



## ***CLASS OF 2019-2021 STUDENT HANDBOOK***



## ***Doctor of Nurse Anesthesia Practice (DNAP) Completion Program***

**[www.mtsa.edu](http://www.mtsa.edu)**

315 Hospital Drive, P.O. Box 417, Madison, TN 37116

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MTSA Policy 5.1.108

Page 30

Language was changed to include length of time by program, to include DNAP PD, DNAP C, and Fellowship programs

Revisions February 2020

MTSA Policy 5.1.106

Page 35

No changes to policy. Procedures updated to include all programs and delete some information as the process is internal and automated.

President's Welcome added

\*The statements, policies, guidelines, and procedures contained in this edition of the *DNAP Completion Program Student Handbook* are intended to be informational for applicants, as some may be revised in the future, and are applicable to all enrolled students. Upon enrollment, all new students will be provided with this *DNAP Completion Program Student Handbook*. All students are expected to abide by the contents of the current *DNAP Completion Program Student Handbook*. This publication is revised at least annually, and amendments to policies and procedures are included in each new edition. MTSA reserves the right to make revisions to the contents of the *DNAP Completion Program Student Handbook* as necessary, or as deemed advisable by the President's Council. Additionally, MTSA reserves the right to amend policies and procedures in the current *DNAP Completion Program Student Handbook*, with such changes taking effect immediately upon approval by the President's Council. At the time of each revised edition, all students are provided with a link to access the current published electronic version of the *DNAP Completion Program Student Handbook*, and students are also expected to abide by its contents.

## President's Welcome



Welcome to the Doctor of Nurse Anesthesia Practice Degree Completion Program at the Middle Tennessee School of Anesthesia (MTSA). We are pleased that you have entrusted MTSA with helping advance your career and educational goals. You have our commitment that we will support your aspirations as you achieve this new level of professionalism and scholarship within the nurse anesthesia profession.

MTSA faculty and staff focus on you and are committed to providing an atmosphere conducive to collegial relationship building. The School is built upon a strong foundation embracing Christian, Seventh-day Adventist values and beliefs, academic excellence, and superb clinical skills.

Feel free to contact me if I can help you in exploring all the possibilities before you. Thank you for the trust and confidence you have placed with us. I assure you that we will do all we can to meet and exceed your expectations! Welcome to MTSA.

*Chris Hulin, DNP, MSN, MBA, CRNA*  
*President*

## Program Administrator's Welcome



Welcome to the Middle Tennessee School of Anesthesia. As a currently practicing Certified Registered Nurse Anesthetist, you are embarking on the next stage in your career to earn your Doctorate of Nurse Anesthesia Practice. The journey over the next several years to obtain this degree will challenge you to explore your understanding, question your ideals and advance the profession you so value. It is my hope you will raise the standard for CRNAs within your clinical facilities, enhance your business model of anesthesia, or promote leaders of quality improvement in the delivery of patient care through the next generation of anesthesia providers.

MTSA has carefully engaged the appropriate faculty to guide your educational journey for you to accomplish your goals through this doctorate program. I'm impressed with your desire to pursue a doctoral education in nurse anesthesia at MTSA and look forward to facilitating this faculty engagement with your future educational endeavors at MTSA.

*Dr. Bill Johnson*  
*Program Administrator*



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## **MISSION**

Middle Tennessee School of Anesthesia exists to provide a Christian, Seventh-day Adventist learning environment that fosters the pursuit of truth, excellence in and access to graduate nurse anesthesia education, and a life of service.

## **VISION**

Middle Tennessee School of Anesthesia endeavors to be a National leader in academic and professional excellence, specific to graduate nurse anesthesia education. The School will remain responsive to the needs of its constituents and its diverse student body.

## **CORE VALUES**

- ◆ Christian, Seventh-day Adventist values-driven curriculum and program
- ◆ Academic and clinical excellence that fosters a life of service
- ◆ Wholistic approach to education, health care, and a balanced lifestyle
- ◆ Graduate education that prepares nurses and CRNAs to complete their educational goals and enter the workplace with confidence

## **HISTORY, HERITAGE, AND CHRISTIAN LEGACY**

### **History & Heritage**

MTSA's quiet beginning has roots from more than a century ago. In 1904, a group of Seventh-day Adventist pioneers committed to health, wellness, and temperance traveled south from Battle Creek, Michigan to initiate a health care education institution among the poor, and founded Nashville Agricultural and Normal Institute. This School developed and transformed through name changes and maturity including an elementary school, high school, junior college, and eventually a full college. Concurrently on the campus, a health work began with Madison Sanitarium which developed into Madison Sanitarium and Hospital, Madison Hospital, and finally nearly a century later, Tennessee Christian Medical Center. The hospital provided a site for clinical training as the college educated scores of health care professionals. Since its beginning, the School regularly provided anesthesia at rural hospitals across the region as a service – which is the basis for the multiple clinical instruction locations today.

These ancestor institutions laid the groundwork for MTSA which began as the Madison Hospital School of Anesthesia for nurses in 1950 as part of Madison College. This rich history began more than 60 years ago when Bernard V. Bowen, CRNA, DSc, founded the School to facilitate nurse anesthesia education within the framework of Seventh-day Adventist beliefs, which included no Saturday classes. MTSA started with just two students in a 12-month program, but soon expanded to 18-months, admitting 16 students annually. On July 1, 1980, the school changed its name from Madison Hospital School of Anesthesia and officially formed as it is known today—the Middle Tennessee School of Anesthesia – the last vestige of Madison College and Madison Hospital that remains to this day.

## **Christian Seventh-day Adventist Legacy**

The Christian spirit of dedication and work that led to MTSA's development is very much alive today. The School continues to foster a learning environment encouraging strong moral principles and a close relationship with God. The Institution celebrates the diversity of faiths represented in the student body, faculty, and staff, and respects the differences of persuasion that are present. It operates with a wholistic, balanced approach to life which includes the physical, mental, emotional, moral, and spiritual – while encouraging a relationship with God as the Creator.

As a Christian church, Seventh-day Adventists are a faith community rooted in the beliefs described by the Holy Scriptures (both Old and New Testaments). In harmony with a broad overall mission to reflect Christ in its educational program, and in keeping with its Adventist heritage, the Middle Tennessee School of Anesthesia conducts classes with an exposure to Adventist beliefs.

Many of these beliefs are foundational and common to Protestant Christians from a variety of faith traditions and include -- The Trinity; the Divinity of Jesus; a literal six-day creation; and, Salvation through faith in Jesus. Yet, there may be some belief differences, including a 24-hour Sabbath rest from work and school beginning Friday evening sundown and concluding Saturday evening sundown, when no school-sponsored activities, classes, or events take place. You too may notice food choices limited to a diet exempt of certain options as a commitment to health and temperance.

Jesus Christ exemplified a life of service. It is MTSA's desire to follow His pattern and honor the Bible, while exhibiting this through learning, scholarship, and ministry. For more information regarding the SDA church visit [www.adventist.org](http://www.adventist.org)



***Madison Hospital  
Circa 1977***



***Bernard Bowen, CRNA  
Founder, MTSA***

## **Underlying Educational Principles of MTSA**

MTSA recognizes the expanded role CRNAs fill as contributing members of the health care team. It is no longer enough that nurse anesthetists be skilled in anesthesia administration. They must also be able to assess their patients' medical status and plan a comprehensive anesthetic management program that encompasses the pre- and post-anesthetic periods, as well as the operative period. MTSA aims to provide the academic climate and facilities necessary for the student to attain the body of knowledge and technical skills consistent with high standards of practice. In recognition of the important role played by CRNAs in the nation, and specifically in the Southeastern region of the United States, MTSA is historically constituted and strategically located, so as to play a vital part in meeting continuing needs for well-prepared anesthetists, both regionally and nationally.

MTSA believes that true education involves the growth of the spiritual, intellectual, and physical aspects of the student. In keeping with this belief, faculty members seek to provide a balanced program between the academic and clinical phases, so that knowledge and skills may be developed concurrently. The curriculum is integrated with academic and clinical experience occurring simultaneously. The acquisition of both intellectual and technical skills should start with the basic, then progress in logical steps to the more complex and advanced; each step building on the previous one. Throughout the entire educational process, Christian values should be emphasized in the daily lives of both faculty and students, for both their benefit and that of their patients.

MTSA believes that the student's role is one of an active participant in the educational process. This means students may participate in seminars, present case studies, write papers, and maintain independent study.

MTSA believes that the body of knowledge that constitutes the art and science of anesthesia is ever growing and ever changing. In keeping with this belief, MTSA endeavors to foster in both faculty members and students a thirst for knowledge and an intellectual curiosity that will promote lifelong professional growth and a desire for excellence. Graduates will be able to assist in the preparation of the next generation of anesthesia providers.

It is the goal of MTSA that graduates be well qualified to fill first level positions and be capable of working to their full scope of practice with other CRNAs or physician anesthesiologists.

It is the philosophy of MTSA that it be operated as a freestanding, single purpose, anesthesia specific, graduate degree granting institution.

## **DOCTOR OF NURSE ANESTHESIA PRACTICE (DNAP) PROGRAM PURPOSE STATEMENT**

In keeping with the institutional mission, MTSA provides onsite and distance learning education environments steeped in the Christian and Seventh-day Adventist belief systems. MTSA encourages students to excel in their studies and continue growth in their desires to pursue truth & a life of service.

MTSA's DNAP degree is a professional practice degree in nurse anesthesia. Students may focus their scholarship work on utilization of research findings for evidence-based clinical practice, education, and/or administration/business management related to nurse anesthesia. The DNAP curriculum is designed with foundational courses intended to broaden the students' knowledge and appreciation of worldly concepts of nurse anesthesia evidence-based practice.

In addition to requisite foundational courses, completion of a scholarly project, which is the seminal scholarly work associated with the degree, is required. Each DNAP student is mentored in this process. MTSA faculty mentor each DNAP student to complete a scholarly project that focuses on utilization of research findings to augment evidence-based nurse anesthesia clinical practice, nurse anesthesia education, and/or administration/business management related to nurse anesthesia.

# CAMPUS LOCATION & FACILITIES

The MTSA campus has offices and classroom facilities located in Madison, Tennessee. The academic and simulation classes are held on campus. There are three main buildings on campus.

**Bernard V. Bowen Academic Center** (Bowen Academic Center) teaching facilities include The Center for Simulation, a technological state-of-the-art lecture hall, as well as two seminar rooms for study, small group use, and static simulation classes. There is also a student lounge in this building.

**The Student Support Center** houses the administrative support staff and faculty offices. On the first floor is the Nelda Faye Ackerman Learning Resource Center which includes a computer lab for student use. The second floor includes the Heritage Room, a conference/classroom designed with online learning technology. The Program Administrator's office is located in this building.

**The P.T. Magan Building** houses a large collaborative classroom that can be divided into 2 separate rooms or divided into multiple small group areas, each with state of the art technology access. A student lounge and the fitness center, as well as the offices of the President and other administrative personnel, are also located in the P.T. Magan building.

**School Hours:** Campus buildings are open Monday – Thursday from 8am to 6pm. During the first Semester in Intensive Week, students are given electronic card keys with which enable access to the student mailroom and lounge, the LRC, the classrooms, and the fitness center outside of regular class hours on Monday through Thursday, in addition to daytime hours on Friday and all day Sunday.

**Parking:** Students must use the adjacent parking lots of Skyline Medical Center and the Madison Campus Seventh-day Adventist Church. The parking lot behind Building B and adjacent to Building A is for staff, faculty and visitors only. There is one handicap spot available in the staff lot for anyone who has a placard or license plate that needs this service. The P.T. Magan building student parking is noted with signage.

## Academic Facilities

**The Center for Simulation**, located in Building A, houses two realistic operating rooms with three computerized human patient simulators (Laerdal SimMan 3G, SimMan, and SimBaby) to enhance both academic and clinical education.

The **Nelda Faye Ackerman Learning Resource Center** (LRC), located in Building B, is a computer lab with multiple desktop computers and a printer, as well as a small group study lounge.

## **Student Facilities**

There are two student lounges, located in Bowen Academic Center and in the P.T. Magan building, equipped with a refrigerator, microwave, dishwasher, and a dining table. The Bowen Academic Center lounge also has tables and chairs for students to meet, as well as vending machines. Students are responsible for their food and clean-up of the lounges and are to notify staff if there is a problem. Drinks taken out of the lounges must have a cap or lid when going into classrooms.

In the Bowen Academic Center hallway, there is a student mailroom. Books and internal correspondence (i.e., billing notices, transcripts) are delivered to these boxes and students are notified by e-mail when they are placed in their box. Junior students have the larger mailboxes along the side and back walls to be able to hold their bags, textbooks, and simulation equipment. Students are responsible for keeping the mailroom tidy.

The P.T. Magan building's copy/print station is located in the main hallway. The P.T. Magan building also houses the MTSA fitness center. There are separate male and female shower facilities as well as daily lockers for those using the fitness center. The center can be accessed 24 hours a day with the electronic card key.

The MTSA campus buildings and the outdoor covered porch areas are equipped with wireless internet service dedicated exclusively to students' use, to enable an entire class to work online simultaneously. The WiFi password will be given to students during orientation.

## **School Visits**

Applicants are invited to contact the Admissions Coordinator to make an appointment to visit the School (615-732-7662, [info@mtsa.edu](mailto:info@mtsa.edu)).

# ACCREDITATION

## **Southern Association of Colleges and Schools Commission on Colleges**

Middle Tennessee School of Anesthesia is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award a Doctor of Nurse Anesthesia Practice (DNAP) degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Middle Tennessee School of Anesthesia.

[www.sacscoc.org](http://www.sacscoc.org)

## **Council on Accreditation of Nurse Anesthesia Educational Programs (COA)**

MTSA is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), which is a specialized accrediting body recognized by both the United States Department of Education and Council for Higher Education Accreditation (CHEA). The next accreditation review determination by the COA is scheduled for 2028. For questions specifically about the professional specialty accreditation of MTSA, contact the COA at the following address: \*

222 S. Prospect Avenue

Park Ridge, IL 60048

Phone: (847) 655-1160

Website: <http://home.coa.us.com/>

## **Tennessee Board of Nursing (TBN)**

MTSA has approval for the Master of Science with a focus in Nurse Anesthesia program from the Tennessee Board of Nursing (TBN). For questions specifically about the Tennessee Board of Nursing's approval of MTSA, contact the Tennessee Board of Nursing at the following address: \*

State of Tennessee

Department of Health

Bureau of Health Licensure and Regulation

Division of Health Related Boards

227 French Landing, Suite 300

Heritage Place Metro Center

Nashville, TN 37243

Phone: 1-800-778-4123

Website: [www.Tennessee.gov/health](http://www.Tennessee.gov/health)

**\*Please note that normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the Institution, and not to the offices of any of these accreditation or approval organizations.**

## BOARD OF TRUSTEES

The Middle Tennessee School of Anesthesia, Inc. (MTSA), is a non-profit Tennessee corporation qualified as a 501(c) 3 organization in accordance with the Internal Revenue Code of 1986. Middle Tennessee School of Anesthesia is owned by Middle Tennessee School of Anesthesia, Inc. and is operated by a Board of Trust. Trustees represent the business, educational, financial, healthcare, and legal professions. The membership of the Board of Trustees is comprised of three categories, with approximately one-third community members, one-third Certified Registered Nurse Anesthetists (CRNAs), and one-third physician anesthesiologists. As such, the Board of Trustee members contribute broad and varied interests, abilities, and experience. The Board is charged with policy decisions and ensuring the future advancement of the Middle Tennessee School of Anesthesia. Since the Board typically meets per semester, it delegates interim authority to the Executive Committee of the Board of Trustees. Operational authority is delegated to the President.

### **As of May 2019, the members of the Board of Trustees are as follows:**

Vic Martin, CRNA, APN (Chairman)	Kenneth L. Schwab, EdD
Vicki Davies, CPA (Interim Vice-Chairman)	Truitt Ellis, MD
Jonathan Grooms, CRNA	Brian Gelfand, MD
Rod Schwindt, CRNA	Jeff Whitehorn, FACHE
Steve Dickerson, MD (Chair Emeritus non-voting)	Elizabeth Lemons, MBA, RN

The MTSA President is an ex-officio, non-voting member of the MTSA Board of Trustees. The Secretary of the Board of Trustees is the MTSA Special Assistant to the President.

## STAKEHOLDER'S RIGHTS

### ***MTSA Policy 3.3.112***

*(8/22/17)*

### **Accrediting Agencies' Rights**

Each accrediting agency with which MTSA has interaction shall expect that MTSA will be open and honest in its presentation of the School. It is expected that the administration will operate the School with the highest level of integrity, performance, and quality, so the accrediting agency and the public which the School serves shall have confidence in its operations.



## **Affiliating Institutions' Rights**

MTSA maintains many clinical affiliations. Each affiliate site should expect that MTSA will solicit and maintain licensure information, and a pertinent health history on each student such as current TB skin tests and relevant immunizations. Affiliates shall expect that MTSA will instruct its students as to maintaining the privacy of health information of its patients. They shall expect that MTSA will provide basic safety instruction and an orientation related to anesthesia practice, and that MTSA will provide information regarding the outcomes expectations of students at each level.

## **Faculty and Staff Members' Rights**

Members of the MTSA administration, staff and faculty shall have academic freedom in teaching. This group shall be able to speak, write or act as citizens without institutional censorship or discipline, providing such actions are in harmony with the MTSA Mission, Vision, Values and Goals as found in the *MTSA Administrative Manual*.

Additionally, administration, staff and faculty must understand that as persons of learning and educational representatives of MTSA, they must remember the public may judge their professions and the institution by their words and acts.

While off campus, yet representing the School (i.e., conventions, seminars, etc.), at all times, administration, staff and faculty should be accurate and show respect for the opinions of others, while abiding by MTSA standards and policies. Special care should be given when personal opinion is shared that may conflict with MTSA standards and/or policies and procedures.

MTSA faculty and staff have the right to be treated with respect by each student, and the student will be held accountable for doing so. Digressions may be reported to, with possible hearing by, the Progressions Committee and/or the President's Council.

Faculty and staff have a right to the grievance and due process protocol, as listed in the *MTSA Administrative Manual* and *Faculty Handbook*.

## **Patients' Rights**

Patients have a right to be cared for with the utmost respect by nurse anesthesia students as they are specializing in anesthesia. They should expect that the quality of care will reflect the scope and standards for nurse anesthesia practice, and abide by HIPAA regulations.

Doctoral students that are utilizing any patients or subjects in the course of their scholarly projects must have their project approved by the institutional review board (IRB).

## **Applicants' Rights**

Applicants have a right to expect that MTSA will follow the most current edition of the *MTSA Student Handbook* related to admission requirements and processes for the program in which they are interested, with the understanding that there will be updates and revisions at least annually.

## **Students' Rights**

Students have a right to expect that MTSA will treat them with respect, and will abide by the standards set forth in the most current edition of the *MTSA Student Handbook* applicable to their program of study. Students have the right to a grievance process as described in policy 5.1.102: Students' Rights: Complaints/Grievances.

## **NONDISCRIMINATORY POLICY**

### ***MTSA Policy 3.2.104***

MTSA admits students without regard to race, color, sex, age, disability, marital status, full- or part-time status, religion, sexual orientation, gender identity, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. MTSA does not discriminate on the basis of race, color, sex, age, disability, marital status, full- or part-time status, religion, sexual orientation, gender identity, or national origin in administration of its educational policies, admission policies, grant and loan programs, or any other School-administered programs. The School will make reasonable accommodation wherever necessary for all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with requirements of the curriculum.

# **MTSA ORGANIZATION: ACADEMIC PROGRESSION**

MTSA is organized on an academic semester basis. MTSA defines full-time status as enrollment for 9 or more semester hours in a semester.

## **Changes to Program**

In keeping with its philosophy of offering a program of the highest quality, MTSA continually evaluates its educational program via its institutional effectiveness process, and reserves the right to make changes in the policies, curriculum, or practicum at any time to include any fees or costs related to these changes. Such changes are expected to be minimal. Students will receive notification of these changes and are expected to abide by them.

## **Documentation**

All documentation must be kept up-to-date, including but not limited to proof of health insurance, malpractice insurance, and nursing licenses (RN and APN/APRN). All of these are kept on file with the DNAP Academic Support Specialist.

## **ACADEMIC SUMMARY**

The DNAP- Completion program is designed as a two-year program with flexible options to extend to part-time status, not to exceed seven years to complete the program. MTSA evaluates student feedback and reserves the right to alter the frequency of courses and length of program, in accordance with student cohort feedback.

## **Course Delivery**

The DNAP courses are online only.

## Outcome Criteria Upon Completion of Program

(Doctoral Student Learning Outcomes/DSLOs)

DLSO's mandated by COA for DNAP Completion programs:

1. Provide nurse anesthesia services based on evidence-based principles. (14\*)
2. Use science-based theories and concepts to analyze new practice approaches. (23\*)
3. Utilize interpersonal and communication skills that result in the effective interprofessional exchange of information and collaboration with other health care professions. (26\*)
4. Integrate critical and reflective thinking in his or her leadership approach. (31\*)
5. Provide leadership that facilitates intraprofessional and interprofessional collaboration. (32\*)
6. Adhere to the *Code of Ethics for the Certified Registered Nurse Anesthetist*. (33\*)
7. Apply ethically sound decision-making processes. (35\*)
8. Inform the public of the role and practice of the CRNA. (40\*)
9. Evaluate how public policy making strategies impact the financing and delivery of healthcare. (41\*)
10. Advocate for health policy change to improve patient care. (42\*)
11. Advocate for health policy change to advance the specialty of nurse anesthesia. (43\*)
12. Analyze strategies to improve patient outcomes and quality of care. (44\*)
13. Analyze health outcomes in a variety of populations. (45\*)
14. Analyze health outcomes in a variety of clinical settings. (46\*)
15. Analyze health outcomes in a variety of systems. (47\*)
16. Disseminate research evidence. (48\*)
17. Use information systems/technology to support and improve patient care. (49\*)
18. Use information systems/technology to support and improve healthcare systems. (50\*)

\*These DSLOs are adopted by MTSA from the mandated list by COA for completion degrees. The number in parentheses after each DSLO is the number associated with COA's list of 51 DSLOs for entry level programs

## Technology Requirements

For best viewing and functionality, the Google Chrome web browser must be used with the Blackboard/Brightspace learning platform. Due to the nature of the online component, students must make sure their home computer has an internet speed of 2MBPS (upload/download) or greater for a successful connection, especially when making Web-Ex connection. Operating

system requirements and supported web browser information for Web-Ex can be found [here](#). Computers must have an internal or external web camera and microphone. Students can test their internet speed at [www.speedtest.net](http://www.speedtest.net). Students must use headphones/earbuds and mute their microphones during presentations.

## **Graduation Requirements**

**Each DNAP student must accomplish each of the following criteria to be eligible to become a Doctor of Nurse Anesthesia Practice (DNAP) graduate of MTSA:**

- ◆ Satisfactory completion of all DNAP Program courses, to include a public presentation of the final scholarly project, prior to graduation
- ◆ Satisfactory completion of all Doctoral Student Learning Outcomes (DSLOs)
- ◆ Completion of any and all financial obligations to MTSA
- ◆ Completion of the online Direct Loan Exit Counseling session for students who have borrowed Direct Unsubsidized and Grad PLUS loans while attending MTSA.
- ◆ Participation in the graduation exercise is highly encouraged.

## **Credential Awarded**

Upon satisfactory completion of this program of study at Middle Tennessee School of Anesthesia, the student will be awarded a diploma with the degree Doctor of Nurse Anesthesia Practice (DNAP).

## **ACADEMIC STANDARDS**

Advancement of each DNAP CRNA completion program student to the next higher level or semester occurs at per semester intervals, upon faculty members' verification of the student's successful completion of each semester's course requirements. In order to progress unencumbered to the next higher level or semester, the student must meet the following conditions:

- ◆ MTSA expects that all DNAP level coursework should result in a minimum earned grade of "B". The first earned grade for a course between 70-79% (C) will require a scheduled meeting with the Program Administrator to discuss the student's performance and will lead to automatic academic probation with an appearance before the Progressions Committee. The second earned "C" for a course grade will result in dismissal from the program.

- ◆ Students will automatically be dismissed from the program for receiving a failing course grade for any course. Failing is defined as any grade below 70%. (See: *Student Advancement*)
- ◆ Students who are placed on any type of probation greater than one (1) time will be dismissed from the program.
- ◆ Students have the right to appeal decisions of the Progressions Committee by following the MTSA appeal process.
- ◆ Each student is carefully evaluated for academic achievement on a regular and continuing basis. Academic grades are published per semester on the academic transcript. Students shall be advised by their DNAP Program Administrator/Advisor concerning their academic progress no less than per semester.
- ◆ Each student will have access to a grade sheet (MTSA Transcript) reflecting academic progress, with current and cumulative GPAs at the end of each semester.
- ◆ Students must keep a current RN license and APN/APRN (as applicable) license for the state in which they reside on file with MTSA during the entire program. The student must also possess a current RN license for any other state in which he chooses to participate in educational experiences related to the DNAP program, such as the Scholarly project.
- ◆ During NAP Council meetings, general observations about each DNAP Completion Degree student are discussed. Any recommendations by that committee are given to the Program Administrator. The Progressions Committee makes the final decision relative to any action regarding performance. Should it be determined that there may be a negative decision by the Progressions Committee (i.e., probation), the student will be offered the opportunity to discuss his performance with the Progressions Committee, prior to any decision.

# ACADEMIC COURSE SEQUENCING BY SEMESTER

## Year 1: September 2, 2019 – August 30, 2020

<b>Semester</b>	<b>Course #</b>	<b>Course Name</b>	<b>Credit Hours</b>
1	DNAP 640	Quality Improvement & Patient Safety	4
1	DNAP 600	Evidence Based Practice in Nurse Anesthesia I	4
2	DNAP 650	Healthcare Policy, Business & Legal Issues	4
2	DNAP 660	Population Wellness & Health Promotion (Epidemiology)	4
3	DNAP 680	Leadership and Ethics in Nurse Anesthesia Practice	4
3	DNAP 630	Informatics and Educational Curriculum, Instruction, Evaluation: Application & Practice	4

**Total Credit Hours – Year 1: (24)**

## Year 2: August 31, 2020 – August 29, 2021

<b>Semester</b>	<b>Course #</b>	<b>Course Name</b>	<b>Credit Hours</b>
1	DNAP 620	Evidence Based Practice in Nurse Anesthesia II	3
2	DNAP 700	Evidence Based Practice in Nurse Anesthesia III	3
3	DNAP 710	Evidence Based Practice in Nurse Anesthesia IV	3

**Total Credit Hours – Year 2: (9)**

**Total Credit Hours: (33)**

## INSTITUTIONAL STATISTICS

<b><i>Class of 2021</i></b>	<b><i>NUMBER OF STUDENTS</i></b>
Enrolled in 2019	14
Attrition rate	.93%
Scheduled to Graduate 12/12/2021	13
Changed to part-time	0

<b><i>CLASS OF 2020 2yr</i></b>	<b><i>NUMBER OF STUDENTS</i></b>
Enrolled in 2018	10
Attrition rate	50%
Scheduled to Graduate 12/11/2020	5
Changed to part-time	0

<b><i>CLASS OF 2020 3yr</i></b>	<b><i>NUMBER OF STUDENTS</i></b>
Enrolled in 2017	36
Attrition rate	25%
Scheduled to Graduate 12/11/2020	27
Changed to part-time	0

<b><i>CLASS OF 2018</i></b>	<b><i>NUMBER OF STUDENTS</i></b>
Enrolled in 2017	3
Attrition rate	0%
Graduated in 2018	3
Changed to part-time	0

<b><i>CLASS OF 2017</i></b>	<b><i>NUMBER OF STUDENTS</i></b>
Enrolled in 2016	9
Attrition rate	12%
Graduated in 2017	5



Changed to part-time	3
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<b>CLASS OF 2016</b>	<b>NUMBER OF STUDENTS</b>
Enrolled in 2015	10
Attrition rate	10%
Graduated in 2016	6
Changed to part-time	3

<b>CLASS OF 2015</b>	<b>NUMBER OF STUDENTS</b>
Enrolled in 2014	8
Attrition rate	0%
Graduated in 2015	7
Changed to part-time	1

<b>CLASS OF 2014</b>	<b>NUMBER OF STUDENTS</b>
Enrolled in 2013	12
Attrition rate	8.33%
Graduated in 2014	8
Changed to part-time	3

# **ADMISSIONS POLICY ACROSS PROGRAMS**

## **MTSA POLICY 5.4.104**

(Revised 8/6/18- replaces prior policy 5.4.104 Admission Policy & Procedure 8/18)

MTSA is a single purpose institution with a focus in graduate nurse anesthesia education and currently offers two degrees over three programs: A Master of Science degree with a focus in Nurse Anesthesia and a DNAP degree in either completion or entry to practice format.

MTSA enrolls up to 72 accepted applicants into the new class for both the Master of Science program and the DNAP Practice Doctorate (PD) Program, once each year. The Council of Accreditation of Nurse Anesthesia Programs (COA) does not limit MTSA class size for the DNAP completion program. MTSA determines the size of the class each year based on applicant pool and faculty resources.

The specific procedures for application and admission for each program are delineated further in the appropriate student handbook. Any questions regarding these admissions requirements should be forwarded to the Coordinator, Admissions and Recruitment.

General admissions requirements across all programs include but are not limited to:

- Baccalaureate degree from regionally accredited program (Master's or DNAP PD programs) or Master of Science degree from a COA accredited institution (DNAP completion program)
- Current professional licensures
- Submission of all transcripts
- Professional references
- Personal letter
- Recommended minimum cumulative GPA 3.0 or recent upper-level academic coursework demonstrating satisfactory proficiency

### **Additional Requirements for International Student Applicants**

#### **♦ Professional RN/APN/APRN Licensure (as indicated by program)**

Graduates who have not achieved licensure as professional Registered Nurses in the United States will not meet the eligibility requirements for application to MTSA.

#### **♦ Foreign School Transcripts**

For graduates of foreign schools, MTSA requires that all transcripts from foreign schools be reviewed by a common external agency. This review is the responsibility of the applicant, and will not be completed by MTSA. This external agency can be contacted via the following methods:

Director of Evaluation  
World Education Services, Inc.  
P.O. Box 745  
Old Chelsea Station  
New York, NY 10113-0745  
Telephone Number: 212-966-6311; Fax 212-966-6395;  
E-mail: [info@wes.org](mailto:info@wes.org)

## PROGRAM SPECIFIC:

MTSA enrolls accepted applicants into the Doctor of Nurse Anesthesia Practice (DNAP) Program, which will be conducted in a CRNA completion degree format, once each year, with classes beginning in the fall. **Each of the following criteria must be met for an applicant to be considered for an admission interview.** After the application deadline, the DNAP Program Screening Committee will review the applicant pool, based on the following requirements, to determine which applicants will receive an invitation to interview with the DNAP Program Admissions Committee.

- ◆ **Graduation from a COA-Accredited Nurse Anesthesia Program**

Documentation of graduation from a Nurse Anesthesia Educational Program accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), by submission of the applicant's Official CCNA Transcript, is required.

- ◆ **Current Certification or Recertification as a Certified Registered Nurse Anesthetist (CRNA)**

The applicant must have documentation of current initial certification or recertification as a CRNA, from the National Board on Certification and Recertification of Nurse Anesthetists (NBCRNA).

- ◆ **Current active membership with the American Association of Nurse Anesthetists**

The applicant must have documentation of current active membership as a CRNA with the American Association of Nurse Anesthetists.

- ◆ **A Master's Degree**

A **minimum** of a Master of Science with a focus in nurse anesthesia, or equivalent nursing degree is required. Furthermore, the Master of Science degree must have been earned from a regionally accredited college or university in the United States.

- ◆ **Current Licensure as an Advanced Practice (Registered) Nurse (APN/APRN)**

The applicant must have a current APN or APRN license in their state of residence in the United States, *if applicable*. (Not all states require APN or APRN license).

- ◆ **Current Licensure as a Professional Registered Nurse (RN)**

The applicant must also have a current RN license in their state of residence in the United States.

- ◆ **CRNA Practice**

The applicant must provide documentation of recent/current CRNA practice experience.

◆ **Personal Letter**

A personal letter addressed to the DNAP Admissions Committee summarizing experience, with reasons for wishing to enroll in MTSA's DNAP program in the CRNA completion degree format.

1. Introduction of yourself, background, and why you are interested in MTSA for your DNAP degree. (2-3 paragraphs)
2. Your focused area of interest (please discuss all 5 points as stated below in 2-4 paragraphs total)
  - a. What is the focused area of interest?
  - b. Why does this interest you?
  - c. What population would benefit from this evidenced-based inquiry?
  - d. How would you classify your area/question of interest? (i.e. patient safety issue, health care policy, patient education, anesthesia provider education, etc.)
  - e. Why do you think this area of interest would benefit other anesthesia providers, or patient populations?
3. Your plan for completion of the DNAP degree, whether full-time or part-time, and why this best suits you and your life. (1-2 paragraphs).

◆ **References**

Submit three (3) professional references utilizing the MTSA DNAP Program *Request for Reference form*, which is available on the MTSA website. One of these must be from an anesthesia provider.

◆ **Transcripts**

Official transcripts (issued directly from the institution to MTSA and not stamped as issued to student) of all academic work since high school must be submitted to NursingCAS prior to the application deadline. This includes any non-degree seeking courses taken at any time since high school. If an applicant is enrolled in any course between the time he submits the application and the interview, he must have an official transcript for this course submitted to MTSA, prior to the interview. If an applicant is enrolled in any course between the interview and enrollment, he must have an official transcript for this course submitted to MTSA, prior to enrollment. Continued acceptance and enrollment are contingent upon MTSA's receipt of this official transcript.

◆ **Minimum 3.0 Cumulative GPA**

A minimum 3.0 cumulative GPA is required. The DNAP Program Screening Committee reviews the entire applicant pool each year to determine the most highly qualified applicants to receive invitations to interview.

◆ **Current Curriculum Vitae or resume**

♦ **Admissions Deadline:**

Each year, a deadline for application completion is posted at [www.mtsa.edu](http://www.mtsa.edu).

## **International RN/Student Admissions**

♦ **Professional APN/APRN License**

Graduates who have not achieved licensure as an Advanced Practice (Registered) Nurse (APN/APRN) in the United States will not meet the eligibility requirements for admission to MTSA's DNAP Program in the CRNA completion degree format.

♦ **Foreign School Transcripts**

For graduates of foreign schools, MTSA requires that all transcripts from foreign schools be reviewed by a common external agency. This review is the responsibility of the applicant, and will not be done by MTSA. This external agency can be contacted via the following methods:

Director of Evaluation  
World Education Services, Inc.  
P.O. Box 745  
Old Chelsea Station  
New York, NY 10113-0745  
Telephone Number: 212-966-6311; Fax 212-966-6395;  
E-mail: [info@wes.org](mailto:info@wes.org)

## **Admissions Interview Process**

MTSA is under no obligation to invite every candidate who applies to the School to an interview, as the overall applicant pool may vary from year to year. MTSA holds one admissions interview session period annually. The interview session is projected to span one to two business day(s). The annual interview session is in the spring for the class anticipated to enroll in the subsequent fall.

After the application deadline, the DNAP Program Screening Committee (PSC) will review the files of all applicants whose files are complete. Once the DNAP PSC has determined an applicant is competitively qualified, they will send their recommendations for the interview process to proceed with the DNAP Program Admissions Committee (PAC). The applicant will then be invited by MTSA to interview. The Admissions Coordinator will contact potential students regarding the scheduled date and time for a personal interview.

## Personal Interview

Prior to a determination regarding acceptance, there will be a brief personal interview with the MTSA DNAP PAC (4-6 members present). Members of this committee are interested in further exploring the candidate's rationale for desiring to pursue the DNAP degree, as well as the candidate's concept/phenomenon of interest.

The selection process is based on the applicant's GPA (cumulative and recent academic), professional references, written personal letter, and presentation during the personal interview. Each member of the DNAP Program Admissions Committee (PAC) is given the responsibility to vote conscientiously after each applicant's interview. Scores are collected immediately following the interview. Justification by the DNAP PSC or the DNAP PAC for acceptance or rejection of a candidate is not required nor noted in the applicant's file. If there are areas where it is felt an applicant could improve his chances for admission in the future, the Committee members are invited to express them on the scoring sheet. Any questions regarding admission requirements should be directed to the Admissions Coordinator ([info@mtsa.edu](mailto:info@mtsa.edu)), who may then consult with the Vice President of Academics or Program Administrator, as needed.

All applicants should dress in professional attire for the interview. Furthermore, applicants should be aware that the interview may be recorded so that DNAP PAC members who are not available at interview process may view at a later time.

## Personal Attestations

In keeping with MTSA's drug free environment, applicants will be required to sign a statement relative to substance abuse prior to interview and enrollment and are expected to refrain from substance abuse as students. Students are expected to be good citizens; consequently, ALL applicants are required to complete and sign a form, indicating **any** charge, arrest, or conviction of a felony or misdemeanor, other than a minor traffic violation, even if they have been told that such a charge, arrest, or conviction has been expunged from their record (since some affiliates perform federal-level background checks, which reveal all charges, arrests, and convictions, even if expunged at another level).

## Acceptance Process

At the conclusion of all personal interviews, the DNAP PAC will determine which applicants will be accepted. The Admissions Office will call and send acceptance letters to those selected for admission. In the acceptance letter, each selected applicant will be given a **ONE-WEEK period** in which to respond and the deadline will be stated in the invitation. If an applicant chooses to accept the offered position in the upcoming class, he must submit the **NON-REFUNDABLE**

**DEPOSIT** to MTSA with the acceptance response letter by the stated deadline. After the stated deadline, if the **NON-REFUNDABLE DEPOSIT** has not been received at MTSA, the applicant will forfeit the offered position in the upcoming class, and MTSA may then offer the vacant position to an alternate applicant. The **NON-REFUNDABLE DEPOSIT** will be applied to the student's first tuition payment.

After accepting a position in the upcoming class, if an accepted applicant changes his mind and decides at a later date to decline acceptance into the program at MTSA for any reason, the **NON-REFUNDABLE DEPOSIT** will not be refunded. Furthermore, each year's DNAP PAC session decisions are only valid for admission to the immediately upcoming class, and MTSA does not reserve student positions for applicants in subsequent future classes.

**Non-Refundable Deposit: \$1500**

## Re-Applicants

**ALL** applicants who are re-applying must meet the following requirements:

1. Complete and submit a new application form in NursingCas
2. Submit a \$70 re-application fee with the new application form
3. Submit a minimum of **three (3) NEW** professional references. One of these must be from an anesthesia provider.

## Additional Qualifications for Admission, Progression, and Graduation

Although this is not an all-inclusive list, MTSA believes the following qualifications represent some of the reasonable physical and intellectual requirements necessary to perform safely in both the educational program and profession of nurse anesthesia:

### Observation and Communication

- ◆ Ability to communicate clearly and effectively with colleagues, patients of all ages, family members, and other members on the health care team in written and spoken English.

### **Cognitive**

- ◆ Skill to read and retain large amounts of information and draw from this information to critically analyze and problem solve.
- ◆ Possess found Nurse Anesthesia knowledge and apply new concepts, theories, and evidence-based practice guidelines to explore alternative methods to provide patient care.

### **Behavior**

- ◆ Exhibit professional and appropriate behavior when interacting with colleagues, patients, all members of the healthcare team, and the general public.
- ◆ Maintain professionalism and confidentiality when dealing with patient issues, adhering to HIPAA guidelines.
- ◆ Display good judgment and ethical behavior that is in coordination with common Christian standards including honesty, integrity, sensitivity to culture and the person, and adherence to the professional nursing code of ethics.

## **Application Checklist**

An applicant's file must be complete prior to the deadline to be considered for an interview. It is the applicant's responsibility to ensure that all application items are received prior to the deadline, including transcripts and reference letters. Each application file must contain all of the following items.

- ☐ **DNAP Program (CRNA Completion Degree Format) Application**  
(application form available on MTSA website)

## **Application Checklist**

An applicant's file must be complete prior to the deadline to be considered for an interview. It is the applicant's responsibility to ensure that all application items are received prior to the deadline, including transcripts and reference letters. Each application file must contain all of the following items.

- ☐ **DNAP Program (CRNA Completion Degree Format) Application**  
(application form available on MTSA website, <http://www.mtsa.edu/admissions/doctorate/> or go directly to NursingCAS, <https://nursingcas.liaisoncas.com/applicant-ux/#/login>)
- ☐ **Application fee of \$70 paid to NursingCAS**
- ☐ **Official Council on Certification of Nurse Anesthetists (CCNA) transcript from nurse anesthesia educational program**



- ☐ **Evidence of current active American Association of Nurse Anesthetists membership**
- ☐ **A copy of current APN/APRN license (if required in your state)**
  - ◆ A copy of the current APN/APRN license **for each state** in which the applicant currently holds an APN/APRN license, including the expiration date for each.
  - ◆ A list of all states in which the applicant has ever held an APN/APRN license
- ☐ **A copy of current RN license**
  - ◆ A copy of the current RN license **for each state** in which the applicant currently holds an RN license, including the expiration date for each.
  - ◆ A list of all states in which the applicant has ever held an RN license
- ☐ **Evidence of current CRNA practice setting**
- ☐ **A personal letter to the Admissions Committee**
  - ◆ A personal interview with the DNAP Program Admissions Committee is available **only by invitation** from the DNAP Program Screening Committee. Applicants should be prepared to discuss: reason for seeking a doctoral degree, reason for seeking a professional rather than a research degree, their concept/phenomenon of interest, and how MTSA faculty can support their educational goals.
  - ◆ The letter should follow the guidelines listed on **page 15** of this handbook.
- ☐ **Three (3) professional references** (must include at least one anesthesia provider)
  - ◆ Please have **correct** and **complete** addresses and phone numbers listed on the application form, in the event MTSA needs to contact them for further recommendation or clarification.
  - ◆ **The applicant** is responsible for contacting references with the two-page reference forms provided with the DNAP Program application form (reference form available at [www.mtsa.edu](http://www.mtsa.edu)). The waiver must be signed and dated with references returned directly to MTSA. The reference form is sent from NursingCAS and reference is uploaded to NursingCAS when completed.
- ☐ **Official academic transcripts from every institution of higher learning attended**
  - ◆ This includes transcripts for all non-degree seeking academic courses taken since high school
  - ◆ MTSA cannot accept transcripts stamped “Issued to Student.” The transcripts must be sent to NursingCAS directly from the institution.
  - ◆ The anesthesia school (cumulative) grade point average must be at least 3.0 based on a 4.0 grading system.
  - ◆ Transcripts must demonstrate that all general education curriculum required by the Southern Association of Colleges and Schools Commission on Colleges to earn the baccalaureate degree were met.
- ☐ **Curriculum Vitae or resume**

**Submit all of the above items, including ALL reference letters and ALL transcripts) to the NursingCAS prior to the admission deadline listed on the MTSA website.**

# STUDENT TEMPORARY LEAVE OF ABSENCE POLICY

## ***MTSA Policy 5.1.108***

(Revised 1/21/2020)

The study of nurse anesthesia is highly specialized, and the curriculum is formatted to follow a natural progression from basic principles to more advanced topics. Rarely, student may experience a life circumstance that necessitates a temporary leave of absence from the program. The maximum duration of a Temporary Leave of Absence (TLOA) is twelve (12) weeks for students in the DNAP Practice Doctorate program, one (1) year in the Fellowship program and one (1) year for students in the DNAP Completion program. Exceptions to the program limit may be granted under extenuating circumstances. Students may request a TLOA from the nurse anesthesia program for the following reasons:

1. Medical emergency
2. Maternity
3. Call to active military service

MTSA will maintain the confidentiality of all information regarding TLOA in accordance with federal, state, and local law, and to the greatest extent consistent with the goal of processing such leaves. All records concerning a TLOA are confidential and the official copy of such records shall be retained by the school. Access to these records is limited by appropriate federal, state, and local law.

## **Process for Student TLOA:**

The Program Administrator must approve a student's TLOA. Only students who are in good standing (no current clinical or academic probation) can be granted a TLOA. TLOA must be requested and approved before, or within the current quarter of the absence. Requests for retroactive TLOA will not be approved.

To request a TLOA, a student must:

1. Notify the Program Administrator in writing (i.e. email) intent to request TLOA.
2. Meet personally with the Program Administrator and the Assistant Program Administrator to discuss the reasons for the TLOA (unless medical circumstances prevent).
3. Submit the *MTSA Request for Temporary Leave of Absence* form. This form is located on the MTSA website <https://mtsa.edu/admissions/financial-aid/withdrawals-return-title-iv-aid/> and must be submitted in writing, signed and dated by student, and include the reason for the student's request. The form will need to be signed by the Program Administrator and the Director of Financial Aid (if student has Title IV loans and needs a financial aid TLOA). A copy of the completely signed form will be given to the Coordinator of Academic Support and the Coordinator of Clinical Support, and kept in the student's permanent file.

Following the meeting with the Program Administrator, the student will be notified in writing about the TLOA decision and any requirements for the student's return to the nurse anesthesia program. The Program Administrator will determine requirements for re-entry into the nurse anesthesia program. Requirements for return may include: repeating some courses, extended clinical work, and/or extension of time in the nurse anesthesia program. These requirements will be in writing and signed by the Program Administrator and the student, and a copy will be kept in the student's permanent file. Applicable tuition will be determined by the Office of Financial Aid.

## Types of TLOA

**Medical/maternity TLOA:** Requests must be accompanied by a statement from a medical doctor explaining why the student must interrupt enrollment. Students granted a medical or maternity TLOA, must have a licensed physician certify in writing that the student's physical and/or mental health is sufficient to continue in the nurse anesthesia program. This documentation must state the student's condition that necessitated the TLOA has been corrected and the student is able to complete all curriculum requirements with reasonable accommodation; including classroom, simulation, and clinical, before they will be allowed to return to MTSA.

**Military Leave of Absence:** For those being inducted, requests must be accompanied by a copy of military orders indicating the induction date. For students being called to active military service Title 5, Section 40401, provides for an extended leave of absence up to a maximum of two (2) years due to approved educational reasons and for circumstances beyond a student's control. MTSA will approve a TLOA for students called for active military service as a result of mobilization of U.S. military reserves. Students will retain a student position.

## FINANCIAL ENROLLMENT PROCEDURES

On enrollment day, the Vice President of Academics, the Program Administrator, and/or designees will review and summarize all costs, schedules, and obligations, and will issue and discuss the salient features of the current year's *DNAP Program Student Handbook*. Students will sign the Enrollment Contract and pay the Period 1 tuition. Late enrollment is **not** permitted without special Progressions Committee approval. Students will be asked to review the Release of Information Policy and sign the consent form, and will also be made aware of HIPAA policies related to patient data collection for educational purposes.

Each student should be aware that there may be updated versions of the *Student Handbook* published during his enrollment. While significant changes are rare, students must abide by the

current version of the *Student Handbook*, unless otherwise noted, including abiding by the most current tuition and fee changes. The student will be notified of financial changes in advance.

## Current Tuition and Fees

Student selection policy is designed to accept only those students the Admissions Committee believes have the ability and desire to complete the academic components of the program.

Tuition					
Total Tuition & Fees: DNAP-C CL2021					
\$30,000					
Payment Schedule					
Year 1			Year 2		
Tuition #1	9/3/2019	\$5,000*	Tuition #4	9/1/2020	\$5,000
Tuition #2	1/7/2020	\$5,000	Tuition #5	1/5/2021	\$5,000
Tuition #3	5/5/2020	\$5,000	Tuition #6	5/4/2021	\$5,000

***Deposit previously paid upon notice of acceptance is applied towards first Tuition Payment***

**Note:** There is a 3% processing fee for payments made by Credit/Debit Cards and a \$15 fee for wire transfers. If mailing a check, please send to:

MTSA  
Attn: Business Office  
P.O. Box 417  
Madison, TN 37116

The format and schedule for the tuition and fees collection periods is subject to change, based on potential program schedule changes and recommendations from outside agencies, to which MTSA is accountable. The tuition for each class is set in advance by the Board of Trustees and may fluctuate from year to year. MTSA reserves the right to change tuition and fees on a year-to-year basis. **Students should make their financial plans accordingly.**

While these are current, **the student may expect some changes as the program progresses or if the DNAP program is not completed as scheduled.** Tuition and fees are due in each period, as stated with specific dates in the schedules distributed to students on Enrollment Day.

In the event a student does not satisfactorily complete the DNAP Scholarly project in the required time frame, the student may be extended in the program, (with DNAP Committee approval) a maximum of two (2) semesters. Applicable tuition will be added in the event of program extension. Please contact the MTSA Business Office with any questions you may have regarding tuition.

## Fees

- ◆ **\$70 Application fee** (include with application).
- ◆ **\$70 Re-application fee** (for each year a file remains active)
- ◆ **NON-REFUNDABLE Deposit of \$1,500** (to be submitted upon receipt of acceptance letter). This deposit verifies the student's position in the class and applies toward Period 1 tuition.
- ◆ **3% Credit Card Fee** if student uses a credit or debit card to pay tuition or purchase any item through the school.
- ◆ **Delinquent tuition fee:** A \$100 late fee will be assessed on delinquent tuition payments, for each MTSA business day (Mon-Thurs) that the tuition payment is delinquent. Therefore, if tuition is due on one Monday, but is not paid until the following Monday, an additional \$400 delinquent tuition fee is levied.

## Additional Expenses

*(Areas of expense or related expenses, some of which are included in School fees)*

### 1. Health Insurance Coverage

Each student must provide evidence of personal health insurance coverage upon enrollment, and must maintain coverage and documentation of such until graduation from MTSA. MTSA does not assume the student's medical care or cost for medical care. MTSA does provide information to accepted applicants regarding some group health insurance plans that are available for students to purchase.

### 2. Textbooks

Students will purchase textbooks which will be used in the upcoming semester, prior to the per semester Intensive Week, and will have the appropriate required textbooks in their possession for the Intensive Week. Students who elect to purchase the additional recommended textbooks should inform the Office of Financial Aid as this may affect available amount of money allowed to borrow.

### 3. Technology

Utilizing Blackboard Connect technology, a mobile phone will also be used to receive urgent messages from MTSA administration.

Every student must have reliable access to a personal portable/laptop computer equipped with video web camera capability for video conferencing and for completion of scholarly papers and presentations. Each student will also be required to have reliable high-speed internet access to attend online courses, complete online assignments and conduct research. Free WiFi access is available throughout the MTSA campus. MS Office applications are the current standard at MTSA. Microsoft Office applications are available for download by accessing *portal.office.com* and, signing in with your MTSA email address and password. These applications can be installed on Macs, PCs, tablets, and mobile phones. Synchronous events will utilize the Microsoft Teams application that can be downloaded to any device.

#### 4. **NBCRNA & AANA Membership Dues**

Students are expected to maintain current certification through the National Board of Certification and Recertification of Nurse Anesthetists (NBCRNA) of the American Association of Nurse Anesthetists (AANA). The NBCRNA charge for certification and recertification is the student's responsibility.

Students are also expected to maintain active AANA membership throughout the program. The AANA's charge for membership is the student's responsibility.

## **Refund Policy/Withdrawal Procedures**

### ***MTSA POLICY 5.1.106***

Revised 2/2020

Any student who wishes to withdraw from MTSA must notify their Program Administrator in writing of this action. Any withdrawal without a prior meeting with the Program Administrator may be considered permanent.

#### **Refund Policy**

MTSA will permit any student to cancel their enrollment agreement within 72 hours of the enrollment day. Should a cancellation occur MTSA will refund 100% of the first tuition payment that was made by the student, minus the deposit submitted to hold the student position in class. Students who have been given a medical withdrawal are assessed and adjusted no differently than other withdrawals.

#### **Pro Rata Refund**

If a student/Fellow withdraws or is terminated from the program after the period allowed for cancellation of the enrollment agreement and has completed 60% or less of the period of attendance (semester), the student is entitled to a partial prorated refund. MTSA will calculate whether a tuition refund is due, and if so, remit a refund within 45 days following the student's withdrawal or termination. For students receiving funds through the Federal Student Aid program, unearned funds will be returned to the aid programs in the order required under Federal Law. For students receiving funds through a non-federal loan, the VA, or sponsor, unearned funds will be returned to the lender or agency. Any remaining balance will be paid to the student/Fellow. The pro rata percentage is based on days of attendance within the period of attendance. Students/Fellows who stop attending all classes but do not complete the official withdrawal process could owe a repayment of Title IV funds. Please contact the Office of Financial Aid (615-732-7884) for more information.

### **Determination of the Withdrawal Date**

The student's withdrawal date is the last date of the academic attendance as determined by the institution from its attendance records. If the institutional leave of absence is not considered an official leave of absence for Title IV purposes, the withdrawal date for a student/Fellow who takes an institutional leave of absence is the last date of attendance prior to the leave.

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### **MTSA Internal Withdrawal Procedures:**

1. Program Administrator begins withdrawal procedure by forwarding the student's written document (email) of intent to withdraw to Academics.

### **Student receiving Veterans Benefits Withdrawal Procedure:**

1. Complete withdrawal procedure as noted above.
2. Contact the Office of Financial Aid for information regarding your veterans' benefits.
3. It is VA's policy, if you withdraw from your program at MTSA, Veterans Affairs (VA) must reduce or stop your benefits. You may have to repay all benefits for the program unless you can show that the change was due to mitigating circumstances.\*

*"Mitigating circumstances"* are unavoidable and unexpected events that directly interfere with your pursuit of a course and are beyond your control. Examples of reasons VA may accept are extended illness and unscheduled changes in your employment. Examples of reasons VA may not accept are withdrawal to avoid a

failing grade or dislike of the instructor. VA may ask you to furnish evidence to support your reason for a change. If a serious injury or illness caused the change, obtain a statement from your doctor. If a change in employment caused the change, obtain a statement from your employer.

For more information about VA policies, please contact [www.gibill.va.gov](http://www.gibill.va.gov)  
1-888-GIBILL1 (1-888-442-4551)

## **FINANCIAL PLANNING AND FINANCIAL AID**

Since financial difficulties can have an adverse effect on academic endeavors, applicants are advised to plan their sources of financial support very carefully prior to entry into the DNAP Program. Applicants who are accepted to MTSA DNAP Program should plan to adjust their lifestyles accordingly, if needed. Although the DNAP Program Admissions Committee prefers that applicants be financially stable, the following information should prove helpful in financial planning.

If an accepted applicant or current student in the DNAP program anticipates utilizing financial aid during their enrollment, they should request an appointment at their earliest opportunity with the Office of Financial Aid to discuss available funds and relevant procedures ([finaid@mtsa.edu](mailto:finaid@mtsa.edu)).

All tuition payments are due on the specified dates. In addition to the delinquent tuition fee, students will be suspended (suspension effective on the first delinquent day) from academic assignments until tuition is paid. Any time missed for this reason must be made up after the scheduled class graduation date as a terminal extension. The length of the extension will be at least commensurate with the amount of time missed. Students must pay pro-rated tuition for all extensions in the program.

### **Financial Aid Options**

Students enrolled in at least half-time DNAP Completion coursework and pursuing the DNAP Completion degree are eligible to apply for Federal (Title IV) loan funds. Students must be enrolled in at least six (6) DNAP-Completion coursework hours per semester to be considered at half-time status. MTSA encourages serious and deliberate consideration before making any borrowing decision. Examine all options. The Office of Financial Aid will not certify any amount that exceeds the cost of attending.

### **Direct Unsubsidized Loan (Title IV)**

Eligible students may borrow up to \$20,500 per academic year on a Federal Direct Unsubsidized Loan. Interest begins to accrue on loans from the date of disbursement and continues throughout the life of the loan. Loans have a six-month grace period before repayment begins. The grace period begins the date the student ceases to be enrolled at least half-time. Students may not borrow above the cost of attendance per loan period. These loans are not credit-based.



### **Direct Graduate PLUS Loan (Title IV)**

Graduate PLUS loans are credit-based loans made to credit-worthy eligible borrowers or the student must obtain an endorser who does not have an adverse credit history. Students may borrow Graduate PLUS loans after first borrowing the yearly maximum Federal Unsubsidized Loan. Borrowers will complete a PLUS application and master promissory note each new loan period. The interest rate begins to accrue on the loans from the date of disbursement. Loans have a six-month grace period, before repayment begins, when the student ceases to be at half-time status. Borrowing may not exceed the cost of attendance, per loan period.

#### **Procedures to apply for Federal Education Loans:**

- Must file the (appropriate year) Free Application for Federal Student Aid (FAFSA)
- Must complete a phone entrance orientation with the Financial Aid Office, may contact [finaid@mtsa.edu](mailto:finaid@mtsa.edu) to schedule.
- Must visit [studentloans.gov](http://studentloans.gov) and complete the required entrance counseling and Master Promissory Note (for Unsubsidized loans) and the PLUS application and Master Promissory Note (for Graduate PLUS loans).

### **Private Loans**

Private education loans are privately loaned from lenders outside of federal loan borrowing. Students enrolled in at least half-time DNAP Completion coursework are eligible to apply for Private loan funds. Private or alternative loans require a separate application, credit check, multiple disclosures and a self-certification form. This is performed each time you borrow for a new loan period.

#### **Procedures to apply for Private Loans**

- Must complete a phone entrance orientation with the Financial Aid Office, may contact [finaid@mtsa.edu](mailto:finaid@mtsa.edu) to schedule.
- Visit [www.elmselect.com](http://www.elmselect.com), type MTSA in the School Search field and click enter. You may click through the Financial Fundamentals and then view the lenders that students who have attended MTSA have used.
- Research the best option and make application.

*MTSA has no preferred lender list or arrangement and does not endorse any loan product or service. Students may apply directly with any lender that they choose.*

### **Sponsorships**

If receiving any outside assistance in the way of scholarship or tuition assistance while attending MTSA, please contact the Office of Financial Aid.

*\*Any scholarship or tuition assistance received by the student must be disclosed to the Office of Financial Aid and will be incorporated into the financial aid package.*

### **Military Benefits**

MTSA welcomes active-duty military service members, veterans, military spouses and family members. Students who anticipate using Veterans Education Benefits while in attendance at MTSA must notify the School Certifying Official in the Office of Financial Aid by emailing [finaid@mtsa.edu](mailto:finaid@mtsa.edu). Once accepted to MTSA, students should submit a copy of the Certificate of Eligibility and DD214 (for service member) to begin the process.

## **VA Education Benefits Policy**

*(Under the Veterans Benefits and Transition Act of 2018)*

MTSA permits any covered individual (that individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post 9/11 GI Bill benefits) to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website- eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution, or
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

MTSA will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

### **Covered individuals:**

1. must accurately and completely fill out the VA application and submit to the VA Regional Processing Office, also mailing them copies of buy-ups or kickers contracts, DD214, NOBE forms, signature pages and other important documents for your education claim, before classes begin at MTSA.
2. must submit a Certificate of Enrollment and the DD214 (service members) to the MTSA Financial Aid Office in order to process benefits.

## **Disbursement Information**

Direct charges (tuition and fees) will be deducted from the financial aid first. MTSA will make a deposit of any credit balance into the student's bank account through an electronic transfer of funds. Student accounts are maintained by the Business Office and students may view their account information on their CAMS student portal.

## **Electronic Funds Transfer**

MTSA utilizes an electronic funds transfer (EFT) system to disburse credit balances/refunds of financial aid into student's personal banking accounts. Any amount of assistance a student received above direct charges is a credit balance owed to them and will be issued via EFT. Credit balances are posted to student accounts within 14 days of the disbursement date.

Students will complete an EFT Authorization giving permission to wire funds to their personal account.

## **Direct Loan Entrance Counseling**

Prior to the student's very first Federal Direct Loan disbursement, student must complete the online Entrance Loan Counseling by accessing <https://studentloans.gov>. Borrower rights and responsibilities in taking out student loans are reviewed. The online session will take approximately 30 minutes to complete and must be completed in one session. Loan will not disburse until online counseling is complete.

## **Direct Loan Exit Counseling**

Prior to exiting MTSA, all student borrowers who have obtained federal student loans during their studies at MTSA are required to complete Exit Loan Counseling by going online to <https://studentloans.gov>. The student is apprised of their responsibilities in repaying their Federal Student Loans. MTSA is notified of the student's completion of this process. The Financial Aid Office will alert students to complete online Exit Counseling in their last semester of the program.

## **Repayment of Loans**

It is expected that students accepted into MTSA are good citizens and individuals of high integrity, who fully expect to repay all student loans. Students generally have 10 years to repay their loans. Interest is accruing on the loans while the student is in school, and payments may be made towards the interest prior to completion of the coursework to lower loan balances. The loan servicer will notify student when the first payment is due, usually following a six months grace period upon completion of the coursework. To learn about loan repayment options, students should contact their lender.

## **Withdrawals and Return of Title IV Aid**

Students who officially or unofficially break enrollment (withdraw, fail to return from an approved leave of absence or are dismissed from enrollment at MTSA) and are recipients of Title IV (federal) aid, may owe a repayment of federal aid back to the Department of Education. Students should be aware that eligibility for future federal aid may be jeopardized by withdrawing from MTSA after federal funds have been disbursed.

If a student ceases attendance from all his or her courses within a period of enrollment, the student will be considered a withdrawal for Title IV purposes. Students who elect to withdraw from courses must follow MTSA's official withdrawal process. The withdrawal date will be the date the student begins the withdrawal process or the last day of their attendance at MTSA. The amount of federal aid a student earned, in their payment period, is determined on a pro rata basis (for example: if student completes 30% of their payment period, they earn 30% of the assistance they were originally scheduled to receive). Students who withdraw prior to completing 60% of the payment period will have their financial aid prorated and unearned funds

returned. After the 60% point, the student is deemed to have earned 100% of the Title IV funds. Federal Title IV funds will be returned based on the percentage of period completed.

Federal regulations stipulate how the return of Title IV Funds is calculated for students who have received federal assistance. If the student did not attend 60% of the payment period, any excess federal aid must be returned to the appropriate program in the following order:

- Federal Unsubsidized Federal Direct Loan
- Federal Graduate PLUS Loan

## Cancellation Policy

Students have a right to cancel all or part of their federal loan disbursement(s) awarded. The loans may be cancelled, with the Financial Aid Office, any time before the loan disbursement dates. Once MTSA is in receipt of the loan funds, students have a right to cancel all or part of the loans within 14 days after the disbursement date for the loan period. In order to cancel any or all of your loans, the student must confirm in writing the award(s) and amount(s) and send the request to [finaid@mtsa.edu](mailto:finaid@mtsa.edu). Students are responsible for any unpaid balance on their student account. Borrowers will be advised of the status of their request for cancellation.

## Academic Satisfactory Progress Policy for Federal Aid

Practice Doctorate / DNAP Program

Federal financial aid regulations require that recipients of federal aid maintain satisfactory academic progress toward the completion of their degree. Students must comply with the MTSA standards for Satisfactory Academic Progress (SAP). All students' academic standing is evaluated by the MTSA Progressions Committee. The Financial Aid Office will review students Title IV eligibility at the end of each semester. Students not meeting the required progression will be placed on Financial Aid Warning for the subsequent semester. This policy applies only to the eligibility to receive Federal Title IV aid.

MTSA Progressions Committee evaluates students' progress after each semester, decisions are made, and notices are sent to the Financial Aid Office for the following reasons:

- 1) Activation of student probation,
- 2) Removal from probation,
- 3) Decision to suspend student,
- 4) Termination of a student.

### Satisfactory Academic Progress (SAP) Standards for Federal Aid

- Maintain a cumulative grade point average (**GPA**) that is equal to or greater than the graduation standards (3.0) published by the program(s) (**Qualitative Requirement**);
- Successfully complete a minimum of all hours attempted (**PACE or Quantitative Requirement**); and
- Complete the program of study/degree within a maximum number of attempted credits allowed by the degree level—(**Maximum Completion Timeframe**).

**Minimum GPA**

Students must earn a minimum 3.0 cumulative GPA.

**Minimum Pace**

Students must successfully complete 66.7% of the credit hours they attempt each semester.

**Maximum Timeframe**

Programs at MTSA have scheduled academic coursework which must be successfully completed. Students cannot receive federal aid after attempting 120% of the hours required for the completion of their academic program.

**Repeated coursework**

Each time a course is taken counts as an attempt. Only when a passing grade is received is it counted as a completion. Students may only receive federal aid funding for one repetition of a previously passed course. Any retaken class(es) may count against a student's satisfactory academic progress.

**Financial Aid Warning**

Any student not meeting the SAP requirements at the end of a semester will be placed on Financial Aid Warning and continue to receive federal aid for one subsequent semester. The student will be monitored for SAP again at the end of the subsequent semester. If the student does not come into compliance with the SAP policy by the end of the subsequent semester, the student will be placed on Financial Aid Suspension. Students may not incur more than two Financial Aid Warnings.

**Financial Aid Suspension**

A student on Financial Aid Warning who does not comply with the SAP policy will lose eligibility for federal aid after the subsequent semester and will be placed on Financial Aid Suspension. All future federal aid will be cancelled. The student will be notified by the Financial Aid Office of their suspension status. The student will remain on this status until they come into compliance with the SAP policy or until they have appealed with a favorable decision. Any student incurring more than two Financial Aid Warnings, will be placed on Financial Aid Suspension.

**Financial Aid Probation**

Students who have successfully appealed will be placed on Financial Aid Probation. Students will receive notification that while on probation, they are eligible for federal aid for one subsequent semester. Failure to meet the academic standards will result in the student being placed on Financial Aid Suspension.

**Financial Aid Appeal**

Students on Financial Aid Suspension may appeal for reconsideration, according to the standard MTSA Appeals Process. If the student's appeal is granted, the student will be placed on Financial Aid Probation and be eligible for federal aid during their probationary period (one payment period). If the student does not meet the terms of the committee decision, then the student will remain on Financial Aid Suspension and will not be eligible for federal aid.

Admission to MTSA or maintaining good academic standing, as defined by the academic program, does not necessarily constitute maintaining Satisfactory Academic Progress for federal aid purposes.

**Notification**

Students will be notified in writing of results of any evaluation that affects their eligibility for federal funding.

# STUDENT LINES OF COMMUNICATION

## *MTSA Policy 5.1.110*

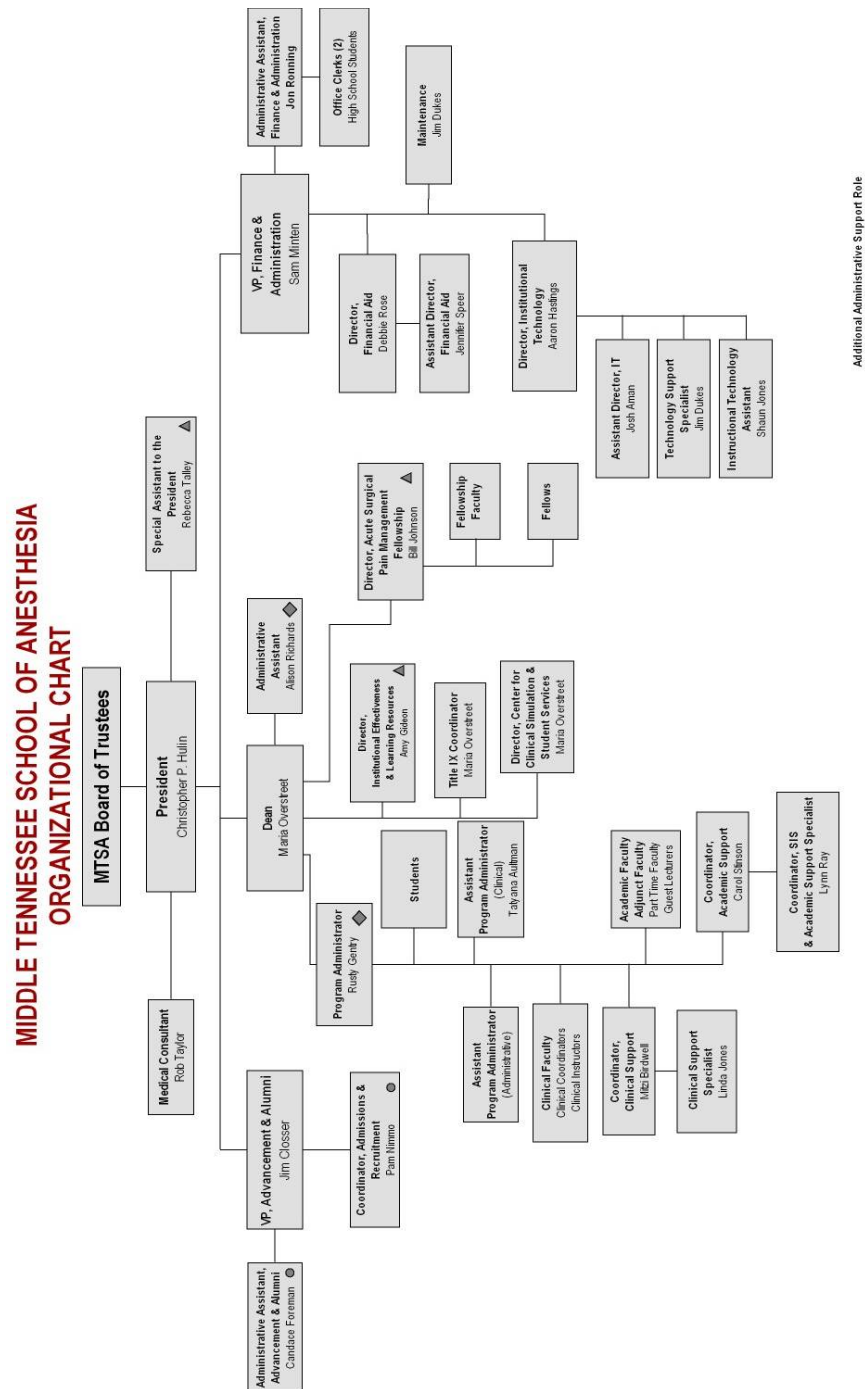
**Email** is the official form of communication between students and MTSA, unless otherwise indicated on a class syllabus. This is how a student will be updated on policies, procedures, and items related to course work or degree requirements.

Students are issued an MTSA email address and are expected to check their email on a routine basis. The email is also linked to the internal school Google Calendar that includes class and simulation schedules. **No other email account may be used for official communication with the school.** In emergency situations only, text messages will be sent from the school's emergency management software to students' cellphones to keep them informed of the situation.

There are times when the students may not be able to talk directly with the Program Administrator as quickly as they may wish, or may be uncomfortable talking to specific administrators. The following is an attempt to assure that students continue to have open lines of communication for issues they may perceive as problematic.

Should students find there are School-related (academic or clinical) issues they wish to address, the Program Administrator is the first person to whom students should address these issues. If the Program Administrator is unavailable, the Vice President of Academics and/or President of MTSA are available to address these concerns. If the issue involves an area other than academic/clinical, or students do not feel comfortable or it is not convenient to approach the program administrator, then it is entirely appropriate and even encouraged for students to address their concerns and/or issues with the Vice President of Academics and/or the President of MTSA.

(Update in progress)  
(Demonstrates Student Lines of Communication)





# **ACADEMIC POLICIES & PROCEDURES**

## **Student Bereavement Policy**

### ***MTSA Policy 5.1.115***

(Revised 8/2017)

The loss of a family member may require time away from MTSA. The family is defined as spouse/partner, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, grandparent, grandparent-in-law, or grandchild. This policy would also include step-parent, step-sibling and step-child.

If there is a death in the family, students may take up to three (3) consecutive days off as leave. For students in a program with a clinical component, this leave may be taken without withdrawing time from the bank of personal emergency time and vacation days.

All students are eligible to utilize bereavement leave, if needed. Bereavement leave must be utilized within fourteen (14) days of the date of death. Exceptions for unusual circumstances (i.e., remains must be transported from overseas) must be coordinated with Program Administration, and with the Coordinator of Clinical Support if in clinical rotations. Students may be asked by MTSA personnel to provide a certification of the death, such as a death certificate or a published death notice.

## **Sabbath (Saturday) Scheduling Policy**

### ***MTSA Policy 3.3.109***

(Revised 5/2018)

MTSA is currently independently operated and owns the property and buildings that house the School. In accordance with the Seventh-day Adventist history, as well as the history and mission of the school, the original policies of the School relative to Sabbath are the policies of the School today. They have been redefined to inform students and clinical facilities of the expectations of the School relative to Sabbath observance.

#### **♦ Academic Area**

Neither the Middle Tennessee School of Anesthesia nor any of its faculty will schedule any academic class between sundown Friday until after sundown Saturday. It is recognized that not all students will choose Saturday as the day of worship. Accommodation will be made for classes that are scheduled outside of normal MTSA operating hours if attendance would violate or interrupt a student's normal religious observance. The accommodation may vary, but may include video captured lectures for students to review at another time or makeup coursework assigned by the faculty of record.

On occasion MTSA will expect students to attend one day of a local weekend conference organized by the Tennessee Association of Nurse Anesthetists or the American Association of Nurse Anesthetists. Students may choose the day they attend, either Saturday or Sunday.

#### **♦ Clinical Area**

Clinical affiliations have evolved over the years to support the clinical needs of the program. It is not the intent of MTSA to control whether or not an affiliate hospital schedules elective surgery on weekends. However, the Middle Tennessee School of Anesthesia supports the choice of the student. Students are expected to do elective and call cases Monday through Friday and to take call for emergency cases on weekends as assigned. Should any student choose not to participate in call on a specified day due to religious convictions, MTSA will accommodate this student's request. A statement of religious observation from the student's current religious leader may also be requested. It should be noted that a student may have to complete clinical duties on extra weekend call shifts to accommodate their request. This is not punitive in nature, but may occur due to schedule changes to accommodate the request.

## Grading Policy

### MTSA Policy 5.4.108 (Practice Doctorate Program)

(Revised 10/22/2019)

Advancement of each student to the next semester is made by the Progressions Committee, with faculty recommendation, at the end of each semester.

Each advancing student will receive a transcript reflecting academic and clinical progress, with current and cumulative GPAs, within one week of the course ending.

#### The MTSA Grading Scale is based on the following 4.0 grading system:

<b>A =</b>	90-100%	(4.0 Quality Points)
<b>B =</b>	80-89%	(3.0 Quality Points)
<b>C =</b>	70-79%	(2.0 Quality Points)
<b>F =</b>	Below 70%	(0.0 – Failing)
<b>I =</b>	Incomplete	<i>See Grade of Incomplete below</i>
<b>W =</b>	Withdrew	<i>See Grade of Withdrew below</i>
<b>WF=</b>	Withdrew Failing	<i>See Grade of Withdrew Failing below</i>
<b>T=</b>	Terminated	<i>See Terminated below</i>

*(There is no grade of "D" in the program)*

MTSA expects that all graduate level coursework should result in a minimum earned grade of "B". The first earned grade between 70-79% (C) will require a scheduled meeting with the Program Administrator to discuss the student's performance. A grade of "C" will also lead to an automatic academic or clinical probation. The second earned "C" in a course will result in dismissal from the program.

MTSA requires students to maintain a minimum overall academic cumulative GPA of 3.0 for both graduation and good academic standing. A student who falls below an academic cumulative GPA of 3.0 will be placed on academic/clinical probation. The student will have one (1) semester to improve the academic cumulative GPA to 3.0 or greater to be removed from

probation. If the student fails to improve his or her GPA to 3.0 or greater during the following semester, they will be dismissed from the program.

Students who are placed on any type of probation more than two (2) times will be dismissed from the program. An active vote by the Progressions Committee to carry probation over to another term will count as an additional probation. Students will automatically be dismissed from the program for receiving a failing course grade in any course. Failing is defined as any grade below 70%.

Students have the right to appeal decisions of the Progressions Committee by filing an appeal with the Appeals Committee.

### **Clinical Grades**

Clinical grades are recorded from each of the MTSA approved Clinical Coordinators. The grade for each semester is an average of all of the grades from the clinical sites attended for that semester (exception: Nationwide Children's Hospital (Columbus, Ohio) has an MTSA approved clinical grading system).

MTSA requires completion of 75% of student daily clinical evaluations (as described in MTSA Clinical Standards Policy). Failure to submit at least 75% will result in a 5-point deduction from the final clinical grade.

<b>A =</b>	90-100%	
<b>B =</b>	80-89%	
<b>C =</b>	70-79%	Clinical Probation
<b>F =</b>	Below 70%	Clinical Probation / possible dismissal
<b>I =</b>	Incomplete	<i>See Grade of Incomplete below</i>
<b>W =</b>	Withdrew	<i>See Grade of Withdrew below</i>
<b>WF=</b>	Withdrew Failing	<i>See Grade of Withdrew Failing below</i>
<b>T=</b>	Terminated	<i>See Terminated below</i>

Any failure of a clinical rotation will be reviewed by the Program Administrator and Progressions Committee for determination of remediation, or up to and including dismissal from the program. If the student remains in the program, any failed clinical rotation will be repeated and must be successfully completed (grade of B or greater) prior to degree conferral.

Any student who earns a C for the **semester clinical grade** will be placed on Clinical Probation. The length of the probation will be determined by the Progressions Committee, as well as any remediation plan.

Any student who earns a C for a **single clinical rotation** will be required to meet with the Program Administrator for determination of a remediation plan and may be placed on Clinical Probation. The student will also be referred to Progressions Committee for further review.

## **Notice of Placement on Academic/Clinical Probation**

If it is deemed by the Program Administrator or the Progressions Council that the student will be probation due to clinical or academic issues, the student will be notified in the following ways:

1. The student will have a face-to-face meeting with the Program Administrator or Dean;
2. An e-mail with “read-receipt” will be sent to the student’s @mtsa.edu e-mail address documenting the probation decision
3. A certified letter will be sent with the decision through the United States Postal Service to the current address that the student has on file.

## **Grade of Incomplete (I)**

If a student is unable to meet all the requirements of a course by the end of the semester because of circumstances beyond his or her control, the grade of Incomplete (I) may be awarded by an instructor. An incomplete grade requires written understanding between the instructor and student acknowledging when the course will be completed. This discussion and written understanding for completion must occur before the last week of the semester. The maximum time limit for submission of all course work necessary for removal of an incomplete is the end of the last day of classes of the following semester in which the incomplete was incurred (i.e. an incomplete awarded in the 2<sup>nd</sup> semester must be converted by the last day of classes in the 3<sup>rd</sup> semester). If the time limit passes and the course is not completed, an unremoved grade of incomplete is changed automatically to a failing grade. Any failing grade will result in termination from the program. A grade of incomplete is not calculated in the grade point average. No student may graduate with an Incomplete on their transcript.

**Special Circumstances:** the completion of the doctoral scholarly project may stand as incomplete through the Integrated Application of Evidence-Based Practice course series.

## **Withdrawing from a Course**

Students may drop a course within the first 72 hours of the semester with no grade.

## **Grade of Withdrew (W)**

Students wishing to withdraw from a course after the first 72 hours will either receive a grade of “W” or “WF.” To receive a W grade, a student must drop the course within the first 60% of the semester. A “W” grade does not impact a student’s GPA.

## **Grade of Withdrew Failing (WF)**

Students wishing to withdraw from a course after the deadline to withdraw with a “W” grade will receive a grade of “WF.” A WF grade is calculated into a student’s GPA as a failing grade (F).

## **Terminated (T)**

An administratively terminated student is issued a final grade of “T” for all courses in which he/she is currently enrolled, and the termination is noted on the student’s transcript.

# STUDENT DRUG TESTING POLICY

## ***MTSA Policy 5.4.109***

(Revised 5/15/2018)

MTSA is a faith-based organization concerned with the health and wellbeing of our employees & students. One of our goals is to provide a safe and drug-free institution of learning as well as protect the health and welfare of patients that may be treated by MTSA students during clinical rotations. All students will undergo drug screening during their tenure at MTSA.

MTSA contracts with an outside company that maintains sites nationwide to perform chain of custody drug screening. MTSA financially supports mandatory drug screening.

- 1) Mandatory Initial Drug Screening: All students will be required to have a drug screening prior to performing clinical duties. MTSA pays for this testing.
- 2) Mandatory Random Selection Drug Screening: While enrolled at MTSA, each semester a student(s) will be selected to participate in a random drug screening. The choice of student is randomly selected using an internet based random selection process generated by a computer program. Students will be required to have their test completed within 24 hours of notification. Clinical coordinators may be notified to allow students time to go to the closest testing site. MTSA pays for this testing.
- 3) For Cause Drug Screening: MTSA reserves the right to request **for cause drug screening at any time**. This screening must be completed within 24 hours of request. An example may be a student receipt of a “red card” in clinical, erratic student behavior in classroom/simulation, behavior outbursts, calling out at clinical without a physician visit for illness, or other incidents. MTSA pays for this testing.
- 4) Confirmational Drug Screening (Hair Test): A hair test drug screen will be conducted following any positive drug test results. **This test will be at the student’s own expense.**

If a student is unable to complete their drug screening within 24 hours or provide urine, hair testing may be performed **at the student’s added expense**. Any test that results in a “non-negative” will require follow up. Any additional retesting will be at the student’s expense. Students may not begin or be allowed to continue clinical following a “non-negative” test result. The report will be sent to the **Program Administrator** for intervention and/or possible disciplinary actions. A student may resume clinical assignment after fulfilling any requirements set forth by the Program Administrator, and student submits a test sample for which a negative (“clear”) result is received.

## **Academic Integrity Policy**

### ***MTSA Policy 5.1.109***

Any student cheating on any test, exam, quiz, or assignment; who has falsified clinical documents, such as clinical evaluations or any other documentation; falsified signatures; or who has plagiarized any assignment, will be placed on immediate probation, with the recommendation for termination from the program. The case will be heard by the Progressions Committee and the Committee will make a determination of the recommendation for termination.

#### **Possession or Sharing of Faculty Property or MTSA Property**

ALL quiz/test/exam questions/items are the express property of the faculty member who authored them and MTSA, and these questions/items are confidential information.

Any attempt to obtain, retain, re-create, possess, copy/reproduce, distribute, disclosure, transmit, or share of any portion of any quiz/test/exam materials (including portions of compilations of quiz/test/exam questions/items) from any class, by any instructor (whether they teach at MTSA or on any other campus), from any time (whether current or past), by any means (by written, electronic, oral or other form of communication, including but not limited to emailing, copying or printing of electronic files, and reconstruction through memorization/dictation), at any time (before, during, or after any quiz/test/exam), is considered to be cheating and stealing.

Receipt or acceptance of any portion of ANY quiz/test/exam questions/items is considered to be cheating.

After a quiz/test/exam, if a student has a question regarding any quiz/test/exam question/item, he or she must direct such a query only to the designated faculty member(s) responsible for that course (i.e. not to a guest lecturer), as students are prohibited from reviewing any quiz or test materials with MTSA staff members without instructor approval.

Nothing (to include notes and study guides) compiled during one year's class is to be shared in any manner with any other individual or group of individuals in any other year's class.

Any student found to have any such material in his or her possession, or to have participated in any such prohibited activities here identified, will be subject to disciplinary action, up to and including termination.

## **Ownership of Intellectual Property Policy**

### ***MTSA Policy 4.2.113***

All class materials created by faculty members in the employ of MTSA (whether for courses at MTSA or their courses at other institutions) are the property of the faculty member, other institution, and/or MTSA. Such class materials include, but are not limited to, quiz/test/exam questions, quizzes/tests/exams in whole or in part (to include individual questions), and any class materials created by the faculty member and distributed to students.

A faculty or staff member or student is entitled to full royalties from publications if the School paid no cost of travel, research, preparation of manuscript, or School/student labor. If a faculty or staff member or student obtains patent rights, he/she is entitled to full royalties, if the School paid no cost of travel, research, preparation of the patent, or School/student labor. If MTSA sponsors, pays for release time, provides funds for travel, production, or other related costs, the School and the faculty or staff member or student will sign a pre-contract indicating how MTSA would be reimbursed or how royalties would be distributed.

## **MTSA Honor Code**

### ***MTSA Policy 5.1.113***

#### **Declaration of Honor**

MTSA's mission, focus on academic excellence, and culture of faith are grounded in the Christian values of truth, honor, and virtue. Abiding by these principles illuminates the pathway of learning, sustains the integrity and purpose of the School, thus preparing competent and caring nurse anesthetists.

#### **Honor Code**

The Honor Code of Middle Tennessee School of Anesthesia is reflective of the Christian principles of truth, honor, integrity, and virtue. The Honor Code is vital in fostering an environment of trust, order, and unity within the school. Students are responsible for familiarizing themselves with and abiding by the Honor Code and all School policies.

#### **Academic Standards of Conduct**

A thorough understanding and commitment to this Declaration of Honor and the Honor Pledge is essential to success of MTSA's honor system. The following avenues will be utilized to facilitate implementation of these statements:

1. The Declaration of Honor statement, with its accompanying Honor Pledge, will be included with the acceptance letter sent to selected applicants, and applicants accepting a student

position at MTSA will be required to acknowledge affirmation by signing and dating the document as specified, and returning it with their acceptance verification.

2. Information regarding the Declaration of Honor and the Honor Code will be included in the program's *MTSA Catalog & Student Handbook*.
3. The Declaration of Honor and the Honor Pledge will be discussed during all orientation programs.
4. Implementation and monitoring of adherence to these standards will be accomplished through the MTSA NAP Council, Progressions Committee, the President's Council, and the MTSA Appeals Committee.

### **Honor Pledge**

As a student of Middle Tennessee School of Anesthesia, I will incorporate the principles of truth, honor, integrity, and virtue in all that I do while enrolled at MTSA. I acknowledge the Honor Code as vital in fostering an environment of trust, order, and unity within the School. I accept the sacred trust placed upon me to continue this heritage of honor in my efforts to become a competent doctoral-prepared nurse anesthetist. I freely pledge to abide by the MTSA Standards of Conduct and this Honor Code in all of my conduct.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

The Honor Pledge must be signed by the first day of enrollment and will be kept in the student's academic file.

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MTSA, in compliance with the Violence Against Women Reauthorization Act, educates the students, faculty and staff of the dangers of violent acts.

MTSA is a Christian school committed to upholding standards which promote respect and human dignity. Sexual crimes, in any form, severely violate the trust and respect essential to the preservation of a Christian environment and directly threaten the safety and well-being of community members. MTSA will not tolerate acts of dating violence, domestic

violence, sexual assault, or stalking committed by or against any member of the community. If any acts of dating violence, domestic violence, sexual assault, or stalking are reported or committed, MTSA assures a swift response to an accusation while providing assistance to the alleged victim of such an offense. Definitions for these crimes, consent, and bystander intervention are listed in Appendix B as defined by the Clery Act. Steps will be taken to keep the parties involved as separated as possible (i.e. different clinical sites).



Please refer to page 10 of the Annual Security Report for more information.

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## **MTSA Standards of Conduct**

### ***MTSA Policy 5.1.114***

It is the philosophy of MTSA to uphold Christian ideals and values. While it is MTSA's policy to freely accept students regardless of religious persuasion, MTSA's philosophy is that students, faculty and staff are public representatives of MTSA, and are expected to avoid any conduct that would conflict with its Christian values.

Actions and conduct not in harmony with the Christian standards of MTSA include, but are not limited to, the following, and commission of any of these actions will result in disciplinary action that may include dismissal from the program. Students who witness or have personal knowledge of any participation in the following activities have a responsibility to report such infractions to MTSA administration. Dismissal from the School or any lesser penalty as determined by the Program Director and the Progressions Committee may result from participation in any of the following activities:

1. Furnishing false information to the School with the intent to deceive;
2. Knowingly providing false information or testimony during the investigation of, or hearing on a disciplinary matter;
3. Refusal or failure to respond to a request from MTSA to report to a School administrative office or other location;
4. Vandalism, malicious destruction, damage, or misuse of private or public property, including library or computer center material;
5. Forgery, alteration, destruction, or misuse of School documents, records, or identification;
6. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other School activities, including any authorized activities on School property; In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution;

7. Unauthorized use of or entry to School facilities and/or unauthorized possession of keys to School facilities;
8. Disorderly conduct or lewd, indecent, or obscene conduct on School-owned property or at any other institution affiliated with the School, or at School-sponsored functions;
9. Physical abuse of any person, or other conduct which threatens or endangers the health or safety of any person (i.e., this includes attending class or clinical under the influence of drugs or alcohol) whether such conduct occurs on or off School property;
10. Participation of students in group activities on or adjacent to the campus, which causes damage to public or private property, causes injuries to persons, or interferes with the orderly functioning of the School or the normal flow of traffic;
11. Violation of written School policies or regulations as stipulated herein or as published and/or announced by authorized School personnel;
12. Falsely reporting the presence of an unlawful explosive or incendiary device with the intent to mislead, deceive, or disrupt the operation of the School or a scheduled event sponsored by the School;
13. The use of tobacco in any form on the premises of MTSA, or any clinical affiliate, other than in properly designated smoking areas;
14. Possession, while on School-owned property, or of any other institution affiliated with the School, of any weapon such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, including explosives, such as firecrackers, unless authorized in writing by the School administration;
15. Unauthorized use or misuse of MTSA's computing facilities to include logging on an account without the knowledge and permission of the owner; changing, deleting, or adding to the programs, files and/or data without authorization of the owner; theft of program data or machine resources; attempts to thwart security of the computer system, including hardware and software;
16. Use of technological/electronic device(s) in the classroom. Students are allowed to use iPads or laptop computers in the classroom before class begins. However, the only use for iPads or laptops during any class will be for taking notes specifically related to the current class in session. No other activities utilizing any technological/electronic device(s), including but not limited to computers, iPads, PDAs, cell phones, or scanners, such as (but not limited to) web-

surfing, Medatrax case record completion, game-playing, or text-messaging will not be allowed during any class. The only exception to this is if web-based research is part of the curriculum for a given class, and this is specifically stated by the instructor. Some (but not all) instructors may allow calculators to be used during quizzes/tests/exams. If they do, students are only permitted to use calculators provided by MTSA at that time, which have no communication or data storage capability (i.e. no cell phone or PDA calculators).

17. Participation in or conviction of theft, wrongful appropriation (i.e., theft with intent to temporarily deprive the owner of possession), unauthorized possession, or sale or damage to School property or any organization affiliated with the School or of another member of the School community (i.e., faculty, staff, student, or campus visitor);
18. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing from its proper location fire extinguishers, hoses, or any other fire emergency equipment, except when done with real need for such equipment;
19. An attempt to commit or to be accessory to the commission of any act in violation of other Standards of Conduct;
20. Commission of an act or an attempt to commit an act on School property or involving members of the School community (i.e., faculty, staff, student or campus visitor) in an act that would be in violation of state or federal law;
21. Violation of local, state, or federal law, whether on or off campus, when it appears that the student has acted in a way that adversely affects or seriously interferes with the School's normal educational function, or that injures or endangers the welfare of any member of the School or its affiliate community. Such violations include, but are not limited to, violation of state or federal drug laws, commission of or attempt or threat to commit rape, murder, felonious assault, arson, or any other felonious crime against person or property. Any violation results in an arrest; the School must be notified within 24 hours.
22. Unprofessional conduct, or any conduct or action that could bring dishonor or discredit on MTSA or would reflect unfavorably on its reputation as a Christian institution
23. The use of any illegal drug;
24. The use addicting drugs and/or alcohol, which would impair judgment or function, including those prescribed by a physician, since mental alertness is crucial during the provision of anesthesia. Each student should notify MTSA of any medications he is using which may impair

judgment or function. Additionally, whenever specimen samples are collected for drug testing, the student must notify the collection personnel of any medications in use currently. Student anesthetists administer narcotics daily and must not be lax in signing out drugs, administering them properly, or properly disposing of unused portions. If circumstantial evidence renders students suspect of drug abuse, they may be asked to have urine, blood, or hair analyses to document their non-use of drugs. MTSA reserves the right, and students should expect, that a routine or random analysis for drugs may be requested at any time and without prior notice, to rule out substance abuse;

25. Reporting for duty at any hospital or for any class or professional meeting while under the influence of drugs, alcohol, or ANY mood altering substance;

26. Unlawful use, manufacture, possession, distribution, or dispensing of drugs and/or alcohol on School-owned property or of any other institution affiliated with the School.

27. \* No student should start or initiate a general or regional anesthetic without proper supervision of a licensed anesthesia personnel.

\*Revised to include number 27 effective 12/13/2016 (NAP Council Meeting) for DNAP Program.

## **Student Drug & Alcohol Policy**

### ***MTSA Policy 5.1.111***

(Revised 11/19/2019)

MTSA prohibits the possession, use, or distribution of illegal drugs and alcohol on the MTSA campus, the Madison Campus SDA Church campus, Tristar Skyline Madison Campus, or on the campus of any affiliate site.

Since many drugs alter one's alertness, and mental alertness is crucial during the provision of anesthesia, students may be screened for drugs and alcohol at any time they are committed to either clinical or classroom assignments. MTSA contracts with an outside company to perform drug/alcohol screening of students throughout the program of study, as needed.

Students should be aware that if they are found to test positive for alcohol, illegal substances or substances without a current and valid prescription, MTSA is obligated to report such violation of the drug and alcohol policy to the State Board of Nursing. Therefore, students are required to report any alertness-altering prescribed substance use (i.e. treatment for anxiety and learning disabilities) to the Program Administrator.

### **Health Risks**

As part of the Drug-Free Schools and Communities Act of 1989, MTSA is required to inform all students of the health risks associated with the use of illicit drugs and the abuse of alcohol.

The use of alcohol can lead to the following serious health risks:

- ◆ Loss of muscle control, poor coordination, slurred speech
- ◆ Fatigue, nausea, headache
- ◆ Increased likelihood of accidents
- ◆ Impaired judgement
- ◆ Possible respiratory paralysis
- ◆ Death

Heavy use of alcohol can lead to the following problems:

- ◆ Damage to brain cells
- ◆ Increased risk of cirrhosis, ulcers, heart disease, heart attack
- ◆ Increased risk of cancers of the liver, mouth, throat, and stomach
- ◆ Hallucinations
- ◆ Personality disorders

Health risks associated with the use of illegal drugs include the following:

- ◆ Increased susceptibility to disease due to less efficient immune system
- ◆ Increased likelihood of accidents
- ◆ Personality disorders
- ◆ Addiction
- ◆ Anemia
- ◆ Poor coordination
- ◆ Death

## Resources

MTSA does not provide drug/alcohol counseling, treatment, or rehabilitation programs for students. Upon request or in appropriate situations, the School may refer the student to a private counselor, center, or program for assistance with such needs.

Local Resources for Help in Davidson County	
<b>Metro Police Non-Emergency</b>	615-862-8600
<b>Nashville Poison Control</b>	615-936-2034
<b>National Domestic Violence Hotline</b>	800-799-7233
<b>RAINN National Rape Crisis Hotline</b>	800-656-4673
<b>TN Crisis Services &amp; Suicide Prevention</b>	855-274-7471
<b>National Suicide Prevention Lifeline</b>	800-273-8255
<b>Cumberland Height Alcohol &amp; Drug Treatment Center</b>	800-646-9998 / 615-356-2700
<b>Tennessee Professional Assistant Program</b>	615-726-4001
<b>AANA Peer Assistance Helpline</b>	800-654-5167

## **Legal Sanctions Under Tennessee State and Federal Law**

The following is a summary of Tennessee and federal sanctions for the unlawful use of illicit drugs and alcohol. While the summary is a good faith effort to provide information, MTSA does not guarantee that it is an error-free or exhaustive accounting

Under federal law, a civil penalty of up to \$100,000 and imprisonment of up to one year may be imposed for simple possession of certain specified controlled substances. Possession of crack cocaine may lead to civil penalties of up to \$250,000 and imprisonment of up to twenty years. Also, possession of a controlled substance can result in the denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, and the forfeiture of personal property and real estate used to transport, conceal or facilitate such possession. In addition, possession of a controlled substance can lead to ineligibility to receive or purchase a firearm.

Under federal law, it is unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell controlled substances. The penalty imposed depends upon many factors that include the type and amount of controlled substance involved; the number or prior offenses, if any; whether death or serious bodily harm resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Even a first-time violation can result in life imprisonment; a fine of up to \$4,000,000 per individual; supervised release; or any combination of these penalties. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or university campus, or (2) distribution to persons under 21 years of age. Repeat offenders may face greater penalties.

Under Tennessee law, it is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of their employment) or consume alcoholic beverages, including wine or beer. It is unlawful for any adult to buy alcoholic beverages for or furnish them for any purpose to anyone under 21 years of age. These offenses are classified Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days or a fine of not more than \$2,500 or both. The offense of public intoxication is a Class A Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than \$50 or both.

Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months, twenty-nine days and/or a fine of \$2,500). For the third and subsequent offense of possession of ½ oz. or less of marijuana, punishment is one to six years of imprisonment and a \$3,000 fine. If there is an exchange from a person over 21 years of age to a person under 21 and the older person is at least two years older than the younger and the older person knows that the younger person is under 21, then the offense is classified as a felony. Possession of more than ½ oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense. Maximum Tennessee penalties for possession, manufacture or distribution of substantial quantities of a controlled substance range from fifteen to sixty years of imprisonment and up to a \$500,000 fine. The State of Tennessee may, under certain circumstances, impound a vehicle used to transport or conceal controlled substances.

## **Student Evaluations Policy**

### ***MTSA Policy 5.4.107***

Students at MTSA evaluate all aspects of the program, facilities, and their own progression. These evaluations are coordinated and scheduled by the Clinical Support Specialist and are conducted via Medatrax. The data from these evaluations are compiled by the Clinical Support Specialist and are reviewed by the Evaluations Committee each semester.

## **STUDENTS COMPLAINTS/GRIEVANCES POLICY**

### ***(Formerly Complaints/Grievances)***

### ***MTSA Policy 5.1.102***

Students have a right to expect that MTSA will treat them with respect and will abide by the standards set forth in the most current edition of the program's MTSA Catalog & Student Handbook.

MTSA encourages and welcomes feedback on aspects of its operation. It recognizes the rights of students to express dissatisfaction or make formal complaints about processes or services provided by MTSA. Grievances are formal complaints brought by a student regarding MTSA's provision of education and academic services affecting their role as a student. A grievance must be based on a claimed violation of a MTSA rule, policy, or established practice. This policy does not limit MTSA's right to change rules, policies, or practices.

The three categories for grievances are as follows: Complaints, Discrimination / Harassment allegations, and an Appeal of a Committee Decision (such as Progressions Committee or NAP Council)

### **How to File an Informal Complaint**

As a first step, MTSA offers students an informal process to lodge a concern or suggestion. This process allows students to provide MTSA with information or suggestions relating to processes or services provided.

Step 1: Student raises concern regarding a particular service or process with the relevant faculty, staff member, or brings item to the School Life Committee (SLC) to be heard.

Step 2: Faculty, staff member, or SLC will listen or consider the concern

Step 3: Faculty, staff member, or SLC explores options/implications of resolving the issue, i.e. No action is deemed appropriate

Lodging a suggestion letter to the Vice President of Academics

Advising the student to lodge a Formal Written Complaint

### **Grounds for a Formal Complaint**

A student has the right to file a complaint. This MTSA Student Complaint/Grievance Policy is for all issues in which the student believes he has been adversely affected. Examples may include:

Improper, irregular, or negligent conduct against a student by a faculty or staff member of MTSA; Failure to adhere to appropriate or relevant published MTSA policies and procedures;

A decision made without sufficient consideration of facts, evidence or circumstances of specific relevance to the student;

A penalty, where applied, is considered too harsh;

Failure by MTSA to make a decision within a timely manner, reasonable to the complaint.

### **How to File a Formal Written Complaint**

A complaint must be submitted in writing to the MTSA Vice President of Academics using the Student Complaint form, available on the MTSA website or through the Office of the Vice President of Academics, identifying the student grievant, the respondent individual(s) involved, the incident, the rule/policy/established practice claimed to be violated, and a brief statement of the redress sought. Upon submission of a written complaint, the Vice President of Academics will provide the student grievant with written acknowledgement of receipt of the complaint via e-mail, as well as a more detailed outline of the process.

Complaints should be addressed to:

Vice President of Academics  
Middle Tennessee School of Anesthesia  
315 Hospital Drive, Madison, TN 37115

### **Withdrawal of Complaint**

A student may at any time during the complaint's resolution process withdraw a complaint. This is done by putting their intent to withdraw an informal or formal complaint in writing and forwarding it to the Office of the Vice President of Academics.



## Appeal of a Committee Decision

Students who are not satisfied with the decisions of an MTSA committee (i.e. Progressions Committee) can appeal those decisions to the Appeals Committee, the highest appellate body in the School. The Appeals Committee has the right to review the entire issue, and may support the decision or return it to the committee for further review.

## Consumer Protection Policy

### ***MTSA Policy 5.1.203***

*Revised 8/2019*

## **Procedures to follow in response to U.S. Department of Education 10.29.10 Final Rules**

In accordance with the Department of Education's final regulations published on October 29, 2010, the following is the complaint process related to receiving and resolving complaints for TICUA member institutions that are legally authorized to provide post-secondary education in Tennessee and are exempt from regulation by the Tennessee Higher Education Commission.

### **Complaints**

- All complaints should first be routed through the appropriate complaint/appeals process as outlined by each university.
- Depending on the nature of complaint, the matter should be brought to the attention of the office directly responsible for that area of the college or university.
- Complaints and appeals should be well-documented and move through the appropriate campus supervisory structure prior to appealing to any off-campus authority.

### **Off Campus Authorities**

- Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>) or the Council on Accreditation (COA) (<http://home.coa.us.com/contact/Pages/Concerns.aspx>)
- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State

Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for the appropriate division);

- For students attending programs in Tennessee, complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that unit (<http://www.tn.gov/consumer/>).
- For out-of-state students using distance learning programs, complaints related to consumer protection laws shall be filed using the Tennessee NC-SARA Portal form: <http://tn.gov/assets/entities/thec/attachments/ComplaintForm.pdf>

### **Distant Education and State Authorization**

As an institution that participates in federal financial aid programs under Title IV of the Higher Education Act of 1965, MTSA is required to comply with regulations regarding distance education. MTSA's distance education is authorized on a state level primarily through the Tennessee Higher Education Commission. MTSA participates in the National Council for State Authorization Reciprocity Agreements (NC-SARA), which is an agreement among states that establishes national standards for the interstate offering of postsecondary distance-education courses and programs. This authorization is required by both state and federal law. See below information regarding MTSA's membership and participation in NC-SARA:

<https://mtsa.edu/about/compliance/> <https://nc-sara.org/directory>

### **Distant Education Complaint Process**

The NC-SARA distance education complaint process is described [here](#). Students with a grievance regarding their distance education should seek a resolution of all matters through MTSA's complaint structure first. A complaint must be submitted in writing using the Complaint-Grievance form. Complaints should be addressed to:

Office of Vice President of Academics  
Middle Tennessee School of Anesthesia  
315 Hospital Drive  
Madison, TN 37115

Download» [Complaint-Grievance Form https://mtsa.edu/wp-content/uploads/2019/03/Student-Complaint-Grievance-Form\\_2019.pdf](https://mtsa.edu/wp-content/uploads/2019/03/Student-Complaint-Grievance-Form_2019.pdf) from the website.

### **Complaint Resolution Policies and Procedures for Non-Tennessee Resident Students in State Authorization Reciprocity Agreement States, commonly known as SARA**

Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.

Complainants not satisfied with the outcome of the Institution's internal process may appeal, within two years of the incident about which the complaint is made, to the Tennessee Higher Education Commission (<https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>).

For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the SARA Policies and Standards (<http://www.nc-sara.org/content/sara-manual>) have been violated by the institution operating under the terms of SARA.

For a list of SARA member States, please visit the NC-SARA website (<http://nc-sara.org/sara-states-institutions>). Students residing in non-SARA states should consult their respective State of residence for further instruction for filing a complaint.

## **Discrimination / Harassment Policy**

### ***MTSA Policy 3.2.303***

Discrimination/Harassment will not be tolerated. Employees and students at MTSA shall be provided a work and learning environment free of discrimination/harassment per the MTSA Nondiscriminatory Policy. It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee or student through disparaging conduct or communication that is inherently discriminatory. The basis of these complaints may arise, but not be limited to, the following provisions of law:

- ◆ Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.;
- ◆ Title VII of the Code of Federal Regulations; 29 CFR §1604.11;
- ◆ Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.;
- ◆ Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.;
- ◆ Claims of sexual harassment under Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.

The following situations are examples of when employees and students should report possible discrimination / harassment to the Title IX Coordinator:

- ◆ Unreasonably interferes with the individual's work or performance;
- ◆ Feels intimidated, hostility or an offensive work environment;
- ◆ Explicit or implicit term threats to terms of employment or academic success;

- ◆ Encounters submission to or rejection of sexual conduct will be used as a basis for decisions affecting the harassed employee or student.

Alleged victims of sexual, racial, ethnic, sexual orientation, or religious discrimination/ harassment shall report these incidents immediately if they believe their rights as guaranteed by the State or Federal Constitution, State or Federal laws or School policies have been violated. This report should be made in writing to the Title IX Coordinator, except when the Title IX Coordinator is the offending party. If the Title IX Coordinator is the offending party, the report shall be made to the President of MTSA. All allegations of discrimination/harassment shall be reported in writing to and fully investigated by the office of the Title IX Coordinator or the President, as appropriate.

Reports should be addressed to:

Title IX Coordinator  
Middle Tennessee School of Anesthesia  
P.O. Box 417  
Madison, TN 37116  
[titleIXcoordinator@mtsa.edu](mailto:titleIXcoordinator@mtsa.edu)

An oral complaint may be submitted; however, such complaint shall be reduced to writing to insure a more complete investigation. The complaint should include the following:

- ◆ Identity of the alleged victim and person accused;
- ◆ Location, date, time and circumstances surrounding the alleged incident;
- ◆ Description of what happened;
- ◆ Identity of witnesses (if any); and
- ◆ Any other evidence available.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including removal from the School.

There will be no retaliation against any such person who reports discrimination/harassment or participates in an investigation. However, any employee/student who refuses to cooperate or who gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report shall itself be treated as a violation of this policy and shall result in severe repercussions to the maker of the report.

## **Investigation Procedures**

The privacy and anonymity of all parties and witnesses to complaints will be respected. The complaint and identity of the complaining party shall not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complaining party. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations, legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed. This will occur only in appropriate circumstances and only to individuals deemed necessary to possess such knowledge.

The Title IX Coordinator, or a designated complaint manager appointed by them, shall address the complaint of discrimination/harassment promptly and equitably. The person conducting the complaint investigation shall file a written report within ten (10) MTSA business days with the Title IX Coordinator. After receipt of the report from the person conducting the investigation, the Title IX Coordinator of MTSA, or the President, as appropriate, shall render a written decision within ten (10) MTSA business days.

## **DISCIPLINARY ACTIONS**

### **Administrative Responsibility**

In accordance with School policy, By-Laws, and Board of Trustees actions, the Vice President of Academics, who is the chief disciplinary officer, delegates the supervision of student disciplinary actions to the Progressions Committee. Recommendations and actions taken by the Progressions Committee may be subject to review by the President's Council prior to going to the Appeals Committee. The Program Administrator, administrative officers, faculty, and staff are responsible for working with students to encourage compliance with all School policies and the Standards of Conduct.

### **Progressions Committee**

The MTSA Progressions Committee is an ongoing committee which meets regularly. When the Progressions Committee meets to discuss specific issues that involve individual student(s), the individual student(s) may be invited to speak to the Progressions Committee regarding the issue before a decision is rendered. The individual student(s) are invited to speak to the Progressions Committee, but the student(s) are not permitted to invite others to attend. The Progressions Committee is responsible for implementation and monitoring of any remedial and/or punitive actions. If the student(s) is (are) not satisfied with the decision of the Progressions Committee,

the student(s) may request a formal hearing by the MTSA Appeals Committee. The decision of the Appeals Committee will be final.

### **Penalties Which May Be Recommended by the Progressions Committee**

Penalties may range from a loss of privilege or a disciplinary warning to dismissal from the program; and may include, but not be limited to the following:

#### **Loss of Privilege**

These penalties are intended to serve as reminders of operating regulations and are for specific periods of time. Such penalties may include loss of scholarship, loss of right to participate in certain School activities, loss of privilege of use of facilities, etc.

#### **Disciplinary Warning**

Disciplinary warnings are used for minor infractions. A warning indicates that further violations will result in more severe disciplinary actions. Warnings will be issued to a student in written form. A written warning, once issued, will be placed on the permanent file of the student. A student may petition the Warning to the Progressions Committee for documented situations, such as sickness or family issues.

#### **Probation**

Probation means that a student is permitted to remain at the School on a probationary status. If a student is found responsible for a similar violation during probation, the student may be suspended or dismissed. Other conditions of probation are specific to the individual case and may include loss of eligibility to serve on School committees or participate in specified School activities.

#### **Indefinite Suspension**

Indefinite suspension means that no specific date has been recommended for readmission of the suspended student. This penalty is used when the prognosis of rehabilitation is uncertain, and the Progressions Committee desires that some additional evidence of rehabilitation be presented by the student prior to readmission to the School. Applications for readmission shall be considered by the DNAP Program Admissions Committee, with consultation from the Progressions Committee.

#### **Permanent Dismissal/Termination**

Permanent dismissal means that a student is permanently barred from readmission to the School. This penalty is used when the violation of one or more of the Standards of Conduct is deemed as serious as to warrant a total and permanent disassociation from the School community.

## Academic Issues

Advancement of each DNAP CRNA completion program student to the next higher level or semester occurs at intervals at the end of each semester upon faculty members' verification of the student's successful completion of each semester's course requirements. In order to progress unencumbered to the next higher level or semester, the student must meet the following conditions:

- ◆ MTSA expects that all DNAP level coursework should result in a minimum earned grade of "B". The first earned grade for a course between 70-79% (C) will require a scheduled meeting with the Program Administrator to discuss the student's performance and will lead to automatic academic probation with an appearance before the Progressions Committee. The second earned "C" for a course grade will result in dismissal from the program.
- ◆ Students will automatically be dismissed from the program for receiving a failing course grade for any course. Failing is defined as any grade below 70%.

## General Issues

- ◆ A student may be placed on a general probation for other issues, such as if conduct or health fails to meet acceptable levels. General probation may be at the recommendation of the Capstone Committee to the Progressions Committee or the Progressions Committee independently. The duration of probation is determined by the Progressions Committee and is expected to be one semester. Upon completion of the probationary period, the student may be restored to full student standing, have probation continued (duration is at the discretion of the Progressions Committee), or, in extreme cases, be dismissed from the program.
- ◆ Students receive certain penalties for late documentation. If documentation is not submitted as indicated, the student will not receive a diploma until all documentation is completed.
- ◆ A student may be placed on suspension if conduct in any area fails to meet acceptable levels, to include plagiarism or cheating in any form. The duration of the suspension will be determined by the Progressions Committee. Upon completion of the suspended period, the student may be restored to full standing with no probation, or allowed to re-enter the program and placed on probation for a duration that will be determined by the Progressions Committee.
- ◆ Disciplinary actions for violations of the standards of academic or personal conduct shall include, but not be limited to, the following or any combination thereof: written disciplinary

warning, probation, suspension (including suspensions from classes), and termination from the School.

## **Discipline / Penalty Related Issues**

The discipline/penalty related issues addressed in this section are applicable whether the issue is academic or general/other in nature.

- ◆ In extreme cases, a student may be dismissed from the program without probation or suspension.
- ◆ Students who are required to spend an extended time in the program will be charged for the extension.
- ◆ When the Progressions Committee meets to discuss specific issues that involve individual students, the individual student(s) directly involved will be invited to speak to the issue before rendering a decision. The individual student(s) directly involved are invited to speak to the Progressions Committee, but the student(s) are not permitted to invite others to attend. Should students not agree with this decision, they may appeal the issue to the Appeals Committee.
- ◆ There may be times the Progressions Committee, in its discussion of students' performance in general, determines that an action should be taken related to individual students. Upon notification of the decision, any students who feel extenuating circumstances existed which may have impacted on any decision of the Progressions Committee, and were unable to speak on their own behalf before the original decision was rendered, may give a written request to the Progressions Committee to speak on their own behalf to appeal the decision. The Progressions Committee will meet to allow a student to speak to the issue. (The student is not permitted to invite others to attend.) The Progressions Committee may decide to alter its original decision or to stand by it. Should a student still not be in agreement with the final decision, the student may address the issue to the Appeals Committee.
- ◆ Students must give written notice to the Program Administrator if they desire to have a decision heard by the Appeals Committee. The Program Administrator will assemble an Appeals Committee according to administrative policy. The Appeals Committee has the right to review the entire issue and may support the Progressions Committee's action or may render a decision that may be more lenient or more severe. The student and Progressions Committee are expected to abide by the decision of the Appeals Committee.



- ◆ Upon completion of a probationary period, the student's situation will be reviewed by the Progressions Committee and his or her status determined.
- ◆ Students who are placed on ANY type of probation greater than one (1) time will be dismissed from the program.
- ◆ Any probationary period, regardless of the type of probation or the reason for the probation, will be reflected in the student's permanent file.
- ◆ Any probationary period, regardless of the type of or reason for the probation, may negatively affect a student's eligibility to receive financial assistance.
- ◆ Students have the right to appeal decisions of the Progressions Committee by following the MTSA appeal process (see Appeals Process).

# STUDENT APPEALS POLICY

## *MTSA Policy 5.1.116*

### Appeal of a Progressions Committee Disciplinary Action

The disciplinary action of the Progressions Committee may be appealed to the next higher body, the MTSA Appeals Committee. The standard procedure of an appeal is as follows:

1. In all cases, the request for an appeal must be submitted in writing to the Program Administrator within four (4) MTSA business days of written notice of the Progressions Committee decision. If the fourth day falls on a legal or School holiday, the time is extended to the next regular MTSA business day. Regular business days for MTSA are Monday through Thursday.
2. All written documentation from the appellant must be submitted for the Appeals Committee's consideration within the same time provided for filing a request for an appeal (4 MTSA business days). Within 12 MTSA business days of the receipt of a written request for an Appeals Committee hearing, the NAP Council will designate an Appeals Committee according to administrative policy of MTSA. The Appeals Committee will meet and make a decision within 12 MTSA business days after the designation of the Appeals Committee. This time may be extended by MTSA administration for good cause.
3. The Appeals Committee will review the request for appeal together with any written documents and other supporting evidence to determine if the appeal presents a substantial question within the scope of review. The scope of review shall be limited to the following:
  - i. **Appropriateness of the Penalty:** In cases appealing the appropriateness of the penalty, the Appeals Committee shall uphold the penalty unless the penalty is shown to be "clearly unreasonable" or arbitrary (i.e., "that which has been clearly and fully proven to have no sound basis or justification in reason.").
  - ii. **New Evidence:** In cases appealed on grounds of new evidence, the student(s) must show that such evidence is material to the decision of the Appeals Committee on issue of the charges and the findings and that said evidence could not have been discovered with due diligence prior to the original hearing.
  - iii. **Due Process:** In cases appealed on grounds of denial of due process, the student(s) must demonstrate that the Progressions Committee's process at the initial hearing was not conducted in conformity with properly prescribed procedures. The student(s) must also show that the alleged discrepancy was materially averse to the student(s) interest.
4. The decision of the Appeals Committee shall be final. Any reconsideration of the decision will be remanded to the Progressions Committee.

### Grade Appeal Procedure

MTSA maintains a grade appeal and due process protocol. Students of MTSA have the right to appeal a final course grade they consider to have been assigned unfairly, or the grade was

derived in a different manner than was outlined in the course syllabus. The faculty members of MTSA have the responsibility of assigning final course grades according to the course syllabus and grading rubrics. Should a disagreement occur about a grade assignment, it is the intention of MTSA to uphold the integrity of both students and faculty. This appeal process is not intended to weaken the work of the faculty. This grade appeal process does not apply to any dismissal from MTSA related to academic standing.

#### **Appeal Process:**

**Step 1:** ***Within 5 MTSA business days after posting of final grades:*** The student must email a request to meet with the course instructor (to the instructor's MTSA email address), to discuss how the grade was assigned. After this meeting, if the student and faculty member agree the grade was appropriately assigned, the appeal process ends and the final grade will stand as posted. If the issue is still unresolved, the student may continue to the next step of the grade appeal process.

**Step 2:** ***Within 5 MTSA business days after receiving decision from Instructor:*** The student must file the written grade appeal form, (available by electronic request from the Office of the Vice President of Academics) supporting documents, and the written decision of the instructor, to the Office of the Vice President of Academics. The Office of the Vice President of Academics will have five MTSA business days to review the appeal and supporting documents. The Office of the Vice President of Academics may also ask to meet with the student and/or the course instructor for clarification of information, or additional information that may be deemed necessary. The decision of the Office of the Vice President of Academics will be emailed (via MTSA email addresses) to the student and course instructor.

If student is not satisfied with the resolution of their appeal, they can request to be heard by the next meeting of the Progressions Committee. If the grade the student received causes dismissal from the program, an ad hoc Progressions Committee may be requested.

## **NON-ACADEMIC POLICIES & PROCEDURES**

### **Dress Code**

This covers expected standards for dress in academic settings, in addition to all other functions of the School, to include professional meetings. Students are also expected to abide by any affiliate's dress code which may be more specific than MTSA's policy. Above all, at all times the student is expected to use common sense in dress. Any violation of this dress code may subject the student to an audience with and/or disciplinary action by the Progressions Committee.

All students are expected to present themselves in a clean, neat, and well-groomed manner. The following standards apply:

## 1. Clothing:

- a. **Classroom:** Students may wear their surgical scrub clothes to class. All clothes must be modest, neat, and clean.
  - b. **Professional** (To include AANA or TANA meetings and when giving class presentations): The attire must be “professional” to include at minimum a dress shirt and tie for men with khaki or dress pants.
2. **Jewelry:** Jewelry is to be limited to no more than one ring per hand (wedding set counts as one ring), no more than one earring per earlobe (dime size or smaller and only in the earlobes), and no necklaces. Jewelry is to be modest in appearance and moderate in quantity, with no visible body piercing or subcutaneous implants.
  3. **Tattoos:** In both the classroom and professional settings, students will not have visible offensive tattoos. Such must be covered at all times. Any visible tattooing must be moderate in amount.
  4. **Hair:** Hair must be neat and clean and out of the face at all times.
  5. **Facial Hair:** Facial hair must be neat, well-trimmed and not to exceed three inches in length.
  6. **Fingernails:** Fingernails must be neat and clean, not longer than 1/4<sup>th</sup> inch beyond the end of the fingertip. Polish is to be of a single color (clear, pale, pink, white, or red) with **no** adornments; **no** black, green, blue, or dark colors.
  7. **Aromas:** Any offensive or overpowering odor is to be called to the attention of the student as soon as it is noticed. This includes the personal hygiene responsibilities of each student.
  8. **Gum chewing:** Students are to use good judgment and demonstrate appropriate discretion and respect in deciding when gum chewing is acceptable. In the classroom setting, it is never acceptable for students to chew gum while making presentations. In professional settings, it is never acceptable for students to chew gum while making presentations or interacting with officials, such as TANA officers or state legislators.

## Emergency Response Plan

MTSA has an Emergency Response Plan (ERP) set to appropriately respond to various types of emergencies. The ERP is an all-inclusive approach to various crises that might occur on our campus. The plan describes how the School will respond to emergencies that would suddenly

and significantly affect our campus. The plan is part of the Annual Security Report which is available at <http://mtsa.edu/about/compliance/> as well as by email at [compliance@mtsa.edu](mailto:compliance@mtsa.edu).

The school will hold at least one (1) fire drill each year. Other drills may be held at the discretion of the President's Council and the school Safety Officer. If a student notices an emergency situation, they should notify the nearest staff or faculty member of the problem.

## **Public Information Policy**

### ***MTSA Policy 3.1.104***

(8/6/2018)

MTSA provides complete, accurate, timely, accessible, clear and sufficient information to its students, constituents, and the public. The MTSA Office of Advancement & Alumni is the official clearing house for all publications targeted for external use (primarily used for marketing purposes, news release information, professional journal articles, *Airways* Newsletter, etc.) This Office is responsible for updating and maintaining the MTSA website with current and accurate information, as well as responsibility of all communications to the media. This Office provides a uniform, coordinated and professional presence in the community served. The Advancement Office representative coordinates newsmen's interactions with students, faculty and/or staff. It is the objective of this policy to provide accurate, timely and quality publications and media release information.

This policy encompasses the following information:

- MTSA's current student handbooks, which includes MTSA's mission and obligations and responsibilities of both students and the institution, as well as current academic calendars, grading policies, cost of attendance, and refund policies. These handbooks are provided on the MTSA website ([www.mtsa.edu](http://www.mtsa.edu)). Archival versions for up to 10 years of these handbooks are available to alumni upon request.
- All forms of print and electronic communications officially representing MTSA are consistent with handbook content and accurately portray the operations of MTSA.
- MTSA publishes statements of its goals for student achievement and the success of students in achieving those goals. This information on student success includes retention and graduation rates, NBCRNA first time and subsequent pass rates, job placement rates and other measures of student success appropriate to MTSA's mission and Council on Accreditation (COA) requirements.
- MTSA maintains valid documentation for statements regarding such matters as program excellence, learning outcomes, success in placement, and achievements of graduates and faculty. This information on the website and/or MTSA student handbooks.

## **Academic Policies Policy**

### ***MTSA Policy 3.3.114***

(New 8/6/2018)

MTSA publishes, implements, and disseminates academic policies that adhere to principles of good educational practice and that accurately represent the programs and services of the institution. Educational policies appear in MTSA publications including the Administrative Manual, student handbooks, as well as Faculty Handbook. These manual and handbooks are

available to their constituents through handbooks either the MTSA website, MTSA's internal Sharefile network, or in print, upon request. The manuals and handbooks are reviewed and updated annually to ensure accurate information is disseminated.

## **Policy for Awarding Credit**

### ***MTSA Policy 3.3.115***

(New - 8/6/18)

MTSA uses semester credit hours as the basis for measuring the amount of learning accomplished. This measurement of engaged learning delineates the units connected with student learning experiences in both traditional classroom settings and nontraditional classroom settings such as laboratories, studios, internships, practica and other experiential learning, and in semester and non-semester-based, face-to-face and distance learning delivery modes. The purpose of this policy is to provide academic administrators (Vice President of Academics and Program Administrator) and faculty of MTSA guidance in setting credit hour recommendations for MTSA academic courses and programs consistent with federal regulations.

MTSA defines a credit hour with the following:

In order to comply with federal regulations and comply with Southern Association of Schools and Colleges: Commission on Colleges (SACSCOC) policy, MTSA has adopted the federal definition of the Credit Hour as identified by SACSCOC in their policy statement on credit hours approved June 2011, edited January 2012, which follows:

**Federal Definition of the Credit Hour.** For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

- a. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
- b. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The awarding of credit hours for academic courses and programs:

MTSA is responsible for determining the amount of credit hours awarded for MTSA academic courses and programs and will abide by the SACSCOC guidelines for flexibility in interpretation when assigning credit hours for student coursework, stated as follows:

- a. The institution determines the amount of credit for student work.
- b. A credit hour is expected to be a reasonable approximation of a minimum amount of student work in accordance with commonly accepted practice in higher education\*
- c. The credit hour definition is a minimum standard that does not restrict an institution from setting a higher standard that requires more student work per credit hour.
- d. The definition does not dictate particular amounts of classroom time versus out-of-class student work.
- e. In determining the amount of work the institution's learning outcomes will entail, the institution may take into consideration alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
- f. To the extent an institution believes that complying with the Federal definition of a credit hour would not be appropriate for academic and other institutional needs, it may adopt a separate measure for those purposes.
- g. Credits may be awarded on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time, or on the basis of documented student learning calibrated to that amount of academically engaged time for a typical student.

\*Note: For the purposes of this policy, an "hour" of instruction is interpreted as 50 minutes of contact time or its equivalent. Thus each semester hour of credit involves  $15 \times 50 = 750$  minutes = 12.5 hours of contact time, or its equivalent, excluding registration and final examination periods.

## **Release of Student Record Information**

### ***MTSA Policy 5.1.301***

MTSA shall comply with all provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended) (20 U.S.C. § 1232g) pertaining to the release of student records.

#### **MTSA Internal Constituents**

Student information, not identified as "Directory information", shall only be available to MTSA employees that have a "need to know" and legitimate educational interest to carry out job related functions. The Vice President of Academics, Program Administrator, and Coordinator of Academic Support shall maintain a list of current employees who have electronic access to student records to fulfill their job requirements. MTSA's President, Vice President of Academics, or Program Administrator may grant temporary authorization for electronic access. Any access, other than electronic, into a student's record should be appropriately logged.



## **MTSA Clinical Affiliates**

As completion of affiliations is a graduation requirement, students are required to sign a pre-release consent form. The following information shall have limited release (primarily to affiliate health care institutions where students may participate in clinical rotations), at the discretion of MTSA:

- ◆ evidence of health insurance
- ◆ evidence of liability insurance
- ◆ recommendations/references
- ◆ copies of health history including vaccinations
- ◆ academic record
- ◆ clinical record
- ◆ emergency information form
- ◆ background check
- ◆ drug screen results

## **Directory Information**

Except as herein provided, all directory information may be released to appear in public documents and/or publications or may otherwise be disclosed without student consent; unless a written notice barring disclosure is filed in the Office of the Program Administrator and/or the Office of the VP for Advancement & Alumni of MTSA.

“Directory Information” at MTSA shall include the following student information:

- ◆ name
- ◆ home address
- ◆ local address
- ◆ telephone listing (home and cell phone)
- ◆ pager listing
- ◆ email address
- ◆ major field of study
- ◆ dates of attendance
- ◆ the institution(s) attended and from which degree(s) were earned
- ◆ clinical schedule
- ◆ degrees awarded and/or honors received
- ◆ student identification photographs
- ◆ any photographs or digital audio/video recordings taken as part of the educational program or at any School-related functions

## **Other Situations of Disclosure Without Specific Consent**

The FERPA guidelines: “allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- ◆ School officials with legitimate educational interest;
- ◆ Other schools to which a student is transferring;
- ◆ Specified officials for audit or evaluation purposes;
- ◆ Appropriate parties in connection with financial aid to a student;
- ◆ Organizations conducting certain studies for or on behalf of the school;
- ◆ Accrediting organizations;
- ◆ To comply with a judicial order or lawfully issued subpoena;
- ◆ Appropriate officials in cases of health and safety emergencies”

No official academic or clinical information concerning a student shall be released until all MTSA forms and records are updated and in proper form for release. Prior to the release of information, all currently enrolled students shall have no outstanding debt with MTSA. A health-related entity financially supporting a student during enrollment at MTSA may request/require periodic academic and/or clinical reports. MTSA shall release the information to such entities **only after receiving a written release from the student** specifying the entity to which information is to be released. The releases must be filed with the Coordinator of Academic Support, which is under the supervision of the Vice President of Academics and Program Administrator of the School.

Institutions may request that students complete an application for privileges. MTSA may act as a facilitator by providing the form and mailing it when completed by the student. This activity shall not constitute a release of records and no prior approval shall be required.

Prior to graduation, MTSA asks students to execute written release of record forms so there will be no delay in dispatching information to prospective employers. If a prospective employer requests record information and the release forms are on file and/or if the prospective employer supplies an authorization for release of records signed by the student/graduate, MTSA's Coordinator of Academic Support will first return a standard form letter verifying the dates the student/graduate attended MTSA and the student's/graduate's graduation date, among other standard responses. Copies of the MTSA transcript may be included when deemed necessary for verification of the information provided. Other requests for letters of reference about students or graduates will be reviewed on a case-by-case basis.

### **External Publication of Information**

The MTSA Office of Advancement & Alumni will be the official clearing house for all publications targeted for external use (primarily used for marketing purposes, news release information, professional journal articles, *Airways* Newsletter, etc.) This Office is responsible for all communications to the media, for release of information regarding staff, faculty and students in attempt to provide a uniform, coordinated and professional posture in the community served. The Advancement Office representative has the right to prohibit newsmen from interviewing students, faculty and/or staff. It is the objective of this policy to provide accurate, timely and quality publications and media release information.

## **Student Record Review**

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g) students have a right to review their educational record within 45 calendar days of making a request to the school's Coordinator of Academic Support. The Coordinator of Academic Support will then forward the request to the Program Administrator who will facilitate a meeting the educational record review.

Students also have a right to request that the school correct records they believe to be inaccurate or misleading by submitting a written request for amendment to either MTSA's President, Vice President of Academics, or Program Administrator within 7 calendar days of discovery.

If the school decides an amendment to the record is not warranted, the student has a right to formal hearing. "After the hearing, if the school still decides not to amend the record, the ...eligible student has the right to place a statement with the record setting forth his or her view about the contested information" (99.31).

If student believes there is a violation of their rights under FERPA they are encouraged to contact the compliance office within 180 calendar days at:

Family Policy Compliance Office  
US Department of Education 400  
Maryland Avenue, SW  
Washington, DC 20202-5920

1-800-USA-LEARN (1-800-872-5327)

<http://www2.ed.gov/policy/gen/guid/fpc/index.html>

# COMPUTER AND NETWORK USE POLICY

## ***MTSA Policy 3.3.101***

### **Purpose**

Middle Tennessee School of Anesthesia (MTSA) provides computing, networking, and information services to all students, faculty, and staff. As this system often holds confidential, sensitive, and privileged information, MTSA expects all users to operate and maintain a secure environment, and to protect the system from misuse, unauthorized access, and potential corruption of the network infrastructure.

This policy applies to both school-provided and personal devices that have interaction both internally and externally via the MTSA shared network, school provided e-mail accounts, school related software program/app (i.e. Blackboard, Medatrax), social media, and internet.

### **User Rights and Responsibilities**

MTSA computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

### **Misuse**

Users will be held accountable for their conduct under current MTSA policies. Complaints alleging misuse of computing, networking, or information resources may result in the restriction of computing privileges and/or other internal disciplinary actions. Additionally, misuse can be prosecuted under applicable statutes. Reproduction or distribution of copyrighted works, including, but not limited to, images, text, or software, without permission of the owner is an infringement of U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment.

Examples of misuse include, but are not limited to, the activities in the following list:

- ◆ Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner.
- ◆ Using the Campus Network to gain unauthorized access to any computer systems.
- ◆ Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.

- ◆ Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- ◆ Attempting to circumvent data protection schemes or uncover security loopholes.
- ◆ Violating terms of applicable software licensing agreements or copyright laws.
- ◆ Deliberately wasting computing resources.
- ◆ Using electronic mail to harass others (see *Computer Based Discrimination/Harassment* below).
- ◆ Masking the identity of an account or machine.
- ◆ Posting materials on electronic bulletin boards that violate existing laws or the University's codes of conduct.
- ◆ Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

To report misuse of MTSA electronic resources, submit written communication to your immediate supervisor or the Director of IT.

### **Electronic Based Discrimination/Harassment**

As per MTSA's Discrimination/Harassment Policy (see policy: *3.2.303 Discrimination/Harassment Policy*) "It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee or student through disparaging conduct or communication that is inherently discriminatory". This includes, but is not limited to, discrimination in regards to race, color, sex, age, disability, marital status, full or part time status, religion, sexual orientation, gender identity, or national origin (see policy: *3.2.104 Nondiscrimination Policy*).

This policy covers employee and student communication using MTSA issued e-mail (sent by or received to), school based online programs/apps (i.e. Blackboard, Medatrax), and all employee and student social media accounts during their tenure when used as a representative of MTSA.

To report the misuse of MTSA electronic resources in relation to possible discrimination/harassment, a complaint may be submitted either orally, in writing, or electronically to the MTSA Title IX Coordinator ([titleIXcoordinator@mtsa.edu](mailto:titleIXcoordinator@mtsa.edu)).

### **MTSA Shared Network**

The MTSA shared network is for staff and faculty use only. Permission to access files on the shared network will be requested for staff and faculty by administration. Requests will be sent to the MTSA IT Department. Requests for access will be approved after consideration of HIPAA

and FERPA regulations related to the sharing of privileged information in the requested files (see policies: *5.1.301 Release of Student Record Information*; *3.3.112 Stakeholder's Rights*).

At no time shall the following types of files be stored on the shared network: personal photos, music, videos, files that contain harmful components including malware, spyware, viruses, and/or tracking programs, pornography, or anything deemed harmful or illegal. The MTSA IT Department may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, IT may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

### **MTSA Issued E-Mail Addresses**

MTSA currently issues each staff, faculty, and student an e-mail account through a business Google account. This e-mail account is considered the official line of communication between these parties, as well as official MTSA communication outside of the school. This e-mail is not for personal use and is considered the property of MTSA.

This account is kept and maintained by the MTSA IT Department and is not considered a secure e-mail account to send privileged information across unless such attachments are encrypted or password protected.

If there is suspected abuse/neglect of MTSA issued e-mail accounts, MTSA IT can access any MTSA e-mail account with written request from the Executive Committee and Director of IT to review and retrieve e-mails in relation to the claim. At least one half of the Executive Committee must approve this request. These e-mails will then be shared with the Executive Committee and Director of IT and may result in disciplinary action by Progressions Committee for students and the Executive Committee for employees.

E-mail accounts will be deleted 90 days after a student graduates from MTSA. E-mail accounts will be deleted one (1) week after students are dismissed from the program. Students are responsible for notifying their contacts and carrying their contact list over to a personal e-mail before deletion. No information will be kept from deleted accounts unless an e-mail is preserved as a PDF in the student permanent file.

E-mail accounts will be deleted 90 days after a staff, faculty, or administrative member leaves the employ of MTSA. The departing member is responsible for notifying their contacts and carrying their contact list over to a personal e-mail before deletion.

### **MTSA Website & Social Media**

MTSA has a website ([www.mtsa.edu](http://www.mtsa.edu)) that is maintained by the VP of Advancement & Alumni and/or his designee. Content to be posted to the website must be submitted to this office.

MTSA maintains school accounts on various social media platforms and will evaluate representation for the school on new platforms as they emerge. These accounts are also

maintained by the VP of Advancement & Alumni and/or his designees, as well as the MTSA IT Department.

All policies, procedures, and guidelines regarding university trademarks, names, and symbols apply to the website and social media sites. The Department of Advancement & Alumni can offer guidance about how to properly use names, logos, etc., to resolve branding and copyright/trademark issues in these venues. MTSA does not permit explicit or implied institutional endorsements of any kind through use of its name, trademarks, logos, or images – including pictures of campus buildings.

MTSA does not prescreen content posted by third person parties to social media sites, but it shall have the right to remove, in its sole discretion, any content that it considers to violate MTSA policies. MTSA does not endorse or take responsibility for content posted by third parties. MTSA, through the Department of Advancement & Alumni, will work to correct inaccuracies on MTSA sites by responding with correct, factual information and including source citations (links, video, contact information, etc) when appropriate.

Acceptable content may be positive or negative in context to the conversation, regardless of whether it is favorable or unfavorable to MTSA. However, language that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, harassing, abusive, hateful or embarrassing to any person or entity, or otherwise injurious or objectionable is unacceptable and shall be removed. MTSA will not tolerate content that infringes on proprietary information, or that is defamatory, pornographic, harassing, libelous or inhospitable to a reasonable work environment or not in harmony with the School's mission, vision, and core values.

## **Penalties**

Abuse or misuse of MTSA computers, network, and information services may not only be a violation of this policy or user responsibility, but it may also violate the criminal statutes. Therefore, MTSA will take appropriate action in response to alleged user abuse or misuse claims. Action may include, but not necessarily be limited to:

- ◆ Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be denied;
- ◆ reimbursement to the School for resources consumed;
- ◆ other legal action including action to recover damages;
- ◆ referral to law enforcement authorities;
- ◆ Computer users (faculty, staff and/or students) will be referred to the appropriate office/committee for disciplinary action.

In connection with inquiries into possible abuses or misuse, MTSA reserves the right to examine files, programs, passwords, information, public website/social media posts, printouts or other material without notice.

## **Student Services**

The goal of Student Services for the DNAP Completion Program at MTSA is to help professional CRNAs accomplish their goal to earn the DNAP degree in a smooth and efficient manner.

### **Orientation**

The purpose of Orientation is to orient new students to the milieu of MTSA, to include a variety of student support services that are directly and indirectly related to student success in the program, many of which save time for students. The Orientation is planned to introduce and/or familiarize newly enrolled DNAP students regarding MTSA policies, schedules, program requirements, available area lodging for use during Intensive Days, and financial aid processes.

### **Academic Schedules**

Schedules and textbook lists are emailed to students prior to each semester. At any time, students can refer to the MTSA website ([www.mtsa.edu](http://www.mtsa.edu)) to view the updated schedule.

## **Student Financial Aid**

### **Office of Financial Aid**

Since financial difficulties can have adverse effects on academic endeavors, applicants are advised to plan their sources of financial support very carefully prior to entry to MTSA. While MTSA prefers that applicants be financially stable, the Office of Financial Aid is maintained to assist students in obtaining financial assistance. New students should schedule an appointment for an entrance Financial Aid Orientation if they expect to utilize financial assistance while attending.

## **Computer Services**

### **Computer Lab**

The on-campus computer lab is next to the LRC. There are computer stations and a high-speed printer available for student use. Students have free printing privileges for research and coursework needs.

### **CAMS Evaluation Services**

The purpose of the CAMS Evaluation Services for DNAP students is to facilitate student evaluations. This software allows students to complete anonymous programmatic evaluations.



## **Online Video Capture & Conferencing**

MTSA utilizes the latest in Microsoft Teams as a student support service. The video capture platform and video share technology allows students to interact online and develop a sense of community. Students can interact with each other in real-time using any mobile or desktop device and sessions can be video captured to store or share with other classmates who couldn't join live. Video can also be uploaded and comments, with video placement time stamps, can be posted to create asynchronous student interaction and collaboration for course content and student projects.

## **Technical Support**

MTSA has an IT department who are able to be contacted directly on campus as well as by e-mail ([itsupport@mtsa.edu](mailto:itsupport@mtsa.edu)). Students are encouraged to contact technical support for any problems that originate with the hardware or software related to their academics.

## **Wireless Internet Access**

The entire MTSA campus has free wireless access for students. There is substantial bandwidth available that will allow all students to be able to use their laptops for coursework, conferencing, and exams.

## **Nelda Faye Ackerman Learning Resource Center (LRC)**

The mission of the Nelda Faye Ackerman Learning Resource Center is to provide academic support through services and library resources that allow students and faculty to achieve their academic goals.

The Nelda Faye Ackerman Learning Resource Center has a collection of print and electronic anesthesia-specific journals for student use. The LRC is open during regular business hours of the School. Extended access to the LRC is available through the students' electronic door access key card. The LRC maintains a computer laboratory adjacent to the library, which consists of 10 desktop computers with internet access and a printer for use by students.

## **Prayer Board**

With "Reflecting Christ in Anesthesia Education" as its aim, MTSA is a Christian institution with an educational philosophy rooted in the understanding that God is the Creator of the universe and humankind, and that through His infinite love, He sent his Son to restore a right relationship with humankind, a relationship that begins on this earth and continues through eternity. MTSA acknowledges the continuing of this relationship through prayer. For over a decade, MTSA has had a prayer board posted in the primary classroom where the first-year class meets daily. Approximately once each week during regular class sessions with the MS entry to practice students, the prayer board is updated to include all current requests and praises from students,

staff, faculty, alumni, and other community members who often call in to have their requests included.

### **School Chaplain**

The School Chaplain is available to support individual students and the School community through pastoral care. Through this relationship, students have a source to contact should they face emotional or spiritual issues.

## **School/Clinical Related Accident Insurance**

Because DNAP students may participate in experiences related to the Capstone Project in a healthcare arena where accidents may happen, such as needle sticks, and because these healthcare arenas may be unwilling to assume the risk of caring for DNAP Program CRNA completion degree format students in such situation, MTSA provides an accident insurance policy to assure they have appropriate healthcare treatment for an untoward event. Although MTSA provides this personal school-related accidental/injury insurance policy, MTSA does not assume the student's medical care nor provide health insurance. This coverage applies only to school related activities. The student must carry personal health insurance at all times throughout the program.

## **Student Advisement**

Advising is an essential part of student success and progression at MTSA. Success in the DNAP program depends on being a successful student in the academic courses. Each DNAP student's designated faculty advisor reviews progress with each student in the academic area. These evaluations are summaries of the student's self-evaluation form, the student's online Portfolio, and the Academic Record. These per semester sessions are scheduled with each student individually.

The Program Administrator is the full-time MTSA administrator who has the primary responsibility for interim student advisement, or advisement beyond the capacity of the faculty advisors. However, if the student chooses, both the Assistant Program Administrator and the Vice President of Academics are also present at MTSA on a full-time basis and are also available for student advisement. All three of these full-time administrators are available for informal discussions with students. Their offices are in close proximity to the classrooms, and dialogue is encouraged.

# **STUDENT COUNSELING POLICY**

## ***MTSA Policy 5.1.105***

(Revised 8/6/2018)

In accordance with MTSA's mission and core values, MTSA believes students should strive to achieve a healthy & balanced life. MTSA also believes that at times counseling may be needed to help students readjust to the stressful environment and changing lives of graduate school. MTSA has established a plan of action to assist students maintain this balance.

Should the need arise for counseling services for students, MTSA will provide referral to a counseling service and will fund the initial three (3) assessment/counseling sessions. The Director

of Student Services maintains a list of current approved providers for counseling. Students can be referred for counseling by Administration, Faculty, Mentor, or student's self-referral to the Director of Student Services.

MTSA cannot mandate a student receive the counseling service.

MTSA offers counseling for financial issues, referral can be made through the Director of Financial Aid.

## **Student Lounge**

The Student Lounge serves to assist in the improvement of the welfare of student life at MTSA, and to provide students with a neutral environment in which to build community. The Student Lounge is most used by DNAP Completion Degree students during the semester Intensive Days. The Student Lounge has tables and chairs, microwave ovens, television with satellite dish, sink, dishwasher, ice machine, two refrigerators, snack machines, and a desktop computer with printer/copier for students' use. The Student Lounge and the outdoor porch areas are equipped with wireless internet access, to more effectively enable students to utilize their personal laptop computers.

## **Student Placement Career Opportunities**

MTSA does not have a formal graduate placement service; however, it welcomes any information regarding position openings or job opportunities. CRNAs enrolled in the DNAP Completion Degree Program have already been employed in the profession as CRNAs prior to enrollment in the DNAP Completion Degree Program, and most are anticipated to maintain that employment during the program.

## **Student Records / Transcript Requests**

The purpose of the MTSA Office of Records is to serve as custodian of student academic and clinical records. This office provides verification of graduation for graduates of MTSA, as well as facilitating offering letters of reference from faculty related to students' or graduates' performance

as students to potential employers, upon request by the student or graduate. All requests for verifications, transcripts, and/or letters of reference should be submitted IN WRITING to the Academic Support Specialist who is responsible for such records. Transcript Request are located on the MTSA website in the Alumni & Friends section. Complete the Transcript Request Form and return to Office of Records at MTSA via email, fax or mail as stated on the form.

## **STUDENT REPRESENTATION IN COMMITTEES POLICY**

### ***MTSA Policy 5.1.118***

(8/2017)

Middle Tennessee School of Anesthesia has students from each class as full members on major committees within the School. In these committees they have full voting rights afforded to any member of the committee. Students are selected for a term that includes the full period of time they are in school at MTSA.

The students nominate their class representatives on these committees, which are taken to NAP Council for confirmation. As sensitive issues about individuals and situations are likely to occur in many of these meetings, students are expected to keep within the committee those things discussed in the committee, keeping personal issues confidential.

Alternates to each position are selected as each student may be unable to come to the School due to distance, clinical, work, or call obligation. In these instances, an alternate is asked to serve, if available. Every effort is made to have a student representative available if decisions are to be made that may affect any student's progression in the School.

Student representatives serve as full voting members on the following committees:

#### **Master's & Practice Doctorate Program:**

- ◆ Progressions Committee
- ◆ Admissions Committee
- ◆ Appeals Committee
- ◆ School Life Committee
- ◆ Information Technology Committee
- ◆ AANA Meeting Representatives
- ◆ TANA

#### **DNAP Completion Program:**

- ◆ Progressions Committee
- ◆ Appeals Committee
- ◆ Optional representation on other committees

# **ANNUAL SECURITY REPORT**

## ***MTSA Policy 3.3.113***

Annually, MTSA collects and submits the crime statistics from the Annual Security Report to the Secretary of Education to comply with the Clery Act. The Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property immediately adjacent to the campus. The statistics are collected from the Campus Security Authorities and the Metro Nashville Police Department. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. A paper or electronic copy of the Annual Security Report may be obtained by contacting the Office of the Vice President of Academics (888-353-6872) or at <http://www.mtsa.edu>.

# DOCTOR OF NURSE ANESTHESIA PRACTICE (DNAP) COURSE CATALOG

## DNAP 600 Evidenced-Based Practice in Nurse Anesthesia I

(4 Credit Hours)

*Carolyn Robinson, PhD, RN*

This course is the first of a four-part sequence that begins with the basics of review as to what constitutes evidence-based practice and the components for the translation of scholarly information into practice. At the culmination of these four courses each student will have completed a doctoral scholarly project and created an ePortfolio for their work throughout the program.

In this beginning course, the DNAP Completion Students will encounter opportunities to explore the conceptual, theoretical, and empirical foundations of nursing knowledge. Specific emphasis is placed on the research process and methods of identifying, conceptualizing, designing, implementing, evaluating, and translating evidenced-based research into practice. Both quantitative and qualitative research methods are explored and analyzed. The learner will be introduced to PICOT statements and how the question of inquiry guides the research.

This course also provides an overview of statistical analysis methods most often reported in healthcare research literature. Topics include descriptive and inferential univariate and multivariate parametric and nonparametric data analyses. Emphasis is placed on: 1) integrating all aspects of the research process to enhance rigor and the quality of evidence; 2) the appropriate use and critical assumptions of statistical analysis methods, 3) reasoned interpretation of research results, and 4) the systematic critical analysis and evaluation of published research studies.

*(COA DSLO: 1,2,3,8,12-18)*

## **DNAP 620 Evidenced-Based Practice in Nurse Anesthesia II**

(3 Credit Hours)

*Carolyn Robinson, PhD, RN;*

This course is the second of a four-part sequence that began with the basics of review in the translation of evidence to practice.

In this second course, the DNAP Completion Students will review and explore the foundational concepts necessary for critically evaluating and synthesizing theoretical and empirical knowledge. Each student will select a concept of interest related to nurse anesthesia clinical practice, nurse anesthesia student education, or administration/management of nurse anesthesia practice. The learner will be re-introduced to PICOT statements and how the question of inquiry guides the research. Students will then begin the process of selecting, analyzing, and synthesizing related theoretical and research literature. This course will provide the foundational knowledge and skills for the completion of the literature review and synthesis for the scholarly project.

(COA DSLO: 1, 3,12-16)

## **DNAP 630 Informatics, Education, Curriculum, Instruction, Evaluation: Application and Practice**

(4 Credit Hours)

*Bill Johnson, DNAP, CRNA*

This course is designed to facilitate expertise in the application of fundamental educational concepts of curriculum, instruction, and evaluation. An underlying focus for the DNAP student includes applying these educational concepts to a subset population of their DNAP project. These fundamental concepts will facilitate the DNAP student to become familiar with the educational concepts of a didactic or clinical educator in the nurse anesthesia program. Course content includes the process of a needs assessment, curriculum development, instruction, and evaluation as well as reflection.

Students also are provided an overview of informatics, the transformation of data into information, knowledge, decisions, and actions to improve outcomes. Topics include computer networks, information technology and systems, communications protocols, technology and data standards, information life-cycle, Internet, basic computer security including security management, management of IT services, interoperability, and their impact upon healthcare delivery and patient safety. Students will locate and critically analyze online resources for their relevancy, accuracy, and usage of evidence-based information. Policy and practice of healthcare informatics within ethical, regulatory, and legal frameworks are also examined.

(COA DSLO: 17 & 18)

## **DNAP 640 Quality Improvement & Patient Safety**

(4 Credit Hours)

*Katrin Sames, DNP, CRNA, APN*

This course is designed to provide opportunities to analyze, synthesize, and apply knowledge of quality improvement and patient safety in anesthesia practice. This course builds on behavioral, social, and organizational sciences. It will explore the theoretical basis of human error, introduces a systems approach to error investigation and analysis, and integrates concepts of teamwork, crisis response management and monitoring systems in anesthesia practice. Further, this course will closely examine a wide range of scholarly publications targeting the broad domain of patient safety.

(COA DSLO: III)

## **DNAP 650 Healthcare Policy, Business & Legal Issues**

(4 Credit Hours)

*Chris Hulin, DNP, CRNA, APN*

This course focuses on public policy issues and how they relate to the nurse anesthesia profession. It will include an examination of the process of policy formation within the health care industry including origin, implementation, and analysis. The student will critically analyze a policy issue relating to their Capstone Phenomenon of Interest (if appropriate) using the policy review model of Equity, Efficiency, and Effectiveness (3 E's). Students will be prepared to assume leadership and influence of health policy development and advocacy for the patient and profession.

(COA DSLO: 2,3,4,5,8-13)

## **DNAP 660 Population Wellness & Health Promotion (Epidemiology)**

(4 Credit Hours)

*Katrin Sames, DNP, CRNA, APN*

Epidemiology focuses on the distribution and determinants of disease frequency in human populations. This course prepares the DNAP student to use epidemiological strategies to examine patterns of illness or injury in groups of people. Concepts of health, risk, and disease causality are examined. Implications for development of data based programs for disease/injury prevention and control as well as policy implications will be discussed.

(COA DSLO: 2, 13)



## **DNAP 680 Leadership and Ethics in Nurse Anesthesia Practice**

(4 Credit Hours)

*Michele Gravois, DNAP, CRNA, APN*

*Brent Dunworth, DNP, MBA, APRN, CRNA*

This course is designed to examine foundational Christian ethical principles relative to biomedical care, and to appropriately utilize these in the healthcare arena. The course presents a broad overview of basic moral principles, while focusing in-depth on ethical foundations from a Biblical perspective. The course is introduced with a review of philosophical foundations of applied and professional ethics, including ethical decision making. Students will engage in an in-depth study of how they can develop as successful organizational leaders. The strengths and weaknesses of various leadership approaches are compared. Other course topics may include the Biblical teaching on leadership, economic and financial dimensions of leadership, systems thinking, and leading teams. Students are required to obtain hands-on leadership experience during the course as part of the course requirements.

(COA DSLO: 3,6 & 7)

## **DNAP 700 Evidenced-Based Practice in Nurse Anesthesia III**

(3 Credit Hours)

*Carolyn Robinson, PhD, RN;*

This course is the third of a four-part sequence that began with the basics of review in the translation of evidence to practice.

In this third course, the DNAP Completion Students will be assigned to a small group and the group will discover and participate in analyzing and critiquing clinical practice guidelines, identify a clinical problem, reviewing, analyzing, and synthesizing the literature, create recommendations for solving the clinical problem based on the evidence. The culmination of this course will result in the group creating a poster of their findings and recommendations to present at the next TANA meeting. This course provides the foundational knowledge and skills for the completion of the small group scholarly projects.

(COA DSLO: 2,3,4,6,7,12 & 16)

## **DNAP 710 Evidenced-Based Practice in Nurse Anesthesia IV**

(3 Credit Hours)

*Carolyn Robinson, PhD, RN;*

This four-course sequence relates to components of the DNAP Completion Program scholarly project. The Evidence-Based Practice course sequence began with review of fundamental concepts and theories related to scholarly endeavors as well as provided an overview of statistical analysis methods most often reported in healthcare research literature.

Each student group will identify a salient, specific problem related to clinical nurse anesthesia practice; education of nurse anesthesia students, colleagues, patients/families, or the public about some specific aspect of anesthesia; or business administration/management of anesthesia practice. The student group will perform a research literature review; explicate the framework/model of the problem; critically analyze, integrate, and evaluate related research; and synthesize the body of knowledge. Specific recommendations will be made by the group for applications to evidence-based nurse anesthesia clinical practice, education, or business administration/management. The student group with guidance and supervision by their Faculty, both process and content, will create a proposal for a Nurse Anesthesia improvement project derived from the evidence. The student group will create a plan for a quality improvement project or will implement a project and critically analyze the outcome/findings. Additional research needed to expand understanding of the problem will be proposed.

The final outcome/product of a scholarly paper will be presented to the faculty and peers in a formal, scholarly, paper or poster or other approved platform. Additional dissemination of outcome/findings may include presentations at local, regional, or national nurse anesthesia conferences; and/or submission of a manuscript to an appropriate professional journal.

*(COA DSLO: 2,3,4,6,7,12 & 16)*

## ACADEMIC FACULTY



**Chris Hulin, DNP, MBA, CRNA**  
***President***

- ◆ Full-time Academic Faculty
- ◆ Additional Faculty Appointment:  
*Vanderbilt University School of Nursing*

### **DNP**

Doctor of Nursing Practice  
Samford University  
Birmingham, AL  
2010

### **MS**

Master of Science with a focus in Nurse Anesthesia  
Middle Tennessee School of Anesthesia  
Madison, TN  
2006

### **MBA**

Master of Business Administration  
Management & Finance  
Regis University  
2001

### **MSN**

Nursing Administration  
Vanderbilt University  
Nashville, TN  
1995

### **BSN**

Bachelor of Science in Nursing  
Cumberland University  
Lebanon, TN  
1994



**Bill Johnson, DNAP, CRNA**  
*Director, DNAP-C Program*

◆ Full-time Academic Faculty

**DNAP**

Doctorate in Nurse Anesthesia Practice  
Texas Wesleyan University  
Fort Worth, TX  
2015

**MHS**

Masters in Health Science  
Texas Wesleyan University  
Fort Worth, TX  
1999

**BA**

Bachelor of Individual Studies  
Columbia College  
Columbia, MO  
1994



## **Katrin Sames, DNAP, CRNA**

- ◆ Part-time Academic Faculty
- ◆ Additional Faculty Appointment:  
*Vanderbilt University School of Nursing*

### **DNAP**

Doctor of Nurse Anesthesia Practice  
Virginia Commonwealth University  
Richmond, VA  
2012

### **MS**

Master of Science with a focus in Nurse Anesthesia  
Middle Tennessee School of Anesthesia  
Madison, TN  
2007

### **BSN**

Bachelor of Science in Nursing  
Middle Tennessee State University  
Murfreesboro, TN  
2003



## **Brent Dunworth**

- ◆ Part-time Faculty
- ◆ Additional Faculty Appointment:  
*Vanderbilt University School of Nursing*

### **DNP**

Doctor of Nursing Practice  
University of Pittsburgh  
Pittsburgh, PA  
2016

### **MBA**

Master of Business Administration  
Waynesburg University  
2014

### **MS**

Master of Science in Nursing  
Nurse Anesthesia Program  
Nursing Education (Minor)  
University of Pittsburgh  
Pittsburgh, PA  
1999

### **BS**

Bachelor of Science in Nursing  
University of Pittsburgh  
Pittsburgh, PA  
1996



**Carolyn Robinson, PhD, DNAP, CRNA**

♦ Part-time Academic Faculty

**PhD**

Nursing  
University of Tennessee  
Knoxville, TN  
1998

**ABD**

Educational Research and Evaluation  
Virginia Polytechnic Institute and State University  
Blacksburg, VA  
1990

**MPH**

Master of Public Health Nursing  
University of North Carolina  
Chapel Hill, NC  
1983

**BSN**

Bachelor of Science in Nursing  
Western Carolina University  
Cullowhee, NC  
1980

**BA**

Bachelor of Arts in Recreation Administration  
University of North Carolina  
Chapel Hill, NC  
1975



## **Michele Gravois, DNAP, CRNA**

◆ Part-time Academic Faculty

### **DNAP**

Doctorate of Nurse Anesthesia Practice  
Middle Tennessee School of Anesthesia  
Madison, TN  
2015

### **MS**

Master of Nurse Anesthesia  
University of Alabama-Birmingham  
Birmingham, AL  
2005

### **BSN**

Bachelor of Science in Nursing  
University of Alabama  
Tuscaloosa, AL  
1993



# INSTITUTIONAL CALENDAR

*(Anticipated)*

September 3, 2019	DNAP Completion Program Begins for Class of 2019-2021
September 3, 2019	Start Semester 1
January 5, 2020	End of Semester 1
January 6, 2020	Start Semester 2
May 3, 2020	End of Semester 2
May 4, 2020	Start Semester 3
August 30, 2020	End of Semester 3
August 31, 2020	Start of Semester 4
January 3, 2021	End of Semester 4
January 4, 2021	Start of Semester 5
May 2, 2021	End of Semester 5
May 3, 2021	Start of Semester 6
August 29, 2021	End of Semester 6
December 12, 2021 (Sun. 2:00pm)	Graduation Day