coursework and documentation of clinical hours. Minimally, course requirements are N659, N660, N661and N662. Students must successfully complete a minimum of 19 credits. Typically, students complete 19-28 hours of course credit during the entire program. Dr. Karen Lasater is the coordinator for the Family Nurse Practitioner Certificate. She can be reached at (klasater@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. Students completing a stand-alone certificate must also submit a Graduation Application online at MyUTK (http://myutk.utk.edu/).

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 (https://nursing.utk.edu/graduate-programs/graduate_certificates/). 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. The student must file a Graduate Course Verification Form (https://gradschool.utk.edu/forms-central/graduate-certificate-course-verification/) with the Graduate School by the published deadlines of the Graduate School for the certificate to be noted on the student's transcript. Students completing a stand-alone certificate must also submit a Graduation Application online at MyUTK (http://myutk.utk.edu/) by the published deadlines of the Graduate School. 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 – Cristina Barroso, cbarroso@utk.edu

Need more information? Please contact the appropriate departmental advisor:

- College of Law - Zack Buck, zbuck@utk.edu
- Department of Public Health – Jennifer Russomanno, jrussoma@utk.edu
- College of Nursing and all other departments/colleges - Cristina Barroso, cbarroso@utk.edu

Or you may contact an Office of Student Services Academic Advisor at congrad@utk.edu

Healthcare Informatics Graduate Certificate

The Distance Education online inter-professional graduate certificate in Healthcare Informatics (https://nursing.utk.edu/graduate-programs/graduate_certificates/) 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
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 558, NURS 657, INSC 584, and IE 561. Dr. Tom Berg is the coordinator for the Healthcare Informatics Certificate. Dr. Berg can be reached at (tberg1@utk.edu).

Certificate candidates must currently be admitted to a graduate program at UT or hold a graduate degree and be admitted to the graduate school. Certificate candidates 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 completing a stand-alone certificate must also submit a Graduation Application online at MyUTK (http://myutk.utk.edu/).

Nursing Education Graduate Certificate

The College of Nursing offers a post-master's certificate program (https://nursing.utk.edu/graduate-programs/graduate_certificates/) 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. Thomas Talley is the coordinator for the Nursing Education Certificate. He can be reached at (ttalley5@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. Students completing a stand-alone certificate must also submit a Graduation Application online at MyUTK (http://myutk.utk.edu/).

Nurse Executive Practice Graduate Certificate

The College of Nursing offers a graduate certificate program (https://nursing.utk.edu/graduate-programs/graduate_certificates/) 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, and 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. Students completing a stand-alone certificate must also submit a Graduation Application online at MyUTK (http://myutk.utk.edu/).

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

The College of Nursing offers a graduate certificate program (https://nursing.utk.edu/graduate-programs/graduate_certificates/) for nurses to develop additional knowledge and skill in Pediatric Nursing. 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. Applicants who are pursuing a nurse practitioner specialty and who have not completed MSN or DNP level advanced health/physical assessment, advanced pharmacology and advanced pathophysiology **OR** who have not completed the courses within five years of beginning the certificate program, will need to complete these courses as part of the post-master's certificate. Courses completed outside of the 5-year timeframe must be retaken prior to beginning the certificate program.

Certificate requirements include both clinical and clinical didactic courses in the Concentration. Additional courses may be required and will be determined by the college based on a gap analysis of previous graduate coursework and documentation of clinical hours. Students must complete a minimum of 20 credits for the Primary Care certificate, and a minimum of 12 credits for the Acute Care certificate. Total credit hours will vary depending on previous coursework, completed clinical hours, and active certification.

Dr. Amanda Harper is the coordinator for the Pediatric Nurse Practitioner and Pediatric Acute Care Nurse Practitioner Certificates. She can be reached at (aharper3@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. Students completing a stand-alone certificate must also submit a Graduation Application online at MyUTK (http://myutk.utk.edu/).

Psychiatric Mental Health Nurse Practitioner Graduate Certificate

The College of Nursing offers a post-master's certificate program (https://nursing.utk.edu/graduate-programs/graduate_certificates/) 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. Applicants who are pursuing a nurse practitioner specialty and who have not completed MSN or DNP level advanced health/physical assessment, advanced pharmacology and advanced pathophysiology **OR** who have not completed the courses within five years of beginning the certificate program, will need to complete these courses as part of the post-master's certificate. Courses completed outside of the 5-year timeframe must be retaken prior to beginning the certificate program.

Course requirements are N655, N656, N657, N658, and N663. Additional courses may be required and will be determined by the college based on a gap analysis of previous graduate coursework and documentation of clinical hours. Students must complete a minimum of 16 credits. Typically, students complete 16-25 hours of course credit. Dr. Jeremy Mills is the coordinator for the Psychiatric Mental Health Nurse Practitioner Certificate. He can be reached at (jmills17@vols.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. Students completing a stand-alone certificate must also submit a Graduation Application online at MyUTK (http://myutk.utk.edu/).

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 (https://utk.instructure.com/courses/64127/pages/certificate-program-forms).

Appendix A: Plagiarism

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 13.4

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.

[4] Wilma Dykeman, "Appalachia in Context," in An Appalachian Symposium Ed. J. W. Williamson (Boone, N.C.: Appalachian State University Press, 1977), p. 35.

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. In the graduate program at the College of Nursing, any paper containing plagiarism shall be given a grade of zero.

Additional resources are available online through the University Libraries Homepage at (https://libguides.utk.edu/style).