



RN to BSN Program
Student Orientation Manual
2026-2027

Table of Contents

Faculty	3
Where to Find Help.....	4
Program Cost	4
Accreditation and Approval.....	5
Troy School of Nursing Philosophy	5
BSN Program Student Learning Outcomes.....	7
RN to BSN Curriculum.....	8
Core Performance Standards.....	10
Troy University Adaptive Needs Act.....	11
Required Technology	12
Trojan Book Bag.....	12
Course Participation, Attendance and Make-up Work.....	12
Clinical Experience	13
Cheating and Plagiarism	13
Artificial Intelligence.....	14
Grievance Procedure.....	14
Email Policy	15
Evaluation of the Nursing Program.....	15
Graduation.....	15
School of Nursing Hours of Operation.....	15
Co-requisite Courses.....	16
Grade Determination and Progression	16
Progression	16
Syllabi	17
Student Activities	17
Student Resources	17
Clinical Policies.....	18

Dear Students,

Welcome to the Troy University (TROY) School of Nursing (SON) and the BSN Program. We are excited that you have chosen nursing as a profession and honored that you have selected TROY as your school. TROY SON has been educating and preparing BSN graduates for 50 years. The BSN Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Alabama Board of Nursing (ABN). The accreditation and approval by these agencies mean that TROY SON has met national and state educational standards for BSN programs. TROY SON is committed to excellence in nursing education.

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

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

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

Dr. Wade Forehand
Director, School of Nursing

Faculty

RN to BSN Program

Dr. Wade Forehand, Director, School of Nursing, Professor	334-670-3745 334-670-3744 (fax)	wforehand@troy.edu
Dr. Teresa Law, BSN Coordinator, Assistant Professor	334-670- 3433	tlaw@troy.edu
Dr. Brittney Armstrong, RN to BSN Assistant Coordinator, Associate Professor	334-983- 6556 ext. 21467	boamrstrong@troy.edu
Dr. Katherine Leigh, Professor	334-983- 6556 ext. 21436	kleigh@troy.edu
Dr. Jacquelyn Smith, Assistant Professor	334-983- 6556 ext. 21436	jlsmith@troy.edu

School of Nursing Staff

Terri Adams, Secretary (Troy)	334-670-3428	tsadams@troy.edu
Linda Burt, Secretary (Troy)	334-670- 3415	lburt@troy.edu
Amy Garrison, Secretary (Dothan)	334-983- 6556 ext. 21218	garrison@troy.edu
Virginia Rivera, Secretary (Montgomery)	334-241- 8654	vgrivera@troy.edu
Karen Collum, Secretary (Montgomery)	334-241- 8653	kcollum@troy.edu
Brittany Bettis, Clinical Placements Specialist (Troy)	334-808- 6531	bbettis@troy.edu clinicalplacements@troy.edu
Lindsey Davis, Admissions and Records (Montgomery)	334-241- 8618	lhDavis@troy.edu

Where to Find Help

CONCERNING	CONTACT
Adding/Dropping a Course	Dr. Brittney Armstrong 334-983-6556 ext. 21467 Troy University Records 334-670-3170 troyrecords@troy.edu Drop/Withdrawal
Bills, Fees, Other Miscellaneous Charges	Business Office 334-670-3124 Payment Information
Graduation Intents	Troy University Records 334-670-5754 graduationcenter@troy.edu Graduation Application
Nursing Clinical ID	Ms. Laurie Sanders aljsanders@troy.edu
Scholarships	Financial Aid Office 1-800-414-5756 Financial Aid Scholarships
Transcripts	Troy University Records 334-670-3170 Transcript Request
VA Counseling	Troy University Veterans Office 1-800-414-5756 VA Services
Withdrawals	Dr. Brittney Armstrong 334-983-6556 ext. 21467
Other Resources	Student Resources Troy Online Resources

Program Cost (24 credit hours)

Item	Cost	Total
Tuition	\$382 per credit hour	\$9,168
General Fee	\$50 per credit hour	\$1,200
Trojan Book Bag	\$24 per credit hour	\$576
School of Nursing Fee Base Course Fee (NSG 3309, NSG 3319, NSG 3370, NSG 3380, NSG 4440, NSG 4410, and NSG 4430)	\$24 per credit hour (19 credit hours)	\$456
RN to BSN Clinical Course Fee (NSG 3310, NSG 4411, and NSG 4431)	\$75 per credit hour (5 credit hours)	\$375
ViewPoint	Initial \$115 Annual Background Check and Drug Screen (if needed) \$80	\$115
This total does not include academic courses	Total	\$11,890

Accreditation and Approval

The Baccalaureate nursing program at Troy University at the Troy, Dothan, and Montgomery campuses is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Baccalaureate nursing program is continuing accreditation.

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

The BSN program is approved by the Alabama Board of Nursing.

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.

BSN Program Student Learning Outcomes

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

RN to BSN Curriculum

Term	Course	Title	Hours
1 or 3	NSG 3370	Professional Nursing	2
	NSG 3319	Informatics in Nursing	3
2 or 4	NSG 3309	Health Assessment	2
	NSG 3310	Health Assessment Practicum	1
	NSG 3380	Pathophysiology and the Human Response	3
3 or 1	NSG 4440	Research and Evidence for the Practicing RN	3
	NSG 4410	Population Health Nursing	3
	NSG 4411	Population Health Nursing Preceptorship	2
4 or 2	NSG 4430	Leadership and Management in Nursing	3
	NSG 4431	Leadership and Management in Nursing Preceptorship	2

Total hours = 24

Total clinical clock hours = 120

RN to BSN Flexible Option

Term	Course	Title	Hours
1 or 3	NSG 3370	Professional Nursing	2
	NSG 3319	Informatics in Nursing	3
	NSG 4410	Population Health Nursing	3
	NSG 4411	Population Health Nursing Preceptorship	2
	NSG 4440	Research and Evidence for the Practicing RN	3
2 or 4	NSG 3309	Health Assessment	2
	NSG 3310	Health Assessment Practicum	1
	NSG 3380	Pathophysiology and the Human Response	3
	NSG 4430	Leadership and Management in Nursing	3
	NSG 4431	Leadership and Management in Nursing Preceptorship	2

Total hours = 24

Total clinical hours = 120

RN to BSN Concurrent Enrollment Courses

Course	Title	Hours
NSG 3370	Professional Nursing	2
NSG 3319	Informatics in Nursing	3
NSG 3309	Health Assessment	2
NSG 3310	Health Assessment Practicum	1
NSG 3380	Pathophysiology and the Human Response	3

Concurrent Enrollment is open to students enrolled in a qualified and approved ADN program. RN to BSN faculty will advise admitted students on course registration

Core Performance Standards

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

Issue	Standard	Examples of Activities (Not All Inclusive)
Critical Thinking Ability	Critical thinking ability sufficient for clinical judgment.	Identify of cause/effect relationships in clinical situations, transfer knowledge from one situation to another. Process information, evaluate outcomes, problem solves and prioritizes. Plan activities and evaluate effectiveness, sequence information, identify safety issues and make safe judgments.
Interpersonal Skills	Interpersonal skills sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual 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](#) to complete the necessary procedure and forms. This should be accomplished before the beginning of class.

Any student whose disabilities fall within ADA must inform the instructor at the beginning of the term of any special needs or equipment necessary to accomplish the requirements for the course. Students who have or may be dealing with a disability or learning difficulty should speak with the instructor and contact the Troy University office of Adaptive Needs at 1-800-414-5756, 334-808-6553, or ada@troy.edu. Various accommodations are available through the Adaptive Needs Program.

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

on the identification of additional standards or criteria for nursing students. If you are unable to fully meet any criterion, you will need to make an appointment with the coordinator of your program.

Required Technology

Students are required to have a personal computer with internet services for access to Canvas, troy.edu e-mail, and Microsoft Word or an equivalent word processor software. Not having a device is not an excuse to miss assignments within a course. All Students are responsible for their own working computer devices.

Trojan Book Bag

Trojan Book Bag is a new course material program offered by Barnes & Noble's First Day Complete Program that lowers the cost of materials and provides students with their **required** course materials on a **rental basis** by or before the first day of class. Through this new program, physical books will be conveniently packaged; students decide between in-store pick up or shipped directly to them. Digital materials will be delivered directly within Canvas. At the end of the semester/term, students will receive email reminders from the bookstore to return their physical course materials. For more information, please visit the [Trojan Book Bag Link](#)

Course Participation, Attendance and Make-up Work

The student is expected to participate in the online course by reading the assigned readings, submitting comments to the discussion forums, submitting assignments by the due date, and completing exams as scheduled. Students are expected to check their e-mails daily and the announcements at least every 24 hours.

Missing any published due date may prevent the successful completion of the course. If a student foresees difficulty, of any type, in meeting a published due date (e.g., an illness, employment change, etc.) he/she/they must notify the faculty member as soon as possible to request an extension. Requests for extensions must occur in advance of the due date, except in the case of extraordinary circumstances. For assignments and projects, the student should contact the faculty member assigned to grade their work. Faculty will then work with a student to grant or deny the request for extension. "Computer problems" is not an acceptable excuse.

This part of the make-up work policy does not apply to exams (see below). Failure to follow the above process for an extension request will result in daily deductions, as noted below. Work will not be accepted after three days post due date, unless extraordinary circumstances exist that prevent a student from contacting faculty (hospitalization, extended power outage, etc.).

- 1 day late – 5% off total possible points for the assignment
- 2 days late – 10% off total possible points for the assignment
- 3 days late – 15% off total possible points for the assignment

Any exam that is missed will receive a grade of 0 unless the student contacts the course lead faculty before the scheduled exam. If a student foresees missing an exam, the student must contact the faculty as soon as possible and discuss the situation. A make-up exam will only be given for extraordinary circumstances, is at the discretion of the course lead faculty for the course, and may be in a different format.

Clinical Experience

Students will participate in a preceptorship experience in NSG 4411 Population Health Nursing Preceptorship and NSG 4431 Leadership and Management in Nursing Preceptorship. Students must identify and contact qualified preceptors in approved clinical settings according to the preceptorship course enrolled. The student must submit the RN to BSN Program Preceptor Information and Acknowledgement Form provided in Canvas to faculty for approval. Once these forms are approved by lead faculty, the preceptor and agency agreement will be emailed to the clinical setting and/or preceptor for completion and return to the Clinical Placement Specialist.

For students enrolled in the Flexible Option program, an 8-hour shadow experience will be completed in both NSG 4411 Population Health Nursing Preceptorship and NSG 4431 Leadership and Management in Nursing Preceptorship. The student must submit the RN to BSN Program Preceptor Information and Acknowledgement Form provided in Canvas to faculty for approval. Once these forms are approved by lead faculty, the preceptor and agency agreement will be emailed to the clinical setting and/or preceptor for completion and return to the Clinical Placement Specialist.

Students must have all clinical requirements completed prior to entering a clinical facility. Students will be notified of the due date for all required clinical requirements via a Canvas announcement and by Troy University email.

Cheating and Plagiarism

The awarding of a university degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. Any type of dishonesty in securing those credentials therefore, invites serious sanctions, up to and including suspension and expulsion (see Standard of Conduct in each TROY Catalog and Troy University Student Handbook-Oracle). Examples of dishonesty include actual or attempted cheating, plagiarism, or knowingly furnishing false information to the University, faculty, or other officers or employees of the University.

- Plagiarism is defined as “the act of presenting the words, ideas, or images of another as your own” (APA, 2020, p. 254). This applies to clinical paperwork, papers, exams, and any other assignment that is submitted for the course.
 - For more information on plagiarism please go to the following link <https://apastyle.apa.org/instructional-aids/avoiding-plagiarism.pdf> [Links to an external site.](#)
- Self-plagiarism is the act of presenting one’s previously completed work as original and new (APA, 2020, p. 256). Submitting an assignment used in a previous class or for a previous assignment are examples of self-plagiarism, and is considered unethical conduct.
- Penalties for misconduct:
 - Dishonesty and plagiarism will NOT be tolerated. The School of Nursing will adhere to guidelines set forth in the Academic Code as printed in the Troy University Student Handbook-Oracle
 - The instructor may summarily reduce the grade for the assignment, or the course, and is required to notify the student and the Department Chair of that action.

Artificial Intelligence

Troy University’s mission, “is to integrate AI Literacy across disciplines, foster ethical and responsible AI development, and equip individuals with the skills needed to navigate the evolving technological landscape.”

Students should refer to course syllabi and discuss the utilization of AI with faculty. Visit Troy’s AI Forward Initiative [site](#).

Grievance Procedure

The BSN Program adheres to the Student Grievance procedures published on page 41 of the 2024-2025 [Oracle](#).

“Student grievances are handled through one of two procedures depending on the nature of the grievance. If the matter is academic in nature, the student should follow the stated grade grievance procedures. If the matter is non-academic or grade-related, the student should address the concern with the appropriate department head. After that, all student grievances that are non-academic related should be brought to the Senior Vice Chancellor for Student Services and Administration’s Office or his/her designee. Should a student not know where to file a grievance, the student should contact the Student Services Office on their respective campus.”

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

Proposals, Petitions, or Grievances of an Academic Nature

- a. Submit said proposal, petition or grievance in writing and signed by the concerned parties to the appropriate faculty. (Grievances should be accompanied by suggestions for solutions).

- b. If no satisfactory resolution, student(s) may submit the written proposal, petition, or grievance to the Director of the SON and RN to BSN Assistant Coordinator as appropriate. A response shall be given to concerned parties within 14 days.
- c. If no satisfactory resolution, student(s) may submit the written proposal, petition, or grievance to the Dean of the College of Health and Human Services. A response shall be given to concerned parties within 30 days.
- d. If the matter is not resolved, the proposal, grievance, or petition may be submitted to the Provost's Office.

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

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

Email Policy

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

Evaluation of the Nursing Program

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

Graduation

A Graduation Application must be filed in the semester before the student plans to graduate. In order to graduate as planned, these forms must be completed accurately and on time. For more information on graduation policies, refer to the [Undergraduate Catalog](#).

School of Nursing Hours of Operation

Troy Campus is open from 8:00 am until 5:00 pm, Monday through Friday

Dothan Campus is open from 8:00 am until 5:30 pm, Monday through Thursday, and 8:00 am until 12:00 noon on Friday

Montgomery Campus is open from 9:00 am until 6:00 pm, Monday through Friday

Co-requisite Courses

NSG 3309, Health Assessment, and NSG 3310, Health Assessment Practicum, are co-requisite courses. They must be taken at the same time. If students drop or withdraw from NSG 3309 or NSG 3310, they must drop or withdraw from both. If students fail 3309 or 3310, they must retake both courses simultaneously when offered. The sentence above also relates to NSG 4410, NSG 4411, NSG 4430, and NSG 4431 in the RN to BSN program.

Grade Determination and Progression

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

90%-100% = A

82%-89% = B

74%-81% = C

66%-73% = D

Below 66% = F

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

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

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

Progression

1. Students are required to make a grade of C or better in each nursing course.
2. Students may repeat only one nursing course listed in the RN to BSN Nursing Sequence; thereafter, a D or F in any nursing course will result in automatic dismissal from the program.
3. Students who drop or fail a theory or clinical course that has a corequisite component must drop the corequisite course.
4. Students who drop or fail a nursing course will be notified by the Chair of the Admissions and Progression Committee of their status in the RN to BSN program.
5. If the student who receives an unsatisfactory grade in a course is readmitted to the clinical sequence and repeats the course, then he/she/they will be required to repeat both co-requisite courses.

Syllabi

Syllabi are required for all of the nursing courses. They are made available in all courses via Canvas. Students are responsible for reading and becoming familiar with the information contained in their course syllabi.

Student Activities

Sigma Theta Tau

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

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

Student Resources

Advisor

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

Appointments with Faculty

Communication with faculty members is facilitated by scheduling an appointment to discuss concerns or needs. Consult the faculty member for an appointment during office hours. RN to BSN faculty post office hours in each Canvas course.

Student Planning

We utilize Student Planning via Student Planning for course registration. A student guide is available at <http://trojan.troy.edu/etroy/documents/studentguide.pdf> which can assist you in navigating Student Planning, and other resources.

Clinical Policies



Pre-Clinical Requirements Policies & Procedures RN to BSN Program

- 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.



RN to BSN Program

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.

**RN to BSN Program
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.

ASN & BSN Procedure:

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

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

RN to BSN, MSN, and DNP Procedure:

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.



**RN to BSN Program
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.

RN to BSN Procedure:

All Troy University RN to BSN 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, and as directed by program coordinators.**



**RN to BSN
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 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.

RN to BSN Procedure:

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

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

RN to BSN Program Drug Screen Policy & Procedure

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 **[Viewpointscreening.com/troy](https://viewpointscreening.com/troy)**. 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.

ASN, BSN, RN to BSN, MSN, & DNP Procedure:

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

Disclosure of Legal Convictions and Arrests

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

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

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

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

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

Approved 5/19/2005

Revised 6/22/2009

Criminal Background Check Policy and Procedure

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

Procedure for Background Check

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

Health Insurance

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

Flexible Option Students

Students admitted to the Flexible Option may disregard physical, titers, CPR and proof of insurance. This will only be required if the facility of your choice requires.

Attire

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

Clinical Sites

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

ID Cards

Students are required to have an official Troy University School of Nursing photo clinical identification card. These cards are obtained during the students' first clinical course in the RN to BSN program.

Troy University photo ID badge. Students are required to wear the Troy University photo ID badge at all times in clinical related to NSG 4411 or NSG 4431.

Requirements for Troy Online BSN Student ID Cards:

Please submit two forms of picture IDs in your email to Ms. Kacy Kelley klhussey@troy.edu

- 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 IDs cost: \$5.15 debit/credit card or \$5.00 cash
- For online replacement IDs cost: \$15.45 debit/credit card or \$15.00 cash.
- Please provide your name, student ID# and address in your email

Class Representatives

Each RN to BSN cohort will have one class representative appointed to the RN to BSN Faculty Organization Committee. Alternates for the committees will also be appointed in substitute in the case of the appointed representative cannot attend.

RN License

All RN to BSN students are required to have a current unencumbered RN license in the state of clinical practice and location of clinicals for NSG 4411 and NSG 4431 before enrolling in a nursing course.



RN to BSN Program

OSHA and HIPPA Policy

Compliance with Occupational Safety and Health Administration (OSHA) & Centers for Disease Control and Prevention (CDC) Standards

- a. Troy University School of Nursing's procedure for management of percutaneous exposure to blood and other infectious body fluids shall be consistent with the CDC & OSHA standards.
- b. Students & Faculty must receive annual training/update in standards of practice for tasks and activities involving predictable or unpredictable exposure to blood or other body fluids to which universal precautions apply. Student records shall be maintained in the School of Nursing student file. Faculty records shall be maintained in the faculty file located in the office of the dean.

U.S. Department of Labor, Occupational and Health Administration, Bloodborne Pathogens and Needlestick Prevention, <https://www.osha.gov/bloodborne-pathogens/hazards>

Health Insurance Portability and Accountability Act (HIPPA)

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

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

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

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

HIPAA regulations provide serious civil and criminal penalties for violation. Even unintentional disclosure can involve serious penalties. Avoid casual breaches of confidentiality in lunchrooms,

restaurants, elevators, parking lots, or other public or semi-public areas inside and outside of the institution. All students and faculty are required to maintain the HIPPA policy of the institution in which course experiences are being completed.

U.S. Department of Health and Human Services, Health Information Privacy, HIPPA for Professionals, 2024, <https://www.hhs.gov/hipaa/for-professionals/index.html>

RN to BSN Procedure:

Students will review the educational training requirements provided in the learning management system module annually with quiz completing of 90% or higher. Students will submit signed documentation to ViewPoint annually by the deadlines announced to students.



School of Nursing 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.

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



**School of Nursing
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.



RN to BSN Program

Receipt of Student Orientation Manual

My signature below indicates that I have received a copy of the RN to BSN Program Student Orientation Manual. I understand that I am responsible for reading the information contained within the document and for clarifying any information that I may questions about with a program faculty member or the program coordinator.

Date

Signature of Student

Printed Name