



MSN Program
Student Orientation Manual

August 2026 – July 2027

Table of Contents

I. Introduction.....	4
Directory.....	5
Web Sites.....	7
History.....	7
Organization.....	8
Accreditation.....	8
Philosophy.....	9
Program Outcomes.....	10
II. Admission and Progression.....	11
Admission.....	11
Unconditional and Conditional Admission.....	11
Removal of Conditional Admission Status.....	11
Honors Graduate Admission.....	12
Criminal Background Check.....	12
Academic Regulations and Policies	12
Intent to Graduate	12
Full-time Status.....	12
Transfer Credit Request.....	12
Time Limit to Complete Degree Program.....	13
Standards of Conduct.....	13
TROY University Policy on Plagiarism.....	14
Turnitin.....	15
Academic Advisement.....	15
Progression.....	15
Student Accounts and Registration.....	16
Trojan Pass.....	16
Student Self-Service.....	17
TROY Email.....	17
Canvas.....	17
Dropping and Withdrawing.....	18
III. Clinical Requirements.....	18
Pre-Clinical Requirements Policies and Procedures.....	18
Culture of Safety on Near Misses and Errors Policy.....	18
Clinical Transportation Policy.....	19
CPR Certification Policy and Procedure	19
TB Policy and Procedure	20
Physical Exam Policy and Procedure.....	20
Titer and Immunizations Policy and Procedure.....	20
Background and Disclosure of Legal Convictions.....	21
Drug Screen Policy and Procedure.....	21
Crisis Management Policy.....	23
Fees.....	25
APEA Fees.....	25

Shadow Health Fees.....	25
Viewpoint Screening Fees.....	26
Core Performance Standards.....	26
Adaptive Needs Act.....	27
Current RN License.....	27
OSHA Acknowledgment of Understanding.....	28
HIPAA Acknowledgment of Understanding.....	28
Health Insurance Verification.....	28
Permission to Release Records from School of Nursing Files.....	28
Electronic Device Use Policy.....	28
Guidelines for Preceptorship/Internship Courses.....	29
Preceptor Information Form.....	31
Preceptor Biosketch.....	32
IV. Resources.....	33
School of Nursing Web Page.....	33
School of Nursing Laboratories.....	33
Computer Access.....	33
Technology Requirements.....	33
Library Resources.....	35
Library Fact Sheets.....	36
V. General Information.....	36
Course Syllabi.....	36
Troy Online Student ID Cards.....	36
Financial Aid.....	36
Grading.....	36
Appeal of Grades.....	37
Incomplete Grade Request.....	37
Time Limit for Removal of Incomplete Grade.....	37
Research Requirement.....	37
Scholarly Writing.....	38
Writing Assistance.....	38
Parking.....	38
School of Nursing Pin.....	38
Student Health.....	38
Sigma Theta Tau.....	38
Student Representation on Faculty Committees.....	39
Textbooks.....	39
Tobacco Free University.....	39

Section 1: INTRODUCTION

Dear MSN Student:

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

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

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

Dr. Kelli Whitted, DNP, FNP-BC
Professor, MSN Program Coordinator

Disclaimer Notice:

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

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Web Sites

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

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

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

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

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

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

The Oracle: <https://my.troy.edu/oracle/assets/documents/2024-25%20Oracle.pdf>

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

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

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

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

History of Troy University's Graduate Nursing Program

The Master of Science in Nursing was organized by Troy University in 1983 to provide graduate study in three clinical fields (Adult Health, Maternal/Infant, & Child Health) and two functional roles (Educator and Administrator). In 1993, the Child Health clinical specialty was removed from offerings due to a decrease in enrollment. In 1995, the Family Nurse Practitioner clinical track was added to the degree program, and a Post-Master's Family Nurse Practitioner Certificate Program was initiated. The Nursing Informatics Specialist track was started Fall 2004. Admissions ended for the Maternal Infant CNS track for Fall 2012 due to decreased enrollment in the track and to the CNS Adult Health track in 2014. In 2017, the Informatics Specialist track was modified to the Healthcare Informatics/Nurse Leadership track. The graduate nursing program has offered online courses for more than 25 years and has been a pioneer in the use of educational technology at Troy University. Our reputation for quality graduate education geared toward the working nurse is well respected throughout the region. The

graduate nursing program enjoys a positive relationship with clinical agencies throughout Alabama, Georgia, Florida, and many other states.

The Doctor of Nursing Practice Program was started Fall 2009. Because this program was the first doctoral program for Troy University, TROY underwent a level change review by SACSCOC and was granted continuing accreditation. The DNP program achieved ACEN accreditation in 2011, and the first group of DNP students graduated in May 2011. The DNP program has more than 150 graduates who serve the nursing profession in a variety of clinical, administrative, and teaching roles throughout the United States.

Organization

Troy University transitioned to “One Great University” which brought all Troy campuses under one administrative system in 2005. In 2004, the “State” was dropped from the name of the University to more accurately reflect our global mission. Troy University offers educational programs on four campuses in the state of Alabama, campuses in other states, and also internationally.

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

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

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

Accreditation

The ASN, BSN, MSN, and DNP programs of the Troy University School of Nursing are accredited by the Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road, NE, Suite 1400, Atlanta, GA 30326

(404) 975-5000

Web site: www.acenursing.org

The MSN and DNP program received eight years of continuing accreditation by the ACEN in spring 2024 through spring 2032.

Troy University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). 404-679-4501

1866 Southern Lane
Decatur, GA 30033

TROY School of Nursing Philosophy

The University along with the School of Nursing seeks to create an environment where every student can thrive academically, socially, and personally through traditional and emerging educational formats, promoting access and mobility for geographically bound students. The School's faculty serves the students, the community, and the University by promoting the discovery, exploration, and application of knowledge. Through teaching, service, and research, they drive lifelong success and the institutional mission. The School of Nursing faculty believes that humanity consists of unique individuals with inherent dignity and the right to self-determination and well-being. These individuals exist within families and communities shaped by cultural and social values that influence identity, health, and nursing practice. Faculty believe the environment—comprising all internal and external influences—both shapes and is shaped by individuals and groups. It provides the context for social identity formation, recognition of health needs, and the evolution of nursing practice. Through this dynamic interaction, nursing both influences and responds to the environment, supporting the health of a global society and collaborating across disciplines to advance this mission. The faculty believes that health is an observable manifestation of individual and group adaptive responses to the environment. Health is a dynamic, multidimensional state encompassing physical, psychological, social, cultural, and spiritual dimensions and serves as the focus of nursing. Health and health-seeking behaviors are culturally and individually defined. Individuals have the right to make their own health decisions, and their ability to do so is shaped by their knowledge, perceptions, and values. The faculty believes that education is a process shared by the teacher and the learner and is the exploration, utilization, and generation of knowledge through a spirit of inquiry and self-motivation. The learner and the teacher share the right and responsibility to achieve educational goals through participation in the educative process. An organized setting with planned learning activities, utilizing traditional, nontraditional, and emerging electronic formats, provides opportunities to achieve these educational goals. The approach to teaching and learning varies with individual needs, abilities, and experiences. Teachers and learners are responsible for creating, promoting, and maintaining standards of academic and professional excellence through individual lifelong learning.

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

Associate Degree in Nursing Education

Associate degree in nursing is preparation for practice as a registered nurse and serves as the foundation for further nursing education. The practice of the associate degree nurse includes

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

Baccalaureate Education in Nursing

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

Master's Education in Nursing

Master's degree in nursing prepares graduates for advanced professional roles and continued doctoral study. This level of nursing practice prepares individuals to excel in roles such as emerging clinician, educator, leader, informatics specialist, consultant, and translator of research and evidence-based practice. Master's-prepared nurses are equipped to engage in complex decision-making that reflects respect for varied perspectives and patient needs, while promoting patient safety, quality improvement, and the evaluation and influence of health policy at the organizational and systems levels. Learning is fostered through a collaborative faculty–student partnership that promotes critical inquiry, scholarly engagement, and leadership in advancing nursing practice and healthcare outcomes.

Doctoral Education in Nursing

Doctoral degree in nursing practice prepares nurses for the highest level of clinical practice and systems leadership. As a terminal degree, practice-focused doctorate, the Doctor of Nursing Practice emphasizes the translation of evidence into practice to improve outcomes for individuals, populations, and healthcare systems. Graduates are prepared as clinical scholars who integrate scientific evidence, quality improvement methodologies, informatics, and systems thinking to address complex healthcare challenges and strengthen care delivery. Doctoral preparation equips nurses to lead initiatives that promote fairness and access, influence healthcare policy and organizational decision-making, and drive innovation that enhances quality, safety, and meaningful improvements in healthcare outcomes across various settings and communities.

5/2026-Revised and Approved by SON Faculty

Program Outcomes

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

1. Incorporate advanced knowledge in nursing and related disciplines as the basis for decisions and innovation in advanced nursing practice.
2. Integrate and apply leadership, management and education principles into advanced nursing care that utilizes ethical and critical decision making forming the basis for an innovative nursing practice framework.

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

Section 2: ADMISSION AND PROGRESSION

Admission

Deadlines for admission applications for the MSN program are: November 1 for spring admission, May 1 for summer admission, and July 1 for fall admission. Students should contact the Admissions Office on the Montgomery campus regarding the status of their admission application or if having difficulty with the application process. Completed applications are sent to the Graduate Nursing Admissions and Progressions Committee for admission determination. Once an admission decision is made, the MSN Program Coordinator sends a letter to the applicant.

Unconditional and Conditional Admission

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

Removal of Conditional Admission Status

A student admitted as conditional to the graduate nursing program must meet the requirements to clear conditional admission after nine semester hours of courses. Conditional status is assigned when the student does not meet the required GPA for unconditional admission. To clear the conditional status, the student must attain an overall GPA of 3.0 on a 4.0 scale by the end of the semester in which he or she completes 9 semester hours of credit. According to Graduate School policy, students who do not meet this GPA requirement will be academically suspended from the program at the end of that semester for one calendar year, after which time the student may

petition for readmission. To facilitate success in the program, a student admitted under conditional status should pursue a part-time course of study.

Honors Graduate Admission

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

Criminal Background Check

Students selected for admission to graduate programs of the School of Nursing are admitted pending a background check. Admission will be withdrawn for students, in the judgment of the Director of the School of Nursing and Program Coordinators, who have been convicted of or have pending a charge that would not be acceptable to the 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.

Academic Regulations and Policies

The TROY graduate nursing student is a member of the Troy University student body and is therefore entitled to the same privileges enjoyed by other Troy University students while also subject to applicable Troy University regulations, policies and procedures. Because of the cooperative educational relationship between private and public health agencies and Troy University, students and staff are bound to comply with specific policies outlined in legal agreements. These include, but are not limited to: dress codes; codes of conduct; and requirements for health, insurance and academic status. The student's responsibility for all University regulations and policies begins with registration for classes.

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

Intent to Graduate

The semester before the semester the student plans to graduate, the student must submit the Intent to Graduate via Self-Service. The deadline is posted on the Academic Calendar: <https://my.troy.edu/academics/calendar.html>. Students must submit the application through Self Service along with the required processing fee by the due date. **It is the student's responsibility to submit the Intent to Graduate at the appropriate time. Failure to submit as required may result in a delay of graduation.**

Full-time Status

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

Transfer Credit Request

In accordance with the University's transfer policy a maximum of twelve semester hours taken at another regionally accredited institution of higher education with a "B" grade or better may be applied toward the degree. These courses must be comparable to Troy University courses and must be reviewed by the graduate nursing faculty who will make a recommendation to the Dean of the College of Health Sciences and the Graduate Dean. For students completing the Master of Science in Nursing, all transfer credits used to satisfy degree requirements may not exceed five years at the time of the degree completion.

To request transfer credit the student must complete a "Petition for Transfer of Graduate Credit" form available on the Graduate School website (<https://my.troy.edu/graduate-school/forms.html>), submit a copy of the official transcript showing the course(s) taken, submit a copy of the syllabus for the course(s) at the time the course was taken, and a course description taken from the college catalog where the course was taken.

Time Limit to Complete Degree Program

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

Standards of Conduct

Cheating, Plagiarism & Falsification of Patient Information Policy

It is a requirement that each student review the "Standards of Conduct" published in *The Oracle: The Troy University Student Handbook*. Be aware that students will be held accountable for these provisions.

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

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

Faculty have full control of their courses and approval of any student activities must be done through the faculty prior to the activity being done by the student.

In addition, there will be no toleration of plagiarism of any person's work, including that of another student. Work turned in to faculty must be the original work of that particular student. This also includes giving false information to the faculty about a student's clinical activities, i.e., patient information or clinical hours. If a student knowingly submits false information, he or she, will receive a failure from the course, up to and including suspension or expulsion. In addition, any form of cheating will not be permitted. If a student is found to be cheating during testing or on a required activity, he or she will receive a "zero" for that activity, up to and including

suspension or expulsion. These “Standards of Conduct” apply to all students regardless of their mode of learning (inclusive of online students also).

TROY University Policy on Plagiarism

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

Defining Plagiarism

Plagiarism is representing someone else’s ideas or work as your own original ideas or work.

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

All of the following are considered plagiarism:

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

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

Penalties

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

Guidelines to Academic Honesty

If you are unsure if an assignment is plagiarized, use the following checklist for guidance:

You need to cite the specific source(s) in your work, even if:

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

When in doubt, provide the proper citation to show that the ideas and materials are not your own.

Academic honesty is a cornerstone of learning and should be practiced with all academic assignments.

Sources:

1. <http://troy.libguides.com/librarytutorial/plagiarism>
2. *The Oracle: Troy University Student Handbook, 2023-2024*

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

Turnitin (“Turn- It- In”)

Papers in most courses are submitted to Turnitin - an Internet-based plagiarism detection service that compares the student’s paper to published sources that include texts, web-based information, and papers submitted by other students from TROY and universities worldwide. Turnitin reports the percentage of similarity between a student’s paper and published sources.

Academic Advisement

1. When admitted to the Graduate Nursing Program, the MSN Program Coordinator sends notification to the student that provides information about the student’s admission status and the assigned advisor with contact information.
2. Each student should contact his/her advisor immediately following admission to the program to discuss scheduling plans and options.
3. Each student is advised to anticipate counseling needs and to contact the assigned advisor as needed.
4. Any Graduate Faculty member may assist the student with advisement during scheduled registration periods.

Advisor assignment is based upon the student’s track (FNP, HINL, Post Master’s Certificate) and/or nearest campus (Troy, Montgomery, Dothan). Information on contacting faculty and staff of the School of Nursing is given at the beginning of this manual. The registration process is discussed later in this manual.

Students are strongly advised to consult their assigned faculty adviser when planning their course of study. Semester Planners are provided and should be followed when planning your course of study. Course descriptions, prerequisites, and co-requisites may be found in the *Troy University, Graduate Catalog*. During Fall semester, FNP students take NSG 6619: Advanced Clinical Examination and Diagnostic Reasoning, which is a three-semester hour clinical course.

Prerequisites or co-requisites for NSG 6619 are NSG 6649: Advanced Pharmacology and NSG 6671: Advanced Pathophysiology. There are no exceptions to these requirements. Students must meet prerequisites or co-requisites for courses (see Course Descriptions section of Graduate Catalog). Students who have not met prerequisites, but enroll in a course, will be dropped from the course.

Progression

Students may enroll on a part-time or full-time basis. The minimum time to complete the MSN-FNP program, if admitted unconditionally, is five semesters if started in Fall semester (Fall,

Spring, Summer, Fall, Spring). FNP students admitted conditionally must enroll part-time and can complete the program in 8 semesters. Clinical courses are sequential and taken all semesters except summer semester. The first clinical course requires 120 clock hours of clinical experiences. The second and third clinical courses require 180 clock hours of clinical experiences. The last clinical course is the FNP Internship and requires 300 clock hours of clinical experiences. MSN FNP students complete 47 semester hours of credit and 780 clock hours of clinicals.

The FNP Certificate is offered to MSN-prepared nurses. These students take clinical courses with the traditional MSN students. At the completion of the certificate option, these students earn a certificate and not a second degree. Certificate students do not participate in graduation ceremonies. Post masters FNP students complete 33 semester hours of credit and 780 clock hours of clinical.

The minimum time to complete the MSN-HINL program option is five semesters if started in the Fall semester (Fall, Spring, Summer, Fall, Spring). Three clinical courses are required for HINL students (NSG 6630, 6636 & 6637). HINL students complete 37 semester hours of credit and 480 clock hours of clinical experiences. The HINL Certificate is offered to MSN prepared nurses and requires 23 semester hours of credit and 480 clock hours of clinical experiences.

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

The student is referred to the Graduate Catalog, Course Descriptions section, for course descriptions with prerequisite or co-requisite courses. Click on Course Descriptions, scroll down to courses with NSG prefix. Graduate nursing courses are 6000 level courses. Prerequisites are listed with the course descriptions. Most core courses must be taken before beginning clinical courses or concurrently with clinical courses. Graduates of the MSN program and those who complete certificate options are academically qualified to apply to take certification exams in their specialty areas after completion of their Program of Study.

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

Student Accounts and Registration

Trojan PASS

Step One: Activate & Set-up Trojan Pass Username Account. Trojan Pass is your first step in gaining access to our internal website. From there, you can access several different services including your TROY Email, Student Self Service (registering for courses), and Canvas (access to registered courses) all with the same set of credentials. Please follow the steps below to set up your account. Create Your Trojan Pass Username

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

Set-up Trojan Pass Account

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

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

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

Student Self-Service

Access your Student Self-Service by selecting the Self-Service Icon. Student Self-Service is the resource used to plan, schedule, and register for courses as well as access Financial Aid, grades for completed course, etc. Troy utilizes student planning for registration. Instructional videos and pdfs can be found at <https://register.troy.edu/>. **When you are registering for classes that are paired together, such as didactic and preceptorship courses, you must register for them in the same submission using the “Register Now” button. Make sure both classes are chosen before clicking register now. If you receive invalid program message, change the section. Do not choose sections ending in B (NXIB or NXPB), they are reserved for DNP students.** Email the Admissions’ Office in Montgomery for assistance with Registration at lhDavis@troy.edu.

TROY Email

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

Canvas

Access your TROY Canvas by selecting the Canvas Icon. Canvas is the platform used for the online delivery of courses. Students will access Canvas to obtain the course syllabi, schedule, and all course documents. Students will submit assignments, complete exams, and receive announcements from instructors through Canvas. Students should check the Announcements section of each course on a daily basis. Students are encouraged to complete the tutorials for new

and continuing students. Students must be registered for a course to access the course on Canvas. <https://canvas.troy.edu/> Courses are not accessible until 24 hours after students have registered for courses. The Canvas system is updated several times during the day, and courses will not appear, if available, until after an update has occurred. Once logged into Canvas, students should have access to all courses in which they are enrolled. If a course is not listed or is listed as unavailable, faculty has not made the course available to students.

Canvas Exam Tips

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

Dropping and Withdrawing

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

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

Section 3: CLINICAL REQUIREMENTS

School of Nursing

Pre-Clinical Requirements, Policies & Procedures

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

Culture of Safety on Near Misses and Errors Policy

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

To support this philosophy, students will receive information on patient safety, error prevention, and reporting procedures during orientation and throughout the curriculum. Faculty

members serve as role models and mentors, reinforcing the idea that acknowledging mistakes is a professional strength. By embedding safety science into both instruction and practice, students learn to prioritize safe, evidence-based care.

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

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

SON Procedures:

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

Definitions:

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

Reporting Procedures:

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

Clinical Transportation Policy

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

CPR Certification Policy & Procedure

School of Nursing Policy: All Troy University School of Nursing students must be currently certified in cardiopulmonary resuscitation for the duration of their enrollment in any SON program. Troy University nursing students are expected to be capable of performing CPR when engaged in patient care in order to contribute to high quality patient outcomes. Students must maintain current certification. Documentation must be submitted according to specific program requirements and by published due dates. The only certifications accepted are those from the American Heart Association (BLS for the Healthcare Provider CPR/AED), the American Red Cross (CPR for the Professional Rescuer), or Advanced Cardiac Life Support (ACLS). The approved agencies require a hands-on skills check-off for CPR certification. Online only certifications are not accepted.

TB Policy & Procedure

School of Nursing Policy: Tuberculosis (TB) is a highly communicable disease that can be easily transmitted from person to person. The School of Nursing seeks to protect its students and patients from this disease through yearly verification of a Troy University SON students' non-reactive TB test. If a student does not submit this verification by the published due date in the course calendar, he or she will be excluded from reality clinical experiences. For all programs, the TB Status Verification Form will be used as documentation. Below, please see the procedure specifics for each program.

All students are required to submit proof (See TB Status Verification Form) of a yearly negative TB skin test or TB blood test. If chest x-ray is needed, because of a positive skin test status, it should be completed every two years. Acceptable tests include:

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

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

Physical Examination Policy & Procedure

School of Nursing Policy: Troy University nursing students are required to possess adequate physical, emotional, and mental health in order to meet the Core Performance Standards so that optimal patient care can be provided during reality clinical experiences. Students must have verification of an annual physical examination on the Troy University Physical Exam Form with an official signature of the healthcare provider performing the physical exam. See below for a specific program's procedures.

All Troy University RN to BSN, MSN, and DNP students enrolled in courses with clinical experiences are required to submit annual proof of a physical examination. **Students will submit the completed Verification of Annual Physical Examination form to ViewPoint Screening, and as directed by program coordinators.**

Titer & Immunizations Policy & Procedure

School of Nursing Policy:

Upon admission to a program, all Troy University nursing students must submit evidence of immunity (titers) to measles, mumps, rubella, varicella and hepatitis B. A titer is a blood test that is sent to a laboratory to verify if you are immune to specific diseases before participating in reality clinical experiences. The SON follows Centers for Disease Control and Prevention (CDC) guidelines regarding immunity to measles, mumps, rubella, varicella and hepatitis B. In addition to providing documentation of immunity, all Troy University School of Nursing students, regardless of program enrollment, are required to obtain a yearly influenza vaccination and provide documentation that it has been received as directed by the program coordinator and published due dates in course calendars. Please note that documentation is acceptable for the influenza requirement.

Documentation of Tetanus, Diphtheria, and Pertussis (Tdap) vaccination within the past 10 years is required for all ASN and BSN SON students or receipt of a booster vaccination. Please note that shot records and/or documentation of vaccination is acceptable for the Tdap requirement. Additional clinical requirements (immunizations, titers, drug screens) may be required by clinical agency. Students are responsible for fulfilling those requirements before beginning reality clinical experiences.

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

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

Background and Disclosure of Legal Convictions

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

Drug Screen Policy & Procedure

School of Nursing Policy: The purposes of the School of Nursing Drug Screen Policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the university zero tolerance policy related to illicit use of substances as stated in the Troy University Oracle Student Handbook and the Troy University Faculty Handbook. Students must abide by the drug screen policies of each health care agency in which a student is assigned for reality clinical experiences. Area agencies require that students not be involved in the sale, manufacture, distribution, purchase, use, or possession of alcohol or non-prescribed drugs. Also, students may not use prescription drugs illegally. Students must submit a verification of a negative drug screen in accordance with published program and course due dates, as noted in course calendars. Students will submit authorization allowing Quest Laboratories to collect and test body fluids for the presence of illicit drugs and verify results through **ViewPoint Screening**

In addition to initial screening that will occur when the student is admitted to the School of Nursing, students may be subject to testing per agency affiliation agreement and/or for cause, such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes. Test results are confidential with only the School of Nursing Director, appropriate Program Coordinator, and clinical faculty of the student's clinical courses notified.

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

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

Students who test positive for one or more illicit drugs may not continue in clinical experiences and therefore cannot meet objectives for clinical courses. Students who test positive for illicit drugs (in their first drug screen required by Troy University School of Nursing) are notified by their program Coordinator.

If the student denies having used an illicit drug, the student will be given the option of sending the SAME urine sample for re-testing at a different lab at his/her expense within the following 24 hours of notification– the student must provide proof of the date and time of the drug screen re-test to the program Coordinator. **HOWEVER, A STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN A CLINICAL EXPERIENCE AT ANY TIME A DRUG SCREEN RESULT IS POSITIVE!** If the second drug screen is also positive, the student must withdraw from the program and may apply for readmission.

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

clinical area and the physician will notify the School of Nursing Director. All test results will be filed in the School of Nursing and shall remain confidential.

Refer to the ViewPoint Screening guide and the ViewPoint Screening website, www.viewpointscreening.com/troy, for instructions.

Crisis Management Policy

School of Nursing Policy:

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

Troy University Procedures:

Troy University has an established emergency management and safety plan to prevent and respond to emergencies and crisis. The School of Nursing (SON) is connected to Troy's emergency management process.

In the event that a situation arises, either on or off campus, a campus wide "timely warning" will be issued. The warning will be issued through the University e-mail system to students, faculty, staff and the campus' student newspaper, The Tropolitan. Depending on the particular circumstances, especially in all situations that could pose an immediate threat to the community and individuals, Troy University may also post a notice on the University text messaging system, e2campus and the campus-wide electronic bulletin board located at <http://sos.troy.edu/>. This provides the university community with a more immediate notification. In such instances, a copy of the notice is posted in each residence hall, at the front door of each on campus fraternity and sorority house, and in prominent places on campus where students may see the notice. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Visit the [University Police Department](#) for additional information.

SOS - Troy University Emergency Information

Visit the [SOS website](#) for more information. Information concerning a particular crisis or emergency event is placed on this site simultaneously to a text message being sent out.

Campus Siren System

Visit the [Troy University Police Department](#) Information page for more information. Campus Siren System is a notification system that will be activated in case of an emergency.

Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the University Police/Security Department on your campus can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to a potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Troy University encourages anyone who is the victim or witness to any crime to promptly report the incident to the police or security. Because police reports are public records under state law, the University Police Department cannot hold reports of crime in confidence. Confidential

reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Troy University campus security authorities, as identified above. Confidential reports of crime may be made by calling your campus police or security office or one of the other offices listed below to report criminal offenses.

Anyone with information warranting a timely warning should report the circumstances to the University Police office or Campus Security Office on their respective campus by contacting the office by phone, in person at the number or location above; via the [Troy University Secret Witness Hotline](#) or by texting TROJANTIP to 50911 ([Click here for more information on TrojanTip](#)).

Emergencies should be reported to:

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

Weapons on Campus

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

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

This policy shall apply to all faculty, staff, and students of Troy University; and to all visitors to any University properties. This policy does not apply to duly authorized law enforcement officials in the lawful discharge of their duties. Temporary exclusions may be granted by permit only by the Dean of Students or his designated representative for job-related, educational, or demonstration purposes. Department Chairs and respective faculty members may be granted a blanket authorization by the Dean of Students or his authorized representative for organized activities. These organizations must guarantee qualified instruction, safety, and security for such activities. All applicable federal, state, as well as local laws and ordinances will be strictly enforced.

The SON Administrative Council that is comprised of the Director and all Program Coordinators

and Assistant Coordinators will serve as the Emergency Leadership Team (ELT) to manage and mitigate emergencies and/or crises at the local level. The goal of the ELT is to provide leadership and coordinate communication during and immediately after a crisis or other catastrophic event. In consultation with the Dean of the College of Health Sciences, the Director will determine when the ELT is to be activated. Responsibilities of the ELT include:

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

In the event that classes and/or clinicals are interrupted from normal operations, then the Director will activate the ELT. At that time the ELT with consultation of the Dean, TROY leadership, and oversight groups (i.e., Alabama Board of Nursing and Accreditation Commission for Education in Nursing) will decide as to how to handle classes and clinical related activities.

External communication with the media and general public should be directed to the Troy University Office of Marketing and Communications.

Fees

Advanced Practice Education Associates (APEA) Fees

APEA is required as a preparation for the nurse practitioner certification for FNP students. The cost of APEA is not included in tuition and is an additional charge. Costs associated with APEA are as follows: **Program Total \$1274.50**

Semester 1 Bundle \$375.00 + \$149.50 = \$524.50

NSG 6649: QBank Pathophysiology with unlimited access

NSG 6671: QBank Prescribing with unlimited access

NSG 6612: QBank Assessment with unlimited access
3P Exam

NSG 6619: Suturing: The Basics with unlimited access \$149.50

Semester 2 Bundle \$300.00

NSG 6665: Women's Health QBank with unlimited access

Pediatrics Qbank with unlimited access

Pediatric Competency exam

Semester 3 Bundle \$450.00

NSG 6667: Pre-Predictor Exam

WH Competency exam

QBank Management with unlimited access

Semester 4 Bundle \$0.00

NSG 6670: Online Review Course with unlimited access

University (Exit) Predictor Exam

Shadow Health Fees

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

NSG 6619: \$119.00

NSG 6649: \$119.00

NSG 6671: \$119.00

Program Total \$357.00

Viewpoint Screening Fees

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

Annual Background Check \$40

Annual Drug Test \$44

Program Total \$199

Total program cost Viewpoint Screening, APEA, & Shadow Health for FNP students \$1830.50

Total program cost Viewpoint Screening for HINL students \$199

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

Core Performance Standards

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

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

Issue	Standard	Examples of Activities (Not All Inclusive)
Critical Thinking Ability	Critical thinking ability sufficient for clinical judgment.	Identify of cause/effect relationships in clinical situations, transfer knowledge from one situation to another. Process information, evaluate outcomes, problem solves and prioritizes. Plan activities and evaluate effectiveness, sequence information, identify safety issues and make safe judgments.
Interpersonal Skills	Interpersonal skills sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establishment of rapport with clients and co-workers. Work in groups. Successful conflict resolution. Respect cultural diversity in clients.

Communication Ability	Communication abilities sufficient for interaction with others in verbal and written form.	Complete written assignments. Explain health conditions, diagnostic and treatment procedures and health teaching. Interpretation and documentation of nursing actions. Express information through written and oral reports. <i>Proficiency in use of English language sufficient for written & oral communication. (Consistent with Alabama Board of Nursing procedure for administration of the NCLEX-RN exam, no special accommodations are provided by the School of Nursing)</i>
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move within confined spaces. Sit or stand and maintain balance for extended periods of time. Administration of rescue procedures (CPR). Reach above shoulders and below waist. Twist, bend, stoop, climb on stool or stairs, and move quickly in response to potential emergencies.
Motor Skills	Gross and fine motor skills sufficient to provide safe and effective nursing care.	Therapeutic positioning of patients. Grasp and manipulate small objects with hands and fingers. Write with a pen. Use a computer. Push, pull, lift or support a in clinical situations. Squeeze with hands and fingers.
Hearing Ability	Auditory ability sufficient to monitor and assess health needs.	Hear normal/faint voices, faint body sounds such as blood pressure, heartbeat, etc. and fire alarms/monitoring device alarms. Hear monitors, cries for help, and call bells.
Visual Skills	Visual ability sufficient for observation and assessment necessary in nursing care.	Ability to observe patient's condition and responses to treatment. Read small calibrations on syringes and thermometers. Use depth perception and peripheral vision. Differentiate colors and color intensity. Read and understand written documents.
Tactile Ability	Tactile ability sufficient for physical assessment.	Ability to palpate for example vibrations to detect pulses, temperature, & other physical assessment procedures
Emotional Stability	Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.	Establish therapeutic interpersonal boundaries. Provide clients with emotional support. Adapt to changing environment and stress. Deal with the unexpected. Focus attention on task. Perform multiple tasks concurrently. Appropriately respond to strong emotions.

Troy University Adaptive Needs Act

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

- are otherwise qualified for admission to the University
- identify themselves to appropriate University personnel

- provide acceptable and qualifying documentation to the University.

Each student must provide recent documentation of his or her disability in order to participate in the Adaptive Needs Program. Please visit the Adaptive Needs Website @ <http://trojan.troy.edu/online/studentservices/adaptiveneeds.html> to complete the necessary procedure and forms. This should be accomplished before the beginning of class.

Current RN License

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

OSHA Acknowledgement of Understanding

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

HIPAA Acknowledgement of Understanding

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

Health Insurance Verification

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

Permission to Release Records from School of Nursing Files

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

Electronic Device Use Policy

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

Guidelines for Preceptorship/Internship Courses 2026

1. All clinical courses in the graduate nursing program include clinical hours with an approved preceptor in an approved clinical setting. Preceptors are expected to be prepared at the graduate level and hold an MSN or DNP degree. Students must contact preceptors to ask them to serve in that capacity; faculty must approve all preceptors.
2. **Students are not allowed to complete clinical hours in the same area/setting where they work as an employee.**
3. Students are required to use a variety of preceptors in a variety of settings. **Students may not utilize a preceptor or a clinical site more than twice throughout the program.**
4. Students must submit the Preceptor Information Form, Preceptor Biosketch, and the preceptor's license to their faculty advisor. **For NSG 6619, forms must be submitted by the last day to drop without academic penalty (according to the Academic Calendar) or student must drop the course and the co-requisite course. For all other clinical courses, preceptor requests must be submitted within one month from the first day of class. If all preceptor forms are not submitted within the first month of class, the student will be required to drop the clinical course and the co-requisite course. The faculty will drop the student from the courses if the student fails to drop the courses.**
5. Course faculty must approve the preceptor and clinical setting prior to any written agency agreements being processed. Students must be aware that if they plan to precept at an agency or institution with whom Troy University does not have an existing formal contract AND a formal contract is required, the process can take longer and requests should be submitted early. If the faculty advisor approves the preceptor, a letter initiating preceptor and agency agreements is sent to the requested agency. The preceptor and agency agreements must be signed and returned to the School of Nursing prior to the student beginning the clinical experience. Students may not begin clinical hours until they receive clearance from faculty.
6. Any clinical hours accrued prior to receiving clearance from the faculty will not count toward hours required for that course.
7. Clinical hours must be completed with the course enrolled. Clinical experiences are not allowed during semester breaks.
8. Students should provide a copy of the objectives to the preceptor for each clinical course. Student must submit the clinical schedule form after obtaining approval from the preceptor. Students must notify faculty immediately of any changes in their clinical schedule. Faculty can make unannounced site visits by phone, video conferencing, or in person. **If faculty perform a site visit on a date submitted on the clinical schedule form and the student is not there, the student will receive a grade of 0 for the clinical evaluation.**
9. Preceptors for **FNP** students
 - a. Nurse practitioners must be licensed as nurse practitioners by the state in which they practice.
 - b. Nurse practitioners have a minimum of one year of experience as a nurse practitioner.

- c. Preceptors may not be related to students.
 - d. Physicians (MDs and DOs), nurse midwives, and physician's assistants may serve as preceptors for FNP students.
10. There are four clinical courses for **FNP** students which require a total of 780 clock hours of clinical experience.
- a. NSG 6619: Advanced Health Assessment & Diagnostic Reasoning Preceptorship
Focus complete head to toe examinations
Three semester hours, requires 120 clinical hours
 - b. NSG 6666: Primary Care I Preceptorship
Focus pediatrics and women's health; two preceptors needed
Three semester hours, requires 180 clinical hours
 - c. NSG 6668: Primary Care II Preceptorship
Focuses on adults and geriatrics
Three semester hours, requires 180 clinical hours
 - d. NSG 6680: FNP Internship
Five semester hours, requires 300 clinical hours
11. Preceptors for **HINL** students
- a. MSN and be directly involved in nursing informatics or nursing leadership/administration OR
 - b. MS in computer technology, a MS in administration and be directly involved in an active clinical practice OR
 - c. BSN with 3 or more years' experience in their respective clinical area (preferably certified) OR
 - d. BS with 5 years' experience and directly involved in their respective clinical area (preferably certified)
 - e. NOTE: BSN-DNP students enrolled in the HINL track are to have preceptors in nursing leadership/administration and should see requirements #1 and #2 above.
12. For the **HINL** track, there are three clinical courses which total 480 clinical hours.
- a. NSG 6630: Introduction to Nursing Leadership and Technology Practicum
2 semester hour course
 - b. NSG 6636: Advanced Nursing Practice Internship I
3 semester hour course
 - c. NSG 6637: Advanced Nursing Practice Internship II
3 semester hour course
13. Preceptors for **PM NE** Certificate students
- a. MSN or doctorally prepared nurse educator within academia
 - b. Minimum of 5 years of experience in nursing education
 - c. Active unencumbered RN license
15. For the **PM NE** Certificate, there is one clinical course which total 180 clinical hours.
- a. NSG 6676: Nursing Education Preceptorship
3 semester hour course

Troy University

Preceptor Information Form

Type all required information, save as Word document, & email as attachment to advisor. Incomplete forms will not be processed. FNP students are not allowed to obtain clinical hours in hospital setting until NSG 6680 FNP Internship. HINL students may use any setting. Students are not allowed to undertake preceptorships in the same area where they are an employee. **For NSG 6619, forms must be submitted by last day to drop without academic penalty (according to Academic Calendar) or student must drop course & corequisite. For other clinical courses, preceptor requests must be submitted within one month from first day of class. If all forms are not submitted within first month, student will be required to drop clinical & corequisite courses.**

Name: FNP _____ HINL _____ NE _____ MSN _____ PMC _____ DNP _____ Cell phone: Employer: Troy email: Date submitted: Semester/year:	_____ NSG 6619 Advanced Health Assessment and Diagnostic Reasoning _____ NSG 6666 Primary Care I _____ NSG 6668 Primary Care II _____ NSG 6680 FNP Internship _____ NSG 6630 Introduction to Nursing Leadership and Technology _____ NSG 6636 Advanced Nursing Practice I _____ NSG 6637 Advanced Nursing Practice II _____ NSG 6676 Nursing Education Preceptorship
Agency Name: Address: Clinic Contact Person: _____ Title: _____ Phone: _____ Email: _____	
Is agency owned by a hospital or large corporation? ____ yes ____ no Corporation Name: Address: Corporation Contact Person: _____ Title: _____ Phone: _____ Email: _____	
Preceptor Name: _____ Credential: _____ Specialty: _____ Expiration date: _____ License number: _____ Clinic Name Address: Phone: _____ Email: _____	

FNP

Dr. Sherry Seibenhener sseibenhener@troy.edu
 Dr. Felicia Carter-Slocum frenales@troy.edu
 Dr. Kristen Williams kpwilliams@troy.edu
 Dr. Kasey Chance kchance@troy.edu
 Dr. Kelli Cleveland kkcleveland@troy.edu
 Dr. Gypsy Glover gglover35577@troy.edu
 Dr. Missy Mason smmason@troy.edu
 Dr. Maranda Fain mmauney@troy.edu

HINL

PM HINL

Dr. Lenetra Jefferson ljefferson150835@troy.edu
 Dr. Kelly Johnson kellyjohnson@troy.edu

PM FNP

PM NE

Dr. Kelli Whitted kwhitted@troy.edu

Office Use Only

Faculty approval: ____ yes ____ no Signature: _____

Formal contract required? ____yes ____ no If yes, is there an existing contract?

Letter sent:

Revised 6/15/2026

**Troy University School of Nursing
MSN Program
Preceptor Biosketch**

Name: _____ Phone Number: _____

Current Title: _____ Employer: _____

Education: (Please list all degrees)

Institution	Degree	Year	Field of Study

Professional Experience:

Institution	Dates	Position

Licensure/Certification: RN FNP AGNP PNP CNM PA MD DO CNS Other

License Number: _____ State: _____ Exp Date: _____

Certification: _____ Certifying organization: _____ Exp Date: _____

Student must submit a copy of preceptor's license with biosketch.

Section 4: RESOURCES

School of Nursing Web Page

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

School of Nursing Laboratories

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

Computer Access

In addition to personal computer access, students in Montgomery, Troy, and Dothan have access to state-of-the-art computer labs within the School of Nursing and access to computers in libraries and other sites on campus. Lee Patino coordinates the computer lab in Montgomery. Karri Booth coordinates the computer lab in Troy.

Technology Requirements

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

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

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

<https://it.troy.edu/students/software.html> To ensure the best experience possible, please make sure [your computer](#) meets or exceeds these system **specifications**. If you have questions regarding your computer, feel free to call Support at (800) 860-3241

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

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

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

- General System Specifications

Network

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

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

Speech to Text

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

Accessibility

Shadow Health's Digital Clinical Experiences require the use of a computer monitor, keyboard, and mouse or touchpad. It is our goal to support alternative input modalities to improve accessibility for all users. However, if you are currently unable to use the DCE due to a visual or motor impairment, please contact the Shadow Health Learner Support team.

Tina Jones™ presents auditory and visual information representative of a human patient. To address auditory accessibility, when Tina Jones speaks, her speech is presented as both audio and text displayed at the bottom of the screen, except in instances where the textual representation would distinguish physical findings (e.g., textual descriptions of breathing sounds). If you require a transcription of these instances due to an auditory impairment, please contact the

Shadow Health Learner Support team at support@shadowhealth.com.

The normal and abnormal sounds within the concept labs are medically accurate, and are produced at a frequency lower than what most laptop speakers are capable of delivering. To hear these sounds, we strongly recommend that you use a pair of external speakers or headphones to hear the bass frequencies.

- **Unsupported Platforms**

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

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

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

Library Resources

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

The databases provide access to more than 44,699 full-text journals, partial full text and/or bibliographic journal references and more than 225,305 online full text books. Students may access the electronic databases from either a computer at the library or from his/her home computer (if the computer has Internet capabilities). The online resources are available 24 hours a day from any location. Assistance is available through Live Chat at

<https://troy.libanswers.com/> when classes are in session. An online Tutorial on using the library resources is available on our Library Web pages at <http://troy.libguides.com/librarytutorial>.

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

Troy Campus: The TROY Library is located on the 2nd and 3rd floors of Lurleen Burns Wallace Hall. (334-670-3255). A current student ID is required for materials from the libraries.

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

Library Guides for Nursing: <http://troy.libguides.com/nursing>. To search online databases, click on *Databases* on the gray horizontal menu bar. The following screen appears. Scroll down to look at the list of available databases. There are a number of health- related databases including CINAHL Complete, Health Source, ProQuest Nursing, OVID, Allied Health Source and PubMed, among others

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

Library Fact Sheets

Each library provides a fact sheet listing available services, library hours, and some policies. You can also access a wealth of information on the Internet without going through the library system's WEBCAT. Free medical journals can be accessed at www.freemedicaljournals.com.

Section 5: GENERAL INFORMATION

Course Syllabi

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

Troy Online Student ID Cards

Please submit two forms of picture IDs in your email:

- A full-face headshot using jpeg format with a solid light -colored background (no filters, complete view of face, no head attire such as hats, scarves etc.)
- Another form of picture ID such as drivers' license, passport, etc.
- Nursing online student ID cards: please request your Nursing department head to email confirmation of your online course attendance and type of program to Laurie Sanders ljanders@troy.edu.
- Nursing IDs cost: \$7.50 debit/credit card or \$5.00 cash, replacement IDs cost: \$17.50 debit/credit card or \$15.00 cash.
- Please provide your name, student ID# and address (must be a current student)
- On Troy campus, IDs can be obtained at the Trojan ID Card Office located in the Adams Administration Building/Cashiers' Office area. The Trojan ID Card Office can be contacted at (334) 670-3377.

Financial Aid

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

A limited number of scholarships are available to registered nurses who are engaged in graduate study in nursing. The Alabama State Nurses Association (ASNA) offers scholarships to registered nurse members enrolled in full-time graduate study in nursing in Alabama. Inquiries should be addressed to the ASNA office at (334) 262-8321. The Alabama Board of Nursing offers a limited number of scholarships for graduate nursing study. Information on the Board of Nursing's scholarships can be obtained by calling (334) 262-4060 or obtained from the web site.

Grading

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

A = 90 –100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = < 60

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

Appeal of Grades

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

Incomplete Grade Request

Students who wish to request an incomplete grade(s) from their instructors must use an electronically routed form located on the Records website at <https://troy.elluciancloud.com/systu849/en/ellucianux/3485170425d00082dcb65b8053386234/9147262375d00085a0c5145086896391.php>. Students must provide their email address, instructor’s email address, and course information. The form is electronically routed to the appropriate instructors using EchoSign.

Instructions

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

Time Limit for Removal of Incomplete Grade

Any student who receives an “I” must adhere to the deadlines set by the instructor for when required assignments must be received. The instructor deadline must not exceed 9 weeks from the date of the end of the semester that the “I” was awarded. All instructor set deadlines apply whether or not the student enrolls for the semester or term following the assignment of the incomplete grade. Work received on or before the instructor set deadlines will be graded and computed into the final course grade. The instructor will submit a “Change of Grade” form to the registrar on or before the last day to remove an Incomplete from the previous term or semester published in the university’s master calendar. Student assignments not received by instructor’s deadlines will not be graded and a “Change of Grade” form will not be submitted. If a “Change of Grade” form is not submitted by the appropriate time, the “I” will automatically be converted to an “FI”. An “FI” is calculated as an “F” when determining grade point average.

Research Requirement

Each program in the Graduate School must designate a course to meet the research requirement. Students are required to earn a grade of at least “B” in that course. In the MSN program that

course is NSG 6693: Research and Statistical Methods for Evidence-based Practice. If a student earns less than a grade of “B”, the student must retake the course.

Scholarly Writing

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

Writing Assistance

The Writing Center on the Troy campus can assist students who bring papers to the Center for help with writing skills, vocabulary, and articulation. The Writing Center is located in Wright Hall. The telephone number is (334) 670-3305. In addition, many helpful documents are available online at the Writing Center’s web site: <https://my.troy.edu/writing-center/>

Parking

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

School of Nursing Pin

Troy University School of Nursing Pins with an MSN guard are available for those graduating from the graduate nursing program.

Student Health

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

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

Sigma Theta Tau

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

Students who wish to apply for membership should: (1) meet specified criteria, (2) make an application for admission, and (3) obtain two recommendations from current members.

Application and recommendation forms may be obtained from the faculty.

Specific criteria for a graduate student's application to Sigma Theta Tau includes: (1) completion of at least one-third of the graduate curriculum before applying, and (2) a GPA in graduate courses of at least 3.5 For more information click on the link for Sigma Theta Tau on the School of Nursing web page or go to <https://www.troy.edu/academics/colleges-schools/health-human-services/departments/school-of-nursing/student-organizations.html>

Student Representation on Faculty Committees

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

Textbooks

Textbooks may be purchased from the TROY Bookstore on the Troy campus or through the Barnes and Noble site <https://troy.bncollege.com/shop/troy/home>. This website explains the procedure for ordering textbooks: <https://my.troy.edu/online/how-to-order-textbooks.html> Book vouchers provided by financial aid programs can be used through the Barnes and Noble site. Students may also order textbooks from various online sources. Troy initiated the Trojan Book Bag option in Fall 2024. This is a rental program, meaning you only have access to the text book for one semester. The cost is \$21 per credit hour. Students may opt out, but that information will be sent via email and only for a limited time. If you wish to opt out, pay close attention to the emails. If you have any questions, please contact the TROY Bookstore on the Troy campus.

Tobacco Free University

Troy University is committed to providing a healthy and safe environment for all students, faculty and staff. The University's Board of Trustees demonstrated this commitment with the approval of a resolution designating Troy University as a tobacco-free institution.

This policy, which went into effect on August 13, 2012, prohibits smoking and the use of all tobacco products within all University buildings, parking lots, structures, walkways, indoor and outdoor athletic facilities, University vehicles, worksites and grounds and any vehicles on campus regardless of ownership. The health care and health education programs of the University perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco products.