

***Union University
College of Nursing and
Health Sciences***

**Graduate Nursing Program
(excluding BSN to DNP Nurse Anesthesia)**



**Master of Science in Nursing
Post Graduate Certificate
Doctor of Nursing Practice**

2026 - 2027 Student Handbook



The College of Nursing is fully approved by the [Tennessee Board of Nursing](#). The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program and post-graduate APRN certificate program at Union University are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791, <https://www.aacnnursing.org/ccne-accreditation/find-accredited-programs>. The Doctor of Nursing Practice in Nurse Anesthesia hold a specialty accreditation with the [Council on Accreditation of Nurse Anesthesia Educational Programs \(COA\)](#), 222 S. Prospect Ave., Park Ridge, IL, 60068, (847) 655-1160 and is fully accredited until 2032.

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1. A MESSAGE FROM OUR DEAN

August 2026

Dear Graduate Nursing Students,

Welcome to Union! We are so excited that you are choosing to serve your community at a deeper level by advancing your nursing education. As a grad student, we understand that you will be balancing (or juggling) many layers of family commitments and employment as you navigate your studies. I trust you will create lasting relationships and a strong network of future colleagues. As an alum, my closest friendships to this day began at Union!



The College of Nursing and Health Sciences faculty and staff desire to create a nourishing Biblical worldview community to encourage one another in God's unchanging Truth, equip students with excellent (not perfect) skills, and hold all of us accountable to high standards with grace and support. As nurses, we are called to serve others well. Our belief in Jesus Christ commands us to love Him and love one another well. Because each person is valuable, every human interaction is eternally important (C.S. Lewis¹).

This program will be challenging. The faculty will help you navigate your studies at Union. As experts, they will lead you in the faithful practice of nursing because they continue to engage in patient care, are involved in professional organizations, and disseminate best practice at local, state, and national levels. They are available, approachable, and desire to see you transformed in this new season through our core values: Christ-centered, excellence driven, people focused, and future directed. Please choose to connect with the faculty and staff regularly. When you need something...ask. When you feel overwhelmed, reach out to a peer or faculty and choose to persevere. One of my favorite leaders, Winston Churchill, said: Success is not final; failure is not fatal: it is the courage to continue that counts.²

You have the potential to courageously transform our world! This can be accomplished simply by being intentionally and faithfully present – doing the next right thing in front of you well. I challenge you to notice where the Holy Spirit is working around you and join His agenda. The faculty and staff will be praying over each of you as you walk faithfully forward to flourish in this season.

With Joy!

Dr. Janice S. Williams, RN; DNP; ACNS-BC; CNE; CDCES

Dean & Professor of Nursing, College of Nursing and Health Sciences

References: ¹Callahan, P. (2023). Once upon a wardrobe. Harper Muse. ² Churchill speech at University of Miami 02/26/1946 (miamihistory.com)

2. INTRODUCTION

Union University, founded in 1823, is a private, four-year liberal arts institution affiliated with the Tennessee Baptist Convention. Rooted in Baptist tradition and evangelical conviction, Union is known for its heritage of academic excellence and commitment to providing a distinctively Christian education. The University fosters a grace-filled community where undergraduate and graduate education are offered within a Christ-centered context. <https://uu.edu/>

Niche.com (2026) ranked Union as *#1 Best Small Colleges in Tennessee* and *#1 Best Christian Colleges in Tennessee*, and *#3 Best Colleges in Tennessee*. Refer to <https://www.uu.edu/about/> for additional demographics and accolades. Union University nursing program is currently ranked by Niche (2026) as the *#3 Best Colleges for Nursing in Tennessee* <https://www.niche.com/colleges/rankings/> and was ranked as the *2025 #2 Best Nursing School in Tennessee*. <https://www.registerednursing.org/state/tennessee/> The MSN program is ranked #2 in Tennessee in 2025 <https://www.registerednursing.org/degree/msn/tennessee/>. #1 Best Nursing School in TN by Nursing School Hub <https://www.nursingschoolhub.com/best-tennessee-nursing-schools/>.

Union University's main campus includes 360 acres and is located in historic Jackson, Tennessee - area population around 100,000, located 80 miles east of Memphis and 120 miles west of Nashville. Regional campuses (non-residential) are in Memphis area (Germantown, established in 1997) and Nashville area (Hendersonville, established in 2012). Union University has more than 2718 undergraduate and graduate students from 46 states and 8 countries.

Union University's nursing legacy began in the early 1960s with the launch of an associate degree program, developed in response to community needs and healthcare leadership support. In 1977, due to increasing demand from registered nurses (RNs) and their employers, Union developed the RN to BSN program, receiving initial approval from the Tennessee Board of Nursing in 1979 for the Jackson campus. The first RN-BSN class graduated in May 1980. In 1986, an RN-BSN program was developed at Baptist Memorial Hospital in downtown Memphis, which later transitioned to the Germantown campus in August 1997.

In response to changing community needs, the Union University SON admitted the inaugural class to the traditional baccalaureate degree in nursing (BSN) in 1992. Shortly thereafter, in 1995, the ASN program closed. To support the mobility of licensed practical nurses, the School of Nursing began offering the LPN Bridge program. It was absorbed into the accelerated BSN program in 2004.

The graduate program was initiated in 2000 with a program leading to a Master of Science in Nursing degree. The first cohort of 26 students was admitted in August 2000. Fifteen were admitted on the Jackson campus and 11 were admitted on the Germantown campus. The MSN program of study was designed to build upon the generalist preparation of the first professional baccalaureate degree. In 2005, the program was restructured to offer five tracks: Nursing Education, Nursing Administration, Nurse Anesthesia, Family Nurse Practitioner (FNP), Pediatric Nurse Practitioner, and Adult Nurse Practitioner. The Pediatric and Adult Nurse Practitioner tracks were discontinued in 2019. Currently, the FNP, Nursing Administration, and Nursing Education tracks are

available on all campuses, with the latter two being offered fully online since 2009. The MSN specialty tracks currently offered are Nursing Administration, Nursing Education, and Nurse Practitioner (Family & Psychiatric Mental Health tracks).

<https://www.uu.edu/programs/nursing/graduate/msn/>

In January 2004, the Bachelor of Science Accelerated track began delivering a 12-month accelerated curriculum for second degree students, followed by a 12-month BSN degree completion track in 2006. During fall 2011, the accelerated tracks were extended to a 15-month format. With the establishment of the Hendersonville campus in 2012, the Bachelor of Science Accelerated track was offered and currently admits two cohorts per year. The BSN program includes the traditional, accelerated, and RN-BSN tracks. The Germantown and Hendersonville campuses offer the accelerated BSN, Jackson campus offers both traditional and accelerated, and the RN-BSN is available online. The Hendersonville campus has agreements with local community colleges and Welch College (4-year) to offer a traditional BSN program in the future contingent on enrollment numbers. <https://www.uu.edu/programs/nursing/undergraduate/>

In January 2006, the MSN-nurse anesthesia track was implemented after an abundance of support from the community. The post-master's Doctor of Nursing Practice (DNP) program was approved in 2008 and launched in 2009, also guided by the AACN Essentials. The Nurse Anesthesia track was introduced in 2011 and transitioned to the DNP level in 2013. That same year, Union launched BSN-to-DNP pathways for nurse practitioners and executive leadership tracks. RN-MSN and RN-DNP tracks were introduced in 2013 but began a phased discontinuation in 2024 due to decreased enrollment and curricular overlap with the RN-BSN program. The Psychiatric Mental Health Nurse Practitioner (PMHNP) track was added in 2016. Currently, the BSN to DNP programs available include Nurse Anesthesia, Executive Leadership and Nurse Practitioner (Family and Psych) and are only offered as full-time options.

The Post-Masters Doctor of Nursing Practice (DNP) was approved in 2008 and began in fall 2009 with 18 students. The Post-master's DNP is designed with options as a full-time, part-time or accelerated track that begins each fall. Post-Graduate Certificates are awarded in the areas of Nursing Education, Nursing Administration, and Nurse Practitioner. Additionally, Nursing Education and Administration Endorsements are offered online, admitting twice each year.

<https://www.uu.edu/programs/nursing/graduate/dnp/>

In 2019 the School of Nursing expanded and was renamed the College of Nursing and Health Sciences (CONHS). The Health Science title allows for the expansion of the department to include additional health-related programs.

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN certificate program at Union University are fully accredited by the Commission on Collegiate Nursing Education (CCNE) (<http://www.ccneaccreditation.org>) and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Nurse Anesthesia track holds full accreditation status from the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) (through 2032) <https://www.coacrna.org/>, SACSOC (reaffirmation visit 2027), and CCNE. The baccalaureate and master's degree program, including the APRN tracks, MSN/MBA dual degree, and post-master certificate, are approved by the Tennessee Board of Nursing (TNBON) through 2030. TNBON approves

doctoral programs that include APRN; they provide a ‘certificate of fitness’ to the APRN but do not accredit the educational program.

https://www.tn.gov/content/dam/tn/health/documents/Nursing_Schools_RN.pdf

<https://www.uu.edu/programs/nursing/about/accreditation/>

The link below provides an overview of what we believe here at Union University.

<https://www.uu.edu/about/what-we-believe.cfm>

**Union University College of Nursing and Health Sciences
Deans**

Isabel Neely, RN, MSN	1961 – 1979
Marguerite Robey, RN, EdD	1979 – 1984
Regina Saffel, RN, MS, MSN	1984 – 1990
Carla Sanderson, RN, PhD	1990 – 1999
Susan Jacob, RN, PhD	1999 – 2003
Tharon Kirk, APRN, BC, MSN (Interim)	2003 – 2005
Tim Smith, PhD, CRNA, APN	2005 – 2014
Carol Nethery, DNP, RN, NEA-BC, FNC (Interim)	2014 – 2015
Kelly A. Harden DNSc, APRN, FNP-BC, FAANP	2015 – 2024
Allison Davis DNP, APRN, FNP-C (Interim)	2024 – 2025
Janice Williams RN; DNP; ACNS-BC; CNE; CDCES	2025 – present

3. Union University Mission

Union University provides Christ-centered education that promotes excellence and character development in service to Church and society.

College of Nursing Purpose, Mission, Guiding Statements and Conceptual Framework

a. Purpose of the College of Nursing

The purpose of the College of Nursing is to prepare competent healthcare professionals who provide compassionate and effective interventions to meet the diverse health needs of various populations.

Mission of the College of Nursing and Health Sciences

The mission of the College of Nursing and Health Sciences is to be excellence-driven, Christ-centered, people-focused, and future-directed while preparing qualified individuals for a career in the caring, therapeutic, educational, and leadership aspects of healthcare.

- BSN Programs: The mission of the Bachelor of Science in Nursing program is to be excellence-driven, Christ-centered, people-focused, and future-directed while preparing qualified individuals for a career in the caring, therapeutic, and teaching profession of nursing.
- MSN Programs: The mission of the Master of Science in Nursing programs is to connect Christian faith and the professional practice of nursing that is excellence-driven, Christ-centered, people-focused, and future directed within the scope of their practice as determined by education, licensure, and specialty certification.
- Post-Master's Certificate Programs: To prepare graduates for advanced professional nursing practice with specific functional and clinical abilities.
- DNP Programs: The mission of the Doctor of Nursing Practice is to connect Christian faith and the professional practice of nursing that is excellence-driven, Christ-centered, people-focused, and future-directed within the scope of their practice as determined by education, licensure, and specialty certification.
- Athletic Training Programs: The mission of the Master of Athletic Training program is to connect Christian faith and the professional practice of athletic training that is excellence-driven, Christ-centered, people focused, and future directed within the scope of practice as determined by education, licensure, and certification.

Guiding Statements

Statement of Mission, Purpose and Goals

The purpose of the College of Nursing and Health Sciences is to prepare competent professional healthcare professionals who provide compassionate and effective interventions to

meet the diverse health needs of various populations. The mission is to be excellence-driven, Christ-centered, people-focused, and future directed while preparing qualified individuals for a career in the caring, therapeutic, educational, and leadership aspects of healthcare.

b. Core Concepts:

1. **Person:** Recognized as a unique individual, family, or community, constantly interacting with their environment. Healthcare professionals acknowledge the wholistic nature of individuals encompassing physical, mental, spiritual, and social dimensions, and respect their dignity, values, and beliefs.
2. **Environment:** Encompasses all internal and external conditions influencing health, circumstances, and influences affecting persons. Healthcare professionals recognize the impact of these factors on health and work to promote environments that support well-being and promote human flourishing.
3. **Health:** Viewed as a dynamic state on a continuum from wellness to illness and reflects the integrated wholeness of the person's body, mind, and spirit; choices; and environmental factors. Healthcare professionals are committed to promoting optimal health, understanding that individuals' journey toward wellness is unique.
4. **Healthcare Practice:** A discipline based on a growing body of knowledge, combining scientific research, theory, caring, teaching, and practice in addition to a shared knowledge from the humanities, biologic sciences, and social sciences. Healthcare professionals use evidence-based approaches to promote, maintain, enhance, restore health, adapt to illness, or transition to a peaceful death, while also adapting to changing healthcare needs.
5. **Professionalism:** Healthcare professionals are prepared to function in diverse roles across various settings, maintaining high ethical standards, accountability, role development, therapeutic communication, and a commitment to lifelong learning.
6. **Educational Process:** The educational process is designed to provide experiences that foster professional growth and skill development and involves active participation of the student to attain a change in behavior. It is formal, informal, structured, and experiential, promoting an environment of mutual respect and continuous learning.

c. Additional Statements:

- The faculty of the Union University College of Nursing believes that a *baccalaureate* in nursing is the first professional degree in nursing. The professional nurse practices in independent, interdependent and dependent roles in diverse health care delivery systems. The nurse is aware of historical and current issues that affect the practice of nursing and health care delivery. Nurses act responsibly both as individuals accountable for their own actions and as members of a professional group.
- The faculty believes that a *master's* in nursing is the first advanced professional degree in nursing. The nurse prepared at the master's level has refined analytical skills, broad based perspectives, in-depth knowledge of the discipline, enhanced communication skills and the ability to relate theory to practice.
- The faculty believes that the *practice doctorate* in nursing builds upon the master's essentials in strengthening the Christian worldview as the foundation of practice while enhancing the knowledge and skills of the nurse in more effectively serving as a member of the healthcare team. These areas of enhancement include scientific underpinnings of

practice, organizational and leadership skills, analytical methods to evaluate practice, use of information systems, health care policy, collaborative processes to examine aggregate populations, and educational opportunities to strengthen one's specialty area of practice.

- In keeping with the educational mission and purpose of the parent institution, the College of Nursing and Health Sciences at Union University encourages the spiritual growth of each individual and upholds the Christian ethic of service in the healthcare profession. To this end, the student's curriculum provides a professional base to develop a healthcare practice that is excellence-driven and future directed.
- All the faculty beliefs are permeated by the Christian worldview of God which is summarized in the following pretheoretical suppositions.
 - God is the loving, sovereign creator of all that is. The one God is triune - Father, Son, and Holy Spirit—continually seeking a restorative relationship with His creation. A more complete understanding of God is developed through studying God's revelation, the scripture.
 - God created persons and environment and it was good. A **person** is a unique individual, family or community. (1) a **person**, as an individual, bears God's image and is created to be in a relationship with God and other individuals. However, the image of God in humanity is thrown into varying degrees of disharmony and imbalance. Because God is loving and seeks a restorative relationship with humanity, Christ, the Son, died for humanity. Therefore, every human possesses dignity and is worthy of justice, mercy, respect and Christian love. (2) Person, as a family, is individuals joined together to form the basic unit of society. (3) Person, as community, is formed by individuals, families and/or groups which share common characteristics and distinctly defined boundaries.
 - God gave persons of authority over the **environment**. Whether individual, family or community, the person's responsibility to the environment is to preserve and develop it.
 - God created the first individuals with perfect **health** in which the body, mind, and spirit were integrated in perfect wholeness. When man broke his perfect relationship with God, suffering and death became a natural part of physical life.
 - **Healthcare** is a God-given means of promoting health in persons by teaching and practicing health care in an ethical manner.
 - Recognizing that all knowledge comes from God, **healthcare as a profession** has the duty/responsibility to discover and to illuminate God's truth through rational thought about observation and experience relative to nursing. This discovery is accomplished through nursing research, theory development, practice, and education. The discipline of nursing expects that all nurses will practice based upon the ethical codes developed by the discipline. Christian nurses are furthermore called to practice nursing in a manner congruent with the beliefs and values of the Judeo-Christian tradition.
 - As healthcare fosters the total well-being of individuals who were created to reflect God's image, so through the **educational process**, healthcare educators comparably foster reasoning, competence, and creativity in students in order to reflect God's image.

Summary:

In alignment with the "Statement of Mission, Purpose, and Goals," the core concepts of

person, environment, health, healthcare practice, professionalism, and the educational process are defined and expanded upon. These concepts form the foundation upon which curricula and outcome criteria are developed and evaluated ensuring that healthcare professionals are well-prepared to meet the evolving needs of the populations they serve.

The AACN *Essentials* (2021) outline the necessary curriculum content and expected competencies of graduates from baccalaureate, master's, and Doctor of Nursing Practice programs. They include:

Domains

Domain 1 – Knowledge for Nursing Practice
 Domain 2 – Person Centered Care
 Domain 3 – Population Health
 Domain 4 – Scholarship for the Nursing Discipline
 Domain 5 – Quality and Safety
 Domain 6 – Interprofessional Partnerships
 Domain 7 – System-Based Practices
 Domain 8 – Informatics and Healthcare Technologies
 Domain 9 – Professionalism
 Domain 10 – Personal, Professional and Leadership Development

Concepts

Clinical Judgment
 Communication
 Compassionate Care
 Diversity, Equity and Inclusion
 Ethics
 Evidence-Based Practices
 Health Policy
 Social Determinates of Health

We have attached the link below to the AACN Essentials website:

<https://www.aacnnursing.org/essentials/tool-kit/domains-concepts>

(Reapproved with slight revisions 2005, 2010, 2014, 2025)

4. CODE OF ETHICS FOR NURSES WITH INTERPRETIVE STATEMENTS

PREFACE

Ethics is an integral part of the foundation of nursing. Nursing has a distinguished history of concern for the welfare of the sick, injured, and vulnerable and for social justice. This concern is embodied in the provision of nursing care to individuals and the community. Nursing encompasses the prevention of illness, the alleviation of suffering, and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities. Nurses act to change those

aspects of social structures that detract from health and well-being. Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary goals, values, and obligations of the profession.

The Code of Ethics for Nurses serves the following purposes:

- *It is a succinct statement of the ethical values, obligations, duties, and professional ideals of nurses individually and collectively.*
- *It is the profession's nonnegotiable ethical standard.*
- *It is an expression of nursing's own understanding of its commitment to society.*

There are numerous approaches for addressing ethics; these include adopting or subscribing to ethical theories, including humanist, feminist, and social ethics, adhering to ethical principles, and cultivating virtues. The Code of Ethics for Nurses reflects all these approaches. The words “ethical” and “moral” are used throughout the Code of Ethics. “Ethical” is used to refer to reasons for decisions about how one ought to act, using the above-mentioned approaches. In general, the word “moral” overlaps with “ethical” but is more aligned with personal belief and cultural values. Statements that describe activities and attributes of nurses in this Code of Ethics are to be understood as normative or prescriptive statements expressing expectations of ethical behavior.

The Code of Ethics for Nurses uses the term *patient* to refer to recipients of nursing care. The derivation of this word refers to “one who suffers,” reflecting a universal aspect of human existence. Nonetheless, it is recognized that nurses also provide services to those seeking health as well as those responding to illness, to students and to staff, in health care facilities as well in communities. Similarly, the term *practice* refers to the actions of the nurse in whatever role the nurse fulfills, including direct patient care provider, educator, administrator, researcher, policy developer, or other. Thus, the values and obligations expressed in this Code of Ethics apply to nurses in all roles and settings.

The Code of Ethics for Nurses is a dynamic document. As nursing and its social context change, changes to the Code of Ethics are also necessary. The Code of Ethics consists of two components: the provisions and the accompanying interpretive statements (2015). There are nine provisions. The first three describe the most fundamental values and commitments of the nurse, the next three address boundaries of duty and loyalty, and the last three address aspects of duties beyond individual patient encounters. For each provision, there are interpretive statements that provide greater specificity for practice and are responsive to the contemporary context of nursing.

Consequently, the interpretive statements are subject to more frequent revision than are the provisions. Additional ethical guidance and detail can be found in ANA or constituent member association position statements that address clinical, research, administrative, educational, or public policy issues.

The Code of Ethics for Nurses with Interpretive Statements provides a framework for nurses to use in ethical analysis and decision-making. The Code of Ethics establishes the ethical standard for the profession. It is not negotiable in any setting nor is it subject to revision or

amendment except by formal process of the House of Delegates of the ANA. The Code of Ethics for Nurses reflects the proud ethical heritage of nursing, a guide for nurses now and in the future.

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

5. FACULTY

Janice Williams (2025). Dean, Professor of Nursing. A.S.N., Union University; B.S.N., Union University; M.S.N., University of Tennessee-Memphis; D.N.P., Case Western Reserve University.

Office: White Hall 221 (Jackson) **Phone:** 731-661-5946 **Email:** jswilliams@uu.edu

Allison Davis (2012). Associate Dean of Graduate and Undergraduate Programs, Professor of Nursing. B.S.N. Middle Tennessee State University, M.S.N. Union University, D.N.P.

Vanderbilt University.

Office: 233 (Hendersonville) **Phone:** 615-447-2534 **Email:** adavis@uu.edu

Brad Creekmore (2017). Chair of Nurse Practitioner Tracks, Assistant Professor of Nursing. B.S., University of Tennessee-Martin; B.S.N., Union University; M.S.N., Union University; D.N.P., Union University.

Office: White Hall 238 (Jackson) **Phone:** 731-661-5902 **Email:** bcreekmore@uu.edu

Christina “Christy” Davis (2014). Chair of Administration, Nursing Education and Executive Leadership Tracks of Graduate Nursing Programs, Associate Professor of Nursing. B.S.N., Union University; M.S.N., Union University; D.N.P., Union University.

Office: White Hall 243 (Jackson) **Phone:** 731-661-5539 **Email:** cldavis@uu.edu

Cathy Ammerman (2017). Associate Professor of Nursing. A.S.N, Western Kentucky University; B.S.N., University of Evansville; M.S.N., Western Kentucky University; D.N.P. Union University.

Office: White Hall 240 (Jackson) **Phone:** 731-661-6559 **Email:** cammerman@uu.edu

Sharon Evans (2007). Professor of Nursing. B.S.N, Oral Roberts University; M.S.N., St. Louis University; Ph.D., St. Louis University; Post Master’s Pediatric Nurse Practitioner Certificate, Union University.

Office: White Hall 261 (Jackson) **Phone:** 731-661-5949 **Email:** sjevans@uu.edu

Lindsey Cook (2023). Assistant Professor of Nursing. B.S.N. University of Tennessee at Martin; M.S.N. Union University; D.N.P Union University.

Office: White Hall 241 (Jackson) **Phone:** 731-661-5095 **Email:** lcook@uu.edu

Chelsea Schmidt (2024). Assistant Professor of Nursing. B.S.N., University of Central Arkansas; M.S.N., Texas Women’s University; D.N.P., Murray State University

Office: White Hall 259 (Jackson) **Phone:** 731-661- 6558 **Email:** cschmidt@uu.edu

STAFF

Ellen Smith Program Coordinator for Graduate Nursing

Office: White Hall (Jackson) **Phone:** 731-661-5929 **Email:** esmith@uu.edu

Fax Numbers: Jackson 731-661-5959 **Germantown** 901-759-5874 **Hendersonville** 615-447-2560

6. CAMPUS INFORMATION

a. JACKSON CAMPUS

**Library Hours 730am-7pm
(731-661-5418)**

The following link provides up to date information about the library services for the Jackson and Germantown campuses. (Closed during required chapels, other exceptions as posted)

<http://www.uu.edu/library/>

Computing Services (731-661-5400)

The following link provides up to date information about computer lab hours and the IT Help Desk. The link provides information for both the Jackson and Germantown campuses.

<http://www.uu.edu/it/help/labhours.cfm>

Please note reserved signs. Labs will close for required chapels and school holidays.

NOTICE: The schedule may change for inclement weather, school holidays, etc. Please plan accordingly. The campus is only open at night and on Saturdays if there are classes scheduled. In the event there are no classes, the building will be closed, therefore no access to the computer labs. Look for signs with building schedules on them around campus or call during the week.

Activities Center (731-661-5150)

Dining on Campus <https://www.uu.edu/studentlife/dining/>

Wellness Center Hours (731-661-5447)

(Schedule may vary due to available staffing)

b. GERMANTOWN CAMPUS

Building Hours: (subject to change and not applicable during holiday and break periods)

Monday - Thursday

8:00 am to 4:30 pm

Friday

8:00 am to 4:00 pm

Bookstore

There is no **bookstore** on the Germantown Campus. Union University students can access texts via <https://bookstore.uu.edu/home>.

Germantown Student Canteen

This is located on the ground floor. Students will find drink and snack machines as well as a refrigerator and microwave. It is the responsibility of all who use this room to help keep it clean.

Library Hours

Germantown (Room 209) – 901-312-1904

The following link provides up to date information about the library services for the Jackson and Germantown campuses. (Closed during Required Chapels, other exceptions as Posted)

<http://www.uu.edu/library/>

Technology Labs and Student Printing

Computers and printers are in the computer labs and the library. Printing is available through Paw Print accounts. The following link provides up to date information about computer lab hours and the IT Help Desk. The link provides information for both the Jackson and Germantown campuses. <http://www.uu.edu/it/help/labhours.cfm>

Technology Support Coordinator (Germantown): Erica Cole: ecole@uu.edu or 901-312-1948

c. HENDERSONVILLE CAMPUS

Building Hours: (subject to change and not applicable during holiday and break periods)

Monday – Friday

8:00 am to 4:30 pm

Technology Labs and Student Printing

There is no dedicated computer lab for student use. Laptops may be checked out during daytime office hours by inquiring in the Administrative Office suite on the first floor. Student printing through Paw Print is available in the Academic Commons on the first floor.

Bookstore

There is no bookstore on the Hendersonville campus. Union University students can access texts via <https://bookstore.uu.edu/home>.

Library

Hendersonville students utilize the Union online library and its many resources. Students may utilize the Hendersonville public library located near the campus.

The Academic Commons

The Commons is a gathering and study area for Union students. The daily newspaper and informational announcements are posted in the Commons.

7. MASTER OF SCIENCE IN NURSING PROGRAM

a. Program Description

The Master of Science in Nursing Program prepares students to assume leadership roles in your specialty area of nursing. Our Master of Science in Nursing (MSN) program will prepare you in advanced theory and practice in a specialized area and will equip you to promote the health and well-being of people in an intercultural world. Our curriculum will help you analyze nursing problems, utilize theories related to nursing practice, and integrate principles of spiritual care and

bio-ethics in your professional role. You'll be ready to practice in a variety of healthcare settings, and you'll also be prepared for doctoral study in nursing.

b. Program Learning Outcomes

The graduate of the master's nursing program will be able to:

- Incorporate theory and research in advanced nursing practice.
- Assume leadership roles in one's specialty area of nursing to promote health and well-being of persons in an intercultural world
- Demonstrate competency in the provision of evidence-based practice in the selected nursing specialty
- Integrate knowledge of healthcare economics and policy into the delivery of cost effective, ethically responsible nursing care.
- Manage health care information utilizing available technology to influence nursing practice and improve health care outcomes.
- Promote the nursing profession by executing the role with competence, responsibility, and integrity, and maintaining current and emerging professional standards.
- Collaborate with other disciplines to advocate for improved access, quality, and cost-effective health care.

c. Curriculum Models for all MSN Level Tracks

For all information on track specifics and curriculum model information, including hour requirements, please visit the following link: <https://www.uu.edu/programs/nursing/graduate/>

8. DOCTOR OF NURSING PRACTICE PROGRAM

a. Program Description

The Doctor of Nursing Practice Program (DNP) prepares graduates for the specialty areas of executive leadership, nurse anesthesia, and nurse practitioner. The DNP Program provides the student with the opportunity to develop their potential as a leader in the specialty areas of executive leadership, nurse anesthesia, and nurse practitioner through our Doctor of Nursing Practice (DNP) Program. You'll strengthen your clinical skills by gaining intensive experiences in your specialty area of practice, enhance your understanding of the theories that support your specialty, and broaden your perspective of healthcare systems and delivery models - all from a Christian worldview.

The Post-Master's DNP provides students with the opportunity to strengthen clinical skills and enhance the understanding of the theoretical underpinnings that support their specialty area of practice. This program does not prepare students for a new specialty. The post-master's DNP is designed as a full-time, part-time, or accelerated track that begins the fall of each year. Students are expected to be on campus for four 1-week sessions (approximately seven 1-week sessions for part-time) during the program with an ongoing intensive online educational process through Canvas. The clinical fellowships are expected to be completed in the area in which you live with clinical agency support from the institution in completing your DNP project.

The BSN to DNP program provides students with the opportunity to gain intensive experiences in an advanced nursing practice role. The program integrates biosciences, education, research, business, and technology within a Christian worldview. This program does not award a BSN or MSN but will award a DNP upon successful completion of the program. The BSN to DNP programs are available in Nurse Anesthesia (see separate handbook), Family Nurse Practitioner, Family Psychiatric Mental Health Nurse Practitioner, and Executive Leadership and are only offered as full-time options. The Nurse Anesthesia and Nurse Practitioner tracks require a blend of on-line and/or weekly on-campus sessions, while the Executive Leadership option is fully online with scheduled on-campus intensives.

b. Program Learning Outcomes

The graduate of the DNP Program will be able to:

- Demonstrate expertise in an area of specialized advanced nursing practice
- Integrate biosciences, education, research, business, and technology into advanced nursing practice within the Christian worldview by providing evidence-based care to improve the health of individuals, aggregates and populations.
- Promote transformation of health care through inter-professional collaboration, policy development, and technology utilization within an area of specialized advanced nursing practice
- Assume leadership role in organizational and systems activities for quality improvement to enhance patient outcomes.
- Contribute to and evaluate evidence-based research and interventions for a specialized area of nursing practice to improve the health of individuals, aggregates, and populations.

c. Curriculum Models for all DNP Level Tracks

For all information on track specifics and curriculum model information, including hour requirements, please visit the following link: <https://www.uu.edu/programs/nursing/graduate/>

9. POST GRADUATE CERTIFICATE PROGRAM

a. Program Description

The College of Nursing and Health Sciences endeavors to provide curricula that encourage individuals to pursue Christ-centered excellence in their nursing vocation as the future needs of the nursing profession come into view. The certificate program fits with the mission of the University to provide Christ-centered higher education that promotes excellence and character development in service to Church and society.

This program is ideal for nurses who have obtained their master's or doctoral degree in nursing in another area and now find themselves in positions that require advanced preparation in nursing education, nursing administration, nurse practitioner, or nurse anesthetist. For example, if an MSN graduate with a major in nursing administration desired to acquire a certificate in nursing education, that individual could enroll in this program. Another example might be that of an individual with a nurse practitioner degree desiring advanced study in nursing administration.

Additional coursework may be required upon evaluation of transcripts for students with a master's degree in a field other than nursing.

b. Program Learning Outcomes

The graduate of the PGC Program will be able to:

- Utilize existing graduate-level knowledge to broaden clinical reasoning within an additional specialty focus.
- Assume leadership roles in an additional specialty area of nursing to promote health and well-being of persons in an intercultural world.
- Demonstrate competency in the provision of evidence-based practice in an additional nursing specialty.

c. Curriculum Models for all PGC Level Tracks

For all information on track specifics and curriculum model information, including hour requirements, please visit the following link: <https://www.uu.edu/programs/nursing/graduate/>

10. GRADUATE COURSES

All graduate courses and content descriptions can be found in the Nursing Catalogue via this link <https://uu.smartcatalogiq.com>

11. ORIENTATION AND POLICY INFORMATION

- Use your faculty as resource persons. Ask for help whenever you do not understand your reading, returned written work, lecture, etc. We want to help you.
- Prepare a schedule to allow yourself adequate time for reading, study, literature searches, and presentation and manuscript preparation.
- Submit written work on appropriate paper, on-time, and typed neatly in APA 7TH ed. style unless otherwise specified.
- Become familiar with your student email address. We ask that you check for incoming messages **at least daily**. Home email addresses should be provided to the Graduate Program Coordinator.
- Notify the coordinator of the program if your name, mailing address, or email address changes.
- Prior to or upon admission, each student will undergo a criminal background check. The student will be responsible for the cost of the criminal background check. Clinical placement requires students to meet the background screening requirements of affiliated clinical agencies. Students who are unable to meet these requirements will not be able to complete required clinical experiences and, therefore, will not be able to continue in the program.
- Students admitted to the program must have and maintain:
 - Current CPR certification for all graduate students
 - Evidence of Hepatitis B, MMR, polio, varicella, and tetanus vaccination or immunity
 - Freedom from tuberculosis as evidenced by a negative PPD, QuantiFERON®-TB Gold Plus, or health provider examination
 - Health insurance

a. Plagiarism

The university is concerned about the growing issue of plagiarism. Plagiarism may occur in many ways and may present itself intentionally or unintentionally. To avoid plagiarism, please review the following website information. Students are expected to demonstrate academic integrity in all coursework. Maintaining these standards supports professional practice and successful progression in the program. Academic dishonesty, including plagiarism, will be addressed in accordance with university and graduate nursing policies including receiving a failing grade and up to being unable to progress in the program.

<https://wts.indiana.edu/writing-guides/plagiarism.html>

For further review, there is an article about plagiarism by Holly Carter, Jenna Hussey, Jeffery W. Forehand. Plagiarism in nursing education and the ethical implications in practice. *Heliyon* 5 (2019) e01350. doi: 10.1016/j.heliyon.2019.e01350

b. General Program Policies

- **POLICIES OF THIS HANDBOOK ARE IN ADDITION TO THE GOVERNING POLICIES AS NOTED IN THE GRADUATE ACADEMIC CATALOGUE**
<http://www.uu.edu/catalogue/graduate/>
- Nurses liability insurance is required of all graduate students. You will receive a charge of \$25 each fall semester for the mandatory professional malpractice insurance.
- All students must maintain current licensure, CPR certification and immunization status. All updated information should be uploaded into the Verified Credentials portal.
- Regular and successive attendance is expected of all students enrolled in face-to-face classes. Each faculty member will decide how this policy will be administered in his or her classes. Due to the accelerated nature of almost all courses in the graduate programs, absence from class should be avoided whenever possible.
- Graduating students are expected to attend graduation activities and exercises.
- If a graduate student is unable to fulfill his/her clinical course obligation in a course due to conflicts in the clinical setting, inability to receive appropriate teaching and/or evaluations, or university faculty advisor deems the clinical experience inadequate, the student may be required to relocate to a facility as requested by the faculty advisor to complete the clinical obligation. Students should be prepared for the possibility that alternative clinical placements may be necessary to meet course objectives. Any associated travel or relocation expenses remain the responsibility of the student.
- Completion of program requirements depends upon the availability of appropriate clinical experiences that meet educational and regulatory standards. While the College works diligently to support clinical placement, clinical availability cannot be guaranteed.

c. Channels of Communication

Faculty have designated office hours each week for students to meet in person or virtually. Any concerns or problems that arise regarding a course should first be addressed with the course faculty; If there is no resolution of the issue the student should then proceed to the chair of the program, with the professor of the courses involvement as well; If no resolution at this level, the associate dean should be the next step in the process; If no resolution for the issue, the next step is the dean of the program.

Formal Complaint: Refer to the University's appeal procedures at <https://www.uu.edu/studentlife/accountability/complaint-grievance-procedure-guidelines.cfm>

d. Clinical Guidelines and Expectations

The student must successfully complete the required number of clinical/simulation hours for each course. Clinical/practicum experiences are vital to student success. Clinical experiences are carefully planned to integrate theoretical content and clinical practice. If a clinical site requires mCE (My Clinical Exchange) management, the student will coordinate with their advisor and the mCE (My Clinical Exchange) clinical coordinator for the graduate nursing program to ensure all requirements are met for each facility.

e. Clinical Attendance

Attendance in the clinical setting is expected for successful course completion. Students must coordinate their clinical schedule with their assigned preceptor. A copy of the planned clinical schedule should be uploaded in Typhon under “Student Schedules.” **Any changes to the planned schedule need to be updated in Typhon immediately and the student’s clinical faculty advisor should be notified of the change immediately by email.**

In the event a student will be late/absent from a clinical experience, the student must notify the clinical instructor and preceptor by phone **prior** to the absence or tardy. If the instructor cannot be reached by phone, then an email should be sent to the course instructor. If the preceptor cannot be reached, the clinical agency must be notified of the absence. Students are responsible for rescheduling any missed clinical time to ensure the required number of clinical hours are achieved. Successful completion of the clinical course requires completion of all required clinical hours in order to progress in the program. Students are responsible for rescheduling missed clinical experiences to ensure all clinical requirements are met.

f. Professional Conduct

Professional conduct is always expected of all CON students. Professional conduct includes but is not limited to:

- Being on-time and prepared for all clinical experiences.
- Being attentive and eager to learn, interacting with the preceptor and patients, and staying engaged for the full clinical experience each clinical day.
- Maintaining privacy and confidentiality of PHI.
- Communicating effectively and in a timely manner. Communication with the clinical preceptor and clinical professor is important, especially for clinical concerns, scheduling concerns, treatment questions, Typhon or electronic issues, etc.
- Following all policy and procedure guidelines of the clinical facility.
- Limiting use of personal electronic devices. Cell phones, computers, and other electronic devices are to be kept in a secure area outside of patient and employee viewing, unless, being utilized for medical or patient visit needs. Personal calls, texting, shopping, or other personal electronic usage should not take place in the clinical setting. For electronic emergency situations, please inform your clinical preceptor and move to your facility’s designated area for communication.

When faculty or preceptor determine that a student is not adequately prepared for a clinical experience, participation may be postponed while concerns are reviewed and a plan for successful clinical participation is developed. Faculty will schedule a meeting with the student to discuss concerns and develop a plan.

Patient safety is the highest priority. Behaviors that place a patient's physical or emotional well-being at risk are inconsistent with program expectations and may affect continued progression in the program. When the action of the student is such that it seriously jeopardizes a patient’s physical or emotional well-being, the student may be dismissed from the program by the College of Nursing for failure to provide safe patient care as outlined in the Academic Standards below.

g. Academic Standards, Requirements for Progression, Probation, and Dismissal

Continued progression in the graduate nursing program requires maintaining the academic standards outlined below. Students must maintain an overall B average. After completion of 9 graduate hours at Union University, a graduate student whose cumulative GPA from courses

completed at Union University for graduate credit is below 3.0 will be placed on academic probation. A student placed on academic probation has one semester to increase his or her cumulative GPA to 3.0 or greater to be removed from a probationary status. If the student fails to increase his or her cumulative GPA to 3.0 or greater during the following semester, the student will be dismissed from the MSN Program.

Students must make a grade of B or higher in all track specific and 700 level courses (excluding pass/fail courses) in order to progress in or graduate from the graduate nursing program.

Students will not be able to progress in the program in the following situations:

- Receive an “F” (i.e., any grade below a “C”) in any course
- Receive more than two “C” grades in any non-track specific courses

The program faculty recognize that situations may arise which prevent students from successfully matriculating through the program. Students who are concerned about their academic standing should contact his or her advisor. If it appears the student may not be able to achieve a minimum passing grade in a course, they may be encouraged by the appropriate Program Chair to withdraw from the program. This can potentially prevent the student from acquiring an F on their Union University transcript if the dropped class occurs prior to the deadline listed on the academic calendar (“last day to drop a class”). All students who withdraw or who are academically dismissed from the program may not be eligible for readmission.

(See Union University Graduate Catalogue.)

Grading Scale for Graduate Nursing Courses

A = 100 – 90

B = 89 – 80

C = 79 – 75

F = 74 and below

****There is no “D” assigned in any graduate nursing course. The grading scale above applies only to nursing courses.**

Professional Standards Required for Continued Enrollment

Students are expected to consistently demonstrate behaviors that promote patient safety, academic integrity, professionalism, and ethical nursing practice. Behaviors inconsistent with these expectations may affect continued enrollment in the program.

Calculation of Course Grades Using Decimals:

Individual exam grades will be recorded in the gradebook as reported by the electronic testing software, i.e., a full number and two decimal places after the decimal point. Grades will not be rounded up or down at this time.

At the end of the semester/session, the final grade for the course will be calculated. After using the full number and two decimals as input for each exam into the calculation, mathematical rules for rounding will be used on the computed grade to determine the nearest whole number upon which the final course grade will be based.

While all grades to the hundredths decimal place will be used in the calculation of the final course grade, only the tenth decimal place will be considered in the final calculation; if it is 5 or

greater the final grade will be rounded up to the nearest whole number. If the tenth place is 4 or less, it will be rounded down to the nearest whole number.

- For example, for final course grade calculation, an 89.45 will be considered as an 89.4 which will be rounded to 89; an 89.59 will be considered as an 89.5 which will be rounded to 90.

Students must achieve a passing grade (P) as defined within each course syllabus for any course designated as pass/fail.

Any of the following conditions may result in an inability to progress in the program College of Nursing and Health Sciences – Graduate Program. Behaviors identified as criteria for dismissal include but not limited to:

- Unsafe clinical practice that may impact patient safety.
- Situations warranting a secondary follow-up conversation.
- Disrespect for a faculty member or clinical site representative.
- Academic dishonesty in any form (e.g., plagiarism, cheating, stealing).
- Misrepresentation or fabrication of events surrounding an incident involving professional and/or course related practice.
- Misrepresentation or fabrication of data or clinical records.
- Breach of professional ethics (See ANA Code for Nurses).
- Behavior not commensurate with professional expectations.
- Positive drug test or criminal background check while enrolled in the program. A student can be asked to complete a drug test or criminal background check by the Dean of the College of Nursing and Health Sciences at any time while enrolled in the program. Failure to abide in completing the test or obtaining adequate documents will result in automatic dismissal from the program. All expenses are the responsibility of the student.

**** The student will not be eligible for readmission to the College of Nursing and Health Sciences in any of the above cases.**

(i) Probation

When professional or academic expectations are not met, students may receive a formal notice outlining the concern and any required corrective actions. A probationary period may be implemented to support successful progression. During this period, students will meet with the Program Chair to review expectations and develop a plan for continued success. The duration of the probation period will be no less than one full semester. Students must meet with the program chair to discuss the violation, review the probation stipulation, and formulate a plan to succeed in the program. Failure to meet the probation stipulations may result in immediate dismissal from the program at any time during the probation period. Any behaviors that warrant a second probation period will result in immediate dismissal from the graduate nursing program.

h. Campus Life Handbook

At Union University we believe the following: <https://www.uu.edu/student-life/accountability/>

Students are to follow the policies and procedures documented in the Handbook. <https://uuwebcontent.blob.core.windows.net/assets/student-life/handbook/clh2627.pdf>

- Union University “Our Statement of Faith”
- Adult Values
- Judicial Process for Value Violations
- Academic Grievance Procedures

***Students are to follow the specific timeframes, contacts, and procedures for grade appeal and fair hearing processes outlined in the College of Nursing (CON) Grade Appeal/Fair Hearing Process included on pg. 39 of this document.**

i. Drug Free Environment

For those applicants accepted into the program, a background check and initial drug screen will be required upon August enrollment (at student’s expense). In addition, unscheduled drug screening or background check (at the students’ expense) may be done of students at the discretion of Union University or clinical sites.

j. Student Alcohol and Drug Testing Policy to Maintain Wellness

(i) Introduction

All students enrolled in Union University are expected to have the responsibility, accountability, and competence to make positive choices that maintain and improve their physical, mental and spiritual well-being.

“Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price, therefore glorify God in your body and in your spirit, which are God’s.”

1 Corinthians 7:19-20

Union University firmly believes that the use of alcohol and drugs can have a negative effect on the performance of the student’s intellectual and spiritual development. The potential for alcohol and drug abuse threatens the viability of the student’s professional development, the public’s confidence in Union’s programs and its academic reputation among colleges and universities. Most importantly, alcohol and drug abuse affects individual wellness which is imperative in maintaining a healthy mind and body to serve within God’s kingdom and be productive for His purposes.

(ii) Definitions

Alcohol means any product of distillation of any fermented liquid or any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits, and alcohol used in the manufacture of denatured alcohol, flavoring extracts, syrups, or medicinal, mechanical, scientific or culinary preparations.

Drug means any controlled substance identified in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812). Such drugs include, but are not limited to, amphetamines, barbiturates, benzodiazepines, cocaine, methaqualone, opiates (codeine, heroin, morphine, papaverine), phenycyclidine (PCP) and cannabinoids (THC, marijuana). In accordance with this policy, “drug” also means any legend drug obtained in violation of any Food and Drug Administration enforced statute or regulation. The abuse and/or dependence upon legally permitted substances such as, tobacco, prescription drugs, etc. is also prohibited.

Drug paraphernalia means any equipment, product or material that is used or intended for use in concealing a drug or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body a drug or controlled substance.

Drug test or test means any chemical, biological or physical instrumental analysis, for the purpose of determining the presence or absence of alcohol, drugs or its metabolites. Tests may be based on breath, saliva, urine, blood and/or hair samples.

Reasonable-suspicion drug testing means alcohol or drug testing based on a belief that a student is using or has used alcohol or drugs in violation of this policy drawn from specific, objective facts and reasonable inferences drawn from those facts in light of experience. Among other things, the facts and inferences may be based upon:

- Observable phenomena such as direct observation of drug or alcohol use or of the physical symptoms or manifestations of being under the influence of alcohol or a drug;
- Abnormal conduct or erratic behavior or a significant deterioration in performance;
- A report of alcohol or drug use, provided by a reliable and credible source;
- Evidence that an individual has tampered with an alcohol or drug test while in the academic program; and/or
- Evidence that a student has used, possessed, sold, solicited or transferred drugs or used alcohol.

Refusal to test means:

- Failure to provide adequate urine, hair, swab or other biological material for prohibited substances testing without a valid medical explanation after he or she has received notice of the requirement for testing,
- Engaging in conduct that obstructs or interferes with the testing process,
- Failure or refusal to execute the required forms provided in conjunction with the receipt of this policy or which are a part of the testing,
- Failure to be readily available for requested testing,
- Failure to report to, and undergo prohibited substances testing as required, and/or
- Alteration or adulteration of a specimen or admission to the collector that you adulterated or substituted a specimen.

Under the influence means a condition which alters, impairs, diminishes or affects the body’s sensory, cognitive or motor function due to alcohol or drug consumption; drug consumption may include extensive use of prescribed medications as well as illegal use of drugs. This also means

the detectable presence of substances within the body, regardless of when consumed, having an alcohol test result of 0.04 or greater alcohol concentration and/or having a positive alcohol or drug test.

A student's use of stimulants (as evidenced by a positive drug screen) without a current prescription will be considered to be abuse of prescription drugs and a "positive" test as noted below.

(iii) General Policy

Any of the following actions constitutes a violation of the policy and may subject a student to disciplinary action including immediate termination from the program:

- Consuming or being under the influence of alcohol, smoking or using smokeless tobacco on University property, at a clinical site, or as a representative of Union University.
- Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while on University property, in a clinical site or as a representative of Union University.
- Using any prescription drug without a current, valid prescription or being under the influence of any prescription drug without a current, valid prescription. A valid prescription is one that is issued by a licensed health care provider authorized to issue such prescription and used for its intended purpose as prescribed before any expiration date. This includes prescription stimulants without a valid, current (within 6 months) psychosocial evaluation.
- Using any drug (over the counter or prescription, regardless of possession of a valid prescription), that has the potential to impair judgment while on University property, a clinical site or while serving as a representative of Union University.
- Refusal to test.
- Conviction of illegal possession and/or illegal distribution of drugs or alcohol.

(iv) Types of Testing

Applicant Testing: All applicants accepted into a health-related academic program may, depending on the program requirements, be required to submit to an initial drug screen upon enrollment. This will be *at the student's expense*.

Random Testing: The student may be selected at random for drug and/or alcohol testing at any interval determined by the University. When selected for random testing the student must visit the designated laboratory **within twenty-four (24) hours of notification**.

Reasonable Suspicion Testing: Union University may ask the student to submit to a drug and/or alcohol test at any time it feels that the student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

Post-Incident Testing: Any student involved in an on-campus or clinical site incident which injures the student, another student, or a patient under circumstances that suggest possible use or

influence of drugs or alcohol in the incident may be asked to submit to a drug and/or alcohol test.

Clinical Site Testing Requirements: To meet clinical obligations, additional drug screens may be required by specific clinical sites at the student's expense.

(v) College of Nursing Testing Procedure/Collection of Samples

All testing will be performed by designated laboratories certified by either the SAMHSA (Department of Health and Human Services) or other governmental entity. Testing shall be in accordance with industry standards and in accordance with any applicable federal and state laws. The collection procedures shall be designed to ensure the security and integrity of the specimen provided by each student and those procedures shall follow chain-of-custody guidelines.

A Medical Review Officer shall be designated to receive all laboratory results from every type of test and assure that an individual who has tested positive has been afforded an opportunity to justify the test result. If the MRO determines that there is no legitimate explanation for the positive result, such result will then be considered a verified positive test result.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved testing device. If the initial test indicates an alcohol concentration of 0.04 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be observed and performed between fifteen minutes and no more than 30 minutes from the completion of the original test.

(vi) Disciplinary Procedures

- Positive drug screen for any of the criteria listed above:

Eligibility to participate in required clinical experiences depends upon meeting clinical agency drug-free requirements. Students who do not meet these requirements are unable to complete program clinical requirements.

Clinical sites do not allow students that have tested positive to enter their facility. Without clinical hours and experience, students would be unable to qualify for graduation from the graduate nursing program or to sit for their certification exam.

(vii) Alcohol/Drug Related Convictions

Students who are convicted of any alcohol or drug related violation under state or federal law or who plead guilty or nolo contendere (i.e. no contest) to such charges must inform the University in writing within five (5) days of the conviction or plea. Students are expected to report alcohol- or drug-related convictions within five days in accordance with university policy. Failure to meet this expectation will be addressed through established disciplinary procedures.

(viii) Cost of Process

Students are responsible for costs associated with enrollment and pre-clinical drug testing and required background checks.

(ix) Miscellaneous

While it is the desire of the University to promote a wellness plan that supports the grace filled community of the University, there are many external factors (e.g. licensing boards and clinical facility requirements) that may prohibit the student's ability to complete program requirements and may therefore result in program and University dismissal. If this occurs, the University is not liable for any effects this may cause in being unable to foster the student's completion of the program's academic requirements.

(x) Alcohol Consumption

There is to be no consumption of alcohol at functions where you participate as a Union student. This includes professional presentations/meetings (local, district, national), mission trips, etc. Students representing Union University are expected to uphold university and College of Nursing professional standards at all university-sponsored functions. Behaviors inconsistent with these expectations will be addressed according to established program policies.

Please be aware that any photos, videos, social media postings, or other depictions of a student consuming alcohol may constitute a violation of the Community Values Statement. Please refer to the Campus Life Handbook <https://www.uu.edu/student-life/accountability/>

(xi) Social Media Policy

Professional communication extends to digital platforms. Students are expected to use social media in ways that protect patient privacy, demonstrate professional judgment, and reflect the values of Union University and the nursing profession. It is never appropriate to share comments, updates, or critiques on any public forum (e.g., Facebook or twitter). Items, photos, and comments shared on these sites are available to the public and any that are in direct violation with our community values may result in disciplinary action (e.g., probation, suspension, and/or dismissal). For your convenience, below is a portion of the community values statement that you signed upon entering the graduate nursing program:

PERSONAL ABUSE. Personal abuse is defined as any behavior that results in harassment, coercion, threat, disrespect and/or intimidation of another person, or any unwanted sexual attention towards another person. This action may include any action or statements that cause damage or threaten the personal and/or psychological wellbeing of a person. Inappropriate narrative on a personal blog (e.g., Facebook) may be considered personal abuse.

Violations of this are considered very serious because they not only reflect upon your character but reflect upon the graduate nursing program and the University and individuals will be disciplined as appropriate.

We have provided a best practice social media policy for nursing below:

https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf

These blog sites (e.g., Instagram, Facebook, Twitter) are not to be utilized to address items such as clinical concerns, clinical sites or concerns with the nurse practitioner track faculty or coursework at Union University. Direct violation with this policy may result in disciplinary action as listed above. (e.g., probation, suspension, and/or dismissal)

Students are not to access, view, or post to social media while at clinical sites unless you are on break and not in patient care areas. Direct violation with this policy may result in disciplinary action as listed above. (e.g., probation, suspension, and/or dismissal)

(xii) Texting

Students are expected to remain fully engaged in patient care during clinical experiences. Personal texting is not permitted in patient care areas and may occur only during approved breaks in designated non-public areas. Students are permitted to have cell phones that are in the silent mode in their possession. **In addition, no texting is allowed unless the student is on break or at lunch and in a non-public setting where conversations may be overheard.** Violation of this policy may result in suspension or dismissal from the graduate nursing program

(xiii) Handheld Electronic Devices (HED)

1. All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines and for following HIPAA guidelines when using their HED in the clinical setting. **NOTE: AT NO TIME IS IT PERMISSIBLE TO PUT ANY PATIENT IDENTIFIERS OR PERSONAL PATIENT INFORMATION ON YOUR DEVICE**
2. The primary purpose for the HED in the clinical setting is for reference purposes (e.g., electronic drug guide, medical dictionary, etc.). It may be used as a calculator as well.
3. Telephone and camera functions must be turned off during clinical experiences by placing the HED in “airplane” mode (please refer to instructions on your specific device to accomplish this).
 - a. Students must not photograph patients, medical records, computer screens, or any protected health information.
 - b. Sending or receiving text or other messages on the HED during clinical is not permitted. (*NOTE: Faculty members will have a cell phone in case of emergency*).
 - c. No pictures are to be taken in the Cadaver or Plastination labs. These are a person’s body and must be treated with respect.
4. Infection control precautions must be maintained when using a HED in patient care areas. **(See Handheld Device Hygiene below)**
5. When accessing information on your device you must step away from public view. Patients and visitors do not know if you are using the HED for work or personal business and, to avoid any misunderstandings, keep your device out of sight in general areas on the unit.

Handheld Device Hygiene

- a. Wash hands before using the HED.
- b. Avoid using device with contaminated gloves. Plan ahead for procedures.
- c. Wipe down handheld device using solutions **ONLY** recommended by the device manufacturer.
- d. Avoid areas that can possibly contaminate the device (e.g., bedside tables, patient bed).
- e. **DO NOT take device into isolation rooms.**

- f. Use common sense. Think before using the device in the clinical setting. Remember, you intend to bring your handheld electronic device home to use again.

NOTE: Taking your personal handheld electronic device into the clinical setting is purely optional. You are solely responsible for its safety and security and use in accordance with the policies of the clinical site and this policy. Union University and the clinical agency are **NOT** responsible if your personal handheld electronic device is lost, stolen, broken, or contaminated to the point it is not usable.

(xiv) Disclosure of Offenses Post-Background Check Completion:

All graduate nursing students are required to complete a background check upon entering the College of Nursing. Please note the following statement regarding continued enrollment in the graduate nursing program:

Current full and part-time, MSN, Post-graduate Certificate, and DNP students are required to immediately report to their program chair and the Associate Dean of Graduate Programs any infractions (arrest, criminal charge, or conviction) that could potentially encumber your nursing license. Such actions may prohibit your ability to complete the required clinical hours in various clinical agencies and successfully complete the graduate nursing program. Failure to disclose information may result in dismissal from the program.

(xv) Student E-Mail

Union University provides an email account to support students in their graduate studies. Students are required to have an email address that ends with '@my.uu.edu'. All communication from the graduate nursing students will be sent to the uu.edu address. Students are expected to check their e-mail on a daily basis for updated communications.

(xvi) Dress Code

In all clinical or Fellowship settings the student is to wear a name badge that identifies the student with Union University College of Nursing and Health Sciences.

(xvii) Hospital or Clinical Settings:

Students are to wear a white finger-tip length lab coat (no embroidery, emblems, or logos). The UU ID badge should be clearly visible. All articles of personal attire should be scrupulously clean, i.e., freshly washed, wrinkle-free and in good condition. A watch with a second hand, a wedding and/or engagement ring and one pair of plain pierced earrings are the only items of jewelry that may be worn.

Hair must be well groomed and, if longer than collar length, it must be worn up or secured at the nape of the neck. Ribbons and headbands are not permitted. Male students should be clean shaven or wear neatly trimmed beards or moustaches. Fingernails should be clean, short, rounded, smooth and unpolished. All direct care providers should have nails less than 1/4 inch long. Short nails and clear polish seem to have no effect on the microbial load. Long nails and artificial nails increase the microbial load. Long nails can injure the patient and cause gloves to tear and are not permitted.

Professional clothing (business casual) is appropriate for most agencies. Wear solid pants or

skirts. Skirts should cover your knees when seated. Polo type shirts or button-down shirts/blouses will expose no immodest skin and completely cover midriff. Proper under garments must be worn. Closed-toed shoes and hosiery/socks are required. Scrubs should only be worn in certain clinical settings i.e., ED, OR, or critical care units. You must have approval from preceptor and clinical instructor before these can be worn. Jeans, tee shirts, tee shirts with logos, and athletic/tennis shoes are not to be worn in any setting.

12. COLLEGE OF NURSING AND HEALTH SCIENCES SPONSORED ORGANIZATIONS

Nu Lambda is a chapter of **Sigma Theta Tau International**, the Nursing Honor Society. Its purposes are to recognize superior achievement, to develop leadership qualities, to foster high professional standards, to encourage creative work, and to strengthen commitment to the ideals and purposes of the profession. Membership is by invitation to undergraduate students, graduate students and community leaders. The criteria for induction of graduate students are completion of one-fourth of the required nursing curriculum and a GPA of 3.5 or greater. After graduation, students continue their membership in the society as alumni. The link to the Sigma Theta Tau International website: <https://www.sigmanursing.org/>

Graduate nursing students are strongly encouraged to hold membership in the American Nurses Association (ANA) and Tennessee Nurses Association (TNA) if they reside in Tennessee. Most professional nursing organizations have student memberships at a discount rate, so students should take advantage of those opportunities.

13. LIBRARY RESOURCES FOR NURSING STUDENTS

The most useful library resources for nursing students are gathered on the Nursing Research Guide at <http://guides.uu.edu/nursing>. From this guide, you can access library databases for doing research, the library catalog to locate both print and electronic books, useful websites, information on citing sources, and other relevant links.

a. Databases

The databases for nursing topics are found on the databases page of the research guide <http://guides.uu.edu/nursing/databases>. The primary databases are listed first, including CINAHL, Cochrane Library, Science Direct, MEDLINE and Nursing and Allied Health Collection. Other useful health sciences databases are listed below the primary databases. Descriptions of the databases and their content are included on the website. The descriptions can help you determine which databases are most likely to have content related to your topic.

Notes on specific databases

- MEDLINE vs PubMed: PubMed is a public database available through the National Library of Medicine. MEDLINE is a subscription service that searches the same content. We have MEDLINE access on several different platforms (one is listed with the primary databases and others are listed with the other databases). All of these (all MEDLINES and PubMed) are searching the same content, though the interface will be different.
- SciFinder: This is primarily a chemistry database. It requires an individual account which must be created on campus. (According to our license agreement we cannot provide remote

access to the registration.) If you are enrolled in an online program and need access to the SciFinder, please contact the library and we will be glad to create the account for you.

- MicroMedex: **username:** unionu **password:** 9acdmdx
- *UpToDate* is available through the Union University library. Students can also download the app.

b. Books

The books page of the guide, <http://guides.uu.edu/nursing/books>, provides access to the library catalog. Several electronic books databases have significant collections in health sciences, including Ebsco Ebooks, OVID Ebooks and R2 Library. If you are enrolled in an online program and need access to print books we hold in our library, you can fill out an interlibrary loan form at <https://uu.libwizard.com/f/interlibraryloanform>. Make a note in the comments section that you are a distance student and need the book(s) sent directly to you.

c. Off Campus Access to Electronic Resources

Off campus access is provided through a proxy server (with the exception of databases mentioned above). You will be prompted to login with your UU network credentials. This will be your username (firstname.lastname) and password that you use to login to Canvas, email or other UU resources. DO NOT include “@my.uu.edu” as part of your username.

Common issues

- The proxy login page has the UU crest in the center. If you get any other login screen, your UU credentials will not work. Try clearing your browser cache and cookies and navigate to the database again. If you continue to get a different login, please contact the library at library@uu.edu.
- Do not try to save bookmarks to specific databases. They often include extra information that breaks the connection with the proxy server. Always begin at one of the database lists on the library website.
- If the browser will not load the page when you click on the database link—either it simply spins and does nothing or gives you a “cannot load page” error message—this usually indicates the proxy server is being blocked by a firewall or security software. This is especially common when trying to access databases on business networks. Adding an exception to ezproxy.uu.edu should resolve the problem. (If you are at work, this would need to be done at the network level by the IT dept.)

d. Research Coach

Research assistance is provided through the Research Coach program. This is one-on-one assistance to help you learn which databases to use, how to search, and how to use and cite sources. More information can be found at <https://uu.libcal.com/appointments/>. Research coaching for online students can be done over the phone, through skype/Zoom/Teams or other applications.

Contact the Library:

Phone

For research help
731-661-6571

Email

For research help
reference@uu.edu

Website

Homepage
<http://www.uu.edu/library>

**For general questions
Or questions about
your account,
renewing books, etc.**
731-661-5070

**For general help or
report issues with
access**
library@uu.edu

Ask-a-librarian
<http://www.uu.edu/library/ask.cfm>

14. COMPUTER REQUIREMENTS

Each student is required to have access to a personal computer and printer outside of the university. It is not the university's responsibility to print or copy documents that the faculty may send to you via email attachments or distribute in the classroom. It is the student's responsibility to be able to send/receive emails with attachments and operate basic computer software such as Word, Excel, and PowerPoint. At times, the student will be required to watch videos that contain audio and video through PowerPoint. The student is responsible for sending or receiving information from a computer that has an active, up-to-date antivirus program. The university will provide you an email account free of charge. *The student communicating from distant sites should communicate through high-speed internet access.* Students are encouraged to contact the Help desk (help@uu.edu) if they encounter computer or learning program problems. Additional IT information is available at <http://www.uu.edu/it/>

15. STUDENTS WITH DISABILITIES OR ACADEMIC ACCOMMODATIONS

a. ADA Policy/Accommodations

Any student with a disability requesting academic accommodations is encouraged to speak with the course instructor immediately at the beginning of the semester. In addition, the student must provide the instructor with a letter of accommodations from the Office of Disability Services (ODS). For more information about registering with ODS please visit <https://www.uu.edu/student-life/disability-services/> or contact Cassie Moore, Director for Disability Services, at cmoore@uu.edu or (731) 661-5059. ODS is located in PAC F-39. All information disclosed during this process will be handled in compliance with FERPA policies regarding privacy of information.

Updated 7.27.26 aad

16. POLICY ACKNOWLEDGMENT BY THE STUDENT

**POLICIES OF THIS HANDBOOK ARE IN ADDITION TO THE GOVERNING
POLICIES AS NOTED IN THE GRADUATE ACADEMIC CATALOGUE
<https://uu.smartcatalogiq.com/>AND THE CAMPUS LIFE HANDBOOK
<https://www.uu.edu/student-life/accountability/>**

The College of Nursing handbook provides general information about the MSN/DNP/PGC programs at Union University. By signing the form, I acknowledge that I have received information on how to access an electronic copy of the CON handbook. I understand that I am responsible for reading the handbook in its entirety and will be held accountable for complying with all policies and procedures contained within it. It is my responsibility to seek clarification from the Program Chair regarding any policy or procedure I do not understand. I agree to read and comply with any new or revised policies or procedures issued by the program and incorporate them into my handbook. I understand that any changes in handbook policies made during the academic year will be communicated to each student electronically. Information in this handbook is as complete and accurate as possible at the time of publication.

Printed Name

Graduate Student _____

Date _____

Signature _____

A COPY IS TO BE RETAINED BY THE STUDENT

**17. Student Alcohol and Drug Testing Policy to Maintain Wellness
Acknowledgement**

The signature of the graduate student below indicates they have read and understood the information related to student alcohol and drug testing and wellness, and agree to abide by the provisions within. This signed agreement will be placed in the student's file as a permanent record.

Printed Name
Graduate Student _____ Date _____

Signature _____

A COPY IS TO BE RETAINED BY THE STUDENT

18. Laboratory Exposure Risk Acknowledgment

I acknowledge that participation in laboratory courses may involve exposure to chemicals, biological agents, or other materials that could pose risks to health if not handled properly.

I understand that certain chemicals and laboratory environments may include potential risks to reproductive health or exacerbation of health issues due to exposure to chemicals in the lab. I acknowledge that these risks vary depending on the substance, exposure level, and duration of exposure.

Assumption of Participation Risk

I acknowledge that I have received information regarding laboratory hazards and safety procedures during an orientation period provided by my instructor prior to beginning the laboratory class. I agree to comply with all safety requirements, including the use of personal protective equipment (PPE) and adherence to established protocols.

I understand that, despite reasonable safety measures, not all risks can be eliminated in a laboratory environment.

Statement of Understanding

By signing below, I confirm that:

- I understand the potential risks associated with laboratory participation
- I understand my right to request reasonable accommodation based on my disability or qualifying medical condition as allowed by applicable law.
- I have had the opportunity to ask questions regarding laboratory safety

Student Name: _____

Signature: _____

Date: _____

A COPY IS TO BE RETAINED BY THE STUDENT

19. College of Nursing (CON) Grade Appeal/Fair Hearing Process

If a nursing student has a final grade appeal, they must follow the CON process. Due to the accelerated nature and block coursework in most nursing programs/tracks, the CON has modified the final grade appeal grievance process by: 1) decreasing the initiation and allotted time from 10 business days in the University's process to five (5) days (not working days) within the CON, and 2) streamlining the level of CON administrative review. This will ensure timeliness in meeting safety requirements for clinical onboarding and student course planning.

For all other grievances, nursing students will follow the University process located at <https://www.uu.edu/studentlife/accountability/general-grievance-policy.cfm>.

1. **BEFORE** initiating a written formal final course grade appeal, the student must meet with the course instructor to first attempt to resolve the matter with the instructor.
 - a. Only the final overall course grade may be appealed.
 - b. No one may substitute personal judgment for that of the instructor in regard to the quality of the student's work; therefore, evidence must be shown by the student of any deviation from established procedure that adversely affects the student in the assignment of the letter grade for the course. Deviation from established procedure is defined as assignment of a grade on a basis other than the student's performance in the course, assignment of a grade to a student by more stringent or different standards from those that were applied to other students in the course, or the assignment of a grade that does not align with the grading scheme outlined in the syllabus.
2. **Instructor Level:**
 - a. If the issue is not resolved informally by consultation with the course instructor, the student must initiate a written formal final grade appeal by sending an email to the course instructor within five days of the posting of the final grade for the course.
 - b. In addition to requesting a review of how the grade was determined, the student should include specific reasons for his or her dissatisfaction.
 - c. The request should be sent to the course instructor's Union email address and copied to the course instructor's department chair.
 - i. If the course instructor is the department chair, the student should copy the email to the Dean.
 - ii. If the course instructor is the Dean, the student should copy their email to the Provost.
 - d. The course instructor will provide an email response to the student, copied to the department chair within five days of the date sent of the student's email.
 - e. If the response is satisfactory to the student, the process ends here.
3. **Dean's Level:**
 - a. If the above response is not satisfactory, the student may appeal the course instructor's decision to the Dean of the College of Nursing & Health Sciences.
 - b. This email request should be sent to the Dean's Union email address within five days of the sent date of the course instructor's email response.
 - c. The student's email should include a clear statement of the requested action, the original email to the course instructor, the course instructor's response, all course

grade information, and specific reasons for his or her dissatisfaction with the previous decision.

- d. The Dean will provide an email response to the student with copies sent to the instructor and instructor's chair within five days of the send date of the student's request.
- e. If the response is satisfactory to the student, the process ends here.

4. Judicial and Appeals Committee:

- a. If the above response is not satisfactory, the student may appeal the Dean's decision to the Judicial and Appeals Committee.
- b. This email request should be sent to the Associate Provost's Union email address within five days of the sent date from the Dean of Nursing & Health Science's email response requesting a review of the grade.
- c. The Associate Provost will request a meeting of the Judicial and Appeals Committee to review all appeal-related documents.
- d. The Committee will provide an email response to the instructor and the student with copies sent to the instructor's chair, Dean of Nursing & Health Sciences within five days of the sent date of the sent date of the instructor/student's request.
- e. If the response is satisfactory to the student, the process ends here.

5. Administrative Level:

- a. If the above response is not satisfactory, the student may appeal the Judicial and Appeals Committee decision to the Provost.
- b. Within five days of the sent date of the Judicial and Appeals Committee's response, the student may submit an email request to the Provost.
- c. The Provost will provide an email response to the Judicial and Appeals Committee, Dean, and student, with copies sent to the instructor and instructor's chair within five days of the send date of the student's request.
- d. The decision rendered by the Provost is final.

6. Documentation

- a. Documentation of the appeal and decision process will be retained in the student's file - the Academic Center.
- b. For more information concerning the privacy of grade records, see the section entitled "FERPA - Confidentiality of Student Records" in the CON handbook.