

School of Nursing

DNP Program

Student Orientation Manual

August 2026 – July 2027

DNP Student Orientation Manual
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Please email questions and suggestions for improving this manual to sjjones@troy.edu Thanks!

SECTION 1: INTRODUCTION

Dear DNP Student:

The faculty, staff, and administration of the Troy University School of Nursing welcome you to the Doctor of Nursing Practice program. We hope that this Student Orientation Manual will facilitate your transition into the program. The policies and procedures outlined herein do not override information published in the *Troy University Graduate Catalog* and the *Oracle*. In case of conflict, the applicable Catalog or Oracle applies. If you have suggestions or comments regarding the content of this manual, please email them to sjjones@troy.edu .

On TROY's Canvas home page (http://canvas.troy.edu/), there are many resources available for new and continuing students. There are student tutorials (including a Canvas overview), and technical support (click on the Help button for 24/7 support).

We hope you will find the DNP program both challenging and rewarding. Again, we are pleased that you have chosen the graduate nursing program at Troy University, and we wish you much success.

Dr. Stacey Jones, DNP, FNP-BC
Professor and DNP Coordinator

Disclaimer Notice:

Contents of this handbook are subject to change. Students will be notified of substantive changes via email, or postings in Canvas courses.

Graduate Nursing Faculty Directory

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Dr. Stacey Jones, Professor DNP Coordinator (Troy)	334-670-3437 sjjones@troy.edu
Dr. Shea Stone, Assistant Professor DNP Assistant Coordinator (Troy)	334-670-3744 stoneb@troy.edu
Dr. Kelli Whitted, Professor MSN Coordinator (Online)	334-241-8653 kwhitted@troy.edu
Dr. Missy Mason, Professor MSN Assistant Coordinator (Dothan)	334-983-6556 Ext 21326 smmason@troy.edu
Dr. Stacey Ash, Assistant Professor AMSN Program Assistant Coordinator (Dothan)	334-983-6556 ext 21466 ashs@troy.edu
Dr. Holly Carter, Professor (Troy)	334-808-6192 hcarter@troy.edu
Dr. Kasey Chance, Assistant Professor (Dothan)	334-983-6556 Ext 21446 kchance@troy.edu
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Dr. Maranda Fain, Assistant Professor (Montgomery)	334-241-8650 mmauney@troy.edu
Dr. Carrie Lee Gardner, Professor (Troy)	334-670-3742 csgardner@troy.edu
Dr. Gypsy Glover, Assistant Professor (Dothan)	334-983-6556 Ext 21455 gglover@troy.edu
Dr. Lenetra Jefferson, Associate Professor (Montgomery)	334-808-6854 ljefferson150835@troy.edu
Dr. Kelly Johnson, Professor (Troy)	334-670-5864 kellyjohnson@troy.edu
Dr. Barbara Miller, Professor (Dothan)	334-983-6556 Ext 21335 bamiller@troy.edu

Dr. Felicia Renales, Assistant Professor (Online)	334-448-5241 frenales@troy.edu
Dr. Sherry Seibenhener, Professor (Online)	334-448-5153 sseibenhener@troy.edu
Dr. Whitney Stoyak, Lecture (AMSN Program) (Dothan)	334-983-6556 ext 21365 whare@troy.edu
Dr. Kristen Williams, Assistant Professor (Troy)	334-670-3430 kpwilliams@troy.edu
Dr. Diane Young, Associate Professor (Montgomery)	334-241-8633 dayoung@troy.edu

Graduate Nursing Staff Directory

Terri Adams, Secretary (Troy)	334-670-3428 tsadams110587@troy.edu
Linda Burt, Secretary (Troy)	334-670-3415 lburt@troy.edu
Karen Collum, Secretary (Montgomery)	334-241-8653 kcollum@troy.edu
Virginia Rivera, Secretary (Montgomery)	334-241-8654 vgrivera@troy.edu
Amy Garrison, Secretary (Dothan)	334-983-6556 ext 21435 garrison@troy.edu
Lindsey Davis, Director of Nursing Admissions and Records (Montgomery)	334-241-8618 lhaney@troy.edu
Karri Booth, Lab Coordinator (Troy)	334-670-5862 boothk@troy.edu
Lee Patino, Lab Coordinator (Montgomery)	334-241-8629 lpatino@troy.edu
Brittany Bettis, Clinical Placements Specialist (Troy)	334-808-6531 clinicalplacements@troy.edu

A complete listing of School of Nursing faculty and staff is available at https://www.troy.edu/academics/colleges-schools/health-human-services/departments/school-of-nursing/faculty-staff.html

Mailing Addresses:

Troy University
School of Nursing
Jones Hall
327 Veteran's Memorial Drive
Troy, AL 36082

Troy University
School of Nursing
231 Montgomery St.
Montgomery, AL 36104
FAX 334-241-8627

FAX 334-670-3744

Troy University
School of Nursing
P. O. Box 8368
Dothan, AL 36304
FAX 334-556-1046

Web Sites

Most resources can be accessed from either the Troy University or School of Nursing home pages.

Troy University home page: http://www.troy.edu/

Current Students: https://my.troy.edu/students/

Self-Service: https://sss.troy.edu/Student/

Canvas: https://canvas.troy.edu/

Graduate School: https://my.troy.edu/graduate-school/

Troy University Graduate Orientation: https://my.troy.edu/graduate-orientation/

Graduate Academic Catalog: https://catalog.troy.edu/index.php?catoid=3

Libraries: https://my.troy.edu/libraries/troy/index.html

Oracle: https://www.troy.edu/student-life-resources/student-resources/oracle.html

School of Nursing: https://www.troy.edu/academics/colleges-schools/health-human-services/departments/school-of-nursing/index.html

DNP Program:https://www.troy.edu/academics/academic-programs/graduate/doctor-nursing-practice.html

Sigma Theta Tau (Iota Theta Chapter) https://www.troy.edu/academics/colleges-schools/health-human-services/departments/school-of-nursing/student-organizations.html

TROY Online bookstore https://troy.bncollege.com/shop/troy/home

Brief History of Troy University's Graduate Nursing Program

The Master of Science in Nursing was organized by Troy University in 1983 to provide graduate study in three clinical fields (Adult Health, Maternal/Infant, & Child Health) and two functional roles (Educator and Administrator). In 1993, the Child Health clinical specialty was removed from annual offerings due to a decrease in enrollment. In 1995, the Family Nurse Practitioner clinical area was added to the degree program and a Post-Master's Family Nurse Practitioner Certificate Program was initiated. The Nursing Informatics Specialist track was first offered Fall 2004. Admissions ended for the Maternal Infant CNS track for Fall 2012 due to decreased enrollment in the track and to the CNS Adult Health track in 2014. In 2017, the Informatics Specialist track was modified as the Healthcare Informatics/Nurse Leadership track.

The Graduate Nursing Program has offered online courses for more than 25 years and has been a pioneer in the use of educational technology at Troy University. Our reputation for a quality graduate education geared toward the working nurse is well respected throughout the region. The graduate nursing program enjoys a positive relationship with clinical agencies throughout Alabama and many other states.

The Doctor of Nursing Practice Program was first offered Fall 2009. Because this program was the first doctoral program for Troy University, TROY underwent a level change review by Commission on Colleges and Universities (CCU) and was granted continuing accreditation. The DNP program achieved ACEN accreditation in 2011. The first group of DNP students graduated in May 2011. The DNP program graduates serve the nursing profession in a variety of clinical, administrative, and teaching roles throughout the United States.

Organization

Troy University transitioned to "One Great University"– bringing all Troy campuses under one administrative system in 2005. In 2004, the "State" was dropped from the name of the University to more accurately reflect our global mission. Troy University offers educational programs on four campuses in the state of Alabama and on 19 campuses in 7 other states, 4 Pacific Rim bases, and 5 nations.

The School of Nursing is part of the Troy University College of Health and Human Services. The School of Nursing offers ASN, BSN, RN Mobility track, MSN, and DNP Programs. The ASN program is located in Montgomery. The BSN program is located on the Troy campus. The RN Mobility track, offered online, has faculty based on Montgomery, Troy, Phenix City, and Dothan campuses. The MSN and DNP programs are also offered online with faculty based on Montgomery, Troy, Phenix City and Dothan campuses. The Office of Admissions in the School of Nursing in Montgomery processes graduate nursing admissions for Montgomery, Phenix City, Troy and Dothan campuses for the MSN and DNP programs.

The Director of the School of Nursing (Dr. Wade Forehand) reports to the Dean of the College of Health and Human Services and is responsible for oversight of all programs in the School. Each program in the School of Nursing has a coordinator that oversees the program:

ASN Coordinator: Dr. Amanda Dunagan
BSN Coordinator: Dr. Teresa Law
RN Mobility Assistant Coordinator: Dr. Brittany Armstrong
MSN Coordinator: Dr. Kelli Whitted
DNP Coordinator: Dr. Stacey Jones

Accreditation and Approval

The ASN, BSN, MSN, and DNP programs of the Troy University School of Nursing are accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road, NE
Suite 1400
Atlanta, GA 30326
Phone number (404) 975-5000
Fax Number (404) 975-5020
Web site: www.acenursing.org

Troy University is accredited by the Commission on Colleges and Universities (CCU)

Address: 1866 Southern Lane
Decatur, GA 30033-4097
Telephone: 404-679-4501

TROY School of Nursing Philosophy

The University along with the School of Nursing seeks to create an environment where every student can thrive academically, socially, and personally through traditional and emerging educational formats, promoting access and mobility for geographically bound students. The School's faculty serves the students, the community, and the University by promoting the discovery, exploration, and application of knowledge. Through teaching, service, and research, they drive lifelong success and the institutional mission. The School of Nursing faculty believes that humanity consists of unique individuals with inherent dignity and the right to self-determination and well-being. These individuals exist within families and communities shaped by cultural and social values that influence identity, health, and nursing practice. Faculty believe the environment—comprising all internal and external influences—both shapes and is shaped by individuals and groups. It provides the context for social identity formation, recognition of health needs, and the evolution of nursing practice. Through this dynamic interaction, nursing both influences and responds to the environment, supporting the health of a global society and collaborating across disciplines to advance this mission. The faculty believes that health is an observable manifestation of individual and group adaptive responses to the environment. Health is a dynamic, multidimensional state encompassing physical, psychological, social, cultural, and spiritual dimensions and serves as the focus of nursing. Health and health-seeking behaviors are culturally and individually defined. Individuals have the right to make their own health decisions, and their ability to do so is shaped by their knowledge, perceptions, and values.

The faculty believes that education is a process shared by the teacher and the learner and is the exploration, utilization, and generation of knowledge through a spirit of inquiry and self-motivation. The learner and the teacher share the right and responsibility to achieve educational goals through participation in the educative process. An organized setting with planned learning activities, utilizing traditional, nontraditional, and emerging electronic formats, provides opportunities to achieve these educational goals. The approach to teaching and learning varies with individual needs, abilities, and experiences. Teachers and learners are responsible for creating, promoting, and maintaining standards of academic and professional excellence through individual lifelong learning.

As an art and a science, nursing practice utilizes cognitive, affective, and psychomotor skills in meeting the health needs of diverse individuals and social groups of all ages. Clinical evidenced-based decisions lead to therapeutic nursing interventions, which are based on assessment, diagnosis, and evaluation of human responses to internal and external environmental dimensions that affect actual or potential health states Key elements used in professional nursing practice within a multidisciplinary healthcare system are caring, evidence-based clinical decisions, communication, collaboration, respect for individual perspectives and backgrounds, awareness of social influences on health, patient safety, ethical practice, information management, research, and patient care technologies. Nursing practice requires reflection, lifelong learning, and engagement in societal and professional initiatives to positively influence healthcare policy and outcomes.

Associate Degree in Nursing Education

Associate degree in nursing is preparation for practice as a registered nurse and serves as the foundation for further nursing education. The practice of the associate degree nurse includes functioning as a provider and manager of care, a patient liaison, an educator for patients and their support system, a consumer of best evidence, and a member within the discipline of nursing. The associate degree graduate is prepared to provide safe, quality, and holistic patient-centered care to patients to include cultural and social beliefs and values across the lifespan, and may practice in primary, secondary, and tertiary care settings.

Baccalaureate Education in Nursing

Baccalaureate degree in nursing is preparation for professional nursing practice and graduate study. The practice of the baccalaureate degree nurse includes functioning as a designer, manager and coordinator of care, member of the profession, provider of direct and indirect care, and evaluator and consumer of research and best evidence. The BSN graduate reflects accountable, evidence-based clinical decision-making in environments where outcomes of health states may or may not be predictable to ensure safe, quality patient-centered care. The baccalaureate degree graduate provides comprehensive nursing care for all ages of individuals, families, communities, and diverse populations in a variety of social, dynamic and complex healthcare settings.

Master's Education in Nursing
Master's degree in nursing prepares graduates for advanced professional roles and continued doctoral study. This level of nursing practice prepares individuals to excel in roles such as emerging clinician, educator, leader, informatics specialist, consultant, and translator of research and evidence-based practice. Master's-prepared nurses are equipped to engage in complex decision-making that reflects respect for varied perspectives and patient needs, while promoting patient safety, quality improvement, and the evaluation and influence of health policy at the organizational and systems levels. Learning is fostered through a collaborative faculty–student partnership that promotes critical inquiry, scholarly engagement, and leadership in advancing nursing practice and healthcare outcomes.
Doctoral Education in Nursing
Doctoral degree in nursing practice prepares nurses for the highest level of clinical practice and systems leadership. As a terminal degree, practice-focused doctorate, the Doctor of Nursing Practice emphasizes the translation of evidence into practice to improve outcomes for individuals, populations, and healthcare systems Graduates are prepared as clinical scholars who integrate scientific evidence, quality improvement methodologies, informatics, and systems thinking to address complex healthcare challenges and strengthen care delivery. Doctoral preparation equips nurses to lead initiatives that promote fairness and access, influence healthcare policy and organizational decision-making, and drive innovation that enhances quality, safety, and meaningful improvements in healthcare outcomes across various settings and communities.
5/2026-Revised and Approved by SON Faculty

DNP End-of-Program Outcomes

Upon successful completion of the Doctor of Nursing Practice the graduate will be able to:

1. Evaluate established and evolving disciplinary knowledge and theories from nursing and other disciplines to promote the highest level of clinical judgment and decision-making for advanced practice nursing.
2. Integrate holistic and just care to a socially diverse population guided by ethics, advocacy, and evidence that support positive health outcomes.
3. Develop sustainable partnerships to promote equitable, systemic health policies for the improvement of population health outcomes.
4. Synthesize, translate, and disseminate evidence to transform nursing practice and models of care for diverse populations and organizations.
5. Evaluate evidence-based principles of safety science for quality improvement in nursing care for the patient and health system.
6. Foster interprofessional practice perspectives to improve patient-centered experiences, holistic patient and population health outcomes, and reduce healthcare costs.
7. Initiate changes in complex systems of healthcare through nursing leadership and the ethical design and implementation of health policies for diverse populations.
8. Integrate innovative healthcare, informatics, and communication technologies for quality improvements in healthcare systems using practice and regulatory standards.
9. Refine professional identity, demonstrate role competencies, and enhance accountability to the practice of nursing that reflects the discipline's common values.
10. Engage in holistic strategies that promote personal well-being, lifelong professional learning and leadership development.

SECTION 2: ADMISSION AND PROGRESSION

Admission

Applicants admitted to the DNP program must meet all criteria for admission and are admitted under unconditional status. Conditional admission is not available for DNP applicants. Admission to the program is limited to the number of available spaces.

Students may enter the DNP program at either the post baccalaureate (Post BSN-DNP) level or the post masters (PM-DNP) level. Post BSN-DNP students begin course work with 6000 level courses. PM-DNP students begin course work with 8000 level courses. Students with a master's degree in a field other than nursing enter the DNP program as Post BSN-DNP students. Students with a masters in a non-clinical nursing area must complete the Post BSN-DNP with a clinical specialty track in FNP or nurse leader. Up to 12 hours of credit may be awarded to students with a non-clinically focused MSN.

Criminal Background Check
Students selected for admission to graduate programs of the School of Nursing are admitted pending a background check. Admission will be withdrawn for students who in the judgment of the Director of the School of Nursing and Program Coordinators have been convicted of or have pending a charge that would not be acceptable to our clinical agencies. The background check is conducted by a qualified agency using established methods and procedures. All costs related to the background checks are the responsibility of the student. Confidentiality of the student will be protected.

Post BSN-DNP Progression

Students in the family nurse practitioner (FNP) track or Nurse Leader (NL) track achieve program outcomes as they progress through common core courses, major-focused role and clinical courses, and 8000 level courses. Most courses are taught once a year but scheduling supports full-time and part-time study. Students engaged in full-time study are encouraged to begin courses in the fall semester. A full-time load requires enrollment in a minimum of **9** semester hours of course credit during a semester. Many courses have prerequisites; the student is referred to the Troy Graduate Catalog, click on Course Descriptions, then scroll down to NSG courses. Most core courses must be taken before beginning clinical courses or concurrent with clinical courses in the FNP or NL tracks.

Post BSN-DNP students may choose the FNP or NL track. The Program of Studies for the FNP and NL tracks are shown on the following pages. In the FNP track, clinical courses are sequentially and taken every term except the first fall semester. The first three clinical courses require 135 clock hours of clinical experiences per term. The last FNP clinical course is the FNP Internship and requires 300 hours of clinical experiences. In the NL track, clinical courses are also sequential and begin in the spring of the first year of the program. The three clinical courses require 120- 180 clock hours of clinical experiences. You will also be required to complete one additional hour (60 clock hours) in either NSG 8830, NSG 8840, or NSG 8880 in order to attain 1000 clinical hours prior to graduation.

Post MSN DNP (PM-DNP) Progression

PM-DNP students' progress through 8000 level courses. Most courses are taught once a year in fall or spring semesters, but scheduling supports full-time and part-time study. A few courses are also offered in the summer. Students begin full-time enrollment in courses in the fall semester. A full-time load requires enrollment in a minimum of **9** semester hours of course credit during a semester unless otherwise noted. Many courses have prerequisites; the student is referred to the Troy Graduate Catalog, click on Course Descriptions, then scroll down to NSG courses.

TROY Academic Regulations and Policies

The TROY graduate nursing student is a member of the Troy University student body and is therefore entitled to the same privileges enjoyed by other Troy University students while also subject to applicable

Troy University regulations, policies and procedures. Because of the cooperative educational relationship between private and public health agencies and Troy University, students and staff are bound to comply with specific policies outlined in legal agreements. These include, but are not limited to: dress codes; codes of conduct; and requirements for health, insurance and academic status. The student's responsibility for all University regulations and policies begins with registration for classes.

TROY Catalog and Oracle

Students are referred to the Troy Graduate Catalog and the Oracle (TROY student handbook) for policies, procedures, guidelines and current fees.

Note: Any related policy or procedure published in the *Troy Graduate Catalog* and the *Oracle* supersedes this manual. Both of these publications are available upon request and online.

Graduate Application

The semester before the semester the student plans to graduate, the student must submit the Graduate Application online. The deadline is posted on the Graduation Application website. Students must submit the application along with the required processing fee by the due date. **Students are responsible for submitting the Graduate Application at the appropriate time. Failure to submit as required may result in a delay of graduation.**

Location of Graduation

All DNP students graduate in the convocation ceremony held on the main TROY campus in Troy, AL in May or December of each year. DNP graduates are recognized as a group and individually walk across the stage to be hooded by Graduate faculty and the Dean of the Graduate School.

Full-Time Status
The definition of a "full-time" graduate student for admission status purposes is a student taking nine semester hours per semester (Fall, Spring) or six semester hours per term (Summer). A part-time student is defined as a graduate student taking less than "full-time" load. Students who will graduate within the academic year may be considered "full time".

Request for Transfer Credit
Transfer credit is not automatically granted for courses taken at other institutions that appear to be similar to courses in the MSN Program of Studies (Leadership, NIS, FNP) or DNP Program of Studies. No transfer credit will be awarded until the student is unconditionally admitted and has completed a minimum of nine semester hours of credit at Troy University. Please see the Graduate Catalog for further details.

To request transfer credit the student must complete a "Petition for Transfer of Graduate Credit" form, submit a copy of the official transcript showing the course(s) taken, submit a copy of the syllabus for the course(s) at the time the course was taken, and a course description taken from the college catalog where the course was taken. This information must be submitted to the DNP Program Coordinator and the MSN Program Coordinator (if a 6000 level course[s]). A recommendation regarding equivalency is made by Program Coordinators but the final decision is made by the Graduate Dean. Officially accepted transferred graduate coursework will be posted on the official Troy University transcript. NOTE – All transfer credits used to satisfy degree requirements may not exceed 5 years for DNP students at time of the degree completion. After DNP Program Coordinator evaluation of course syllabus, a maximum of 12 credit hours of coursework may be accepted only from an existing Master of Science in Nursing toward the DNP degree. The student should verify that approved transfer credit is shown on their transcript.

Time Limit to Complete DNP Degree Program

For Post Masters DNP students, all credits used to satisfy DNP degree requirements may not exceed five years at the time of degree completion. For Post Baccalaureate DNP students, all credits used to satisfy DNP degree requirements may not exceed five years at the time of degree completion.

STANDARDS OF CONDUCT

Cheating, Plagiarism & Falsification of Patient Information Policy
Each student is required to review the "Standards of Conduct" published in the *Oracle* (Troy University Student Handbook). Be aware that students will be held accountable for these provisions.

The "Standards of Conduct" are applicable to behavior of students on and off the university campus if that behavior is deemed to be incompatible with the educational environment and mission of the university. A student may be disciplined, up to and including suspension and expulsion, and is deemed in violation of the "Standards of Conduct", for the commission of or the attempt to commit various offenses. This includes dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University or faculty.

There will be no toleration for dishonesty or furnishing false information to the faculty in any course. The student will be suspended from the School of Nursing program track and receive a grade of "F" for such offenses in the specific course involved and a grade of "I" (incomplete) in other courses in which he/she is enrolled at that time. The student will be eligible for consideration for readmission as noted in the Graduate School catalog. If readmitted, the student will be allowed to clear the incomplete grades. Faculty have full control of their courses and approval of any student activities must be done through the faculty prior to the activity being done by the student.

In addition, there will be no toleration of plagiarism of any person's work, including that of another student. Work turned in to faculty must be the original work of that particular student. This also includes giving false information to the faculty about a student's clinical activities, i.e., patient information or clinical hours. If a student knowingly submits false information, he or she, will receive a failure from the course, up to and including suspension or expulsion. Plagiarism also includes self-plagiarism, in which the writer submits portions or all of an assignment for another courses as original work in another course.

In addition to plagiarism, any form of cheating will not be permitted. If a student is found to be cheating during testing or on a required activity, he or she will receive a "zero" for that activity, up to and including suspension or expulsion. These "Standards of Conduct" apply to all students regardless of their mode of learning (inclusive of online students also).

TROY University Policy on Plagiarism

Plagiarism is academic dishonesty and is an unacceptable activity at Troy University. Based on United States law, words and ideas are intellectual property and are protected from theft.

Defining Plagiarism:
Plagiarism is representing someone else's ideas or work as your own original ideas or work.
Plagiarism encompasses many things, and is by far the most common manifestation of academic fraud. For example, copying a passage straight from a book, a website, or any other source into a paper without using quotation marks *and* explicitly citing the source is plagiarism. *Additionally,* ***paraphrasing*** *is plagiarism where you fail to cite your original source and, in some cases, where you fail to use quotation marks as well.* It is very important that students properly acknowledge all ideas, work, and even distinctive words or phrases that are not their own. (1)

All of the following are considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit

- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (2)

Additionally, if you download a paper from the Internet and submit it as your own work or if you submit a paper you wrote and submitted in a previous class, you have committed acts of plagiarism.

Penalties:
At Troy University, penalties for plagiarism include, but are not limited to, a reduction of grade on an assignment and/or a course as well as such sanctions as loss of student privileges, probation, suspension, and expulsion. These penalties for plagiarism are described in the Standards of Content section of *The Oracle: The Troy University Student Handbook.*

Guidelines to Academic Honesty:
If you are unsure if an assignment is plagiarized, use the following checklist for guidance:
You need to cite the specific source(s) in your work, even if:

1. You put all direct quotes in quotation marks.
2. You changed words used by the author into synonyms.
3. You completely paraphrased the ideas to which you referred.
4. Your sentence is mostly made up of your own thoughts, but contains a reference to the author's ideas.
5. You mention the author's name in the sentence.

When in doubt, provide the proper citation to show that the ideas and materials are not your own. (3)
Academic honesty is a cornerstone of learning and should be practiced with all academic assignments.
Sources:

1. Plagiarism: A Tutorial from the Troy University Library
2. Oracle *: Troy University Student Handbook, 2024-2025*

Turnitin ("Turn-It-In")

Papers in most courses are submitted to Turnitin - an Internet-based plagiarism detection service that compares the student's paper to published sources that include texts, web-based information, and papers submitted by other students from TROY and universities worldwide. Turnitin reports the percentage of similarity between a student's paper and published sources. Turnitin is also developing artificial intelligence software to ensure that submissions are human generated and not computer generated.

Self Service
Self Service is the online student accounting system for Troy University. This system houses student account information, course schedules, grades, financial aid award status, and many other convenient information services. Students and faculty can access Self Service to view records at any time from Troy University's website. This tab is located beside the Canvas tab. Follow the instructions for login.

The following list is an example of the activities a student may perform online using Self Service:

- register for courses (DNP students are registered for courses by one of the coordinators)
- drop/add courses
- check status of financial aid
- view grades, grade point average, and transcript

- pay education expenses

Academic Counseling / Advisement

1. Once formally admitted to the DNP Program, the DNP Program Coordinator serves as the temporary advisor until a faculty chair is agreed upon between the student and faculty chair.

2. Each student should contact the DNP Program Coordinator, DNP Assistant Program Coordinator, or their faculty chair (once agreed upon) to discuss scheduling plans and options.

3. Each student is advised to anticipate counseling needs and to contact the DNP Program Coordinators as needed.

4. Any Graduate faculty member may assist the student with advisement during scheduled registration periods.

5. **Replacement of Assigned Advisor with Project Chair** – Prior to NSG 8810: Synthesis of Evidence-based Practice I: Project Identification, the student will, in collaboration with the DNP Program Coordinators, be matched with a Project Committee Chair who will, in turn, replace the temporary advisor and become the student's academic advisor for the remainder of the program. The project chair is selected according to expertise related to the content of the student's project and availability of faculty.

Semester Planners
Student semester planners can be found in the DNP Student Organization course in Canvas. Full-time and part-time options are available and students can start fall, spring and summer semesters. Individual planners are given to each DNP student at the beginning of the program and uploaded to the student's Timeline planner in Self-Service.

Course descriptions, prerequisites, and co-requisites may be found in the *Troy University,* Graduate Catalog

NOTE- Post Baccalaureate (FNP) DNP Students only:

During Fall semester, FNP students take NSG 6619: Advanced Clinical Examination and Diagnostic Reasoning, which is a three-semester hour clinical course. Prerequisites or co-requisites for NSG 6619 are NSG 6649: Advanced Pharmacology and NSG 6671: Advanced Pathophysiology. There are no exceptions to these requirements. Students must meet prerequisites or co-requisites for courses (see Course Descriptions section of Graduate Catalog). Students who have not met prerequisites, but enroll in a course, will be dropped from the course.

Deviation from Full-time sequence for BSN-DNP students

If a BSN-DNP student deviates from the full-time sequence, the student must schedule a meeting with the DNP Program Coordinators and obtain approval of options for program progression

Progression for FNP and Nurse Leader (NL) Clinical Tracks

FNP clinical courses are sequential and taken all semesters except summer semester. The first clinical course, NSG 6619, requires 120 clock hours of clinical experiences. The second and third clinical courses, NSG 6666 and NSG 6668 require 180 clock hours of clinical experiences each. The last clinical course is the FNP Internship and requires 300 clock hours of clinical experiences. FNP clinical track students complete 780 clock hours of clinical experience.

There are three clinical courses are required for NL students (NSG 6630, 6636 & 6637). NSG 6630 requires 120 clock hours of clinical experiences. The second and third clinical courses, NSG 6636 and

NSG 6637 require 180 clock hours of clinical experiences each. NL students also take NSG 8880 in a summer semester to meet the 1000 clinical hour requirement for the DNP program. NL clinical track students complete 540 clock hours of clinical experience.

If students start the program in Spring or Summer semesters, they will require more than the minimum time to complete the programs. Students achieve program outcomes as they progress through DNP core courses and FNP or NL focused role and clinical courses. Most DNP core courses are offered twice a year, while courses specific to the clinical tracks, FNP and NL, are offered yearly and must be taken in sequence.

Graduate students may earn no more than six semester hours of grades below 'B'. Students who earn more than six semester hours of 'C' grades or below are automatically academically suspended from the University for a period of one calendar year at which time the student may petition the Dean of the Graduate School for readmission. Students must maintain an overall GPA of 3.0 to successfully complete the DNP degree.

REGISTRATION

A student must be admitted to the graduate nursing program to enroll in graduate nursing courses. The DNP Program Coordinators register each student, each semester after confirming schedules with the student. Students must complete and sign a schedule request form and return to the DNP program coordinator prior to registration.

You may not register if you:

1. Are on academic hold for admission and/or academic purposes. Holds must be removed before a student is allowed to register.
2. Are indebted to the University.
3. Have been enrolled in another college or university since last enrolled in the Troy nursing program.

If you are in one of the above NOT ELIGIBLE categories, you must clear the reason before you can register.

REGISTRATION PROCESS

Early Registration
Early registration is held in April for summer and fall terms, and in October for spring term and is scheduled for one or two days. The schedule of classes will give the registration dates. Online registration usually opens a few days prior to onsite registration and remains open.

1. Students should use the appropriate Semester Planner to anticipate courses in which to enroll. Students should consult the course description section of the TROY Graduate Catalog for course information, prerequisites, and/or co-requisites.
2. You may make a phone or office appointment with your advisor or the DNP Program Coordinators. Each faculty has scheduled office hours. Faculty phone numbers are found at the beginning of this manual. Faculty may also provide advising by email.
3. email the DNP Program Coordinator for assistance with Registration at sjjones@troy.edu or 334-670-3437.

Changes in Class Schedules
Changes in the class schedule are not permitted after the close of the registration period except through drop/add procedures.

Registration for a course makes the student responsible for completing the course unless he/she officially withdraws from the course(s). Refer to the Troy campus location's operating schedule for specific drop/withdrawal deadlines.

Drop
Definition: Student is still enrolled in at least one course after the drop is processed. Failure to participate in course activities or to submit assignments does not withdraw the student from the course. The student who is enrolled in a course, but does not meet course requirements may receive a grade of "F".

Drops Before Semester/Term Begins
Students who, for any reason, drop a class(es) before classes begin MUST log in to Self Service and drop the appropriate courses. Any student who fails to do so before the late registration period has passed will be responsible for payment of tuition and may receive failing grades.

Drop After Semester/Term Begins
Students who drop after classes begin must log in to Self Service and drop the appropriate courses in order to protect their records. After late registration, all tuition and fees will still be charged to your account. All drops processed after late registration will be awarded a grade of "DR" which is non-punitive.

Drop After the Last Day to Drop
Students must drop before the Last Day to Drop (see Schedule of Classes for the date. *Once all deadlines have passed, students CANNOT drop or withdraw from courses and a grade will be issued.*

Withdrawals
Definition: Student is no longer enrolled in any graduate course(s). Withdrawal from the University is defined as a resignation or withdrawal from all courses for the current semester and/or term.

Withdrawal – From Early Registration through Late Registration
Students who wish to withdraw from all classes prior to the start of the term through the last day of late registration must CANCEL their registration by submitting the withdrawal form (https://etroy.troy.edu/forms/eWithdrawForm.aspx?levelid=GR). Financial obligations for payment of course tuition and fees will be removed as long as the form is submitted prior to the last day of Late Registration.

Withdrawal – From End of Registration through Last Day to Withdraw
Students who wish to withdraw from the university during a semester and/or term must complete an official withdrawal form (https://etroy.troy.edu/forms/eWithdrawForm.aspx?levelid=GR). All withdrawals processed after late registration will be given a grade of "W" which is non-punitive and will be charged full tuition and fees.

Instructions for
Canvas, Trojan E-Mail, and Self-Service Access

Once you are registered for your first course(s), an IT account will be created, which includes a Troy username in our TrojanPass system. This username will allow you to log in to our system with a temporary password (which you will then change).

Your username for TrojanPass is the same as your Canvas, Self Service and E-mail (without @troy.edu) username, as we have a single sign on (universal username and password)

Your initial TrojanPass password is your First Initial (capital) + Last Initial (lowercase) + 8 digit birthdate (MMDDYYYY). For example, if your name is John Doe and your birthdate is January 3, 1995 then your password will be Jd01031995.

After you login the first time, you will prompted to change your password. If you experience any technical issues, please call 334-670-4357 (HELP) for assistance.

The Trojan E-mail system is the official means of communication for Troy University. All communication with instructors or University staff should be handled through your troy.edu account.

Canvas

Access your TROY Canvas by selecting the Canvas Icon. Canvas is the platform used for the online delivery of courses. Students will access Canvas to obtain the course syllabi, schedule, and all course documents. Students will submit assignments, complete exams, and receive announcements from instructors through Canvas. Students should check the Announcements section of each course on a daily basis. Students are encouraged to complete the tutorial**s** for new and continuing students**.** Students must be registered for a course to access the course on Canvas. https://canvas.troy.edu/ Courses are not accessible until 24 hours after students have registered for courses. The Canvas system is updated several times during the day, and courses will not appear, if available, until after an update has occurred. Once logged into Canvas, students should have access to all courses in which they are enrolled. If a course is not listed or is listed as unavailable, the faculty has not made the course available to students. Courses will be available by the first day of class.

Canvas Exam Tips
Before logging on to the test, maximize the Canvas window so it fills the computer screen.
Allow time for the exam to load; this may take several minutes. Click only within the Canvas window. If you click outside the window, you may be thrown out of the exam. Do not double click when working within a Canvas exam. Click once to open the exam, & click once to change questions. If you have problems with an exam, follow the instructions given by the instructor. Contact the instructor to have the exam reopened and submit a helpdesk ticket. For instructions on submitting a ticket, go to: https://helpdesk.troy.edu/TDClient/Home/ If you are having trouble with Canvas, you can click "Chat Support" to receive assistance Monday - Friday 8:00AM - 5:00PM CST.

SECTION 3: CLINICAL REQUIREMENTS

Because of the cooperative educational relationship between private and public health agencies and Troy University, students and staff must comply with policies specific to these agencies outlined in legal agreements. These include conduct and dress codes as well as with compliance with health, insurance, and academic requirements. Students must report any arrests or legal convictions and may be subject to background checks.

Troy University provides professional liability insurance coverage for nursing students enrolled in the nursing program while participating in approved educational activities, including clinical learning experiences, in accordance with the terms, conditions, and limitations of the University's insurance policy. Students are expected to comply with all University, School of Nursing, and clinical agency policies and procedures while participating in classroom, laboratory, simulation, and clinical activities. Students should consult the School of Nursing for clarification regarding the scope of coverage and any applicable limitations or exclusions.

All graduate students enrolled in a clinical course must have written documentation of "up-to-date" clinical certification uploaded to the document management system for a fee. The list of clinical requirements is found below, but refer to the School of Nursing and policies and procedures:

- Criminal Background Check (required annually at the beginning of clinical courses)
- Disclosure of Legal Convictions and Arrests Statement for Nursing Students (required annually or in the event of an arrest or conviction, faculty must be notified.)

- Permission to Release Records to Clinical Agency
- Current licensure as a Registered Nurse for the state where your clinical experience will occur
- BCLS or ACLS certification
- Physical exam and TB Screening (annually)
- Professional liability insurance (provided by Troy University)
- Completion of OSHA program (annually)
- Completion of HIPAA program (annually)
- Personal Health Insurance documentation
- Drug testing (required at the beginning of clinical courses and yearly thereafter)
- Serum Titers (Hepatitis B, MMR, and Varicella)
- Annual Influenza vaccination
- Tdap vaccination (within the past 10 years) *not the Td booster
- Permission to Release Records from School of Nursing files
- Electronic Device (Social Media) form
- Certification in a clinical specialization (CNS, NP or CRNA)
- Verification of Post-Baccalaureate Clinical Hours- **sent to DNP Program Coordinator**

Student are strongly advised to keep a copy of all documentation submitted. Most clinical agencies accept a contract from Troy that states that we have this documentation on file. A few agencies want copies of this documentation for their records.

Guidelines for Preceptorship/ Internship Courses (6000 level courses taken by DNP students who are completing a clinical track)

1. All clinical courses in the graduate nursing program include clinical hours with an approved preceptor in an approved clinical setting. Preceptors are expected to be prepared at the graduate level and hold an MSN or DNP degree. Other preceptors are considered on an individual basis. Students contact prospective preceptors to ask them to serve in that capacity. Faculty can assist students by suggesting preceptors; faculty must approve all preceptors.
2. **Students are not allowed to complete clinical hours in the same area/setting where they work as an employee.**
3. Students are required to use a variety of preceptors in a variety of settings. **Students may not utilize a preceptor or a clinical site more than twice throughout the program.**
4. Students must submit the Preceptor Information Form, Preceptor Biosketch, and the preceptor's license to their faculty advisor. **Forms must be submitted by the last day to drop without academic penalty (according to the Academic Calendar) or student must drop the course & co-requisite.**
5. Course faculty must approve the preceptor and clinical setting prior to any written agency agreements being processed. Students cannot begin clinicals prior to receiving clearance from the clinical faculty. The School of Nursing must have received signed contracts from preceptors, updated clinical documents, and a clinical schedule prior to clearing students for clinicals.
6. Students must be aware that if they plan to precept at an agency or institution with whom Troy University does not have an existing formal contract and a formal contract is required, the process can take longer and requests should be submitted early**.** Do not ask the preceptor to sign the form. If the faculty advisor approves the preceptor, a letter initiating preceptor and agency agreements is sent to the requested agency. The preceptor and agency agreements must be signed and returned to the School of Nursing prior to the student beginning the clinical experience. Students may not begin clinical hours until they receive confirmation of all contracts and current status of clinical documentation each semester.
7. Any clinical hours accrued prior to receiving clearance from the faculty will not count toward hours required for that course.
8. Clinical hours must be completed with the course enrolled. Clinical experiences are not allowed during semester breaks.
9. Students should provide a copy of the objectives to the preceptor for each clinical course. Student must submit the clinical schedule form after obtaining approval from the preceptor. Students must notify faculty immediately of any changes in their clinical schedule. Faculty can make unannounced

site visits by phone, video conferencing, or in person. **If faculty make a site visit on a date that was submitted on the clinical schedule form and the student is not there, the student will receive a grade of 0 for the clinical evaluation.**

10. Preceptors for **FNP** students
    a. Nurse practitioners must be licensed as nurse practitioners by the state in which they practice.
    b. Nurse practitioners have a minimum of one year of experience as a nurse practitioner/
    c. Physicians (MDs and DOs), nurse midwives, and physician's assistants may also serve as preceptors for FNP students.
11. The first three clinical courses for **FNP** students are three semester hours each and require 135 clock hours of clinical experience.
    a. NSG 6619: Advanced Clinical Examination and Diagnostic Reasoning
       Focus complete head to toe examinations and clinical reasoning
       3 semester hours (120 clinical hours)
    b. NSG 6666: Primary Care I Preceptorship: Pediatrics and Women's Health
       Focus pediatrics and women's health; two preceptors needed
       3 semester hours (180 clinical hours)
    c. NSG 6668: Primary Care II Preceptorship: Adults and Geriatrics
       Focuses on adults and geriatric patients
       3 semester hours (180 clinical hours)
    d. NSG 6680: Family Nurse Practitioner Internship
       5 semester hours (300 clinical hours)
12. Preceptors for **NL** students
    a. MSN or Doctoral degree and be directly involved in nursing leadership/administration OR an MS in administration and be directly involved in an active clinical practice
13. For the **NL** track, there are three clinical courses which total 480 clinical hours.
    a. NSG 6630: Introduction to Nursing Leadership and Technology Practicum
       2 semester hour course (120 clinical hours)
    b. NSG 6636: Advanced Nursing Practice Internship I
       3 semester hour course (180 clinical hours)
    c. NSG 6637: Advanced Nursing Practice Internship II
       3 semester hour course (180 clinical hours)
    d. NSG 8880: Directed Professional Practicum
       1-3 semester hour course (60-180 clinical hours)
       **Most student take 1 semester hour (60 clinical hours) to meet the 1000 clinical hour requirement for the DNP. Total of 540 NL clinical hours.
14. Preceptors for **NE** students
    a. MSN or doctoral degree prepared nurse educator within academia
    b. Minimum of 5 years of experience in nursing education
    c. Active unencumbered RN license
15. For the **NE** track, there is one clinical course which total 180 clinical hours.
    a. NSG 6676: Nursing Education Preceptorship
       3 semester hour course (180 clinical hours)

School of Nursing
Pre-Clinical Requirements, Policies & Procedures

- For the purposes of these policies and procedures, the term "*reality clinical experience*" is defined as a clinical experience outside of the School of Nursing working with patients and other healthcare professionals.
- "*Clinical Course(s)*" is defined as a School of Nursing course in which students engage in patient care, either via reality or simulation.
- Due to inherent differences between program requirements, some procedures vary. Please be sure you are aware of your program's requirements for documentation.

Culture of Safety on Near Misses and Errors Policy

Troy University School of Nursing (SON) is committed to cultivating a culture of safety in all educational environments—didactic, laboratory, simulation, and clinical. Central to this culture is the recognition that nursing students, as learners, are vulnerable to making errors or experiencing near misses as they develop clinical judgment and skills.

To support this philosophy, students will receive information on patient safety, error prevention, and reporting procedures during orientation and throughout the curriculum. Faculty members serve as role models and mentors, reinforcing the idea that acknowledging mistakes is a professional strength. By embedding safety science into both instruction and practice, students learn to prioritize safe, evidence-based care.

Reported incidents will be reviewed by the SON's Policy and Risk Management Committee. The committee identifies trends, shares de-identified data for education, and recommends curricular or procedural changes. This ongoing cycle of feedback and improvement supports an emphasis on data-driven quality improvement and the integration of safety into student learning outcomes.

By normalizing the reporting of near misses and errors, the SON fosters a learning environment where students are prepared not only to deliver safe care but also to lead and advocate for continuous improvement in the healthcare system. This commitment reflects the evolving expectations of the nursing profession and ensures that graduates are equipped to promote safety in every aspect of their practice.

SON Procedures:

This policy applies to all undergraduate and graduate nursing students, faculty, clinical instructors, and staff involved in didactic, laboratory, simulation, and clinical experiences under the auspices of the SON.

Definitions:

- Culture of Safety - A framework in which safety is a core value, encouraging open communication and shared responsibility for minimizing risks.
- Near Miss - An unplanned event that did not result in injury or harm but had the potential to do so.
- Error - An action or omission that could lead or has led to an unintended outcome.
- Just Culture - A learning-centered culture that holds individuals accountable for their actions while acknowledging that mistakes are part of complex systems.

Reporting Procedures:

Incidents are to be reported using the SON's Policy and Risk Management committee electronically. Communication should be sent to **riskandpolicy@troy.edu**. Make sure to include a clear subject title that addresses the topic of the message as a near miss or error. Reports must include date, location, event description, contributing factors, and immediate actions taken. Students and faculty may submit reports. All reports are reviewed by the Policy and Risk Management committee. Trends and findings inform curriculum development, simulation training, and clinical policy refinement. De-identified summaries will be shared during faculty meetings for discussion and further decision making. All documentation is handled in compliance with HIPAA, FERPA, and Troy University guidelines.

Clinical Transportation Policy

Students enrolled in nursing courses are responsible for the cost and arrangement of transportation to and from clinical facilities and selected learning experiences required by the School of Nursing. Students are also responsible for additional costs and arrangements that these clinicals and/or learning experiences may impose, including but not limited to overnight accommodations and meals.

CPR Certification Policy & Procedure

School of Nursing Policy: All Troy University School of Nursing students must be currently certified in cardiopulmonary resuscitation for the duration of their enrollment in any SON program. Troy University nursing students are expected to be capable of performing CPR when engaged in patient care in order to contribute to high quality patient outcomes. Students must maintain current certification. Documentation must be submitted according to specific program requirements and by published due dates. The only

certifications accepted are those from the American Heart Association (BLS for the Healthcare Provider CPR/AED), the American Red Cross (CPR for the Professional Rescuer), or Advanced Cardiac Life Support (ACLS). The approved agencies require a hands-on skills check-off for CPR certification. Online only certifications are not accepted.

TB Policy & Procedure

School of Nursing Policy: Tuberculosis (TB) is a highly communicable disease that can be easily transmitted from person to person. The School of Nursing seeks to protect its students and patients from this disease through yearly verification of a Troy University SON students' non-reactive TB test. If a student does not submit this verification by the published due date in the course calendar, he or she will be excluded from reality clinical experiences. For all programs, the TB Status Verification Form will be used as documentation. Below, please see the procedure specifics for each program.
All students are required to submit proof (See TB Status Verification Form) of a yearly negative TB skin test or TB blood test. If chest x-ray is needed, because of a positive skin test status, it should be completed every two years. Acceptable tests include:

- 1-step TB skin test
- QuantiFERON gold blood test
- T-spot test
- IGRA blood test

The completed TB Status Verification Form will be submitted to ViewPoint and as directed by the program coordinator.

Physical Examination Policy & Procedure

School of Nursing Policy: Troy University nursing students are required to possess adequate physical, emotional, and mental health in order to meet the Core Performance Standards so that optimal patient care can be provided during reality clinical experiences. Students must have verification of an annual physical examination on the Troy University Physical Exam Form with an official signature of the healthcare provider performing the physical exam. See below for a specific program's procedures.
All Troy University RN to BSN, MSN, and DNP students enrolled in courses with clinical experiences are required to submit annual proof of a physical examination. **Students will submit the completed Verification of Annual Physical Examination form to ViewPoint Screening, and as directed by program coordinators.**

Titer & Immunizations Policy & Procedure

School of Nursing Policy:
Upon admission to a program, all Troy University nursing students must submit evidence of immunity (titers) to *measles, mumps, rubella, varicella and hepatitis B*. A titer is a blood test that is sent to a laboratory to verify if you are immune to specific diseases before participating in reality clinical experiences. The SON follows Centers for Disease Control and Prevention (CDC) guidelines regarding immunity to measles, mumps, rubella, varicella and hepatitis B.
In addition to providing *documentation* of immunity, all Troy University School of Nursing students, regardless of program enrollment, are required to obtain a *yearly influenza* vaccination and provide documentation that it has been received as directed by the program coordinator and published due dates in course calendars. Please note that documentation is acceptable for the influenza requirement.
Documentation of Tetanus, Diphtheria, and Pertussis (Tdap) vaccination within the past 10 years is required for all ASN and BSN SON students or receipt of a booster vaccination. Please note that shot records and/or documentation of vaccination is acceptable for the Tdap requirement.
Additional clinical requirements (immunizations, titers, drug screens) may be required by clinical agency. Students are responsible for fulfilling those requirements before beginning reality clinical experiences.
Students will submit *titer* results for the following vaccination series to ViewPoint.

- Measles
- Mumps
- Rubella
- Varicella zoster
- Hepatitis B **(Antibody Test)**

Background and Disclosure of Legal Convictions

School of Nursing Policy: After a student is admitted to the School of Nursing, a background check is required prior to starting the clinical experience, and background checks must be completed annually once the student begins clinical courses, along with the "Disclosure of Legal Convictions and Arrests Statements for Nursing Students." Additionally, the "Disclosure of Legal Convictions and Arrests Statements for Nursing Students" form should be updated any time a student has an arrest or conviction, and faculty should be notified within 48 hours.

Drug Screen Policy & Procedure

School of Nursing Policy: The purposes of the School of Nursing Drug Screen Policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the university zero tolerance policy related to illicit use of substances as stated in the Troy University Oracle Student Handbook and the Troy University Faculty Handbook. Students must abide by the drug screen policies of each health care agency in which a student is assigned for reality clinical experiences. Area agencies require that students not be involved in the sale, manufacture, distribution, purchase, use, or possession of alcohol or non-prescribed drugs. Also, students may not use prescription drugs illegally. Students must submit a verification of a negative drug screen in accordance with published program and course due dates, as noted in course calendars. Students will submit authorization allowing Quest Laboratories to collect and test body fluids for the presence of illicit drugs and verify results through **ViewPoint Screening** In addition to initial screening that will occur when the student is admitted to the School of Nursing, students may be subject to testing per agency affiliation agreement and/or for cause, such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes. Test results are confidential with only the School of Nursing Director, appropriate Program Coordinator, and clinical faculty of the student's clinical courses notified.

In the event that a student is suspected of illicit use of substances while participating in reality clinical experiences, the Coordinator of the program must be notified immediately and the behavior indicating that a student may be under the influence of drugs must be validated by two professional persons (faculty, nurses, physicians, etc.). The suspected individual will be asked to have a drug screen done immediately at his/her own expense and to have a report sent to the Coordinator of the program as soon as possible (within 24 hours). The person will be dismissed from all School of Nursing activities until the issue is resolved. Permission to make up work, such as missed clinical experiences, will be granted based on the drug screen report. If the test is positive for the use of medication that has been prescribed for the student, the student may be allowed to make up clinical experiences. If the test is positive for the use of medication that has not been prescribed for the student, the student will not be allowed to make up clinical experiences.

Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical experiences; therefore, progression in the program will not be permitted.

Students who test positive for one or more illicit drugs may not continue in clinical experiences and therefore cannot meet objectives for clinical courses. Students who test positive for illicit drugs (in their first drug screen required by Troy University School of Nursing) are notified by their program Coordinator. If the student denies having used an illicit drug, the student will be given the option of sending the SAME urine sample for re-testing at a different lab at his/her expense within the following 24 hours of notification– the student must provide proof of the date and time of the drug screen re-test to the program Coordinator. HOWEVER, A STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN A CLINICAL EXPERIENCE AT ANY TIME A DRUG SCREEN RESULT IS POSITIVE! If the second drug screen is also positive, the student must withdraw from the program and may apply for readmission.

In order to be considered for readmission, the student must submit a letter from a treatment agency verifying completion of a drug treatment program. Readmission is not guaranteed. If the student is readmitted and tests positive for substance abuse a second time, the student is not eligible for continuation or readmission to the School of Nursing. If the second (re-test) drug screen is negative, the student will be allowed to continue in the nursing program, BUT THE STUDENT WILL BE REQUIRED TO HAVE AT LEAST ONE RANDOM DRUG SCREEN AT HIS/HER EXPENSE DURING THE TIME HE/SHE CONTINUES IN THE NURSING PROGRAM. (This random drug screen will be at a time determined by the student's instructor/program Coordinator, and proof that the drug screen was conducted within 24 hours of written notification to the student must be submitted to the program Coordinator within the 24 hours.) If the random drug screen is positive, the student must withdraw from the nursing program, and he/she is not eligible for continuation or readmission to the School of Nursing.
If a student tests positive for a prescribed drug, the student must contact the (Medical Review Officer) University physician and the physician must give the student approval to practice in the clinical area and the physician will notify the School of Nursing Director. All test results will be filed in the School of Nursing and shall remain confidential.
Refer to the ViewPoint Screening guide and the ViewPoint Screening website,www.viewpointscreening.com/troy, for instructions.

Crisis Management Policy

School of Nursing Policy:
The purpose of this policy is to describe a plan to manage academic shortfalls in the event that Troy University or its clinical sites have to shut down in response to a crisis or other catastrophic event.

Troy University Procedures:
Troy University has an established emergency management and safety plan to prevent and respond to emergencies and crisis. The School of Nursing (SON) is connected to Troy's emergency management process.
In the event that a situation arises, either on or off campus, a campus wide "timely warning" will be issued. The warning will be issued through the University e-mail system to students, faculty, staff and the campus' student newspaper, The Tropolitan. Depending on the particular circumstances, especially in all situations that could pose an immediate threat to the community and individuals, Troy University may also post a notice on the University text messaging system, e2campus and the campus-wide electronic bulletin board located at http://sos.troy.edu/. This provides the university community with a more immediate notification. In such instances, a copy of the notice is posted in each residence hall, at the front door of each on campus fraternity and sorority house, and in prominent places on campus where students may see the notice. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Visit the University Police Department for additional information.
SOS - Troy University Emergency Information
Visit the SOS website for more information. Information concerning a particular crisis or emergency event is placed on this site simultaneously to a text message being sent out.
Campus Siren System
Visit the Troy University Police Department Information page for more information. Campus Siren System is a notification system that will be activated in case of an emergency.
Confidential Reporting
If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the University Police/Security Department on your campus can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to a potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.
Troy University encourages anyone who is the victim or witness to any crime to promptly report the incident to the police or security. Because police reports are public records under state law, the University

Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Troy University campus security authorities, as identified above. Confidential reports of crime may be made by calling your campus police or security office or one of the other offices listed below to report criminal offenses. Anyone with information warranting a timely warning should report the circumstances to the University Police office or Campus Security Office on their respective campus by contacting the office by phone, in person at the number or location above; via the Troy University Secret Witness Hotline or by texting TROJANTIP to 50911 (Click here for more information on TrojanTip).

Emergencies should be reported to:

Campus	Day Phone Number	Night Phone Number
Troy Campus	334-670-3215	334-670-1999
Montgomery Campus	334-241-5920	334-241-2651
Dothan Campus	334-983-6556 x21225	334-615-3000

Weapons on Campus

Troy University prohibits on all University properties possession, use, and transportation of any dangerous or potentially dangerous weapons described below:

- Fixed blade knives concealed on the person or in a vehicle (e.g., Bowie Knife, knife, or instrument of like kind or description).
- Shotgun or rifle or other shoulder gun
- Pistol or revolver
- Air gun (e.g., air or gas-powered rifle or pistol)
- Bow and arrow (e.g., archery equipment)
- Slingshots (including throwing weapons)
- Swords
- Crossbows
- Brass Knuckles
- Fireworks or explosive devices
- Electronic stunning devices

This policy shall apply to all faculty, staff, and students of Troy University; and to all visitors to any University properties. This policy does not apply to duly authorized law enforcement officials in the lawful discharge of their duties. Temporary exclusions may be granted by permit only by the Dean of Students or his designated representative for job-related, educational, or demonstration purposes. Department Chairs and respective faculty members may be granted a blanket authorization by the Dean of Students or his authorized representative for organized activities. These organizations must guarantee qualified instruction, safety, and security for such activities. All applicable federal, state, as well as local laws and ordinances will be strictly enforced.
The SON Administrative Council that is comprised of the Director and all Program Coordinators and Assistant Coordinators will serve as the Emergency Leadership Team (ELT) to manage and mitigate emergencies and/or crises at the local level. The goal of the ELT is to provide leadership and coordinate communication during and immediately after a crisis or other catastrophic event. In consultation with the Dean of the College of Health Sciences, the Director will determine when the ELT is to be activated. Responsibilities of the ELT include:

- Notify emergency response personnel if the event merits, using Troy's emergency management plan.
- Coordinate efforts with TROY officials regarding the event.
- Serve as a central point of information for the SON.

- Determine the appropriate response to the event.

In the event that classes and/or clinicals are interrupted from normal operations, then the Director will activate the ELT. At that time the ELT with consultation of the Dean, TROY leadership, and oversight groups (i.e., Alabama Board of Nursing and Accreditation Commission for Education in Nursing) will decide as to how to handle classes and clinical related activities.
External communication with the media and general public should be directed to the Troy University Office of Marketing and Communications.

Core Performance Standards
(Abilities needed by the nursing student to meet program objectives and requirements)

Essential requirements for participation in the nursing program. Nursing is a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements. If reasonable accommodations will allow an otherwise qualified student with a disability to meet the essential eligibility requirements for participation in its nursing programs, the school will assist the student in making the reasonable accommodations. See Troy University's ADA statement following.

Issue	Standard	Examples of Activities (Not All Inclusive)
Critical Thinking Ability	Critical thinking ability sufficient for clinical judgment.	Identify of cause/effect relationships in clinical situations, transfer knowledge from one situation to another. Process information, evaluate outcomes, problem solves and prioritizes. Plan activities and evaluate effectiveness, sequence information, identify safety issues and make safe judgments.
Interpersonal Skills	Interpersonal skills sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establishment of rapport with clients and co-workers. Work in groups. Successful conflict resolution. Respect cultural diversity in clients.
Communication Ability	Communication abilities sufficient for interaction with others in verbal and written form.	Complete written assignments. Explain health conditions, diagnostic and treatment procedures and health teaching. Interpretation and documentation of nursing actions. Express information through written and oral reports. *Proficiency in use of English language sufficient for written & oral communication. (Consistent with Alabama Board of Nursing procedure for administration of the NCLEX-RN exam, no special accommodations are provided by the School of Nursing)*
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move within confined spaces. Sit or stand and maintain balance for extended periods of time. Administration of rescue procedures (CPR). Reach above shoulders and below waist. Twist, bend, stoop, climb on stool or stairs, and move quickly in response to potential emergencies.

Motor Skills	Gross and fine motor skills sufficient to provide safe and effective nursing care.	Therapeutic positioning of patients. Grasp and manipulate small objects with hands and fingers. Write with a pen. Use a computer. Push, pull, lift or support a in clinical situations. Squeeze with hands and fingers.
Hearing Ability	Auditory ability sufficient to monitor and assess health needs.	Hear normal/faint voices, faint body sounds such as blood pressure, heartbeat, etc. and fire alarms/monitoring device alarms. Hear monitors, cries for help, and call bells.
Visual Skills	Visual ability sufficient for observation and assessment necessary in nursing care.	Ability to observe patient's condition and responses to treatment. Read small calibrations on syringes and thermometers. Use depth perception and peripheral vision. Differentiate colors and color intensity. Read and understand written documents.
Tactile Ability	Tactile ability sufficient for physical assessment.	Ability to palpate for example vibrations to detect pulses, temperature, & other physical assessment procedures
Emotional Stability	Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.	Establish therapeutic interpersonal boundaries. Provide clients with emotional support. Adapt to changing environment and stress. Deal with the unexpected. Focus attention on task. Perform multiple tasks concurrently. Appropriately respond to strong emotions.

Troy University Adaptive Needs Act

Troy University recognizes the importance of equal access for all students. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the University and its Adaptive Needs Program seeks to ensure that admission, academic programs, support services, student activities, and campus facilities are accessible to and usable by students who document a qualifying disability with the University. Reasonable accommodations are available to students who:

- are otherwise qualified for admission to the University
- identify themselves to appropriate University personnel
- provide acceptable and qualifying documentation to the University.

Each student must provide recent documentation of his or her disability in order to participate in the Adaptive Needs Program. Please visit the Adaptive Needs Website at https://www.troy.edu/adaptive-needs/ to complete the necessary procedure and forms. This should be accomplished before the beginning of class.

Current RN License

All students enrolled in graduate clinical courses at any of the TROY campus sites are required to have a current license in the state in which they plan clinical experiences. After license renewal, the copy of the current license must be submitted. **Licensure must be valid from the first day of the semester through the last day of that semester.** Out of state preceptor requests are not processed until evidence of licensure in that state is provided.

OSHA Acknowledgement of Understanding

Before students begin clinical hours, they must provide verification of completion of the OSHA Bloodborne Pathogen Standard Infection Control Program. The School of Nursing provides OSHA training. The training module is in the MSN Student Shell in Canvas. If you complete the School of Nursing OSHA training, you will submit the certificate provided after completing the training and examination. If you submit OSHA training verification from your employer, verification must be signed by your employer. OSHA verification is required **annually**. **OSHA verification must be valid from the first day of the semester of registration through the last day of that semester.**

HIPAA Acknowledgement of Understanding

Before students begin clinical hours, they must provide verification of completion of a HIPPA review. The School of Nursing provides HIPAA training. The training module is in the MSN Student Shell in Canvas. If you complete the School of Nursing HIPAA training, you will submit the certificate provided after completing the training and examination. If you submit HIPPA training verification from your employer, verification must be signed by your employer. HIPAA verification is required **annually**. **HIPAA verification must be valid from the first day of the semester of registration through the last day of that semester.**

Health Insurance Verification

Due to requirements of clinical agencies, all students must provide verification of current health insurance prior to beginning clinical courses. If you do not have insurance, coverage is available from TROY underwritten by an insurance company. For more information, contact Dimple Gilbert, Director, Student Health Center. The form must be submitted prior to beginning clinical hours and must be resubmitted **each semester** you are enrolled in a clinical course.

Permission to Release Records from School of Nursing Files

The School of Nursing sometimes receives requests from clinical agencies, educational institutions, or potential employers for documentation contained in student files in the School of Nursing. This form gives the School of Nursing permission to release that information

Electronic Device Use Policy

This form acknowledges that you have read the School of Nursing policy on the use of social media

Fees

Advanced Practice Education Associates (APEA) Fees
APEA is required as a preparation for the nurse practitioner certification for FNP students. The cost of APEA is not included in tuition and is an additional charge. Costs associated with APEA are as follows:
Program Total $1274.50
Semester 1 Bundle $375.00 + $149.50 = $524.50
NSG 6649: QBank Pathophysiology with unlimited access
NSG 6671: QBank Prescribing with unlimited access
NSG 6612: QBank Assessment with unlimited access
3P Exam
NSG 6619: Suturing: The Basics with unlimited access *$149.50*
Semester 2 Bundle $300.00
NSG 6665: Women's Health QBank with unlimited access
Pediatrics Qbank with unlimited access
Pediatric Competency exam
Semester 3 Bundle $450.00
NSG 6667: Pre-Predictor Exam
WH Competency exam

QBank Management with unlimited access
Semester 4 Bundle $0.00
NSG 6670: Online Review Course with unlimited access
University (Exit) Predictor Exam

Shadow Health Fees
Shadow Health is an additional charge for FNP students that is not included in the cost of tuition and is required for NSG 6619, 6649, and 6671. Costs associated with Shadow Health are as follows:
NSG 6619: $119.00
NSG 6649: $119.00
NSG 6671: $119.00
Program Total $357.00

Viewpoint Screening Fees
First Clinical Course Background Check + Drug Test + Health Portal package $115
Annual Background Check $40
Annual Drug Test $44
***Program Total* – Dependent upon DNP track**

Troy University has implemented a $75 lab fee to all clinical courses starting Fall 2026.

SECTION 4: DNP PROJECT AND SYNTHESIS COURSES

DNP Synthesis Project Committee

The *DNP Synthesis Project Guidelines* are available in the DNP Student Organization in Canvas.

Chair, DNP Synthesis Project Committee

The Doctoral Synthesis Project (DSP) Chair must be a faculty member in the School of Nursing and have a graduate faculty appointment (or eligibility). The DSP Chair serves as the leader of the student's DSP Committee, mentors the student, assists the student to focus the area of interest, and guides the student in the project's development, implementation and evaluation.
At the beginning of NSG 8810, the student will obtain the signature of the committee member on the DNP Project Advisory Committee Form which becomes part of the student's record, located in the office of the DNP Program Coordinator.

Any changes in the DSP Committee membership must be submitted in writing and a new DSP Committee form completed and signed. The DSP Committee is responsible for the following activities:

- Guiding the student in the planning and development of a DSP that is scholarly in nature and feasible.
- Critical review of the project proposal, implementation and evaluation
- Approve the students Institutional Review Board application
- Administering and evaluating the student's performance on the Final Competency Evaluation

If the Project Chair leaves the institution during the student's tenure, the student will collaborate with the DNP Program Coordinator to select a new member.

DSP Committee Meetings

The DNP student forms a DSP Committee early in NSG 8810. The student develops a meeting agenda and presides over the meetings with the committee Chair. The purpose of the meeting is to devise a preliminary plan for attainment of the goals and requirements of DNP Program with regard to project planning, development, implementation and evaluation.

The student is responsible for completing minutes of committee meetings. The minutes must be approved by the Chair and signed by the student. DSP committees meet a minimum of three times during NSG 8810 and 8820 and a minimum of two times during NSG 8830 and 8840.

Outline for DNP Synthesis Courses:
DNP Synthesis Project

<u>DNP Synthesis Project Description</u>

- Doctor of Nursing Practice (DNP) students will identify, develop, implement, evaluate, and disseminate findings of a clinical project that has systems level impact for the improvement of healthcare outcomes for a population group within a specific nursing practice. Specific courses in the DNP curriculum guide the completion of this project.
- Projects should demonstrate synthesis of the skills/competencies/standards that pertain to the DNP program as well as their area of specialty.

- The student will identify a problem or need within their practice specialty area and develop an in-depth understanding of the issue through extensive review of evidence-based literature and examination of the ethical, political, economic and cultural aspects inherent in the problem. Students will provide support for their project selection and development by providing an evidence table that outlines the research evidence and strength of that evidence.
- The student should identify and begin to collaborate with their DSP Chair as soon as possible, usually within the first weeks of NSG 8810 Synthesis of EBP I: Project Identification.
- Working under the direction of the DSP committee, the student will identify a potential project area; identify models/theories] that will guide the translation of research into practice; and then develop a project that addresses the identified need. The project must be evidence-based, have clinical outcomes, and demonstrate synthesis of all areas of DNP development.
- The student will present the project to the DSP Committee and complete the IRB application for Troy University as well as any other IRB required to implement the project. The student should be prepared to demonstrate that the project reflects a synthesis of knowledge and progression toward meeting the required competencies.
- After receiving approval from Troy's IRB (and any other required IRB), the student will implement and evaluate the project.
- The student and the DSP Committee will determine the appropriate format for dissemination of the results, evaluation and recommendations generated from the project. Students submit an abstract to present their project literature synthesis, proposal or results at a national conference during their time of study. Students are also required to develop a manuscript during the program that may be submitted to a professional journal.
- The student will present the DSP to the DSP Committee and an audience of peers as part of the Final Competency Evaluation.

Portfolio

The portfolio provides evidence of a student's development during the course of the program and is designed to demonstrate progress toward achieving the student's goals and objectives for the program as well as the DNP competencies. Examples of work that can be included in the portfolio include but are not limited to:

- Resume
- Committee appointment form
- Committee meeting minutes from each semester
- Evidence Table
- IRB Approval Letter and Stamped Informed Consent
- Course Reflection Pages (for each primary benchmark assignment in the DNP courses and clinical hours logged in the synthesis courses)
- Final Presentation and signed Competency Evaluation Form

The arrangement of the portfolio should reflect the student's evolution in the program and show evidence of progressive mastery of the content. The student will continue to develop the portfolio throughout their tenure in the program. For the final evaluation, the portfolio should reflect ample evidence of successful attainment of all goals, objectives, and competencies. Students will use Canvas to compile and store program and courses documents.

In summary…. student responsibilities in DNP Synthesis courses:
(also see *DNP Synthesis Project Guidelines)*

NSG 8810-Synthesis of Evidence-based Practice I: Project Identification

- Submission of DNP Synthesis Project (DSP) Committee form
- Minutes of committee meetings (minimum of three meetings)
- Logic Model
- Healthy strategies for professional practice discussion

- Submission of Section I of DSP
- Clinical hours documentation
- Submission of initial documents for Portfolio

NSG 8820- Synthesis of Evidence-based Practice II: Project Development

- IRB training
- Submission of Troy IRB Application (and any other required IRB)
- Minutes of committee meetings (minimum of three meetings)
- Submission of Sections I and II of the DSP
- Clinical hours documentation
- Submit updated Portfolio

NSG 8830- Synthesis of Evidence-based Practice III: Project Implementation

- Implementation of DSP
- Minutes of committee meetings (minimum of two meetings)
- Development of datasets and submission of the approved SPSS Codebook
- Discussion Board assignments
- Submission of Section I, II and III of DSP
- Clinical hours documentation
- Submit updated Portfolio

NSG 8840- Synthesis of Evidence-based Practice IV: Project Evaluation

- Minutes of committee meetings (minimum of two meetings)
- Discussion Boards assignments
- Submission of Section IV and Final DSP
- Successful Final Presentation of DSP
- Submission of final written DSP document
- Clinical hours documentation
- Submit final Portfolio

NSG 8860 - Continuation of Doctoral Synthesis Project

- Minutes of committee meetings
- Submission of Doctoral Synthesis project sections
- Objectives and measurable outcomes with committee signature
- Verification of completion of measurable outcomes related to the Doctoral Synthesis Project

NSG 8880 – Directed Professional Practicum

- Offered to students who need additional clinical hours to complete the 1000 minimum clinical hour requirement for the DNP.
- One to three credit hours offered
- For each credit hour, students complete 60 clinical hours, up to 180 clinical hours during the semester.
- Students develop professional objectives/goals
- Previous Experience Reflection
- Clinical hours documentation
- Post-Practicum Reflection

DNP Final Competency Evaluations

The Final Competency Evaluation is the student's presentation of the completed DSP. Every student must successfully complete the Final Competency Evaluation to be eligible for graduation. Failure to pass this evaluation will result in postponement of the student's graduation date.

The Final Competency Evaluation will be scheduled by the DNP Program Coordinators at least 4 weeks before the end of their final semester in NSG 8840. This presentation will be held using distance technology. The student will present to the DSP Committee, interested members of the Troy faculty and others by invitation. This will be followed by a question and answer session after the presentation.

The DSP committee members will determine the outcome of the Final Competency Evaluation. All members of the committee will sign the Final Competency Evaluation Form, which will then be submitted to the DNP Program Coordinator, the Director of the School of Nursing, the Dean of The College of Health Sciences, and the Dean of the Graduate School for signature. If a student fails to pass this Final Competency Evaluation, a plan for remediation will be developed by the Project Chair, DNP Program Coordinator, and the student. This plan will be submitted to the CHS Dean and the Director of the School of Nursing for approval within two weeks of the date of the meeting.

SECTION 5: RESOURCES

School of Nursing Web Page

The School of Nursing web page provides access to forms, information about all nursing programs, and other helpful information. The SON's web page is: https://www.troy.edu/academics/colleges-schools/health-human-services/departments/school-of-nursing/

School of Nursing Laboratories

Each campus site has a clinical laboratory. In Montgomery the lab serves both ASN and graduate nursing students. The Lab Coordinator is Lee Patino. In Troy the lab serves BSN and graduate nursing students. The Lab Coordinator is Karri Booth. Students may arrange to go to the lab and practice skills independently. The Labs in Phenix City and Dothan may be used by arrangement with course faculty.

Computer Access

In addition to personal computer access, students in Montgomery, Troy, Phenix City and Dothan have access to state-of-the-art computer labs within the School of Nursing and access to computers in libraries and other sites on campus

Technology Requirements

https://my.troy.edu/online/assets/documents/TechnicalMinimumRequirements.pdf

Virus protection software, installed and active, to prevent the spread of viruses via the Internet and e-mail. It should be continually updated! Here is a link for students:
https://it.troy.edu/students/software.html

The FNP courses utilize Shadow Health Digital Clinical Experiences (DCE). These are the minimum system specifications for Shadow Health.

To ensure the best experience possible, please make sure your computer meets or exceeds these system **specifications**. If you have questions regarding your computer, feel free to call Support at (800) 860-3241

- Hardware Requirements
- 4th generation (4000 series) Intel Core i3 / i5 / i7 and newer or AMD equivalent (Check your Computer Hardware) (Apple computers from 2013+)
- 4GB of Memory (RAM)
- Intel HD Graphics 3000 or better - Minimum supported screen resolution 1024x768
    - Hardware Acceleration is required to render the graphics so the use of virtualization technologies (i.e. VMware, Parallels, etc.) is currently not supported when using the Digital Clinical Experience.

- Software Requirements
- Windows
    - Windows 8.1 - 64-bit System Type
    - Windows 10 - 64-bit System Type
    - **Windows 11 - (Support for this OS version is currently under review)**
- macOS (three latest versions)
    - 10.15 (Catalina)
    - 11.0 (Big Sur)
    - 12.0 (Monterey)
- Browsers
    - Google Chrome (required for Speech to Text feature)
    - Mozilla Firefox
    - Microsoft Edge (Windows only)
    - Safari (macOS only)

All software should be up to date. Older software may not work properly with the Shadow Health DCE assignments.

- General System **Specifications** Network

    - Minimum 3 Mbps download connection (5 or more is recommended) (Check your network speed)

The Shadow Health Digital Clinical Experience performs best when directly connected to the internet. Due to the number of variables introduced when connecting to the DCE using VPN (Virtual Private Network) internet connections, users may experience extended assignment load times.

Speech to Text

- Google Chrome
- Microphone (most laptops and all Apple computers have a built-in microphone)
- A course that has the Speech to Text feature enabled.

Accessibility

Shadow Health's Digital Clinical Experiences require the use of a computer monitor, keyboard, and mouse or touchpad. It is our goal to support alternative input modalities to improve accessibility for all users. However, if you are currently unable to use the DCE due to a visual or motor impairment, please contact the Shadow Health Learner Support team.
Tina Jones™ presents auditory and visual information representative of a human patient. To address auditory accessibility, when Tina Jones speaks, her speech is presented as both audio and text displayed at the bottom of the screen, except in instances where the textual representation would distinguish physical findings (e.g. textual descriptions of breathing sounds). If you require a transcription of these

instances due to an auditory impairment, please contact the Shadow Health Learner Support team at support@shadowhealth.com.
The normal and abnormal sounds within the concept labs are medically accurate, and are produced at a frequency lower than what most laptop speakers are capable of delivering. To hear these sounds, we strongly recommend that you use a pair of external speakers or headphones to hear the bass frequencies.

- Unsupported Platforms

The following devices and operating systems are not supported on the Shadow Health platform.

- iOS devices (iPhones and iPads)
- Android devices (phones and tablets)
- Chromebooks
- Linux/GNU based operating systems

*The FNP courses utilize Advanced Practice Education Associates (APEA). APEA recommends the latest version of Google chrome***.**

Library Resources

The Troy University Library (located on Troy Campus) and the associated regional libraries (Montgomery and Dothan) provide students with a variety of printed and non-printed materials, media, equipment and services. In addition to the to the traditional library holdings (books, reference collections, periodicals, audio-visual materials, journals, etc.) all three libraries offer cooperative lending services through the Interlibrary Loan Program and access to a multitude of online databases.

The databases provide access to full-text journals, partial full text and/or bibliographic journal references and online full text books. Students may access the electronic databases from either a computer at the library or from his/her home computer (if the computer has Internet capabilities). The online resources are available 24 hours a day from any location. Assistance is available via email at libhelp@troy.edu and through Live Chat at (http://troy.libanswers.com/) when classes are in session. An online Tutorial on using the Library resources is available on our Library Web pages at http://troy.libguides.com/librarytutorial

Troy Campus: The TROY Library is located on the 2nd and 3rd floors of Lurleen Burns Wallace Hall. (334-670-3255). Montgomery Campus: The Rosa Parks Library is located at 252 Montgomery Street, on the 2nd and 3rd floors of the Rosa Parks Building. (334) 241-9576. A current student ID is required for materials from the libraries.

Go to the Troy University web site (https://www.troy.edu/), and click on libraries or go to https://my.troy.edu/libraries/troy/index.html. This is a secure web site. If you are accessing the library from an off-campus computer, you will be prompted to enter your Troy id and other password.

Library Guides for Nursing**:** http://troy.libguides.com/nursing

Library Tutorial: http://troy.libguides.com/librarytutorial

All students are strongly encouraged to work through these tutorials.

Additionally, there is a free online Library readiness course available (excellent to complete!):

https://my.troy.edu/library-readiness/

Library Fact Sheets

Each library provides a fact sheet listing available services, library hours, and some policies. The library fact sheet from the Troy-Montgomery Library is titled "Basic Library Information" and shown on the next page. It is included in this manual as an indication of available services. Fact sheets may be obtained from the Information Desk of all 3 libraries.

Other Resources

You can also access a wealth of information on the Internet without going through the library system's WEBCAT. Free medical journals can be accessed at www.freemedicaljournals.com .

SECTION 6: GENERAL INFORMATION

Course Syllabi and Canvas

Course syllabi and other materials are available by Internet through Canvas, a software program used by Troy University and used by the graduate program for all courses. Syllabi will be available to students on Canvas by the first day of class. Students do not have access to Canvas until they are registered for courses, and courses are not available on Canvas until faculty makes them available. All courses will be available each semester by the first day of classes.

Communication with Course Faculty (email)

Troy University provides each student with an email address so that every student receives timely information regarding administrative processes. In fact, all official University communications with TROY students will be sent through the Trojan (TROY) e-mail address assigned to them.

All TROY students must use their TROY email address to send and receive email in each course – there are no exceptions to this requirement.

Requirements for Troy Online Student ID Cards

Please submit **two forms of picture IDs** in your email:

- A full- face headshot using jpeg format with a solid light - colored background (no filters, complete view of face, no head attire such as hats, scarves etc.)
- Another form of picture ID such as drivers' license, passport, etc.
- Nursing online student ID cards: please request your Nursing department head to email confirmation of your online course attendance to Laurie Sanders ljsanders@troy.edu.
- Nursing IDs and Education intern or observation IDs cost: $5.15 debit/credit card or $5.00 cash/check, replacement IDs cost: $15.45 debit/credit card or $15.00 cash/check.
- Please provide your name, student ID# and address in your email (must be a current student)

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- **To All Nursing Programs**
- **Please provide this information to all nursing students.**
- **All nursing students need to provide confirmation from their program advisor/instructor in the nursing program before they can receive a nursing ID card for clinicals. A list from each nursing program/nursing department will be greatly appreciated. The student/advisor must specify which type of nursing ID such as: BSN, RN Mobility, FNP, DNP, etc.**
- All types of nursing IDs are: **$5.00 cash** at the Trojan ID Card Office located in the Adams Adm. Bldg./Cashiers' Office area or pay **$5.15 debit/credit card** by contacting the Trojan ID Card Office at (334) 670-3377. Replacement or loss nursing IDs are the same price.
- If a student requests a nursing ID online, they will need to follow the instructions in the attachment.

- If the student comes into the Trojan ID Card Office, they need to make sure I have received a confirmation from either their advisor/program department in the nursing program who can confirm the student is in clinicals.

Financial Aid

Information about available financial aid is available by calling 1-800-414-5756. Financial Aid packets and loan applications are available from the Office of Admission and Records on the Montgomery Campus and from the Financial Aid Offices on the Troy and Phenix City Campuses or may be found online at https://www.troy.edu/scholarships-costs-aid/financial-aid/index.html

Grading

The graduate program of the School of Nursing uses the following grading scale:

A = 90 –100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = < 60

TROY uses a 4.0 grade point average scale. Grades below a C are not acceptable for progression in 6000 level courses. Students who earn more than 6 semester hours of grades below "B" are automatically dropped from the Graduate School (see TROY Graduate Catalog).

Appeal of Grades

The procedures for appealing grades are detailed in the *Troy Graduate Catalog* and the *Oracle*.

Incomplete Grade Request

Students who wish to request an incomplete grade(s) from their instructors must use an electronically routed form located on the Records website at: Incomplete Grade Request

Students are asked to give their email address, instructor's email address, and course information. The form is electronically routed to the appropriate instructors using EchoSign.

Instructions

1. The student requests the incomplete grade and supplies necessary documentation (at least one attachment of supporting documentation is required).
2. Request is routed to the instructor who is notified by email that a request is ready for review.
3. Instructor approves/denies request, lists what is required to complete the course, etc., and form is electronically signed.
4. Form is routed to Records and a copy of the request form is placed in document imaging.
5. Instructor posts incomplete grade (if approved) using Self Service.

From the *Troy University* Graduate Catalog, General Regulations section:

Time limit for removal of incomplete grade

Any student who receives an "I" must adhere to the deadlines set by the instructor for when required assignments must be received. The instructor deadline must not exceed 9 weeks from the date of the end of the semester that the "I" was awarded. All instructor set deadlines apply whether or not the student enrolls for the semester or term following the assignment of the incomplete grade. Work received on or before the instructor set deadlines will be graded and computed into the final course grade. The instructor will submit a "Change of Grade" form to the registrar on or before the last day to remove an Incomplete from the previous term or semester published in the university's master calendar. Student assignments

not received by instructor's deadlines will not be graded and a "Change of Grade" form will not be submitted. If a "Change of Grade" form is not submitted by the appropriate time, the "I" will automatically be converted to an "FI". An "FI" is calculated as an "F" when determining grade point average.

Research Requirement for POST BSN-DNP

All Troy graduate programs require certification of the student's ability to do research in a specialization. This requirement is met by achieving a grade of "B" or better in approved research course(s) in the student's program (NSG 6693: Research and Statistical Methods for Evidence-Based Practice and NSG 8812: Foundations of EBP). Students must repeat these research courses if a grade of "C" or below is attained.

Research Requirement for PM-DNP

All Troy graduate programs require certification of the student's ability to do research in a specialization. This requirement is met by achieving a grade of "B" or better in an approved research course in the student's program (NSG 8812: Foundations of EBP). Students must repeat the research course if a grade of "C" or below is attained.

Progression

Graduate students may earn no more than six semester hours of grades below 'B'. Students who earn more than six semester hours of 'C' grades or below are automatically academically suspended from the University for a period of one calendar year at which time the student may petition the Dean of the Graduate School for readmission. Graduate students must maintain an overall GPA of 3.0 in order to graduate.

Progression Policy for NSG 8820

Students enrolled in NSG 8820 must obtain approval from the external agency or setting, obtain approval of the DSP proposal, and submit an application to the TROY Institutional Review Board as components of completion of the course. Approval from an external agency or setting may include a letter of support or IRB approval. Students must submit the IRB application(s) by the date located in the course syllabus. If a student does not submit the required IRB application by this date, they must request an incomplete prior to one week before the end of the course. Students must have IRB approval(s) before beginning NSG 8830 unless approved by their DSP chair and DNP Program Coordinator.

DNP Synthesis Project (All DNP Students)

DNP students will identify, develop, implement, and evaluate findings of a clinical project with a systems level impact for the improvement of healthcare outcomes for a population within a specific nursing practice. Specific courses (Synthesis courses) in the DNP curriculum guide the completion of this project.

Scholarly Writing

The ability to communicate effectively in writing is an essential skill for graduate students. Most courses require at least one paper. The School of Nursing uses the current APA manual as a style guide for formal papers. Each student should own a copy of the current APA Manual, the 7th edition.

Parking

Troy Campus students must purchase parking decals from the TROY police near the Trojan Center. These decals are issued on an annual basis for $100 (not available per term, price subject to change). Students with a Troy license plate may purchase parking decals form $25 per year. Students may park in any parking area designated student parking on the Troy Campus. **Montgomery Campus** students may purchase parking placards from the Registrar's Office on the 1st floor of the School of Nursing Building for $25 per year (price is subject to change). **Dothan Campus** students are not required to purchase decals.

All students are encouraged to lock their cars and leave no valuables in their vehicles.

School of Nursing Pin
Troy University School of Nursing Pins with a DNP guard are available for those graduating from the graduate nursing program. Contact the DNP Program Coordinator for information.

Student Health
The Student Health Center, located at 125 Trojan Center on the Troy Campus, offers out-patient health care services for students. The Health Center employs registered nurses and FNP with a physician on call. Hours of operation are listed in the Troy Oracle.

Except for the Student Health Center, Troy University does not contract with any physicians or health care organization and is not responsible for students' health care fees. Students at the Montgomery, Dothan and Phenix City campuses may utilize the health care services available on the Troy Campus, if they wish to do so. Emergencies arising while the student is in a clinical facility will be treated at the student's expense.

Sigma Theta Tau
Sigma Theta Tau is the International Honor Society for Nursing. The Troy Chapter is Iota Theta. The chapter admits members once a year. BSN and graduate nursing students from all campus sites (Troy, Montgomery and Dothan) are eligible to apply for admission to the Troy Chapter.

Students who wish to apply for membership should: (1) meet specified criteria, (2) make an application for admission, and (3) obtain two recommendations from current members. Application and recommendation forms may be obtained from the faculty. Deadlines for application are usually early in the term.

Specific criteria for a graduate student's application to Sigma Theta Tau includes: (1) completion of at least one-third of the graduate curriculum before applying, and (2) a GPA in graduate courses of at least 3.5 For more information click on the link for Sigma Theta Tau on the School of Nursing web page or Student Organizations

Student Representation on School of Nursing Committees
Student participation in the governance of Troy University School of Nursing is greatly valued. Graduate students are invited to participate as a student representative on School of Nursing Committees. If you are willing to be considered for appointment as a student representative, please notify your advisor.

Textbooks

Troy initiated the Trojan Book Bag option in Fall 2024. This is a rental program, meaning you only have access to the text book for one semester. The cost is $21 per credit hour**. Many DNP courses do not use a physical textbook, or use a textbook for more than one semester, or use textbooks available for free from the library. For example, NSG 8810, 8820, 8830, 8840, 8860 and 8880 do not require textbooks. Please check with course faculty each semester regarding required books to decide if this program works best for your course schedule. The cost of the actual book may be less expensive than paying $21 per credit hour (Six credit hours = $126).** Students may opt out, but that information will be sent via email and only for a limited time. If you wish to opt out, pay close attention to the emails and announcements in Canvas regarding Trojan Book Bag.

Tobacco Free University

Troy University is committed to providing a healthy and safe environment for all students, faculty and staff. The University's Board of Trustees demonstrated this commitment with the approval of a resolution designating Troy University as a tobacco-free institution.
This new policy, which went into effect on August 13, 2012, prohibits smoking and the use of all tobacco products within all University buildings, parking lots, structures, walkways, indoor and outdoor athletic

facilities, University vehicles, worksites and grounds and any vehicles on campus regardless of ownership. The health care and health education programs of the University perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco products.