



AMSN Track
Student Orientation Manual

August 2026 – July 2027

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Disclaimer Notice:

Contents of this handbook are subject to change. Students will be notified of substantive changes via email and announcements in the AMSN Student Canvas shell. Please email your faculty advisor if you are not in the AMSN Student Canvas shell.

Section 1: INTRODUCTION

Dear Students,

Welcome to the Troy University School of Nursing (TROYSON) and the AMSN track. We are excited that you have chosen nursing as a profession and honored that you have selected TROY as your school. TROYSON has been educating and preparing nursing school graduates for more than 50 years. The MSN Program is accredited by the Accreditation Commission for Education in Nursing. The accreditation and approval by these agencies mean that TROYSON has met national and state standards for graduate programs. TROYSON is committed to excellence in nursing education.

Nursing is a dynamic and rewarding profession. You will have many opportunities to make a difference in the health of individuals, groups, families, and communities. With a master's degree in nursing, you will also be prepared for many leadership and management positions in diverse clinical settings and able to critique and apply research to clinical practice.

Nursing is a challenging academic course of study. In order to achieve your goal of becoming an outstanding nurse, you are encouraged to stay focused and study diligently. The faculty, staff, and administration are here to help you succeed in this endeavor.

This orientation manual is a compilation of helpful information designed to facilitate your transition into the AMSN option by providing answers to questions that you may have. The AMSN Student Orientation Manual is prepared by the faculty and staff. You should also have access to two official University publications, the *Oracle* and the *TROY Graduate Catalog*. If you have any questions about any of the information presented in these publications, please do not hesitate to ask for clarification.

Dr. Wade Forehand
Director, School of Nursing

Dear MSN Student:

The faculty, staff, and administration of the Troy University School of Nursing welcome you to the graduate nursing program. We hope 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: The Troy University Student Handbook*. In case of conflict, the *Troy University Graduate Catalog* and the *Oracle: The Troy University Student Handbook* applies. If you have suggestions or comments regarding the content of this manual, please email them to me at kwhitted@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 MSN 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. Kelli Whitted, DNP, FNP-BC
Professor, MSN Program Coordinator

Dear AMSN Students,

Welcome to the Accelerated Master's of Science in Nursing (AMSN) Track! Congratulations on reaching this important milestone in your academic and professional journey. We are excited to welcome you to our nursing family and look forward to supporting you as you begin this rigorous and rewarding program.

The AMSN program is designed to prepare you to be compassionate, knowledgeable, and resilient nurses who are committed to providing exceptional patient care while embracing lifelong learning and professional excellence. Throughout this program, you will be challenged academically, clinically, and personally as you develop the critical thinking, leadership, and evidence-based practice skills necessary to succeed in today's dynamic healthcare environment.

An accelerated program requires dedication, perseverance, and effective time management. There will be moments that test your resilience but remember that you were selected because we believe you have the ability to succeed. Lean on your faculty, classmates, and support system throughout your journey. Collaboration, professionalism, and open communication will be essential to your success.

As faculty, we are committed to creating a supportive learning environment where you are encouraged to ask questions, seek feedback, and continuously grow. Our goal is not only to prepare you for licensure but also to develop you into confident, compassionate nurse leaders who will positively impact the patients, families, and communities you serve.

Take advantage of every learning opportunity, embrace each challenge as a chance to grow, and remember to care for yourself as diligently as you care for others. The habits you build during this program will shape the nurse and leader you become.

We are honored to be part of your journey and look forward to celebrating your achievements along the way. Welcome to the AMSN Track—we are excited to see all that you will accomplish.

We wish you a successful and rewarding semester!

Sincerely,

Dr. Stacey Ash, DNP, RN, CNE, CNL, SANE
Assistant Professor
BSN & AMSN Assistant Coordinator
Troy University School of Nursing

Graduate Nursing Faculty Directory

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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, Associate Professor (Dothan)	334-983-6556 ext 21446 kchance@troy.edu
Dr. Kelli Cleveland, Associate Professor (Troy)	334-670-5936 kkcleveland@troy.edu
Dr. Megan Collins, Lecturer (Dothan)	334-983-6556 ext 21289 collinsm@troy.edu
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Dr. Gypsy Glover, Assistant Professor (Dothan)	334-983-6556 ext 21455 gglover@troy.edu
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Dr. Kelly Johnson, Professor (Troy)	334-670-5864 kellyjohnson@troy.edu
Dr. Stacey Jones, Professor (Troy)	334-670-3437 sjjones@troy.edu
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Dr. Kristen Williams, Assistant Professor (Montgomery)	334-670-3430 kpwilliams@troy.edu
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Graduate Nursing Staff Directory

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Brittany Bettis, Clinical Placements Specialist (Troy)	334-808-6531 clinicalplacements@troy.edu

Jenna Newton, Success Coach
(Troy/Dothan)

334-808-6632
jfnewton@troy.edu

Web Sites

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

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

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

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

Graduate Academic Catalog: <https://www.troy.edu/academics/catalogs/>

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

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

School of Nursing: <http://www.troy.edu/nursing>

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>

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 offerings due to a decrease in enrollment. In 1995, the Family Nurse Practitioner clinical track was added to the degree program, and a Post-Master's Family Nurse Practitioner Certificate Program was initiated. The Nursing Informatics Specialist track was started 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 to the Healthcare Informatics/Nurse Leadership track. In 2026 the Accelerated Master's of Science in Nursing track was added to the degree program to offer non-nursing Bachelor degree holders to pursue a degree in nursing. 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 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, Georgia, Florida, and many other states.

The Doctor of Nursing Practice Program was started Fall 2009. Because this program was the first doctoral program for Troy University, TROY underwent a level change review by SACSCOC and was granted continuing accreditation. The DNP program achieved ACEN accreditation in 2011, and the first group of DNP students graduated in May 2011. The DNP program has more than 150 graduates who 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” which brought 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 three campuses in the state of Alabama, campuses in other states, and also internationally.

The School of Nursing is part of the Troy University College of Health Sciences (CHS). The College recently changed the name from the College of Health and Human Services. The School of Nursing offers ASN, BSN, RN to BSN track, MSN, and DNP Programs. The ASN program is located on the Montgomery campus. The BSN program is located on the Troy and Dothan campuses. The RN to BSN track, offered online, has faculty based on Montgomery, Troy, and Dothan campuses. The MSN and DNP programs except for the AMSN track are also offered online with faculty based on Montgomery, Troy, and Dothan campuses. The AMSN track is located on the Dothan campus. While there are online components to the AMSN track, the primary delivery method is face to face. The Office of Admissions in the School of Nursing is on the Montgomery campus, but processes graduate nursing admissions for Montgomery, Troy and Dothan campuses for both the MSN and DNP programs.

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

ASN Program Coordinator: Dr. Amanda Dunagan
BSN Program Coordinator: Dr. Teresa Law
RN to BSN Program Assistant Coordinator: Dr. Brittney Armstrong
MSN Program Coordinator: Dr. Kelli Whitted
AMSN Assistant Coordinator: Dr. Stacey Ash
DNP Program Coordinator: Dr. Stacey Jones

Accreditation

The master's/post-master's certificate nursing program of Troy University at the Troy, Montgomery, and Dothan campuses is accredited by the Accreditation Commission for Education in Nursing (ACEN). 3390 Peachtree Road, NE, Suite 1400, Atlanta, GA 30326 (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the master's/post-master's certificate program is continuing accreditation.

View the public information disclosed by the ACNE regarding this program on the [ACEN website](#).

Troy University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, educational specialist, and doctoral degrees. Troy University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Troy University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [\(404\) 679-4500](tel:4046794500), or by using information available on SACSCOC's website (www.sacscoc.org).

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

Program Outcomes

Upon successful completion of the MSN, the graduate will be able to:

1. Incorporate advanced knowledge in nursing and related disciplines as the basis for decisions and innovation in advanced nursing practice.
2. Integrate and apply leadership, management and education principles into advanced nursing care that utilizes ethical and critical decision making forming the basis for an innovative nursing practice framework.
3. Integrate established and emerging principles of quality and safety for advanced nursing within diverse settings and populations.
4. Appraise research outcomes and current evidence for integration into practice to improve professional nursing practice and health care.
5. Manage informatics, communication and healthcare technologies to enhance, integrate, and coordinate patient care to improve delivery of nursing care and outcomes in accordance with best practice and standards.
6. Develop inter-disciplinary advocacy strategies to impact healthcare policy within complex systems of healthcare.
7. Communicate, collaborate and consult as a leader and member of intraprofessional and interprofessional teams for improvement of health care outcomes while recognizing and supporting individual perspectives, characteristics, norms and values.
8. Translate clinical judgement interventions for the provision of person-centered care and population- centered care that is culturally responsive to promote positive health outcomes.
9. Demonstrate role competencies in a specialized area of advanced nursing practice at the master's level.

Curriculum Planner
Accelerated Master of Science in Nursing (AMSN) Curriculum

Semester One – Fall 26

Course #	Course Title	Credit Hrs	Delivery Method
NSG 5500	Accelerated Pathophysiology	3	Online
NSG 5501	Accelerated Pharmacology	3	F2F
NSG 5514	Essentials of Nursing Practice	3	F2F
NSG 5517	Clinical Management I: Common Health Alterations	4	F2F
NSG 5525	Accelerated Mental Health Nursing	4	F2F

Semester Two – Spring 27

Course #	Course Title	Credit Hrs	Delivery Method
NSG 5535	Clinical Management II: Chronic Health Alterations	4	F2F
NSG 5538	Clinical Management III: Complex Health Alterations	4	F2F
NSG 6633	Healthcare Systems	3	Online
NSG 6693	Research and Statistical Methods for Evidence-based Practice	3	Online
NSG 5540	Leadership	3	F2F

Semester Three – Summer 27

Course #	Course Title	Credit Hrs	Delivery Method
NSG 5543	Population Health	4	F2F
NSG 5546	Clinical Management IV: Children's and Women's Health	7	F2F
NSG 6660	Foundations of Advanced Nursing Practice	3	Online
NSG 6631	Concepts of Healthcare Informatics and Leadership	3	Online

Semester Four – Fall 27

Course #	Course Title	Credit Hrs	Delivery Method
NSG 5549	Clinical Management V: Transition to Clinical Practice	3	Clinical
NSG 6607	Healthcare Economics and Policy	3	Online
NSG 6694	Translation of Evidence into Practice	3	Online
NSG 6698	Nurse Leader Internship	3	Online/Clinical

Section 2: ADMISSION AND PROGRESSION

Admission

The deadline for admission applications for the AMSN program is July 1 for fall admission. Students should contact the Admissions Office on the Montgomery campus regarding the status of their admission application or if having difficulty with the application process. Completed applications are sent to the Graduate Nursing Admissions and Progressions Committee for admission determination. Once an admission decision is made, the Admission and Progression Committee Chair sends a letter to the applicant.

Unconditional Admission

AMSN students accepted into the graduate program are admitted only under “unconditional” status. Upon admission to the graduate nursing program, the student is sent a letter from the MSN Program Coordinator that states the student’s admission status. A student admitted as unconditional fully meets the Graduate School and MSN Program admission requirements and may progress as a full-time student.

Honors Graduate Admission

The MSN program participates in the Graduate School’s Honors Graduate Admission Program. Applicants who have a cumulative GPA of 3.4 on all post high school course work may meet the requirements for the Honors Graduate Admission. The Director of Admissions calculates the cumulative GPA from all transcripts. More information can be found in the Admissions section of the current *TROY Graduate Catalog*.

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.

Students are referred to the *TROY Graduate Catalog* and the *Oracle: The Troy University Student Handbook* for policies, procedures, guidelines and current fees. Note: Any related policy or procedure published in the *TROY Graduate Catalog* and the *Oracle: The Troy University Student Handbook* supersedes this manual. Both publications are available online.

Intent to Graduate

The semester before the semester the student plans to graduate, the student must submit the Intent to Graduate via Self-Service. The deadline is posted on the Academic Calendar: <https://my.troy.edu/academics/calendar.html>. Students must submit the application through Self Service along with the required processing fee by the due date. **It is the student’s responsibility**

to submit the Intent to Graduate at the appropriate time. Failure to submit as required may result in a delay of graduation.

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”.

Time Limit to Complete Degree Program

All credits, including courses approved for transfer credit, used to satisfy MSN degree or post masters certification requirements may not exceed five years at the time of degree/certification completion.

Academic Advisement

After admission to TROY, you will be assigned an academic advisor. This advisor, who is a nursing faculty member, will assist you in planning your program of studies. Your advisor is your contact person at the SON. You can discuss your concerns with your advisor. Advisor information can be found on your Student Planning.

Students are strongly advised to consult their assigned faculty adviser when planning their course of study. Semester Planners are provided and should be followed when planning your course of study. Course descriptions, prerequisites, and co-requisites may be found in the *Troy University, Graduate Catalog*.

Progression

Students may only enroll on a full-time basis. The minimum time to complete the AMSN program is four semesters if started in Fall semester (Fall, Spring, Summer, Fall). Courses are sequential and must be taken as listed on the degree map.

The student is referred to the Graduate Catalog, Course Descriptions section, for course descriptions with prerequisite or co-requisite courses. Click on Course Descriptions, scroll down to courses with NSG prefix. Prerequisites are listed with the course descriptions.

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.

Student Accounts and Registration

Trojan PASS

Step One: Activate & Set-up Trojan Pass Username Account. Trojan Pass is your first step in gaining access to our internal website. From there, you can access several different services

including your TROY Email, Student Self Service (registering for courses), and Canvas (access to registered courses) all with the same set of credentials. Please follow the steps below to set up your account. Create Your Trojan Pass Username

1. Go to my.troy.edu and select “What’s my Trojan Pass username?”
2. Enter your Student ID number, Last name and Birthday.
3. Select “Get Username”

Set-up Trojan Pass Account

1. Go to reset.troy.edu
2. Select the Change Password to set your password.
3. Enter your TrojanPassUsername@troy.edu when prompted for Microsoft Sign in.
4. Enter your initial password – First initial of your first name capitalized
first initial of your last name lower case
date of birth (Tu06251994)
5. Complete all on-screen prompts to change the initial password
6. Complete the Two-Factor Authentication prompts

Step Two: Access Your Student Accounts. Go to my.troy.edu and log in using your Trojan Pass Username and Password

1. Enter your Trojan Pass Username or TROY email address
Example: Trojan Pass Username – jdoe or TROY email – jdoe@troy.edu
2. Enter the Password you created in Step 1: Set-up Trojan Pass Account
3. Select “Sign In”

Student Self-Service

Access your Student Self-Service by selecting the Self-Service Icon. Student Self-Service is the resource used to plan, schedule, and register for courses as well as access Financial Aid, grades for completed course, etc. Troy utilizes student planning for registration. Instructional videos and pdfs can be found at <https://register.troy.edu/>. Email Dothan campus Departmental Secretary II for assistance with Registration at garrison@troy.edu.

TROY Email

Access your TROY Email by selecting the Office 365 email Icon. TROY email is the main point of communication for all university related correspondence. All TROY students will be required to use and check their TROY emails. TROY accepts no responsibility for any forwarding of email the student may choose from their official Trojan email account. TROY is only responsible for ensuring the email gets the student’s email account maintained by TROY.

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 tutorials 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, faculty has not made the course available to students. If you are having trouble with Canvas, click "Chat Support" to receive assistance Monday - Friday 8:00AM - 5:00PM CST.

Dropping and Withdrawing

TROY has two important dates when dropping or withdrawing. The first is the last date to drop/withdraw without financial penalty; this date is typically the Monday after the semester starts. If you drop or withdraw on or before this date, all tuition and fees will be removed from your account. If you drop/withdraw after this date, all tuition and fees will be due for that semester. Once 65% of the semester has passed there is the final day to drop or withdraw. After this date you must remain in the course and receive a grade.

<https://www.troy.edu/academics/academic-resources/records-office/drop-withdrawal.html>

Attendance, Absences, Make-up Work

Students are expected to attend all lecture and practicum classes at the designated time and place scheduled as stated in the *Troy University Graduate Catalog* and *Oracle*. Should an absence occur, it will be considered either “excused” or “unexcused.” An excused class absence refers to a situation in which a student is absent from class or educational activity and allowed to participate in make-up work for the assignment, exam, or material missed. This will be granted when the student has a legitimate and acceptable reason for missing a class, and this reason is recognized and approved by the instructor. Students are required to communicate with their instructors in advance and provide appropriate documentation or verification for the reason behind the requested absence. Excuses for absences should be submitted to the instructor within 24 hours of an absence.

Absences in Classroom Components: Attendance in all non-practicum courses are highly encouraged and expected from students in the AMSN track. If a student’s absence is determined to be an excused absence by the instructor, that student will be able to make-up any assignments, quizzes, exams, etc. that are missed on the day of the absence without penalty. The due date for this make-up work will be at the instructor's discretion. Students who miss such work due to an unexcused absence will not be offered the opportunity to make-up the assignment within the course and will receive a zero.

Absences in Practicum Components: Attendance in all practicum courses is mandatory for successful completion of required clinical hours within the course and upon graduation. Any absence from a practicum course (lab, clinical, simulation, clinical orientation, etc.) will stand as an absence, whether this is determined to be excused or unexcused. More than one absence in a practicum course results in a failure of that course due to absences and requires the student to

repeat the course and any corequisite courses the following semester if the student is eligible to return. Any absence within a practicum course should have an accommodating excuse given to the instructor. The instructor may provide a rescheduling of an excused absence within the course if the absence is determined to be excused and related experience is available. However, the absence still stands as a clinical absence within the course, not allowing for further absences without repeating the course. The grade given for the make-up assignments from the rescheduled experience is determined by the instructor and may range from no credit to full credit. When a student misses his/her second clinical day, he/she/they must drop the clinical course and its co-requisite theory course.

1. Excused clinical absence: requires documentation, including the date corresponding to the absence of:

1. Student illness supported by a note from a licensed health care provider
2. Death of an immediate family
3. An emergency approved by lead faculty and

2. Unexcused clinical absence is:

1. Failure to attend scheduled clinical experience.
2. Tardiness of 30 minutes or more
3. Impaired behavior (associated with drugs, alcohol)
4. Unprofessional behavior/incivility (verbal/non-verbal)

Make-Up Work

Class Components

If absent from class, the student is responsible for all information presented and must make up all written work if applicable. For any assignments missed, the student is responsible for contacting lead faculty for instructions to complete missed assignments and to discuss point deductions, if applicable. For exams: make-up dates are to be scheduled by lead faculty and could be scheduled after the last day of classes without regard to excusability. Not having ExamSoft access code purchased and my ExamSoft account set-up is not a justification for a missed exam and will be considered an unexcused absence.

Practicum Components

1. Unexcused Absence: If a student has an unexcused absence from a scheduled practicum day (clinical, lab classes and simulated lab) the student is responsible for all information presented if applicable. Any assignment missed that day will be awarded a grade of “zero”. The student will receive instructions on make-up dates and times for a “make-up” practicum day activity that is determined at the discretion of lead faculty considering availability of clinical resources.

2. Excused Absence: If the student has an excused absence from a scheduled practicum day (clinical labs, lab classes and simulated lab), the student is responsible for all information presented. The student will receive instructions on make-up dates and times for a “make-up” practicum day activity that is determined at the discretion of lead faculty considering availability

of clinical resources. Any assignment missed that day will be awarded a grade depending on course syllabi guidelines.

3. Students that fail to complete assigned hours and/or assignments, even though there is no point value remaining, will receive an incomplete grade for the course until the assignment has been completed.

4. Clinical requirements are due to ViewPoint by the announced deadlines. Students who do not provide clinical requirements by the announced deadline will result in the student receiving a zero for the first clinical day in each practicum course enrolled that semester.

5. Students who do not provide clinical requirements by announced deadline and by the day of or past the first scheduled clinical day will result in the following:

- a. Clinical absence
- b. Zero on clinical paperwork
- c. Required to make-up hours and clinical paperwork determined by the lead faculty for the practicum.

Late Submission of Written Assignments

Assignments due on the day of absence should be sent to the instructor if at all possible. Penalties for late work will apply unless the student has made other arrangements with the instructor.

1. All written assignments will be due at the beginning of the class period of the date they are due. Papers may be turned in before the due date.

2. All written work will be graded, and students will be given an opportunity to review the graded paper. However, ALL papers must be returned to the instructor before a grade is recorded. The instructor will retain ALL papers for one year.

3. In the event of an excused absence on the day the assignment is due, the student is expected to send the assignment to the faculty by a classmate or other if possible. In the event this method is not possible, the assignment will be due on the date the student returns to university classes.

4. Professional nursing students are expected to be responsible for their behavior.

Penalties for late assignments are as follows:

- o 1 day late – 5% off grade of the assignment
- o 2 days late - 10% off grade of the assignment
- o 3 days late – 15% off grade of the assignment

No credit will be given for assignments over three days late except in cases of excused absences. In the event of the excused absence, the above schedule will become effective at the time the student returns to classes. Students who fail to submit assigned work, even though there is no point value remaining, will receive an incomplete grade for the course until the assignment has been completed.

Grievance Procedures

Troy University desires to have a clearly defined path for students to express their complaint in a manner that will provide documentation and accountability within the institution. A complaint is a written statement by a student that the treatment they have received is not consistent with the University's policies as stated in an official document. Only students may submit a complaint. Refer to the *Oracle: The Troy University Student Handbook* for detailed information.

Grade Appeals

Faculty members have the authority to grade student work and to assign grades; these are academic judgments. A faculty member's syllabus enumerates student academic performance expectations and consequences. Faculty members render academic judgments when a student's academic performance violates established standards or fails to meet stated expectations. Academic judgments made by faculty are based on academic content, course requirements, and student performance. Students may not appeal grades based on allegations concerning the competence of a faculty member, the fairness of examinations, the difficulty of a course, or other matters of a purely academic nature. **Grades for individual assignments and exams may not be appealed.** While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a course grade that he or she believes to be unwarranted for reasons other than those listed above may appeal that grade using these stated procedures as per the *Troy University Graduate Catalog*.

Step 1. Within the first four weeks of the start of the following term or semester in which the grade is received, the student shall have informally appealed the grade to the instructor. If that instructor is not teaching at Troy University during the term following issuance of the grade, the student will make contact with the instructor through the department chair to informally appeal the grade.

Step 2. If the issue is not resolved at this informal level and the student wishes to pursue the appeal, the student shall request in writing a meeting with the respective department chair. This request shall be addressed to the department chair and shall be received no later than the end of the fifth week of instruction for the term or semester following issuance of the grade. The request must summarize the student's complaint and the student's informal appeal to the instructor.

Step 3. Within two weeks of receipt of the request, the department chair shall discuss the appeal with the student and with the instructor, separately or at the same time. ***If the department chair upholds the decision, the matter is closed. Decision is final.***

Step 4. If the department chair does not support the decision of the instructor, the matter shall be appealed within two weeks of the department chair's decision to the designated associate dean or dean of the college. The department chair will forward the appeal package to the designated associate dean or dean. The designated associate dean or dean will empanel three full-time faculty colleagues from the department and/or discipline to review the matter. ***The decision of this panel shall be final and binding on all parties.***

Note: Students may not use this procedure to appeal grades resulting from violations of academic honesty. Students should refer to the *Oracle*, the University's official student handbook, for these appeals.

Standards of Conduct

In addition to the standards of conduct listed in the *Troy University Graduate Catalog* and student handbook, the *Oracle*, Troy University nursing students are expected to comply with legal, moral, and legislative standards which determine unacceptable behavior of the nurse and which may be cause for denial, revocation or suspension of license to practice as a registered nurse, in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing as stated below:

“The following may be grounds for denial of a license and/or temporary permit by examination or endorsement: (1) Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board. (2) Engaging in fraud, misrepresentation, deception, or concealment of a material fact in applying for or securing licensure or taking any examination required for licensure. (3) A course of conduct that would be grounds for discipline under Rule 610-X-8-.03. (4) Having disciplinary action pending or having a license denied, conditionally issued, reprimanded, placed on probation, suspended, revoked, or voluntarily surrendered in another state, territory or country. (5) Having been court-martialed or administratively discharged by a branch of the United States Armed Forces for any act or conduct that would constitute grounds for discipline in this state under Rule 610-X-8-.03. (6) Failure to produce evidence of good moral character.

(a) The decision as to whether the applicant is of good moral character is within the discretion of the Board of Nursing. Failure to show good moral character includes but is not limited to a criminal history or pattern of illegal conduct or disregard for the law. (7) Any other reasons authorized by law.”*

*Alabama Board of Nursing Administrative Code, 2025.

Failure to comply with any of the above stipulations as evidenced by any of the following constitutes grounds for immediate dismissal from the nursing program:

(a) conviction of a felony, (b) drug or alcohol addiction, (c) theft of drugs, (d) disciplinary action against a nursing license in Alabama or any other state.

It is important for TROY nursing students to know about the Alabama Board of Nursing's regulations on the review of candidates for eligibility for initial and continuing licensure. There will be questions on the Application for Licensure as a Registered Nurse by Examination which ask

(a.) Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation? (b.) Have you within the last five years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances? (c.) Have you ever been arrested or

convicted for driving under the influence of drugs/alcohol? (d.) Have you within the last five years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? (e.) Have you ever had disciplinary action or is action pending against you by any state board of nursing? (f.) Have you ever been placed on a state and/or federal abuse registry?

(g.) Have you ever been court martialled/disciplined or administratively discharged by the military?

Application to take the examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure.

Cheating, Plagiarism & Falsification of Patient Information Policy

It is a requirement that each student review the “Standards of Conduct” published in the *Oracle: The 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. In addition, 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.

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

Additionally, if you download a paper and submit it as your own work or if you submit a paper you 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. Academic honesty is a cornerstone of learning and should be practiced with all academic assignments.

Sources:

1. <http://troy.libguides.com/librarytutorial/plagiarism>
2. The *Oracle: Troy University Student Handbook*, 2024-2025

If there are allegations of academic dishonesty, students must stop all clinicals and project implementation until further notice. Course assignments may not be graded within the normal timeframe until a resolution has been determined.

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.

E-Mail Policy

All University official communications with the student will be provided through the Trojan E-mail address that is assigned to the student. All official information, (including but not limited to, student billing, faculty-student communications, registration changes, financial aid information and the like), sent to this e-mail address will constitute official notice. The University accepts no responsibility for any forwarding of e-mail that the student may choose from their official Trojan E-mail account. The University is only responsible for ensuring the e-mail gets to the student’s e-mail account maintained by the University. All students are responsible for monitoring their Trojan E-mail account frequently. Students can access their e-mail by visiting www.troy.edu and selecting the Trojan E-Mail link.

Evaluation of Nursing Program

Your feedback concerning textbooks, courses, clinical facilities, faculty, etc. is vital to the growth of our school. You will be asked on a regular basis to complete evaluation forms. Please be honest and constructive.

Dosage Calculations Exam

A Dosage Calculations Progression Exam will be given as part of the required course, NSG 5514, Essentials of Nursing Practice. A student must receive a score of 90 on the exam in order to progress in the course. If a grade of 90 is not achieved on the exam, the student has the opportunity to retake the exam during two scheduled time periods; however, the first grade will be used in obtaining a grade for the course. The second and third grade (if needed) will not be used in grade averaging.

Recording of Classes

You must get approval from both the faculty and students in a class in order to record a class. Faculty and students have the right to refuse to allow a class to be recorded.

Section 3: CLINICAL REQUIREMENTS

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.

ID Cards

Students are required to have an official Troy University School of Nursing photo clinical identification card. These cards are obtained during the students' first semester in the AMSN clinical nursing sequence. Faculty teaching NSG 5517 will notify students as to date and time for having the ID card made. These cards are available in Troy at the Trojan Center for a cost of \$5 per card. Dothan Campus in Malone Hall, 1st Floor Reception Desk. For Montgomery, please check with your advisor.

Nursing Lab

In Dothan, the SON Lab is open from 8:00am-5:30pm, Monday through Thursday and 8:00 am – 12:00 pm on Fridays. The lab may be closed during scheduled class hours or as posted by the Lab Coordinator. You are welcome to practice skills, with or without the Lab Coordinator or student tutors assisting you. You can come in the lab to study, or practice skills. Please sign in when you come in the lab since the Lab Coordinator keeps a record of student usage of the lab. Some of the equipment/books may be checked out for home practice. Replacement costs of lab property lost or irreparably damaged while checked out will be charged to the persons who signed for the object(s) in the Nursing Lab. All laboratory property will be returned at least 2 weeks prior to the end of the semester. Exceptions will be arranged with the Laboratory Coordinator. Please check with the Lab Coordinator. You may not take needles, syringes, oto/ophthalmoscopes out of the nursing lab. You are charged lab fees for some of your nursing courses. These fees pay for equipment, audiovisuals, computer hardware and software, etc. Students and faculty using lab equipment on an individual basis are responsible for cleaning it

after use. The furniture should be returned to proper positions and beds straightened after using them. If the Laboratory Coordinator is not on duty, the staff or faculty person designated as responsible for the Nursing lab will assume the duties of the Coordinator where indicated. At other BSN campus sites, please check with the Lab Coordinator or AMSN Coordinator to schedule a time for you to utilize the lab. No children or visitors are allowed in the Lab.

Uniforms

AMSN students– The TROY SON uniform for AMSN students will consist of a pewter uniform and lab coat. The student may purchase the uniforms at any location. Most students purchase two uniforms due to most semesters clinical experiences are on two consecutive days.

Logos are to be embroidered at the following locations: Ideal Graphics, Troy or Scrubs101, Dothan.

Only the uniforms with the following Brand and Style Numbers have been approved for use for clinical experiences.

<u>Tops</u>		
<u>Brand</u>	<u>Color</u>	<u>Style Number</u>
Cherokee Workwear Originals Ultra V-Neck Top (W)	Pewter	CK953
Cherokee Workwear Originals Ultra V-Neck Top (M)	Pewter	CK784
Skechers Bloom V-Neck Maternity Top	Pewter	SKT269
Skechers Breeze V-Neck Top (W)	Pewter	SK101
Skechers Thesis Round Neck Top (M)	Pewter	SKT193
<u>Pants/Skirt</u>		
Cherokee Workwear Originals Ultra Cargo Pant (W)	Pewter	CK272
Cherokee Workwear Originals Ultra Cargo Pant (M)	Pewter	CK279
Cherokee Workwear Ultra Pull On Skirt (W)	Pewter	CK564
Skechers Nurture Maternity Pants	Pewter	SKP705
Skechers Reliance Regular Pant (W)	Pewter	SK201
Skechers Structure Pant (M)	Pewter	SK0215
<u>Lab Coat</u>		
Skechers Stability Scrub Jacket (W)	White	SK401
Skechers Zip Front Scrub Jacket (M)	White	SK0408
<u>Approved Scrub Jackets</u>		
Skecher's Zip Front Jacket (M)	Black	SK0408
Barco Virtue Front Zip Warm Up Jacket (W)	Black	GSSW886

The student also must purchase the following:

- Bandage scissors
- Watch with second hand
- Stethoscope
- Pen light

TROY AMSN Uniform Policy

In the clinical area, it is necessary for each student to represent the professional standards of the TROY School of Nursing. Therefore, the following uniform standards must be followed in the clinical area. Students must also comply with any specific request of the clinical agency.

I. Uniform for Troy AMSN Students

Uniform

- Approved pewter gray scrub top and pants are to be worn as uniforms. Alternatively, a pewter gray skirt, at approximately knee level, may be worn. Black or flesh colored undergarments, without lace, print, or other noticeable markings, will be worn during all clinical experiences. If an undershirt is worn, a black undershirt is the only approved undershirt for clinicals. Black or flesh colored athletic bras are acceptable to be worn with the clinical uniform.
- The uniform is to be kept clean and worn in such a manner as to give a fresh, professional appearance.
- The uniform should be worn only when on official School of Nursing business; however, it may be worn to other classes when there is not enough time to change between clinical work and class.
- In clinical settings where uniforms are not worn, the student is expected to wear attire appropriate to a professional along with the approved School of Nursing white lab coat and photo ID name badge.

Shoes

- Black oxford type shoes or approved black, leather/vinyl/nonporous shoes and black socks are to worn with the uniform. If hose are worn, they are to be flesh-colored. Shoes must have a back and a solid top. Clogs are not acceptable. Shoes should be kept clean. Shoestrings should be shoe colored and without fray or damage.

ID Badge

- A Troy University School of Nursing photo ID badge must be worn during all clinical experiences. The photo ID is worn on the opposite side of the Troy logo and must be worn above the waist. Name tag retractable badge holders may be worn, but must be a solid color without any logo. The only exception will be for a Troy University logo on the badge holder.

Hair/Facial Hair/Eyelashes

- Hair should be neat and professional. The hair must be clean and worn off the collar and in a fashion that will keep it from falling forward over the face when the head is bent forward. Hair must be a naturally occurring hair color (no blue, yellow, purple, pink, etc.).
- A small headband may be worn to keep hair out of the face. If a headband is worn, it must be black or pewter gray to coordinate with the uniform. The headband must be plain with no writing, insignia, or logos present.

- I. A black or pewter gray scrub cap may be worn in the clinical setting but must have approval of the clinical instructor prior to wearing. The scrub cap must be plain with no writing, insignia, or logos present.
- J. Individuals who wear a beard or mustache must keep it clean and neatly trimmed. Students should be aware that some agencies have policies prohibiting beards and mustaches. As guests in the institution, the TROY student will honor the institution's dress code.
- K. Eyelashes must be short and a naturally occurring length (7-9 mm or less). Any false eyelash that is larger than 7-9 mm is not permitted.

Jewelry/Piercings

- L. Only one set of earrings per ear are allowed. These must be small studs in the ear lobe only. No dangling or colored earrings. Flesh or clear spacers or gauges are the only acceptable alternative to other facial piercings.
- M. No smart watches are allowed during clinical experiences. Only a watch with a second hand is considered an acceptable watch.
- N. No necklaces, bracelets, or permanent jewelry will be permitted at clinicals.
- O. The student should not wear any jewelry with the uniform. The only exception is a wristwatch with a second hand, a wedding band, and/or very small stud earrings as noted above. Students must comply with specific requests of the clinical agency.

Fingernails/Cosmetics

- P. Fingernails should be kept at a medium length not to extend beyond the end of the finger. Only clear-colored polish will be allowed. Acrylic/gel/dip nails cannot be worn to reality clinical experiences, regardless of length. Fingernails must be kept clean and at a safe length (not to be seen above fingertips when facing palms of hands away from face) and should not attract undue attention or present a safety/infection risk.
- Q. Makeup should be worn discretely, not in excess or in distracting colors/tones.

Tattoos

- R. Certain tattoos (small, discrete, inoffensive tattoos) are permitted. However, students who have a visible tattoo that could reasonably be considered degrading, offensive, or demeaning to patients, family members, fellow students, or hospital staff must have the tattoo covered at all times while at clinicals. Tattoos on the face are not permitted. Students will be required to cover a tattoo if a patient complains about it while they are being cared for. In addition, extreme body altering and branding must not be visible. Troy School of Nursing faculty and staff and adjunct clinical instructors have the authority to ask students to cover tattoos if they feel the tattoo is extreme or distracting. If a tattoo sleeve is worn, it must be either black or pewter gray.

Religious and/or Special Circumstances

- S. Troy SON faculty, adjunct faculty, and clinical instructors have the ability to handle uniform guidelines and special circumstances on a case-by-case basis. In the event of special religious practices (i.e. jewelry, head coverings, etc), students can request special permission to be granted to allow them to wear these items in the clinical setting. The clinical practicum lead faculty for each clinical course will be the point of contact for granting special permission in these instances and will involve the SON director, AMSN assistant coordinator, and/or uniform committee as needed.

II. Other

- A. Lab coats are required when you enter a clinical facility if not in your student uniform. Lab coats may also be worn for temperature comfort in the clinical area. Lab coats are to be white and of a durable, washable material. Photo IDs must be visible when lab coats are worn and should be worn on the side opposite the Troy embroidered logo. Sweaters, sweatshirts, or coats shall not be substituted for lab coats. Lab coats will have same embroidery as the scrub tops. If a coat is needed for temperature comfort, only the approved athletic style black scrub jackets noted above are allowed. The black athletic style scrub jackets will only have the power T embroidery. The name badge with photo ID must be visible when the black athletic style scrub jackets are worn and should be worn on the side opposite the Troy embroidered logo.
- B. Uniform guidelines may have other restrictions not covered above based off of clinical facility specifications and/or related to certain practicum course specific guidelines.

Clinical Policies

Attire

Whenever you are in a clinical facility, you represent TROY SON. Please wear a TROY SON name tag and appropriate attire (either SON uniform or lab coat over slacks/shirt or dress). You must abide by the dress code of the facility where you are assigned.

Clinical Sites

AMSN students- Sites for clinical experiences will be within a 60-mile radius of Troy University in Troy and/or Dothan. EXCEPTION: Students may be required to travel outside of the 60-mile radius for specialty clinical experiences. Pediatric clinicals will include 2 days in Birmingham at Children's Hospital.

Students enrolled in nursing courses are responsible for the cost and arrangements of transportation to and from clinical facilities for selected learning experiences required by the School of Nursing. Students are responsible for the cost and arrangements for meals while at the clinical facilities for selected learning experiences required by the School of Nursing. Some courses may require clinicals at sites which will require the student to spend one or more nights away from the main campus. The student is responsible for cost and arrangements that these clinicals impose.

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.

AMSN Procedure:

Students have the option of documenting (See TB Status Verification Form) a 2-step Tuberculin skin test or a Tuberculin serum test (QuantiFERON gold, T-spot, or IGRA). A negative test is required before reality clinical experiences begin. After the 2-step test is completed, a yearly 1-step Tuberculin skin test or serum test is required. If a chest x-ray is needed, because of a positive skin test status, it should be completed every two years.

- Students may submit documentation of a 2-step Tuberculin skin test results if it was performed within the last 12 months. Documentation must remain current throughout the entire semester.
- For the 2-step Tuberculin skin test, there must be a 7-day waiting period between Test 1 and Test 2.
- If you have had a positive reaction to a skin test or a positive blood test, an initial negative chest x-ray must have been done within the last 12 months.

AMSN Procedure:

In subsequent semesters, 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. It is the student's responsibility to renew their physical examination annually. **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 AMSN 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 24 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

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.

Fees**Viewpoint Screening Fees**

First Clinical Course Background Check + Drug Test + Health Portal package \$115

Annual Background Check \$40

Annual Drug Test \$44

Program Total \$199

ExamSoft total program cost for AMSN students \$54.15/semester

Total program cost ATI for AMSN students \$1450 (spread into 4 installment payments of \$362.50)

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

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. <i>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)</i>
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 @ <http://trojan.troy.edu/online/studentservices/adaptiveneeds.html> to complete the necessary procedure and forms. This should be accomplished before the beginning of class.

Any student whose disabilities fall within ADA must inform the instructor at the beginning of the term of any special needs or equipment necessary to accomplish the requirements for the course. Students who have or may be dealing with a disability or learning difficulty should speak with the instructor, contact the Troy Office of Adaptive Needs Program, or call 670-3220 or 670-3221. Various accommodations are available through the Adaptive Needs Program. Dothan: rmhelms@troy.edu, 334-983-6556, ext. 21230

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 AMSN 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 the Director of the 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.

Electronic Device Use Policy

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

Guidelines for Preceptorship/Internship Courses 2026

1. Certain clinical courses in the AMSN track 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. Students must contact preceptors to ask them to serve in that capacity; 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. Course faculty must approve the preceptor and clinical setting prior to any written agency agreements being processed. 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. 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 clearance from faculty.

4. Any clinical hours accrued prior to receiving clearance from the faculty will not count toward hours required for that course.
5. Clinical hours must be completed with the course enrolled. Clinical experiences are not allowed during semester breaks.
6. Students should provide a copy of the objectives to the preceptor for each clinical course. Students 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 perform a site visit on a date submitted on the clinical schedule form and the student is not there, the student will receive a grade of 0 for the clinical evaluation.**
7. Preceptors for **AMSN** students
 - a. NSG 5549 - at minimum a BSN degree and 1 year of experience as an RN or an ASN degree and 2 years' experience as an RN
 - b. NSG 6698 – a MSN and be directly involved in nursing leadership/administration OR a MS in administration and be directly involved in an active clinical practice OR
BSN with 3 or more years' experience in their respective clinical area (preferably certified) OR BS with 5 years' experience and directly involved in their respective clinical area (preferably certified)

Section 4: 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/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. In Dothan, there are 2 labs that serve for the BSN and AMSN programs.

Technology Requirements

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

- Chromebooks
- Linux/GNU based operating systems

Required Technology

Students are required to have a personal device for access to Canvas, troy.edu e-mail, Microsoft Office, and internet access. Microsoft Office is available free of charge through Troy University. All students within the BSN program are responsible for having a working, portable computer to access Canvas and/or ATI for exams within courses. Not having a working device is not a reason to miss an exam within a course. Students alone are responsible for their computer devices

Students are required to supply their own personal computer for scheduled exams within their NSG courses required for the AMSN track. In addition, students will supply a computer with capability of access to:

- Troy.edu e-mail – to be checked daily
- ATI resource access
- Canvas access
- Internet access through browser of choice
- Microsoft Office (this is available free of charge through Troy University)

Testing fees, including those paid towards ATI resources, will not be reimbursed if student is unsuccessful, drops, or withdrawals from a course or the BSN program.

Library Resources

The Troy University Library provides students with a variety of printed and non-printed materials, media, equipment and services. In addition to the traditional library holdings (books, reference collections, periodicals, audio-visual materials, journals, etc.) the library offers

cooperative lending services through the Interlibrary Loan Program and access to a multitude of online databases.

The databases provide access to more than 44,699 full-text journals, partial full text and/or bibliographic journal references and more than 225,305 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 through Live Chat at

<https://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>.

All students are strongly encouraged to work through these tutorials. Additionally, there is a free online Library readiness course available: <https://troy.instructure.com/enroll/D9PHKM>

Troy Campus: The TROY Library is located on the 2nd and 3rd floors of Lurleen Burns Wallace Hall. (334-670-3255). Dothan Campus: Located on 1st floor of Adams Hall. 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. 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>. To search online databases, click on *Databases* on the gray horizontal menu bar. The following screen appears. Scroll down to look at the list of available databases. There are a number of health- related databases including CINAHL Complete, Health Source, ProQuest Nursing, OVID, Allied Health Source and PubMed, among others

Scroll down this page to select databases. Databases vary in resources provided—some give the article citation only, some include an abstract, and some provide the full-text article. Student may use the Interlibrary Loan Service (ILL) of the libraries to request copies of articles. This may take 1-2 weeks or longer, so allow adequate time.

Library Fact Sheets

Each library provides a fact sheet listing available services, library hours, and some policies. 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 5: GENERAL INFORMATION

Course Syllabi

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 before the first day of class. Students do not have access to Canvas until they are registered for courses and faculty make the course available.

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 and type of program to Laurie Sanders ljanders@troy.edu.
- Nursing IDs cost: \$7.50 debit/credit card or \$5.00 cash, replacement IDs cost: \$17.50 debit/credit card or \$15.00 cash.
- Please provide your name, student ID# and address (must be a current student)
- On Dothan campus, IDs can be obtained at the switchboard desk located in the Adams Hall 1st floor. The Trojan ID Card Office can be contacted at (334) 670-3377.

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 Dothan 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 5000 & 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).

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

<https://troy.elluciancloud.com/systu849/en/ellucianux/3485170425d00082dcb65b8053386234/9147262375d00085a0c5145086896391.php>. Students must provide 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 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).

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

Each program in the Graduate School must designate a course to meet the research requirement. Students are required to earn a grade of at least "B" in that course. In the MSN program that course is NSG 6693: Research and Statistical Methods for Evidence-based Practice. If a student earns less than a grade of "B", the student must retake the course.

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.

Writing Assistance

The Writing Center on the Troy campus can assist students who bring papers to the Center for help with writing skills, vocabulary, and articulation. The Writing Center is located in Adams Hall. The telephone number is (334) 983-6556 Ext 21465. In addition, many helpful documents are available online at the Writing Center's web site: <https://my.troy.edu/writing-center/>

Parking

Troy University students must register vehicles and purchase parking decals on an annual basis for \$100. Students with a Troy license plate may purchase parking decals for \$25 annually. Students may park in any parking area designated student parking on the Troy campuses. See University Police Parking and Traffic: <https://my.troy.edu/university-police/parking-and-traffic.html>. Students are encouraged to lock their cars and leave no valuables in their vehicles.

Preparation for the NCLEX Exam

For AMSN Students: During NSG 5549, Clinical Management V: Transition to Clinical Practice, directions for completing the paperwork for taking the NCLEX are discussed. It is very important that the directions are followed exactly. Graduates may not be allowed to take the NCLEX if paperwork is incomplete or inaccurate or if deadlines are not met. If a graduate wishes to take the NCLEX in a state other than Alabama, application must be made to that State's Board of Nursing by writing or calling that Board.

The SON would like for all of its graduates to pass NCLEX. A number of resources are available to assist students in preparing to take the exam. In the nursing lab on the Troy campus, review books, a computer program, and video tapes are available for student use. In addition to the resources available in the lab, faculty will assist students with specific problems related to preparing for the NCLEX.

Student Health

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

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 and Dothan 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.

Student Activities

A. Student Nurses' Association

Generic BSN students only - The National Student Nurses' Association (NSNA) is the only national organization for all nursing students and is the largest independent student professional organization in the United States. Troy University is proud to have a local chapter of the Student Nurses' Association. The President of the SNA attends the BSN faculty meetings to represent the student body.

NSNA and TROY SNA focus on influencing the education process; promoting and encouraging participation in community affairs and activities; representing students to the consumer, to

institutions and other organizations; promoting an encouraging student participation in interdisciplinary activities and recruitment efforts regardless of a person's race, color, creed, lifestyle, sex, national origin, or economic status; and promoting collaborative relationships with other nursing and health organizations.

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.

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 go to <https://www.troy.edu/academics/colleges-schools/health-human-services/departments/school-of-nursing/student-organizations.html>

Student Representation on Faculty 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

Textbooks may be purchased from the TROY Bookstore on the Troy campus or through the Barnes and Noble site <https://troy.bncollege.com/shop/troy/home>. This website explains the procedure for ordering textbooks: <https://my.troy.edu/online/how-to-order-textbooks.html>. Book vouchers provided by financial aid programs can be used through the Barnes and Noble site. Students may also order textbooks from various online sources. 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 \$24 per credit hour. 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. If you have any questions, please contact the TROY Bookstore on the Troy campus.

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 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.

Appendix A - Evaluation of Orientation Session

Please complete the following evaluation and place in the designated box as you leave. Your evaluation and comments will be considered when organizing the next orientation session for the next group of AMSN students. Thank you for your help.

Instructions: In the blank located to the right of each statement, please check whether you agree or disagree with the statement. Comments would be appreciated on all statements with which you disagree.

	Agree	Disagree	Comments
The Orientation Session was well planned and organized.			
The AMSN Student Orientation Manual was explained clearly and completely.			
OSHA Guidelines were explained clearly and completely.			
HIPAA Guidelines were explained clearly and completely.			
Core Performance Standards were explained clearly and completely.			
Drug Screening Policy was explained clearly and completely.			
Background Check Policy was explained clearly and completely.			
Material was clarified when requested.			
Do you have any suggestions or comments that might help to make this Orientation Session more meaningful?			

Appendix B - Core Performance Standards

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

Issue	Standard
Critical Thinking	Critical thinking ability sufficient for clinical judgment.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
Communication	Communication abilities sufficient for interaction with others in verbal and written form. Proficiency in use of English language is sufficient for written and 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.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.
Hearing	Auditory ability sufficient to monitor and assess health needs.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.
Tactile	Tactile ability sufficient for physical assessment.

The above statement of criteria is not intended as a complete listing of nursing practice behaviors, but is a sampling of the types of abilities needed by the nursing student to meet program objectives and requirements. The School of Nursing or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The School of Nursing reserves the right to amend this listing based on the identification of additional standards or criteria for nursing students.

If you are unable to fully meet any criterion, you will need to make an appointment with the Director of your program.

I have read and I understand the above Core Performance Standards. To the best of my knowledge, I am able to fully meet all these criteria.

Date

Signature of Student

Student ID #

Date

Signature of Witness

Appendix C- Exam Environment Pledge:

Students entering the AMSN sequence courses pledge to uphold honesty when testing. Any type of dishonesty, especially within the exam environment, invites serious sanctions, up to and including suspension and expulsion (see Standard of Conduct in each TROY Catalog and Troy Student Handbook-*Oracle*). Examples of dishonesty include actual or attempted cheating, plagiarism, or knowingly furnishing false information to the University, faculty, or other officers or employees of the University.

- **Cheating:** To avoid the appearance or opportunity for dishonesty during the exam phases of courses, students may not have electronic devices not approved of by their instructor in writing present during any exam. This includes cellular phones, smart watches, ear buds, smart glasses, voice activated electronics, tablets, etc.
- **Plagiarism:** Defined as “an act of copying the ideas or words of another person without giving credit to that person.” (Merriam-Webster Dictionary, 2016). This applies to care plans, workbook assignments, papers, exams, and any other assignment that is not specifically designated as “group work.”

Cheating and plagiarism will NOT be tolerated. In accordance with the Standards of Conduct in the Troy University academic catalogs and *Oracle*, a student or organization may be disciplined, up to and including expulsion, if deemed in violation of the STANDARDS OF CONDUCT for the commission of or the attempt to commit the offense.

The School of Nursing will adhere to guidelines set forth in the Academic Code as printed in the Troy University *Oracle* (Student Handbook).

Student Name: _____

Student Signature: _____

Date: _____