

UPDATES

Reviewed: 8/20/2024, 11/12/2024, 12/17/2024

Revised: 12/13/2023, 2/12/2024, 8/20/2024, 9/25/2024, 11/12/2024, 12/17/2024

DATE	POLICY #	POLICY NAME	REVISIONS	HANDBOOKS	COMPARE
12/17/2024	5.1.114	Student Standards of Conduct	Self-report language added, timeframe policy applies to students/applicants added, standards 29 & 30 added	Administrative Manual, ASPMF Handbook, DNAPC Handbook, DNAP PD Handbook	Compare Revisions
12/17/2024	5.4.102	Clinical Evaluation Policy	Added to PD Handbook	Administrative Manual, DNAP PD Handbook	Compare Revisions
12/17/2024	5.1.114	Student Dress Code Policy	Minor revisions to language to increase clarity	Administrative Manual, ASPMF Handbook, DNAPC Handbook, DNAP PD Handbook	Compare Revisions
11/12/2024	3.3.120	Anatomy Lab Care, Maintenance, and Safety Policy	NEW - Policy lays the groundwork for rules and regulations for the lab	Administrative Manual	Link to new policy
11/12/2024	5.2.113	Self Evaluation Examination (SEE) Policy	Updated to match language in the PD Handbook	Administrative Manual, DNAP PD Handbook	Compare Revisions
11/12/2024	5.3.108	Attendance & Absentee Policy - DNAPC	Policy retired - no longer in use	Administrative Manual	Link to old policy
11/12/2024	5.3.107	Continuation Status Plan for DNAP Completion Program - Student Withdrawal	Policy retired - no longer in use	Administrative Manual	Link to old policy
11/12/2024	5.1.305	Enrollment Deferral Policy	New Policy - Policy was created as there is no information in the handbooks regarding enrollment deferrals. Deferrals are occasionally granted to accepted applicants prior to enrollment for extenuating circumstances.	Administrative Manual, ASPMF Handbook, DNAPC Handbook, DNAP PD Handbook	Link to new policy
10/15/2024	3.3.118	Catastrophic Event and Continuity of Operations Policy	Changes were mostly grammatical or typographical	Administrative Manual	Compare Revisions
9/24/2024	3.3.111	Suspected Substance Abuse Protocol	policy RETIRED	Administrative Manual	Link to old policy
9/24/2024	3.2.301	Drug Free Workplace	policy RETIRED	Administrative Manual	Link to old policy
9/24/2024	3.2.404	Drug Free Workplace & Substance Abuse	This new policy combines 3.2.301 and 3.3.111 with updates for HR compliance. Added employee assistance section and sanctions for employees. Resources were updated to what we offer.	Administrative Manual and Employee Handbook	Link to new policy
9/24/2024	5.1.110	Student Lines of Communication	Text messages added as an additional line of communication for some deadlines and reminders. Students must opt in/out. It was noted not to send any confidential or sensitive information in SMS messages.	Administrative Manual, ASPMF Handbook, DNAPC Handbook, DNAP PD Handbook	Compare Revisions
9/24/2024	3.2.304	Employee Protection (Whistleblower)	Last policy update was 2013. There was an overhaul of the	Administrative Manual and Employee Handbook	Compare Revisions

			policy with HR consultation and input from our legal department to bring practices up to date, with approval from Executive Administration (EA) and PRC.		
9/24/2024	3.2.105	Recruitment, Employment, & Evaluation of Non-Faculty Employees	Last policy update 2019. Policy was updated with HR consultation and input from Executive Administration (EA) and approval by EA and PRC.	Administrative Manual	Compare Revisions
8/20/2024	5.1.118	Student Representation in Committees	Language changes: Updated name of School Life Committee to School Life and Wellness Committee, changed DNAP-C to "post-graduate", and added School Life and Wellness Committee to post-graduate	Admin Manual, DNAP-PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions
7/25/2024	4.1.101	Faculty Appointments Policy	Faculty members must have a terminal degree. Remove "[or are engaged in completing terminal degrees]"	Admin Manual and Faculty Handbook	Compare Revisions
7/25/2024	5.1.119	Student Dress Code Policy	Added statement about Nurse Educator Track (NET)	Admin Manual, DNAP-PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions
7/25/2024 6/17/2024	5.1.110	Student Lines of Communication	Updating to current or best practice Language change Change "email-only" to "limited access" Add a statement about evaluations being a good place to submit feedback and statement about class reps (explains each class rep position) Added paragraphs at the end updating current practice for student Microsoft Office accounts.	Admin Manual, DNAP-PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions
7/25/2024	5.3.109	Grading Policy (DNAPC & ASPMF)	Changed name to "Grading Policy from "Completion and Fellowship" to "Post-Graduate" Change wording to apply to all post-graduate programs.	Admin Manual, ASPMF and DNAP-C Handbooks	Compare Revisions
6/17/2024	5.1.303	Accommodations Request Policy	Added email address for test accommodations and requests are reviewed by the Office of the Executive Vice President.	Admin Manual, DNAP-PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions
6/17/2024	3.3.109	Sabbath (Saturday) Scheduling	Wording changed to current practice in the clinical area.	Admin Manual and DNAP-PD Handbook	Compare Revisions
5/20/2024	5.1.113	Honor Code	Updated language to incorporate current processes. Changed "incorporate" to "integrate".	Admin Manual, DNAP-PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions
4/16/2024	5.1.116	Student Appeals	Some content was relocated within the policy to the appropriate order.	Admin Manual, DNAP PD Handbook	Compare Revisions
2/8/2024	5.5.102	ASPMF Late Policy	A new policy was created as assignments are being	Admin Manual, ASPMF Handbook	Compare Revisions

			turned in late or not at all. It states, assignments submitted after the due date without prior approval will receive a grade no higher than 80%. Failure to submit any assignment by the end of course without a request for an extension will result in a failing grade.		
2/8/2024	5.6.102	Non-Degree Course Grading Policy	Name change to Non-Degree, and statement "No grades, including final grades, will be rounded up.	Admin Manual	Compare Revisions
1/16/2024	5.6.101	Community Course Refund Policy	Changed name from "Community Course" to "Non-Degree Course." Removed the Pro-rata refund section. Added section about administrative withdrawals.	Admin Manual	Compare Revisions
1/16/2024	5.4.103	Policy of MTSA Clinical Standards	Correcting grammatical errors/reflecting current practices.	Admin Manual, DNAP PD Handbook	Compare Revisions
1/16/2024	5.4.101	Attendance Policy and Expectations	Correcting grammatical/ and reflecting current practices.	Admin Manual, DNAP PD Handbook	Compare Revisions
1/16/2024	5.1.303	Accommodations Requests	Updated language to include a statement about complying with ADA regulations.	Admin Manual, DNAP PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions
12/13/2023	5.1.113	Honor Code Declaration of Honor	Updated to match current processes.		Compare Revisions
12/13/2023	5.4.108	Grading Policy DNAP-PD	Changed rounding statement to "no grades, including final grades, will be rounded up."	Administrative Manual, DNAP-PD Handbook	Compare Revisions
12/13/2023	5.3.109	Grading Policy DNAP-C and ASPMF	Changed rounding statement to "no grades, including final grades, will be rounded up."	Administrative Manual, ASPMF Handbook, DNAP-C Handbook	Compare Revisions
11/16/2023	5.1.303	Accommodation Request	This policy had a duplicate statement that has been removed. Also removed language "that you are requesting" as it did not make sense.	Admin Manual, DNAP PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions
11/16/2023	5.3.109	Grading policy (DNAP- C and ASPMF)	<i>No final course grades will be rounded up. Grading scale was updated accordingly.</i> An incomplete grade requires written understanding between the instructor and student acknowledging when the course will be completed, <i>in the form of an Incomplete Contract.</i>	Admin Manual, ASPMF and DNAP- C Handbooks	Compare Revisions
11/16/2023	5.4.108	Grading Policy DNAP PD Practice Doctorate	<i>No final course grades will be rounded up. Grading scale was updated accordingly.</i> If a student is unable to meet all the requirements of a course by the end of the semester because of	Admin Manual, DNAP PD Handbook	Compare Revisions

			circumstances beyond his or her control, a temporary grade of Incomplete (I) may be awarded by an instructor, at the instructor's discretion.		
10/17/2023	4.2.105	Development of Library Collections	Library position title changed to <i>Research and Library Assistant</i> .	Admin Manual, Faculty Handbook	Compare Revisions
10/17/2023	4.1.111	Faculty Input for Student Services	Title change from Academic Schedule Coordinator to <i>Registrar</i> . Revised the following to current practice: Providing the School with a list of <i>required</i> textbooks prior to enrollment each semester so a list can be distributed to students. Upload course syllabi to Learning Management System prior to each semester start date.	Admin Manual, Faculty Handbook	Compare Revisions
10/17/2023	5.1.101	Hoarding Policy for Graduation	Instead of listing titles such as President or Vice-President, the language was changed to <i>two people from Administration</i> .	Admin Manual	Compare Revisions
10/17/2023	5.1.110	Student Lines of Communication	There was a discrepancy in the amount of time students must respond to emails from MTSA Staff and Faculty. The Technology page in each states the following: "Failure to respond to emails from MTSA faculty and staff within <u>two</u> MTSA business days is considered unprofessional conduct, which is addressed in the Standards of Conduct".	Admin Manual, DNAP PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions
9/19/2023	5.1.305	Animals on MTSA Property	NEW policy stating that no animals are permitted on campus with the exception of service animals (dogs).	Admin Manual, DNAP PD Handbook	N/A
9/19/2023	5.1.304	Minor Children on MTSA Property	NEW Policy stating that no children are allowed in class/lab, etc., and addresses students bringing children on campus for brief school business with guidelines.	Admin Manual, PD Handbook	N/A
9/19/2023	5.4.109	PD Program Student Drug Testing	Changed wording to include "additional" testing. If a student is unable to complete their drug screening within 24 hours or provide urine, <i>hair additional</i> testing may be performed at the student's added expense.	Admin Manual, PD Handbook	Compare Revisions
8/14/2023	5.6.101	Community Course Refund Policy	Updated language indicating that the withdrawal date is the date a student submits the signed withdrawal form to the Registrar's Office and update the Internal Withdrawal Procedure language to reflect the current procedure.	Admin Manual	Compare Revisions
7/25/2023	5.3.109	Grading Policy (DNAP-C & ASPMF)	References to special circumstances were removed in the incomplete grades section.	Admin Manual, ASPMF Handbook, DNAP-C Handbook	Compare Revisions

7/25/2023	5.3.103	Course Audit Policy	Approval to add language indicating only students enrolled in the Nurse Educator Track program may audit course in the Nurse Educator Track program.	Admin Manual, DNAP-C Handbook	Compare Revisions
7/25/2023	5.4.105	Evaluating and Awarding Academic Credit Policy (Formerly Transfer Policy)	Approval to add language indicating that no transfer credits are accepted in the Nurse Educator track.	Admin Manual, ASPMF Handbook, DNAP-C Handbook, DNAP-PD Handbook	Compare Revisions
7/25/2023	5.1.106	Refund Policy/ Withdrawal Procedures	Approval for change in the determination of the withdrawal date to the date the student signs the withdrawal form and update the withdrawal procedure to include the current procedure for the withdrawal form.	Admin Manual, ASPMF Handbook, DNAP-C Handbook, DNAP-PD Handbook	Compare Revisions
7/25/2023	5.4.103	Admission Requirements Across All Programs (RETIRED)	Approval was given to retire this policy information is duplicated in other places in each student handbook.	Admin Manual, ASPMF Handbook, DNAP-C Handbook, DNAP-PD Handbook	Compare Revisions
6/23/2023	5.4.109	Practice Doctorate Program Student Drug Testing	Policy change allows this to be a truly random drug testing policy, with random selection throughout the year. A confirmation drug screening test will be done after a failed medical review. Red cards receive constitute drug testing.	Admin Manual DNAP-PD	Compare Revisions
3/23/2023	5.1.106	Refund Policy/ Withdrawal Procedures	Program contacts were updated for DNAP-C and ASPMF	Administrative Manual, DNAP PD Handbook, DNAP C Handbook, ASPMF Handbook	Compare Revisions
2/20/2023	5.1.304	Student Recruitment Information Policy	New policy created in response to the Solomon Amendment, a federal law mandating that institutions receiving certain Federal funding must fulfill military recruitment requests for access to campus and lists containing student recruiting information.	Administrative Manual, DNAP PD Handbook	New Policy
1/17/2023	5.4.109	Practice Doctorate Program Student Drug Testing	For Cause Drug Screening change: Language change to show that any listed reasons listed in the policy will result in a required drug screen.	Administrative Manual, DNAP PD Handbook	Compare Revisions
1/17/2023	5.1.119	Student Dress Code Policy	Request was made in a Faculty meeting in December. The policy was amended to exclude workout clothes from the classroom.	Administrative Manual, DNAP PD, DNAP C, ASPMF Handbooks	Compare Revisions
1/17/2023 & 2/20/2023	5.1.114	Student Standards of Conduct	Policy (#24) was updated to include that each student participating in clinical rotations must submit a current copy of any prescription to the Clinical Support Coordinator, and if there are changes to the prescription, notification is also required.	Administrative Manual, DNAP PD, DNAP C, and ASPMF Handbooks	Compare Revisions
1/17/2023	5.4.101	Attendance Policy and Expectations	Changes were made related to compensatory time, as shown: Only one student at a time may take an earned comp day in any affiliate, and then only with approval from the Coordinator of Clinical Support. Typically, one student is scheduled as a relief student, and this person can assume another student's position in an assigned affiliate on the	Administrative Manual and DNAP PD Handbook	Compare Revisions

			weekday they request off (weekends and MTSA approved holidays excluded.) No Comp Days can carry over to another year, unless earned late in the calendar year and approved by the Program Administrator.		
12/14/2022	5.1.104	Student Exam Taking Policy	Language changes not recorded in all the necessary places were added to make the policy consistent.	Administrative Manual and DNAP PD Handbook	Compare Revisions
12/14/2022	5.1.103	Accommodations Requests (new)	This addresses that accommodation requests for courses and examinations will now be directed to the Office of the Executive Vice President.	Administrative Manual and DNAP PD Handbook	New Policy
12/14/2022	5.3.110	DNAP-C Program Student Evaluations (new)	Policy was updated because it was discovered that the DNAP-PD Student Evaluations policy was copied and used for the DNAP-C program.	Administrative Manual and DNAP C Handbook	New Policy
12/14/2022	5.5.101	ASPMF Program Student Evaluations (new)	Policy was updated because it was discovered that the DNAP-PD Student Evaluations policy was copied and used for the ASPMF program.	Administrative Manual and ASPMF Handbook	New Policy
10/13/2022	5.1.106	Refund Policy/ Withdrawal Procedures	Updated language per decision in PRC on 9/20/2022 to change deadline to drop from 72 hours to 5 MTSA business days. Also updated language for withdrawal procedures - students are now required to complete a withdrawal form instead of sending an email to their Program Director with their intent to withdraw. Program Directors will send the students a copy of the form, as needed.	Administrative Manual, DNAP PD, DNAP-C & ASPMF Handbooks	Compare Revisions
10/12/2022	5.3.103	Course Audit Policy	Updated language to 5 MTSA business days to drop the class being audited.	Administrative Manual and DNAP C Handbook	Compare Revisions
9/20/2022	3.3.113	Annual Security Report Availability Policy	Title change from "Vice President of Academics" to "Executive Vice President"	Administrative Manual	Compare Revisions
9/20/2022	4.1.101	Faculty Appointments Policy	Title change from "Vice President of Academics" to "Executive Vice President" and "Program Administrator & Director Institutional Effectiveness" to "Assistant Program Administrator"	Administrative Manual	Compare Revisions
9/20/2022	5.1.108	Student Temporary Leave of Absence	Title change all "Coordinator of Academic Support" to "Registrar"	Administrative Manual, DNAP PD Handbook	Compare Revisions
9/20/2022	3.3.116	Distance and Correspondence Education Policy	Changed "Office of Academic Support" to "Registrar's Office"	Administrative Manual, DNAP PD Handbook	Compare Revisions
9/20/2022	5.4.104	Admission Requirements Across All Programs	Updated language from "two degrees over two programs" to "one degree with two routes of entry"	Administrative Manual, DNAP PD Handbook	Compare Revisions
9/20/2022	5.3.109	Grading Policy (DNAP C & ASPMF)	Changed title from "Doctorate Completion Program" to "DNAP-C & ASPMF" since this is used for both programs. Changed deadline to drop course	Administrative Manual, DNAP C & ASPMF Handbooks	Compare Revisions

			without a grade from 72 hours to 5 MTSA business days.		
9/20/2022	5.4.108	Grading Policy (DNAP PD)	Policy name changed from "Student Grading Policy" to "Grading Policy DNAP Practice Doctorate" to be consistent with the DNAP-C & ASPMF grading policy.	Administrative Manual, DNAP PD Handbook	Compare Revisions
9/20/2022	5.4.105	Evaluating and Awarding Academic Credit Policy (Formerly Transfer Policy)	Added headings for each program and language stating that ASPMF does not accept transfer credits.	Administrative Manual, DNAP PD, DNAP-C & ASPMF Handbooks	Compare Revisions
9/20/2022	5.1.102	Student Complaint/ Grievance Policy	Changed title "Vice President of Academics" to "Executive Vice President"	Administrative Manual, DNAP PD, DNAP-C & ASPMF Handbooks	Compare Revisions
9/20/2022	5.1.110	Student Lines of Communication	Added the following statement: "Failure to respond to emails from MTSA faculty and staff within one MTSA business day is considered unprofessional conduct, which is addressed in the standards of conduct." Also changed title "Vice President of Academics" to "Executive Vice President"	Administrative Manual, DNAP PD	Compare Revisions
9/20/2022	5.1.301	Release of Student Record Information	Language changed to reflect the following: Current position names of "Coordinator of Academic Support" to Registrar, "VP of Academics" to Executive VP, "Office of Advancement & Alumni" to "Administration/ Administrative Office"; Responsibilities - language changed to indicate that the Registrar maintains a list of all staff and faculty that have access to student records; Practices - MTSA no longer facilitates applications for privileges; The Registrar's office no longer sends an education verification letter to all prospective employers upon graduation.	Administrative Manual, DNAP PD, DNAP-C & ASPMF Handbooks	Compare Revisions
8/22/2022	3.3.119	Full-time Enrollment Status	Title changed to Defining Enrollment Status for clarity	Administrative Manual	New policy
8/18/2022	5.1.119	Student Dress Code Policy	Removed Practice Doctorate from the title and added "Student" for clarity	Administrative Manual, DNAP-PD Handbook	Compare Revisions
8/18/2022	5.1.113	Honor Code	Revised to current practice: Practice Doctorate students must sign the Honor Pledge before starting the program.	Administrative Manual, DNAP-PD Handbook, DNAP-C Handbook	Compare Revisions
8/10/2022	5.4.103	Policy of MTSA Clinical Standards	Administrative Change: Updated Disciplinary Actions link to pull from the PD handbook so that students do not have link to Admin Manual.	Administrative Manual, DNAP-PD Handbook	Compare Revisions
7/1/2022	5.1.203	Consumer Protection Policy	Link to complaint policy updated for SACSCOC	Administrative Handbook, DNAP-PD Handbook, DNAP-C Handbook, ASPMF Handbook	Compare Revisions
7/1/2022	5.1.111	Student Drug & Alcohol	Link revised to the list of controlled substances as defined by Tennessee state law	Administrative Manual, DNAP-PD Handbook, DNAP-C Handbook, ASPMF Handbook	Compare Revisions
6/30/2022	5.4.105	Evaluating and Awarding Academic Credit Policy Practice Doctorate	This policy was updated to include Kettering College, stating that transfer credit	Administrative Manual, DNAP-PD Handbook, DNAP-C Handbook, ASPMF Handbook	Compare Revisions

			will only be accepted for students to the DNAP-PD MTSA/Kettering College Joint Academic Award program from Kettering College for designated courses taught by Kettering College.		
6/28/2022	4.1.114	Faculty Workload	Changed to "semester" and delete quarter hours portion from prior to 2018. (pending BOT approval)	Administrative Manual, DNAP PD Handbook	Compare Revisions
6/28/2022	4.2.104	Curriculum Planning, Review & Revision	Replace CCNA with NBCRNA	Administrative Manual, DNAP PD Handbook	Compare Revisions
6/28/2022	4.2.106	Evaluation of Continuing Education Credit	Remove reference to master's program & change "CRNA DNAP Completion Program" to be "DNAP Programs"	Administrative Manual, Faculty Handbook	Compare Revisions
6/28/2022	4.1.106	Academic Faculty Evaluation	Wording changed to MTSA Programs from program specific names	Administrative Manual, Faculty Handbook	Compare Revisions
6/28/2022	4.2.103	Clinical Clock Hours to Academic Credit	Clarify that CRNA isn't a licensure	Administrative Manual, Faculty Handbook	Compare Revisions
6/28/2022	4.2.112	Development, Programs & Services for Students	Removed item related to housing in mandatory distant affiliates, other language changes, reference to first quarter program removed	Administrative Manual	Compare Revisions
6/28/2022	4.2.116	Approved Interchangeable Words/ Phrases for all Handbooks	Replace Council on recertification of NA with AANA for CE credit authorization	Administrative Manual	Compare Revisions
6/28/2022	4.2.115	Definition of Credit Hours	Policy retired and merged with policy 3.3.115	Administrative Manual, Faculty Handbook	Compare Revisions
6/28/2022	3.3.109	Sabbath (Saturday) Scheduling	AANA name change: From American Association of Nurse Anesthetists to American Association of Nurse Anesthesiology	Administrative Manual, Faculty Handbook, DNAP-PD Handbook, DNAP-C Handbook, ASPMF Handbook	Compare Revisions
6/27/2022	3.3.115	Policy For Awarding Credit	Policy 4.2.115 was retired and combined with this one, 3.3.115 (pending BOT approval)	Administrative Manual, DNAP PD Handbook	Compare Revisions
4/19/2022	5.4.103	Clinical Standards Policy	Language added about licensure lapsing consequences	Administrative Manual, DNAP PD Handbook	Compare Revisions
3/14/2022	5.6.103	Course Audit Policy	New policy	Administrative Manual, DNAP Completion Handbook	New policy
3/14/2022	5.6.102	Course Grading Policy	New policy	Administrative Manual	New policy
3/14/2022	5.6.101	Course Refund Policy	New policy	Administrative Manual	New policy
1/18/2022	3.2.104	Nondiscriminatory Policy	Language changed from "part time" to "half time"	Administrative Manual, Student Handbooks	Compare Revisions
1/18/2022	5.4.108	Student Grading Policy	Any student who makes a C in a single clinical rotation will be placed on clinical probation and meet with Progressions Committee.	Administrative Manual, Student Handbooks	Compare Revisions