

**MIDDLE TENNESSEE STATE UNIVERSITY**

**SCHOOL OF NURSING**

*UNDERGRADUATE PROGRAM*

*STUDENT HANDBOOK*



The MTSU School of Nursing is accredited by:

Commission on Collegiate Nursing Education (CCNE)

One Dupont Circle, NW

Suite 530

Washington, DC 20036-1120

This handbook is intended to provide undergraduate students pertinent information in relation to the School of Nursing. Contents in this document applies to the traditional undergraduate concentration. None of the information contained herein shall be interpreted to create a contract. The information included is up-to-date as of the time of publication. The University reserves the right to make changes in policy, regulations and fees, as circumstances dictate, subsequent to publication. Additional information is available online at [www.mtsu.edu/nursing](http://www.mtsu.edu/nursing).

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## Table of Contents

<b>I. Mission</b>	<b>1</b>
<b>II. Philosophy</b>	<b>1</b>
<b>III. Program Outcome</b>	<b>1</b>
<b>IV. Nursing Honor Code</b>	<b>2</b>
<b>V. Code of Conduct</b>	<b>3</b>
<b>VI. Partners in Education (PIE)</b>	<b>5</b>
<b>VII. Advising Guidelines</b>	<b>5</b>
<b>VIII. Grading Scale</b>	<b>6</b>
<b>IX. Repeating a Course (2-D Policy)</b>	<b>6</b>
<b>X. Freshman Candidacy Continuation Requirements</b>	<b>7</b>
<b>XI. Financial Need/Scholarships</b>	<b>7</b>
<b>XII. Student Representation</b>	<b>8</b>
<b>XIII. Program Completion</b>	<b>8</b>
<b>XIV. Other Resources</b>	<b>9</b>
<b>XV. Handbook Protocol</b>	<b>10</b>
<b>XVI. Signature Pages</b>	<b>10</b>

**MIDDLE TENNESSEE STATE UNIVERSITY**  
**SCHOOL OF NURSING**  
**STUDENT HANDBOOK**

**THE MISSION, PHILOSOPHY, CONCEPTS AND OUTCOMES OF THE BSN PROGRAM**

**I. MISSION**

The mission of Middle Tennessee State University School of Nursing is to provide excellence in nursing education by preparing individuals to meet the dynamic and complex healthcare needs of society. Through robust academic programs, the School of Nursing demonstrates its' commitment to the art and science of nursing.

**II. PHILOSOPHY**

The Middle Tennessee State University School of Nursing has established an operational framework with five core competencies at the foundation. There are communication, critical thinking, personal and professional relationships, leadership and the nursing process. From this base, additional concepts emerge to provide interaction with persons, the environment, health, professional nursing and nursing education.

**III. PROGRAM OUTCOMES**

Graduates of the baccalaureate program receive preparation designed to enable them to:

1. Develop professional knowledge and skills necessary to design, coordinate, and lead within the healthcare system.
2. Utilize the nursing process as a foundation for nursing practice.
3. Communicate in a variety of media to facilitate the exchange of ideas, knowledge, and information.
4. Employ critical thinking abilities for personal and professional development and nursing practice refinement.

5. Exhibit personal and professional development responsive to changes in nursing, healthcare and society.

#### **IV. NURSING STUDENT HONOR CODE**

##### **KNOWLEDGE, INTEGRITY, COMPASSION and SKILL**

The School of Nursing (SON) at Middle Tennessee State University (MTSU) values a strong sense of integrity and ethics among students and faculty alike and strives to facilitate the development of such behaviors through the use of the Nursing Student Honor Code. Students in the SON are held, not only to the standards outlined in the MTSU student handbook, but to the guidelines provided below.

##### **Statement of Nursing Student Honor Code**

Student conduct in the MTSU SON is expected to demonstrate ethical behaviors that reflect a strong sense of integrity in personal, academic, and professional conduct. The student is guided by the values of truth, justice, and respect for human dignity, as well as professional standards, in the practice of ethical and safe behaviors toward self, fellow students, faculty, staff, and patients when operating in any student capacity on or off University property.

The MTSU SON administration and faculty support the development of behaviors demonstrating integrity and ethics in all student arenas. The Honor Code is explained upon admission to the SON. As students progress through the curriculum, it is the obligation of all students to adhere to the higher ethical, personal, academic, and professional behaviors as outlined in the Honor Code. Each student is required to abide by all components of the Honor Code, including consequences for any violations. All students are ethically responsible for reporting any known or suspected violation of this Honor Code.

##### **Nursing Student Honor Pledge**

As a student of the Middle Tennessee State University School of Nursing, I do hereby truthfully pledge not to engage in any acts of academic or professional misconduct during my nursing education. I have read and been given the opportunity to ask questions about the Nursing Student Honor Code System presented in the School of Nursing Student Handbook. I understand the content contained therein, including the disciplinary processes as referenced in the MTSU student Handbook, Resources and Rules. As an expectation of my admission to the progression through the nursing program, I will abide

by the Nursing Student Honor Code at all times. I understand that any acts of academic or professional misconduct violate the honor code and may result in sanctions as severe as dismissal from the nursing program.

## V. CODE OF CONDUCT

### **Academic and Professional Conduct**

Students enrolled in the nursing program at MTSU will be held accountable for the provisions as stated by the Student Code of Conduct. As with the Nursing Student Honor Code, the Student Code of Conduct is based upon and demands the values of truth, integrity, and ethical behavior within academic and professional settings. Professional settings include those places in which a nursing student is functioning as a representative of the SON and MTSU, on or off campus. Failure to adhere to the provisions of academic and professional conduct of the Student Code of Conduct shall be deemed as misconduct, resulting in academic and/or disciplinary consequences up to and including dismissal from the nursing program. Academic and professional misconduct would include, but is not limited to, the following:

1. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper acknowledgment.
2. Cheating. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise inclusive of online work. The term academic exercise includes all forms of work submitted for credit or hours. Cheating includes but is not limited to receiving or providing answers on a written exam, storing any data within a calculator prior to or during an exam for use in providing responses to an exam, giving signals of any kind during an exam, sending and/or receiving text messages via cell phone with regard to answers to an exam, the procurement and/or distribution of an exam before or after it is given, including the use of cell phone camera options or copying computer generated assessments in order to reproduce an exam, and group collaboration on any independent assignment. Posting of forms, written papers, and exams to any free or paid-access social networking website(s) is strictly prohibited.
3. Fabrication. Fabrication or invention, either verbal or written, of written, of any information or citation in an academic exercise. This includes, but is not limited to, falsification of any information provided to a faculty or staff member, clinical site staff and preceptors (class-related or clinical); for example, the nursing care plan (NCP) database.
4. Facilitation. Helping or attempting to help another to violate a provision of the Code of Conduct.
5. Posting of course materials in other internet locations outside of the official MTSU platform.

6. Posting of confidential client or facility information from clinical assignments or experiences to any online forum or webpage is strictly prohibited, as well as a breach of the federal HIPAA regulations.
7. Any behavior that threatens the safety of self, fellow students, faculty, staff, of patients when operating in a student capacity, representing the MTSU SON.
8. Other forms of unprofessional behavior or conduct includes but is not limited to:
  - a. Tobacco use (smoking, E-cigarettes or smokeless tobacco) at clinical sites and/or in nursing student uniform
  - b. Purchasing of alcohol or cigarettes in a nursing student uniform
  - c. Tardiness ( clinical, classroom, lab, or simulation experiences)
  - d. Interruptions or inappropriate talking during class.
  - e. Intimidation of students and/or faculty or staff (angry, hostile, or violent behavior)
  - f. Use of cellphones or other electronic devices not approved by faculty in class
  - g. Academic misconduct
  - h. Fabrication of data in class, clinical, or other written assignments
  - i. Sleeping in class or clinical
  - j. Sexual harassment or inappropriate sexual comments
  - k. Use of vulgar, obscene, or disrespectful language towards patients, other students, faculty, or staff (social media sites, on campus or at clinical sites)
  - l. Any other behavior deemed by faculty as unacceptable

Any and all infractions of the Student Code of Conduct will be handled according to University policy as stated in the University Student Handbook of Resources and Rules. A copy of the University Student Handbook is available online via the official MTSU website.

### **Grievance Policy Statement**

Any student being disciplined for academic misconduct may refer to the MTSU Student Handbook, Resources and Rules, for the grievance policy and procedures. A grade appeal process is available for utilization by students, as indicated in VII. Policies and Procedures, section I of this handbook.

#### **Grade Appeals**

Any undergraduate student grievance concerning grades, should be pursued according to process outlined in the MTSU Student Appeal of Grades Procedure.

#### **Communication Avenues**

The SON faculty and the Director are available to students through many methods. Faculty have posted office hours on their doors. The director of the program has adopted several communication venues for students, as follows:

1. Student Advisory Board to the Director-a luncheon is held every semester, and student leaders (class representatives, SNA officers and committee chairs, and students holding leadership positions are present) represent the issues and concerns of the student body.
2. The Director's open office hours are held on at least two days each week. These hours are posted outside Nursing office, CKNB 221. Or, communicate with Executive Aide to set up appointment.

## VI. MTSU Partners in Education (PIE) Information

The faculty and staff of MTSU SON are committed to excellence in nursing education and believe that collaboration is a key to success in nursing. If a student desires to bring a family member or advocate to a meeting with SON faculty or staff, the student must notify the faculty or staff member at the time the meeting is requested to ensure all appropriate PIE documentation is completed prior to the meeting. Faculty and staff will not meet with students and PIE partners without prior notification.

The PIE Program helps address the needs of the students by creating such a partnership, fostering communication between students, their families and the university. Through the Partners in Education program, PIE partners can request academic information and suggestions to help them provide effective support for their students.

Information about this program can be found at: <http://mtsu.edu/one-stop/docs/PIE-Student-Authorization-Release.pdf>

## VII. Advising Guidelines.

- a. Students should look on their Pipeline account under Assigned Advisor to ascertain the name and contact information (phone# and/or email address) for the student's assigned nursing academic advisor and faculty mentor.
- b. In order to meet with a faculty mentor, students should make appointments well in advance, as nursing faculty are frequently off campus (i.e., for clinical experiences with upper-division nursing students).
- c. Students should allow 3-5 working days for the faculty to respond.
- d. Make contact early in the semester to schedule an appointment with your academic advisor- do not wait until the last minute (priority registration time) to try and make an appointment to see your academic advisor. Go to the MTSU SON website to schedule an appointment with your academic advisor.
- e. The academic advisor's office is located in Suite 201 in the School of Nursing building.
- f. Students should meet with their academic advisor each semester to review their progress.



- g. The upper-division form is a degree plan outlining courses required for graduation for major and minor areas of study. This form should be completed prior to the end of the second semester of nursing courses. Upon academic advisor approval, the form should be submitted to the Graduation Coordinator. Upper-division forms will be given out by the academic advisor in one of the 2<sup>nd</sup> semester classes and turned back in that same class. If the student is seeking an optional minor, discuss the procedure with the advisor during the class.

STUDENTS MUST SEE THEIR ACADEMIC ADVISOR IN THE SECOND SEMESTER OF UPPER-DIVISION NURSING TO DETERMINE ANY DEFICIENCIES BEFORE SUBMITTING THE UPPER-DIVISION AND INTENT TO GRADUATE FORMS.

## VIII. Grading Scale.

The School of Nursing uses a common grading scale as follows:

A=93-100	B=86-92
C=80-85	D=73-79
F=Below 73	

No extra credit will be awarded within any nursing course. Final grades will be rounded according to conventional mathematical rules. Students must attain a minimum grade of “C” (2.00) in all nursing courses (MTSU Undergraduate Catalog).

A standardized exam is a requirement during the 5<sup>th</sup> semester program of study. The student must pay for this exam.

## IX. Repeating a Course (2-D Policy)

If a student does not successfully complete a nursing course with a “C” (2.00) or better, the student may repeat the course **one (1) time only**. Even if a course is repeated with a higher grade earned, the failure is documented as part of the 2D policy.

If a student is unsuccessful in a second course or on the second attempt at the same course, the student will be dismissed from the program according to the 2-D policy.

A student who is not successful in two or more courses in a single semester will be dismissed from the program.

## X. Freshman Candidacy Continuation Requirements

Students admitted to nursing as freshmen will be reviewed once each academic semester until pre-requisite courses are completed based on the following criteria:

1. Grade of "C" or better (2.0) in all general education courses
2. Grade of "B" or better (3.0) in Biology 2010 (Anatomy and Physiology I), Biology 2020 (Anatomy and Physiology II) and Biology 2100 (Microbiology in Disease)
  - One (1) Biology repeat is permitted.
  - All biology courses must be completed and posted within the last seven years.
3. Minimum of 75 on each of the following components of the HESI standardized entrance exam including the following sub-scores:
  - a. Mathematics
  - b. Reading Comprehension
    - i. Meaning-Word Use
    - ii. Conclusions
    - iii. Implications
    - iv. Understanding
  - c. Vocabulary
  - d. Grammar
  - e.. Biology
  - f. Chemistry
  - g. Anatomy and Physiology

## XI. Financial Need/Scholarships

Students with incomes falling below poverty level may be eligible for grant money as available. Only students who have registered financial status and needs with the MTSU Financial Aid Office will be considered. Students must have a current Free Application Federal Student Aid (FAFS) File (updated every January) for the Student Success Committee to make decisions and allocate funds. Students must be registered for courses prior to obtaining scholarships.

There are several scholarships available to nursing students. Information about the criteria for these awards and application forms can be found outside the Advising Office (Room 201) in the literature container and on the SON website.

Students can apply for foundation scholarships between February 1 and April 1. These applications must be received by the School of Nursing by April 1 in order for the student

to be considered for a scholarship. The Committee will meet and review all submitted applications for foundation scholarships; money will be awarded at the beginning of fall semester. Incomplete scholarship packets will not be considered.

### **Americans with Disabilities Act**

ADA Compliance at MTSU

Reasonable Accommodations for Students with Disabilities:

Middle Tennessee State University is committed to campus access in accordance with Title II of the Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1937. Any student interested in reasonable accommodations can consult the Disability & Access Center (DAC) website on the MTSU website and/or contact the DAC for assistance at 615-898/2783 or [dacemail@mtst.edu](mailto:dacemail@mtst.edu).

## **XII. Student Representation**

Student elect representatives from each class in the upper division. These representatives serve on SON Committees: the Student Success Committee, the Alumni Committee and the Curriculum Committee. Students are voting members when policy decisions are formulated. Other students are encouraged to forward their concerns through their representatives to the appropriate committee. The representatives are encouraged to meet routinely each semester to share information and keep fellow students informed.

## **XIII. Program Completion**

### **Graduation Policy**

In order to graduate from MTSU with a Bachelor of Science in Nursing, the following criteria must be met:

1. Completion of 120 semester hours of credit including all of the prerequisite course (or approved substitutes), the nursing courses and the general core requirements.
2. Completion of 42 semester hours of upper division credit.
3. College grade point average of a 2.00 or better
4. Twelve (12) of the last 18 hours in residence at MTSU.
5. Intent to Graduate form on file in the Records Office.

### **School of Nursing Pinning Ceremony**

The ceremony is to honor Traditional BSN graduates from the Fall/Spring Nursing classes and it an event sponsored and financed by the SON. The following guidelines apply:

1. Student attire for the ceremony will be academic regalia without mortar board/tam.
2. The ceremony will be held on the MTSU campus the Friday prior to graduation.
3. Family and friends are welcome to attend, on a space available basis.
4. The ceremony will include a welcome, opening remarks, presentation of students, and closing remarks.
5. Graduation candidates may purchase the SON pin, which is awarded upon successful completion of all requirements for the BSN. (See Pin Purchase Agreement). If no pin is purchased, a blue ribbon will be pinned to your gown.
6. Attendance at this event is not mandatory for students or faculty.

### **Graduation Awards**

The School of Nursing recognizes outstanding graduating seniors each semester. The following four awards are selected by the Faculty according to the criteria identified.

1. Outstanding Academic Achievement Award  
Graduating senior  
Highest GPA
2. Outstanding Leadership Achievement Award  
Graduating senior  
3.0 minimum GPA  
Leadership skills/potential (professional, e.g., SNA and/or community)
3. Spirit of Nursing Award graduating  
Senior Community/professional  
Involvement Academic achievements
4. Marie Potts/Clyde Hall Personal Achievement Award  
The Marie Potts/Clyde Hall Personal Achievement Award. This award is given to the graduating senior who has, in the opinion of his/ her peers, overcome the greatest personal challenges or obstacles in order to complete his/her nursing education. The recipient of this award is nominated by classmates and selected by the Students Success Committee from the recommendations received.
5. Other awards may be given on a case-by-case basis.

## **XIV. Other Resources**

### **University Writing Center**

The University Writing Center (see them at the MTSU website-Writing Center page) offers free writing assistance for any writing assignment in any class. Please request someone with APA experience. The staff of English graduate assistants will work with students to develop

the skills needed to become a confident, competent writer by providing students with one-to one consultations and helpful handouts.

The center offers many online services including a grammar hotline for quick questions; and email drop box, as well as a chat room for writing assistance; and a web site filled with helpful handouts, exercises, and resource links for individual work.

### **University Math Lab**

The University Studies Math Lab is located in Stark Agribusiness (SAG) 202. Walk-ins are welcome; no appointment needed. Call (615) 898-2465 for more information. The Math Lab provides students with: tutoring, access to lecture videos and practice problem solving.

## **XV. Handbook Protocol**

All undergraduate students function under the current SON Student Handbook. The handbook is reviewed annually by the Student Success Committee and updated as required. Students are responsible for reading, understanding, and complying with the material in the SON handbook. Clarification or questions should be raised at the time the handbook is received. Additional School of Nursing guidance polices are found at the official nursing website [www.mtsu.edu/nursing](http://www.mtsu.edu/nursing). Individual faculty members will answer other questions are they arise.

This Handbook presents the terms of enrollment in the SON in effect at the time of publication, but there is no guarantee that provisions will not be changed or revoked. The Handbook is not intended to state contractual terms and does not constitute a contract between the student and the institution or the SON. The SON reserves the right to make changes as required to become effective whenever determined by the institution or the SON. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

## **XVI. Signature Pages**

The three documents to be signed and/or initialized include the Grading Scale, 2-D Policy, Authorization for Release of Student Information and Acknowledgment Background Check and Drug Screen and Maintaining Patient Privacy/Confidentiality/HIPAA. The Acknowledgement of Receipt, the School of Nursing Pin Purchase Agreement, Photographic Consent Release and Transcript Release will be acknowledged on the

signature page and a copy given to each student. Each student must submit the signed pages at the end of Upper Division Orientation.

Students admitted as Freshman will also sign/initialize the Freshman Continuation Requirements. Each Freshman student must submit the signed page at the end of Freshman Orientation.

**Authorization for Release of Student Information and  
Acknowledgement  
Background Check and Drug Screen**

I, \_\_\_\_\_, hereby authorize Middle Tennessee State University, (“University”) including all employees, agents, and other persons professionally affiliated with check (s), clinics and similar medical treatment facilities, to disclose the same to clinical affiliation sites if so required by the terms of clinical affiliation agreement, and to University administrators and faculty providing clinical instruction at such facilities as may be appropriate, waiving all legal rights to confidentiality and privacy.

I further authorize University to provide pertinent medical records (medical history, physical examination, immunization records) and health insurance information to hospitals, clinics and similar medical treatment facilities for clinical placement purposes if so required by the terms of the clinical affiliation agreement.

I expressly authorized disclosure of this information, and expressly release University, its officers, employees, and agents from any and all liability in connection with any statement made, documents produced, or information disclosed concerning the same.

I understand that a hospital, clinic or similar medical treatment facility may exclude me from clinical placement on the basis of a background check or positive drug screen. I further understand that if I am excluded from clinical placement, I will not be able to meet course requirements and/or the requirements for graduation. I release University, its offices, employees and agents from any and all liability in connection with any exclusion from clinical placement that results from information contained in a background check or drug screen.

Any hospital, clinic, or similar medical treatment facility to which I am assigned may be required by The Joint Commission’s policy to conduct an annual compliance audit of five percent (5%) or a minimum of thirty (30) background investigation files. I agree that, upon request from a hospital, clinic or similar medical treatment facility to which I am assigned, I will provide the results of my background check to be used for this audit purpose.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Middle Tennessee State University**  
**School of Nursing**  
**Maintaining Patient Privacy/Confidentiality/HIPAA**

As nursing students you will be expected to maintain patient confidentiality and follow HIPAA (Health Insurance Portability and Accountability Act) guidelines while at Middle Tennessee State University (MTSU). Discussion and disclosure of patient information occurs in the formal teaching environment throughout the program only as outlined by your clinical professor(s).

Privacy and security concerns for patients and their families include any form of documentation such as electronic medical records (EMR), verbal and written reports in the agency setting, laboratory or medical testing reports such as X-Rays, MRIs, etc.....No electronic media such as Facebook, Twitter, etc. are to be used for disseminating patient information be it intentional or unintentional in any form (graphic or text). No patient information with personal identifiers is to be removed from any health care setting at any time. Students must engage in appropriate academic and professional conduct as outlined in the MTSU School of Nursing Student Handbook which can be found online. Patient information is to be protected at all times.

Student work such as case studies and care plans will not use the patient's actual name. This information will be coded per the clinical professor(s) directive.

Breach of confidential information is considered an act of academic and professional misconduct, is a violation of the MTSU School of Nursing Student Honor Pledge. Such a breach may result in academic and/or disciplinary consequences up to and including dismissal from the nursing program.

I have read and understand the information presented. I have also received a copy of this information for reference throughout the program.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Authorization for Release of Student Information and  
Acknowledgement  
Background Check and Drug Screen**

I, \_\_\_\_\_, hereby authorize Middle Tennessee State University, (“University”) including all employees, agents, and other persons professionally affiliated with check (s), clinics and similar medical treatment facilities, to disclose the same to clinical affiliation sites if so required by the terms of clinical affiliation agreement, and to University administrators and faculty providing clinical instruction at such facilities as may be appropriate, waiving all legal rights to confidentiality and privacy.

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I expressly authorized disclosure of this information, and expressly release University, its officers, employees, and agents from any and all liability in connection with any statement made, documents produced, or information disclosed concerning the same.

I understand that a hospital, clinic or similar medical treatment facility may exclude me from clinical placement on the basis of a background check or positive drug screen. I further understand that if I am excluded from clinical placement, I will not be able to meet course requirements and/or the requirements for graduation. I release University, its offices, employees and agents from any and all liability in connection with any exclusion from clinical placement that results from information contained in a background check or drug screen.

Any hospital, clinic, or similar medical treatment facility to which I am assigned may be required by The Joint Commission’s policy to conduct an annual compliance audit of five percent (5%) or a minimum of thirty (30) background investigation files. I agree that, upon request from a hospital, clinic or similar medical treatment facility to which I am assigned, I will provide the results of my background check to be used for this audit purpose.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Middle Tennessee State University**  
**School of Nursing**  
**Maintaining Patient Privacy/Confidentiality/HIPAA**

As nursing students you will be expected to maintain patient confidentiality and follow HIPAA (Health Insurance Portability and Accountability Act) guidelines while at Middle Tennessee State University (MTSU). Discussion and disclosure of patient information occurs in the formal teaching environment throughout the program only as outlined by your clinical professor(s).

Privacy and security concerns for patients and their families include any form of documentation such as electronic medical records (EMR), verbal and written reports in the agency setting, laboratory or medical testing reports such as X-Rays, MRIs, etc. No electronic media such as Facebook, Twitter, etc. are to be used for disseminating patient information be it intentional or unintentional in any form (graphic or text). No patient information with personal identifiers is to be removed from any health care setting at any time. Students must engage in appropriate academic and professional conduct as outlined in the MTSU School of Nursing Student Handbook which can be found online. Patient information is to be protected at all times.

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Breach of confidential information is considered an act of academic and professional misconduct, is a violation of the MTSU School of Nursing Student Honor Pledge. Such a breach may result in academic and/or disciplinary consequences up to and including dismissal from the nursing program.

I have read and understand the information presented. I have also received a copy of this information for reference throughout the program.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Signature Page

**Initial:**

- \_\_\_\_\_ Grading Scale
- \_\_\_\_\_ 2-D Policy
- \_\_\_\_\_ MTSU Nursing Student Handbook
- \_\_\_\_\_ Nursing Student Honor Code Agreement
- \_\_\_\_\_ Statement for Written Work
- \_\_\_\_\_ School of Nursing Pin Purchase Agreement
- \_\_\_\_\_ Photographic Consent and Release
- \_\_\_\_\_ Transcript Release

I hereby acknowledge receipt and understanding of all the above, as evidenced by my initials and signature below.

Student's Signature and Date

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Student's Name (print)

---

## Freshman Signature Page

**Initials:**

\_\_\_\_\_

I understand and agree to the Freshman Continuation Requirements

I hereby acknowledge receipt and understanding of the above, as evidenced by my initials and signature below.

Student's Signature and Date

\_\_\_\_\_

Student's Name (print)

\_\_\_\_\_

## **Student Acknowledgements**

I acknowledge receipt of and am accountable for the items below:

### **GRADING SCALE**

The School of Nursing uses a common grading scale as follows:

A=93-100	B=86-92
C=80-85	D=73-79
F=Below 73	

No extra credit will be awarded within any nursing course. Final grades will be rounded according to conventional mathematical rules. Students must attain a minimum grade of “C” (2.00) in all nursing courses (MTSU Undergraduate Catalog).

### **REPEATING A COURSE (2-D POLICY)**

If a student does not successfully complete a nursing course with a “C” or better, the student may repeat the course ***one (1) time only***. Even if a course is repeated with a higher grade earned, the failure is documented as part of the 2-D policy.

If a student is unsuccessful in a second course or on the second attempt at the same course, the student will be dismissed from the program according to the 2-D policy.

### **MTSU NURSING STUDENT HANDBOOK**

I have reviewed a copy of the Middle Tennessee State University (MTSU) School of Nursing (SON) Student Handbook (current edition). It has been reviewed with me, and I have been given the opportunity to ask any questions I might have about its content. I understand that I am responsible for reading, understanding, and complying with the material contained in the MTSU SON handbook. The current MTSU SON Student Handbook: [http://mtsu.edu/nursing/student\\_info.php#handbook](http://mtsu.edu/nursing/student_info.php#handbook)

### **NURSING STUDENT HONOR CODE AGREEMENT**

I acknowledge receipt of the Nursing Student Honor Code document in the MTSU School of Nursing Student Handbook. I have read, been given the opportunity to ask questions, and understand the content of the document, including the possible sanctions as outlined in the pledge. I agree to abide by every component of the Honor Code at all times during my nursing education in the MTSU SON program. In so doing, I will actively uphold academic integrity and professional ethics. I agree to abide by Health Insurance Portability and Accountability Act (HIPAA) guidelines as established by Federal Regulations regarding patient information and confidentiality.

### **STATEMENT FOR WRITTEN WORK**

I will complete all assignments in my nursing courses without any assistance from another person, technical device, or written material other than those expressly permitted by the faculty.

### **SCHOOL OF NURSING PIN PURCHASE AGREEMENT**

When a student becomes a candidate for graduation from the School of Nursing, he/she may purchase a School of Nursing pin. The pin will be awarded to the student upon successful completion of all requirements for the Bachelor of Science in Nursing. Any student not successful in completing requirements for graduation, the pin will either (a) be returned to the company and the student's money returned or (b) be held in the Nursing office until degree requirements are met successfully.

I understand and agree to comply with the above conditions

### **PHOTOGRAPHIC CONSENT AND RELEASE**

I hereby willingly grant, and irrevocably consent to the authorize Middle Tennessee State University, its officers, employees and agents (collectively, "the University") the right and permission to:

1. Record my likeness/image and voice on a video, audio, photographic, digital, electronic or any other medium now known or hereafter developed;
2. Use my name in connection with these recordings;
3. Use, reproduce, publish, republish, broadcast, re-broadcast, adapt, edit, modify, make derivative works, distribute, display or otherwise use or reuse, exhibit or distribute in any medium, these recordings and likenesses/images for any purpose the University deems appropriate, including promotional or advertising efforts.

I understand that I will receive no compensation for any use of such recordings.

I understand that all such recordings, in whatever medium, shall remain the property of the University. I hereby assign any copyright or other proprietary interest which I might assert successors, transferees, licensees, distributors or other parties, commercial or non-profit.

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**TRANSCRIPT RELEASE**

I authorize MTSU School of Nursing to send my official transcript to the Tennessee Board of Nursing at the end of my final semester after my degree has been awarded.

## Freshman Candidacy Continuation Requirements

Students admitted to nursing as freshmen will be reviewed once each academic semester until pre-requisite courses are completed based on the following criteria:

1. Grade of “C” or better (2.0) in all general education courses
  2. Grade of “B” or better (3.0) in Biology 2010 (Anatomy and Physiology I), Biology 2020 (Anatomy and Physiology II) and Biology 2100 (Microbiology in Disease)
    - One (1) Biology repeat is permitted.
    - All biology courses must be completed and posted within the last seven years.
  3. Minimum of 75 on each of the following components of the HESI standardized entrance exam including the following sub-scores:
    - a. Mathematics
    - b. Reading Comprehension
      - i. Meaning-Word Use
      - ii. Conclusions
      - iii. Implications
      - iv. Understanding
    - c. Vocabulary
    - d. Grammar
    - e.. Biology
    - f. Chemistry
    - g. Anatomy and Physiology
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