



**School of Nursing
BSN Prelicensure
Student Orientation Manual
2026-2027**

Table of Contents

Introduction	4
Disclaimer	5
Help Page	5
Faculty	6
Baccalaureate Degree Program.....	6
TROY School of Nursing Philosophy.....	6
BSN Program Student Learning Outcomes.....	9
Curriculum Plan	10
BSN.....	10
Core Performance Standards	11
Administrative Policies.....	12
Accreditation	12
Americans with Disabilities Act	12
Diagnostic Testing.....	12
Required Technology.....	13
Attendance, Absences, Make-up Work.....	13
Cheating and Plagiarism	15
Grievance Procedure	16
Standards of Conduct	16
Transient Students	17
E-Mail Policy	17
Emergency Notification System	18
Evaluation of Nursing Program	18
Graduation	18
School of Nursing Hours of Operation	18
Co-requisite Courses	18
Dosage Calculations Exam	19
Grade Determination and Progression.....	19
Progression	19
Syllabi.....	20
Recording of Classes	20
Disclosure of Legal Convictions and Arrests.....	20
Criminal Background Check Policy and Procedure	21
Background Checks upon Admission to the Clinical Nursing Sequence	21
Procedure for Background Check	21
Background Check after Admission	21
Admission/Readmission after an Adverse Criminal Background Check.....	21
Drug Screen Policy	22
OSHA Education	24
Physicals	24
TB Testing.....	25
Health Insurance	25
Tuition & Fees.....	25
Clinical Policies.....	26
Attire.....	26
Clinical Sites.....	26
CPR.....	27
Policy on CPR Requirements.....	27

HIPAA	27
ID Cards	28
Nursing Lab	28
Uniforms	28
Uniform Policy	29
Student Activities	31
Class Officers	31
Student Organizations	31
Student Nurses' Association	31
Sigma Theta Tau	31
Student Resources	32
Advisor	32
Appointments with Faculty	32
Library	32
Parking	32
Preparation for the NCLEX Exam	32
Pre-Registration	33
Student Planning	33
Scholarships and Tuition Assistance	33
Student Health	33
Writing Center	33
Appendices	33
Appendix A - Evaluation of Orientation Session	35
Appendix B - Core Performance Standards	36
Appendix C - Technology and Testing Policy	37

Introduction

Dear Students,

Welcome to the Troy University School of Nursing (TROYSON) and the BSN Program. 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 BSN graduates for 50 years. Our graduates number more than 2100. The BSN Program is accredited by the Accreditation Commission for Education in Nursing, and approved by the Alabama Board of Nursing. The accreditation and approval by these agencies mean that TROYSON has met national and state standards for BSN 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 baccalaureate degree in nursing, you will also be prepared for many leadership and management positions in a diversity of clinical areas 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 hard. 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 BSN Program by providing answers to questions that you may have. The BSN Program Student Orientation Manual is prepared by the faculty and staff of the BSN Program. You should also have a copy of two official University publications, the *Oracle* and the *TROY Undergraduate 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

Disclaimer

This handbook is subject to revision or amendment. Any revisions or amendments will be communicated to the student prior to the implementation of a new policy.

Help Page

CONCERNING	CONTACT
Adding/Dropping a Course	BSN Secretary, SON, ext. 3428 or Records Office
Admission to SON	Chair Admissions & Progression Committee, or BSN Secretary, ext. 3428
Bills, Fees, Other Miscellaneous Charges	Business Office, Adams Administration Bldg., ext. 3124 or Dothan Business Office 1 st Floor Malone Hall
Grades	Course Instructor or Records Office, Adams Administration Bldg., 3164
Graduation Intentions	Records Office, Adams Administration Bldg., ext. 3164 or Dothan Records Office 1 st Floor Malone Hall
ID Cards	Troy - Box Office, Adams Administration Bldg., ext. 3293, Dothan - Malone Hall 1 st Floor Reception Desk
Lab Equipment, Policies	Lab Coordinator, SON, ext. 5862 or Lab Coordinator of your campus site
Mail/Mailboxes	Post Office, Adams Center, ext. 3225
Parking (Troy Campus)	(For campus sites other than Troy, explanation will be given at orientation).
• Decals	Troy - Security Office, ext. 3215 Dothan - Malone Hall 1 st Floor Reception Desk
• Fines, Payment	Troy - Business Office, Adams Administration Bldg., ext. 3124 Dothan - Business Office Malone Hall 1 st Floor
• Fines, Appeal	Adams Center, Room 215, ext. 3207
Placement	Career Services, Eldridge Hall, Room 104, ext. 3217
Scholarships	Financial Aid Office, Adams Administration Bldg., ext. 3186 or Dr. Wade Forehand, School of Nursing,
Student Records	BSN Secretary, SON, ext. 3428 or Records Office, Adams Administration Bldg., ext. 3164 or Faculty Advisor on your campus site
Syllabi	Instructor Responsible for Course at the campus site.
Transcripts	TROY Records Office, Adams Administration Bldg., ext. 3164, Dothan Records Office Malone Hall 1 st Floor
V.A. Counseling	Veteran Services, Adams Administration Bldg., ext. 3701
Withdrawals	Faculty Advisor, SON, or Records Office, Adams Administration Bldg., ext. 3164 or BSN Advisor of campus site
Others	See <u>Oracle</u>

*The TROY extension should be preceded by 334-670 when calling the extensions from any location other than the Troy campus.

Faculty

Baccalaureate Degree Program

Dr. Wade Forehand, Director, School of Nursing and BSN Program	334-670-3745 334-670-3744 (fax)	jforehand@troy.edu
Dr. Rebecca Allen-Jones, Assistant Professor	334-670-3434	rallen32926@troy.edu
Dr. Kimberly Andrews, Assistant Professor	334-670-3148	kandrews151826@troy.edu
Dr. Stacey Ash, Assistant Professor, Assistant BSN Coordinator	334-983-6556 Ext 21446	ashs@troy.edu
Sierra Austin, Lecturer	334-808-6574	skaustin@troy.edu
Karri Booth, Lecturer, Lab Coordinator	334-670-5862	boothk@troy.edu
Nikki Chen, Lecturer	334-670-5935	nchen@troy.edu
Amy M. Davis, Lecturer	334-983-6556 Ext. 21405	adavis@troy.edu
Dr. Nikki Hilburn, Assistant Professor	334-808-6630	ahilburn@troy.edu
Dr. Jenna Hussey, Associate Professor	334-808-6711	jhussey@troy.edu
Lauren Kilcrease, Lecturer	334-670-3740	lkilcrease@troy.edu
Dr. Katie Knox, Assistant Professor, Assistant BSN Coordinator	334-670-3431	mknnox84421@troy.edu
Dr. Teresa Law, Assistant Professor, BSN Coordinator	334-670-3433	tlaw@troy.edu
Tamara Mayhall, Lecturer	334-983-6556 Ext. 21218	tmayhall@troy.edu
Aubree McKnight, Lecturer	334-808-6661	acanady12839@troy.edu
Dr. Elizabeth Miller, Assistant Professor	334-986-6556 21447	edmiller@troy.edu
Dr. Deborah Rushing, Associate Professor	334-670-3432	drushing@troy.edu
Dr. Morgan Sewell, Assistant Professor	334-808-6660	mrsewell@troy.edu
Dr. Brandy Simpler, Associate Professor	334-670-3436	bsimpler@troy.edu
Dr. Margaret Steed, Lecturer	334-808-6661	mtsteed@troy.edu
Kari Wood, Lecturer	334-983-6556 Ext. 21437	krwood@troy.edu

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.

Revised 2010, 2012, 2014, 2017, 2020, [2023](#), [2026](#)

BSN Program Student Learning Outcomes

Outcomes for the Bachelor's program are as follows:

1. Synthesize theoretical and empirical knowledge from nursing, scientific, community, and humanistic disciplines within the practice of nursing.
2. Demonstrate nursing roles designed to meet health needs in a socially and culturally diverse global society.
3. Provide professional nursing care for all ages, which includes health promotion and clinical prevention.
4. Utilize evidence-based clinical decisions in the application of the nursing process to provide therapeutic nursing interventions for human responses to internal and external environmental dimensions.
5. Evaluate research and current evidence for the applicability of findings for the improvement of health states.
6. Integrate leadership and management skills and knowledge of health care policy and cost effectiveness for the improvement of quality care and patient safety.
7. Utilize interprofessional communication for the promotion of optimal patient outcomes for individuals, families, communities, and populations.
8. Accept responsibility and accountability for the continuous evaluation of one's own personal and professional behaviors and values, including lifelong learning to support excellence in nursing practice.
9. Practice according to current ethical and legal standards of professional nursing.
10. Utilize information technology to support the delivery of safe, quality nursing care.

Revisions:

BSN Faculty Curriculum Workshop, March 9, 2001

BSN Faculty Organization, October, 2002

BSN and MSN Faculty Organizations, March, 2003

BSN Faculty Curriculum Workshop, May 21, 2009

BSN Faculty Organization, September 22, 2009

BSN Faculty Organization, October 27, 2009

BSN Curriculum Committee All Faculty, December 1, 2021, Approval of BSN Curriculum Map by Faculty January 4, 2022 (email)

Curriculum Plan

BSN

SEMESTER	COURSE	TITLE	HOURS
I	NSG 3300	Dosage Calculations	2
	NSG 3306	Perspectives of Professional Nursing	1
	NSG 3309	Health Assessment	2
	NSG 3310	Health Assessment Practicum	1
	NSG 3313	Nursing Concepts	3
	NSG 3314	Nursing Concepts Practicum	3
	NSG 3315	Pathophysiology (<i>Recommended prior to BSN Clinical Nursing Sequence</i>)	(3)
			12/ (15)
II	NSG 3301	Pharmacology	3
	NSG 3325	Adult Health Nursing I	3
	NSG 3326	Adult Health Nursing I Practicum	3
	NSG 3334	Psychiatric-Mental Health Nursing	3
	NSG 3335	Psychiatric-Mental Health Practicum	2
			14
III	NSG 3323	Maternal-Infant Health Nursing	3
	NSG 3324	Maternal-Infant Health Nursing Practicum	2
	NSG 3336	Adult Health Nursing II	3
	NSG 3337	Adult Health Nursing II Practicum	2
	NSG 3319	Informatics in Nursing	3
			13
IV	NSG 4403	Child Health Nursing	3
	NSG 4404	Child Health Nursing Practicum	2
	NSG 4413	Complex Nursing	3
	NSG 4414	Complex Nursing Practicum	2
	NSG 4419	Research and Evidence in Nursing Practice	2
			12
V	NSG 4405	Public Health Nursing	3
	NSG 4406	Public Health Nursing Practicum	2
	NSG 4417	Professional Nursing Seminar	2
	NSG 4415	Nursing Leadership/ Management	2
	NSG 4421	Professional Nursing Clinical Preceptorship	3
			12

Core Performance Standards

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 at the bottom of page.

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	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 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.

Administrative Policies

Accreditation

Troy University BSN program is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000) and approved by the Alabama Board of Nursing.

Americans with Disabilities Act

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

Troy University Adaptive Needs Program

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 @ <https://www.troy.edu/adaptive-needs/> to complete the necessary procedure and forms. This should be accomplished before the beginning of class.

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 Coordinator of your program.

Diagnostic Testing

Prelicensure BSN students only - Beginning Fall Semester 2000, all students enrolled in nursing courses will be required to take selected diagnostic standardized tests as they progress through the nursing curriculum. These tests are being required because the faculty believes that they will serve as predictors of the student's future performance on the NCLEX Exam. Also, the faculty believes these tests will increase student's expertise and comfort level in taking standardized exams.

Tests will be administered prior to the completion of all clinical courses and selected support courses deemed appropriate by faculty. The faculty person teaching the course will administer these tests and will share results from these tests with each student. A counseling session will be scheduled by the instructor with each student after each diagnostic test to discuss test results and develop a remediation plan if required.

A course fee will be charged at the beginning of each semester from each student to cover the costs for purchasing and administering these tests. The fee is charged by the university through the student's registration. This semester testing fee will also include a NCLEX Review Course and a Pre NCLEX-Examination to be given each student prior to graduation.

Required Technology

Students are required to have a personal computer for access to Canvas, troy.edu e-mail, Microsoft Word or equivalent word processor software, ATI, ExamSoft Testing Platform and internet services. All exams within the program will be given utilizing the students personal computer either through Canvas, ATI access or the ExamSoft Testing Platform. Students in BSN semesters 1-3 are required to purchase one ExamSoft access code each semester that will be used across courses for that particular semester. Students are encouraged to purchase this software prior to the start of classes to ensure access codes are received on-time, the software is in place and functioning, and students are ready for their first exams. Not having ExamSoft purchased and set-up is not a justification for a missed exam and will be considered an unexcused absence for exam purposes. Students must provide proof of purchase of the ExamSoft software to their course instructors by the deadline indicated by their course instructors. Failure to purchase, provide proof, and install ExamSoft by the specified date may result in delayed testing access, which could impact academic performance. If you encounter any issues, please contact your instructor or the nursing department for assistance. In addition, for all semesters, not having a device to test on is not an excuse to miss an exam within a course. All Students are responsible for their own working computer devices.

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 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 Non-Practicum Courses:** Attendance in all non-practicum courses is highly encouraged and expected from students in the BSN program. 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 Courses:** 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

1. 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

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 requirement 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:
 - 1 day late – 5% off grade of the assignment
 - 2 days late - 10% off grade of the assignment
 - 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.

Cheating and Plagiarism

“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 any of the following offenses:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University, faculty, or other officers or employees of the University.” (TROY Student Handbook: 2024-2025, The Oracle, page 65)

Plagiarism is defined as the following: “To steal and pass off the ideas or words of another as one’s own, to use another’s production without crediting the source, to commit literary theft, or to present as new and original an idea or product derived from an existing source.” (Merriam-Webster Dictionary, 2025). This applies to care plans, workbook assignments, papers, exams, and any other assignment that is not specifically designated as “group work.”

Grievance Procedure

The BSN Program adheres to the Student Grievance procedures published in the *Oracle*. As described in the *Oracle* (2017-2018), “student grievances are handled through one of two procedures depending on the nature of the grievance” (p. 26). The procedures for student grievance of an academic or non-academic nature are described in the *Oracle* (2025-2026, p. 88).

The channels of communication for filing a proposal, petition, or grievance for exception or change of a published policy or procedure for the BSN Program are as follows:

Proposals, Petitions, or Grievances of an Academic Nature

- a. Submit said proposal, petition or grievance in writing and signed by the concerned parties to the appropriate faculty. (Grievances should be accompanied by suggestions for solutions).
- b. If no satisfactory resolution, student(s) may submit the written proposal, petition, or grievance to the Director of the SON and BSN Program Coordinator as appropriate. A response shall be given to concerned parties within 14 days.
- c. If no satisfactory resolution, student(s) may submit the written proposal, petition, or grievance to the Dean of the College of Health and Human Services. A response shall be given to concerned parties within 30 days.
- d. If the matter is not resolved, the proposal, grievance, or petition may be submitted to the Provost's Office.

Proposals, Petitions, or Grievance of a Non-Academic Nature

- a. Submit said proposal, petition, or grievance in writing and signed by the concerned parties to the Director of the School of Nursing and BSN Program Coordinator as appropriate. A response shall be given to concerned parties within 14 days.
- b. If the matter is not resolved, the non-academic grievance may be submitted to the Senior Vice Chancellor for Student Affairs Office.

Standards of Conduct

In addition to the standards of conduct listed in the Troy University Undergraduate 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:

"Qualifications of Applicants for Licensure"

*Alabama Board of Nursing Administrative Code, 2025.

The applicant for licensure shall: 610-x-4 (b) Be of good moral character. A criminal background check may be conducted by the Board at its discretion. (c) A criminal fingerprint or other biometric-based background check shall be conducted prior to issuance of multistate licensure or application by endorsement. (i) (5) In the case of applicants for initial multistate licensure or initial licensure by endorsement, submit fingerprints or other biometric data for the purpose of obtaining criminal history record information from the Federal Bureau of Investigation and the Alabama Law Enforcement Agency or its successor entity. The application must be on file with the board prior to submission of fingerprints or other biometric data. Nursing Chapter 610-X-4 Revised 6/14/25 4-5 (6). (c) Has not been convicted or found guilty, or has entered into an agreed disposition, of a felony offense under applicable state or federal criminal law. (d) Has not been convicted or found guilty, or has entered into an agreed disposition, of a misdemeanor offense related to the practice of nursing as determined on a case-by-case basis. (e) Is not currently enrolled in an alternative program. (f) Is subject to self-disclosure requirements regarding current participation in an alternative program.

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.

Transient Students

A student enrolled in nursing at another campus may attend TROY School of Nursing as a transient student provided the following criteria have been met.

- a. A "Transient Student Form" must be completed by the DEAN OR DIRECTOR of the student's original college and forwarded to the Admissions Office, Troy University (TROY Bulletin).
- b. The student must be in good standing. This must be in writing from the Dean of the student's original school of nursing and should include the following:
 1. a statement that the student is eligible to continue in the nursing program.
 2. the class the student takes at TROY School of Nursing will be accepted by the student's original school.
 3. This letter must be sent from the Dean directly to: Chairperson, Admissions and Progression Committee, TROY BSN Program, Jones Hall, Troy, Alabama 36082
- c. A letter from the student stating the class and the semester in which the student desires to attend TROY School of Nursing should be sent to the name and address above.
- d. Approval must be given by the faculty member teaching the course as well as approval by the Admissions and Progression Committee.
- e. A letter of "approval" or "denial" will be sent to the student by the Admissions and Progression chairperson. If approved, the student must provide confirmation of: current CPR certification, current health physical with TB skin test and results, or chest x-ray and results, vaccination/titer record. All of the above must be effective for the entire time the student attends TROY SON.
- f. While attending class at TROY SON transient students must:
 1. meet all requirements which other TROY SON students must meet.
 2. wear TROY uniform and insignia.
 3. sign a sheet indicating that as a transient student, he/she/they is subject to all rules and requirements as other TROY SON students and that no special privileges will be given to the transient student for classes and/or clinicals.

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.

Emergency Notification System

As part of Troy University's efforts to provide accurate, timely information to our university community, a mass communication system is available. TROY contracted with E2Campus to provide an efficient mechanism for expedient delivery of emergency notices to a variety of electronic devices. TROY can swiftly notify university constituents of a number of unexpected events, including:

- Emergency Broadcasts
- Alerts
- Weather Advisories
- School Closing
- Class Cancellation
- Significant Maintenance Events

Students should visit <http://sos.troy.edu> to sign up for electronic notifications.

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.

Graduation

An *Intent to Graduate Form* must be filed the semester before the student plans to graduate. In order to graduate as planned, these forms must be completed accurately and on time. For more information on graduation policies, refer to the Undergraduate Catalog.

School of Nursing Hours of Operation

The School of Nursing (Troy campus) is open from 8:00am until 5:00pm, Monday through Friday. The doors are locked at other times. Dothan Campus is open from 8:00-5:30 Monday-Thursday, 8:00-12:00 Friday. Please check times of operation at other campus sites.

Co-requisite Courses

NSG 3313, Nursing Concepts and NSG 3314, Nursing Concepts Practicum are co-requisite courses. They must be taken at the same time. If students drop or withdraw from NSG 3313 or NSG 3314, they must drop or withdraw from both. If students fail 3313 or 3314, they must retake both courses simultaneously when offered. If a student is not successful when completing a skill revalidation, they must withdraw from NSG 3314 and the co-requisite NSG 3313. This withdrawal will be considered a failure, or non-progression, in the BSN program.

The first 4 sentences of the above statement apply to all the co-requisite courses by inserting the appropriate course number and name. Co-requisite courses in the BSN program are as follows:

NSG 3309 & 3310, NSG 3313 & 3314, NSG 3323 & 3324, NSG 3325 & 3326, NSG 3334 & 3335, NSG 3336 & 3337, NSG 4403 & 4404, NSG 4405 & 4406, NSG 4410 & 4411, NSG 4413 & 4414, NSG 4430 & 4431

Additionally, for generic BSN students, NSG 3315 Pathophysiology must be taken either prior to or at the same time as NSG 3313/NSG 3314. If a student withdraws from NSG 3315 during the semester he/she/they are enrolled in NSG 3313/NSG 3314, he/she/they must also withdraw from NSG 3313/NSG 3314. The student will not be allowed to continue in Nursing Concepts without being enrolled in Pathophysiology.

Additionally, for generic BSN students, NSG 3301 Pharmacology, must be taken either prior to or at the same time as NSG 3325/NSG 3326. If a student withdraws from NSG 3301 during the semester he/she/they are enrolled in NSG 3325/NSG 3326, he/she/they must also withdraw from NSG

3325/NSG 3326. The student will not be allowed to continue in Adult Health Nursing I without being enrolled in Pharmacology. If a student is not successful when completing a skill revalidation, they must withdraw from NSG 3326 and the co-requisite NSG 3325. This withdrawal will be considered a failure, or non-progression, in the BSN program.

Dosage Calculations Exam

Generic BSN students only - A Dosage Calculations Progression Exam will be given as part of the required course, NSG 3300, Dosage Calculations. Although the score received on the Dosage Progression exam is worth 10% of the course grade, a student must receive a score of 90 on the exam in order to progress in the clinical nursing sequence. 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.

Students, who “stop out” of the clinical nursing sequence for any reason, including unsuccessful passage of the progression exam, will be required to take the Dosage Progression exam and pass with 90% accuracy before being readmitted to semesters II, III, or IV. Students repeating courses from Semester I will be required to take the Dosage Progression exam and pass with 90% accuracy before progressing to Semester II.

Grade Determination and Progression

Final letter grades for each course are to be determined by computation on the following scale, based on the total number of available points assigned to each individual course:

90%-100% of total points=A
 82%-89% of total points=B
 74%-81% of total points=C
 66-73% of total points=D
 Below 66% of total points=F

Students must successfully pass both the classroom and practicum portions of a course with a grade of C or above in order to be promoted to the next nursing course.

The passing grade for the practicum portion of a course will be a minimum of 74% of the total possible laboratory points.

The passing grade for the classroom lecture portion of a course will be a minimum of 74% of the total possible exam points.

Progression

1. Students are required to make a grade of C or better in each nursing course.
2. Students may repeat only one nursing course listed in the BSN Clinical Nursing Sequence; thereafter, a D or F in any of these nursing courses will result in automatic dismissal from the program. This policy applies whether or not students have been accepted or admitted to the BSN Clinical Nursing Sequence. This policy does not apply to NSG 3315, Pathophysiology.
3. Students who drop or fail a theory or clinical course which has a corequisite component must drop the corequisite course.
4. Students must maintain current CPR certification, proof of annual physical exams and health insurance when enrolled in clinical nursing courses. Students must comply with drug screening and background check requirements.
5. Students in the School of Nursing must comply with legal, moral, and legislative standards in accordance with the Alabama Board of Nursing Administrative Code.

6. Students who drop or fail a nursing course will be notified by the Chair of the Admissions and Progression Committee of their status in the BSN program.
7. If the student who receives an unsatisfactory grade in a course is readmitted to the clinical sequence and repeats the course, then he/she/they will be required to repeat both co-requisite courses.
8. Re-entering nursing sequence
Any student who withdraws from the School of Nursing for ANY reason may reapply to the School of Nursing through the Admissions and Progression Committee. Special requirements may be set forth by the committee for readmission. Eligible students MUST request in writing, their desire to re-enter the nursing clinical sequence. The written request should be addressed to the BSN Admissions and Progression Chairperson and should include: student's full name, current address and phone number, and the semester in which the student wishes to re-enter the clinical nursing sequence. Students wishing to return to the BSN clinical nursing sequence after the first semester of the sequence will be required to take a dosage calculation exam prior to their re-entry. NOTE: Class sizes are limited. Re-admission will be based on eligibility of space. Students will be notified in writing of the decision of the Admissions and Progression Committee. Copies of this letter will be placed in the student's file, sent to the student's academic advisor, and sent to the primary teacher(s) of the courses the student will be enrolled in upon re-entrance.
9. Students must graduate within 150% of program completion time (7 semesters to be completed in no more than 3 ½ years) from date of admission to the clinical nursing sequence to date of graduation for BSN Program.

Syllabi

Syllabi are required for all of the nursing courses. They may be obtained from your course instructor and online via Canvas. Students are responsible for reading and becoming familiar with the information contained in their course syllabi.

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.

Disclosure of Legal Convictions and Arrests

Students who are admitted to the Troy University School of Nursing must report any arrests or legal convictions including, but not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. The School of Nursing reserves the right to release relevant information regarding a student's criminal history to appropriate clinical agency representatives. Failure to report arrests or legal convictions will result in dismissal from the School of Nursing.

Students enrolled in the School of Nursing clinical nursing sequence are subject to background checks. Certain arrests or convictions which could jeopardize the health and safety of patients may render students ineligible for placement in a clinical agency. Ineligibility for placement in a clinical agency to perform nursing care for completion of clinical objectives will result in course failure and dismissal from the ASN, BSN, or Graduate Nursing programs. Students must consent to background checks as required by contractual agreements with clinical agencies. These background checks may include:

- 1) Federal criminal background check
- 2) State criminal background check
- 3) Sexual offender check
- 4) Office of Inspector General check

At such time a nursing student is arrested, the student has 24 hours to report this arrest to the appropriate Program Director. Failure to report the arrest will result in automatic dismissal from the School of Nursing. Students may not report to clinicals until the issue is resolved.

Students in the School of Nursing must comply with the legal, moral and legislative standards in accordance with the Alabama Board of Nursing Administrative Code. A student may be denied permission by the Alabama Board of Nursing to write the licensing examination to become a registered nurse (RN) if he/she/they has been convicted of a felony.

Approved 5/19/2005

Revised 6/22/2009

Criminal Background Check Policy and Procedure

As a precursor to participating in clinical learning activities, students seeking admission to the clinical nursing sequence of the ASN, BSN, or Graduate Nursing programs are required to have annual criminal background checks. Students may also be required to have additional checks once enrolled in the program. Certain arrests or convictions, which could jeopardize the health and safety of patients, may render students ineligible for placement in a clinical agency for participation in clinical activities. Eligibility to participate in all clinical activities is required for enrollment in the clinical nursing sequence. The School of Nursing must certify to clinical agencies, where students participate in clinical activities, that each student has had a background check with no adverse finding.

Background Checks upon Admission to the Clinical Nursing Sequence

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

Procedure for Background Check

Students selected for admission to either the ASN, BSN, or Graduate Nursing program are required to follow the procedure outlined below for the criminal background check.

1. Go to viewpointscreening.com .
2. Click "Start Your Order"
3. Select your program
4. Enter personal information
5. Complete payment

Background Check after Admission

A criminal background for any student enrolled in the clinical nursing sequence of the ASN, BSN, or Graduate Nursing program can be requested by the School of Nursing at any time. Refusal by the student to submit to the check will result in the student's dismissal from the program and the School of Nursing. Background checks must be completed annually.

Depending upon results of the background check, continued participation in the program will be at the discretion of the Director and Program Directors.

Admission/Readmission after an Adverse Criminal Background Check

A student whose admission is withdrawn or who is dismissed from the School of Nursing due to findings from a background check will be considered for readmission on a case basis depending upon the particular situation.

Drug Screen Policy

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.

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/THEIR EXPENSE DURING THE TIME HE/SHE/THEY CONTINUE 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/they are 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.

1. Go to www.viewpointscreening to place an order for a drug screen.
2. Click on "Start Your Order"
3. Select package: Choose your specific program and make sure to select a package that includes Drug Testing
4. Enter information and pay
5. Watch for registration Email. Within 24-48 hours, you will receive an email with the subject line "Viewpoint Screening Drug-Screen Registration" containing your electronic form and testing location instructions. (if you miss the email, you can log in at Viewpoint Screening and Click on "Drug Testing")
6. Students must go to a Quest Laboratory for drug testing before attending their first clinical experiences (a deadline date will be announced by the faculty member.)
7. The student will pay the cost of the initial drug screen and all future drug screens.
8. The student shall provide photo proof of identification upon arriving at the specimen collection site.
9. The collection Laboratory will report results to Viewpoint for processing by their Medical Review Officer and reporting to the TROY School of Nursing program. Results of all drug tests are reported to the Director of the School of Nursing and Program Coordinators.
10. If the results are positive, the student, the Coordinators of the program, and the director of the School of Nursing will be notified and the student will not be allowed to attend clinical experiences. The student will be referred to appropriate resources for assistance in dealing with substance abuse.
11. If the student is not allowed to attend clinical experiences and therefore cannot meet course requirements, he/she/they must withdraw from the program and may apply for readmission (IF the positive result was with the initial screening).

Revised 12-04-02, 04-16-04, 06-09-04, 07-15-05, 08-02-06, 06-22-09, 07-27-10, 04-07-16, 6-01-19, 8-05-26

Titer & Immunizations Procedure

School of Nursing Policy:

Upon admission to a program, all Troy University nursing students must submit evidence of immunity (titers) to measles, mumps, rubella, varicella and hepatitis B. A titer is a blood test that is sent to a

laboratory to verify if you are immune to specific diseases before participating in reality clinical experiences. The SON follows Centers for Disease Control and Prevention (CDC) guidelines regarding immunity to measles, mumps, rubella, varicella and hepatitis B.

In addition to providing documentation of immunity, all Troy University School of Nursing students, regardless of program enrollment, are required to obtain a yearly influenza vaccination and provide documentation that it has been received as directed by the program coordinator and published due dates in course calendars. Please note that documentation is acceptable for the influenza requirement. Documentation of Tetanus, Diphtheria, and Pertussis (Tdap) vaccination within the past 10 years is required for all ASN and BSN SON students or receipt of a booster vaccination. Please note that shot records and/or documentation of vaccination is acceptable for the Tdap requirement. Additional clinical requirements (immunizations, titers, drug screens) may be required by clinical agency. Students are responsible for fulfilling those requirements before beginning reality clinical experiences.

Students will submit *titer* results for the following vaccination series to Viewpoint.

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

OSHA Education

Compliance with OSHA & CDC Standards

- a. Troy University School of Nursing's procedure for management of percutaneous exposure to blood and other infectious body fluids shall be consistent with the CDC & OSHA standards. [P.L. 100-6007, The Health Omnibus Programs Extension Act of 1988: Guidelines for Prevention of Transmission of Immunodeficiency Virus and Hepatitis B Virus to Health-Care and Public-Safety Workers. (U.S. Department of Health and Human Services, PHS, CDC; February 1989)]
- b. Students & Faculty must receive annual training/update in standards of practice for tasks and activities involving predictable or unpredictable exposure to blood or other body fluids to which universal precautions apply. In addition, training records indicating the dates of training sessions, the content of those training sessions along with the names of all persons conducting the training and the names of those receiving training shall be maintained. Student records shall be maintained in the School of Nursing student file. Faculty records shall be maintained in the faculty file located in the office of the dean.

Physicals

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 BSN students enrolled in clinical nursing courses are required to have annual proof of a physical examination on file by the published due date in the course calendar in the Office of the School of Nursing, either on the Troy, Dothan, or Montgomery campus. The Verification of Physical Exam form is available in each campus' nursing office and in the student shells on Canvas. The

Physical Exam must be made current for the entire semester for which the student is enrolled. It is the student's responsibility to renew their physical examination annually. Students may have additional requirements based on specific facility policies. **Students will submit the completed Verification of Annual Physical Examination form to Viewpoint, and as directed by program coordinators.**

TB Testing

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/she/they will be excluded from reality clinical experiences. For all programs, the TB Status Verification Form will be used as documentation.

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.

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

Health Insurance

All nursing students enrolled in nursing courses are required to have health care insurance and present evidence of such to the School of Nursing prior to entering the practicum nursing courses. Health Insurance must be current for the entire semester and for the duration of the program.

Tuition & Fees

1st Semester – BSN Nursing

12 credit hours - \$424.00 per credit hour tuition - \$ 4585.00

(15 credit hours x \$424 = \$ 5730.00)

Program Fees - \$75.00 per credit hour x 12 hours - \$ 900.00 (\$1125 for 15 hours)

Testing Fee - \$ \$ 340.00

2nd Semester – BSN Nursing

14 credit hours - \$382.00 per credit hour tuition - \$ 5348.00

Program Fees - \$75.00 per credit hour - \$ 1050.00

Testing Fee - \$ \$ 340.00

3rd Semester – BSN Nursing

13 credit hours - \$382.00 per credit hour tuition - \$ 4966.00

Program Fees - \$75.00 per credit hour - \$ 975.00

Testing Fee - \$ \$ 340.00

4th Semester – BSN Nursing

12 credit hours - \$382.00 per credit hour tuition - \$ 4585.00

Program Fees - \$75.00 per credit hour - \$ 900.00
 Testing Fee - \$ 340.00

5th Semester – BSN Nursing

12 credit hours - \$382.00 per credit hour tuition - \$ 4585.00
 Program Fees - \$75.00 per credit hour - \$ 900.00
 Testing Fee - \$ 340.00

Fees Charged Each Semester (non-refundable)		
General University Fee	per credit hour	\$50
Registration Fee	per semester	\$50
Student Facility Fee (TROY only)	per semester (FA, SP)	\$100
Trojan Book Bag	Per credit hour	\$ 24

Other expenses for nursing students:

Drug Screen	Background Check
CPR Certification	Physical
TB Skin Testing	Titers
Scrubs	ExamSoft
Uniforms (not needed until about midway of first semester)	

There could be other fees that the University Charges: Parking decals, etc.

Website for a reference to other potential fees (will not pertain to all students)

<https://www.troy.edu/scholarships-costs-aid/costs/index.html#programfees>

PLEASE NOTE THAT THIS LIST IS NOT A COMPREHENSIVE LIST OF ALL FEES TUITION AND FEES ON THIS SCHEDULE ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE

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

Generic BSN students only - 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

Students must be certified in one- and two-rescuer CPR before enrolling in any practicum courses. American Red Cross or American Heart Association certification is acceptable. A copy of your CPR

certification must be uploaded to CastleBranch.com. It is your responsibility to renew your CPR certification according to the School of Nursing policy. Your certification must be updated so that it remains valid through the entire semester. (If your certification will expire during the semester, then it **must** be updated before the semester begins). For more information regarding CPR certification, see “School of Nursing Policy on CPR Requirements” in this manual.

Policy on CPR Requirements

School of Nursing (SON) 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.

Submit a copy of your CPR Certification card (front and back) by the published due date. It is the students' responsibility to maintain currency. The SON will not send notifications of CPR Certification expiration. The failure to maintain a current CPR Certification will impact students' ability to engage in reality clinical experiences.

HIPAA

(Health Insurance Portability and Accountability Act)

This legislation was designed to protect the rights of individuals related to continuity of healthcare coverage. Congress wanted to protect healthcare coverage for employees who change jobs and allow them to carry their existing plans with them to new jobs.

There are three major components of the HIPAA legislation. One of the components that is applicable to students during clinical experiences is related to protection of patient privacy. HIPAA regulations require providers to protect patient confidentiality in all forms – oral, written, and electronic.

Under HIPAA regulations you can only discuss patient information if it is directly related to treatment and even then, you must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Many healthcare workers have been far too willing to talk casually about their patients without thinking how this violates their confidentiality.

There are now stricter rules covering conversation and whom you can talk to about patient information. This may involve lowering your voice levels so you are not overheard discussing patient information.

HIPAA regulations provide serious civil and criminal penalties for violation. Civil penalties can run as high as \$25,000 per violation. Even unintentional disclosure can involve serious penalties, so it is crucial that all healthcare workers learn their HIPAA responsibilities and make them a part of their daily practice.

Remember that the rules came about in the first place because of casual breaches of confidentiality, many of which have occurred in public or semi-public areas, such as lunchrooms, restaurants, elevators, and parking lots. These HIPAA privacy requirements apply just as much outside your institution, as they do within the institution.

Remember, follow the HIPAA policy of the institution in which you are performing your clinical experiences.

Adopted from: The HIPPA Journal, 2026

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 BSN clinical nursing sequence. Faculty teaching NSG 3314 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 Troy, the SON Lab is open from 8:00am-5:00pm, Monday through Friday. 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 BSN Coordinator to schedule a time for you to utilize the lab. No children or visitors are allowed in the Lab.

Uniforms

Generic BSN students only – The TROY SON uniform for BSN 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. (NOTE: RN Mobility students do not need to purchase student uniforms).

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	CK953A
Cherokee Workwear Originals Ultra V-Neck Top (M)	Pewter	CK778A
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
Lab Coat		
Skechers Stability Scrub Jacket (W)	White	SK401
Skechers Zip Front Scrub Jacket (M)	White	SK0408
Approved Scrub Jackets		
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 BSN 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 BSN 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 a 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

- G. 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.).
- H. 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, BSN 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.

Student Activities

Class Officers

Class officers are elected in each generic BSN class admitted (Spring & Fall).

The Junior and Senior classes each elect a President, Vice-President, Secretary, and Treasurer. These officers assume the traditional functions, i.e. President presides over class meetings; Vice-President substitutes for President; Secretary takes minutes; and Treasurer collects money.

Student Organizations

Students are encouraged to participate in organizations, especially honor societies, on campus. The SON has several organizations that are for nursing students.

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 (STT) is the international honor society for nursing. The TROY chapter is named Iota Theta. The purposes of the organization are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideas and purposes of the profession.

Membership for undergraduate students is based upon scholarship. The upper 35% of the class may be inducted. The Eligibility committee reviews grade point averages and recommends those students who should be considered for membership. Accepted students will receive a letter inviting them to join.

Student Resources

Advisor

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.

Appointments with Faculty

Communication with faculty members is facilitated by scheduling an appointment to discuss concerns. Consult the faculty member for an appointment during office hours. Generic BSN faculty members have office hours posted on their doors.. A student should never schedule an appointment during his/her regular class time. If you are unable to keep an appointment, notify the faculty member or secretary.

Library

Current and comprehensive library and learning resources are available to the meet the purposes of the School of Nursing and for all Troy University students. Troy University's library consists of a system of libraries located on the campuses in Troy, Montgomery, and Dothan, Alabama. Troy University has a collaborative agreement with the Chattahoochee Valley Community College for on-site access to library resources for students on the Phenix City Campus. Residential and online students are able to access over 140 online databases that provide both full text and abstracts via the web. In addition to over 140 online databases, the Troy University Library provides many forms of printed and non-printed materials, media, equipment, and services necessary for individuals to achieve their educational goals. All the University Libraries are involved in cooperative lending through Interlibrary Loan with borrowed materials being shipped by UPS delivery to any students or faculty. The Troy Libraries maintain adequate hours to support the needs of their on-campus users and all databases are available on line. Library Support Services are also made available online on a 24-hour, seven day a week basis. Located on the Troy Library home page (<http://troy.edu/library>) are links to the library's 24/7 chat service email "Ask a Librarian", the ERES electronic reserves and a link to initiate Inter-library Loan (ILL) requests.

Parking

For Troy Main Campus and Dothan Students Only: You must have a parking decal on your car in order to park on campus. Come early for class. Parking is sometimes a problem for morning classes. Student parking at Jones Hall is across the street from the building. If you park in a staff, faculty, or visitor parking space, you will be ticketed. Parking at other campus sites will be explained at Orientation.

Preparation for the NCLEX Exam

For Generic BSN Students Only: During NSG 4417, Professional Nursing Seminar, 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.

Pre-Registration

Pre-registration is held every semester for you to register for the next semester. Plan ahead for pre-registration. The steps of Pre-registration are as follows:

- Before you arrive, decide which courses you want to take.

- Complete your trial schedule/registration form.
- Be prepared. Read the University Undergraduate Catalog for guidelines.

You are ultimately responsible for choosing your courses. A nursing advisor will help guide you. The schedule of classes is also available on the Troy University web site. Registration can be accomplished using Student Planning, however your advisor hold must be removed by your advisor prior to registering. Please make an appointment to see your advisor before pre-registration to discuss your plan of study and have your advisor hold removed.

Student Planning

We utilize Student Planning via Student Planning for course registration. A student guide is available at <https://www.troy.edu/academics/academic-resources/records-office/student-planning/index.html> which can assist you in navigating Student Planning, and other resources.

Scholarships and Tuition Assistance

Many area agencies offer scholarships and various forms of tuition assistance to nursing students once the student has been accepted into the nursing clinical sequence. Students should contact the Human Resources departments of individual agencies for more information.

Student Health

Student Health Services, located at 125 Trojan Center, offers both in-patient and out-patient health care to students. The Health Center employs registered nurses, a nurse practitioner, and a physician is on call. Hours of operation are open Monday-Friday, 8 am – 4 pm., closed weekends and university holidays.

Writing Center

The Writing Center is available to TROY students for improving writing skills. Tutors are assigned on a one-to-one basis. Audiovisuals, learning modules, and computers are utilized to promote skills acquisition. The Writing Center is located in Wright Hall, Troy campus and in Malone Hall on the Dothan campus. Information is available at <https://www.troy.edu/academics/academic-resources/center-student-success/troy-learning-center/index.html>.

Appendices

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 BSN 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 BSN Student Orientation Manual was 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?			

Thank you for completing this form.

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

Technology & Testing Policy: BSN Student Agreement

Required Technology

Students are required to have a personal device for access to Canvas, troy.edu e-mail, Microsoft Office, ATI, Examsoft, 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, Examsoft, 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 BSN degree. 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)
- Examsoft (semesters 1-3)

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.

Exam Environment Pledge:

Students entering the BSN 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: _____