



## **School of Nursing**

### **ASN Program Student Handbook and Information Guide**

**Fall 2026**



## THE TROJAN WAY



To live and perform *The Trojan Way*, students and faculty are expected to:

- Be respectful
- Speak appropriately
- Dress properly for the occasion
- Behave as a responsible, kind person
- Adhere to applicable laws and policies

## Table of Contents

|                                                                                            |         |
|--------------------------------------------------------------------------------------------|---------|
| Welcome Letter .....                                                                       | 4       |
| Brief History of Troy University ASN Program.....                                          | 5       |
| Troy University School of Nursing Philosophy.....                                          | 5 - 6   |
| Administrators and Faculty .....                                                           | 7 - 8   |
| Admissions / Records and Secretarial Staff .....                                           | 8       |
| Troy University Academic Regulations, Information.....                                     | 9       |
| ASN Program Accreditation & Approval, TROY Accreditation .....                             | 9       |
| Program of Studies Planner for Traditional ASN and LPN - RN Students .....                 | 10 - 11 |
| ASN End of Program Learning Outcomes (EPSLOs) .....                                        | 12      |
| ASN EPSLOs Comparison Table to NLN, ABN.....                                               | 13 - 16 |
| Traditional ASN and LPN - RN Policies and Procedures.....                                  | 17 - 20 |
| Readmission Procedures and Application.....                                                | 20 - 21 |
| Presenting Proposals and Grievances .....                                                  | 22      |
| Advisement & Registration .....                                                            | 23      |
| General Information.....                                                                   | 24 - 36 |
| Student Organizations & Participation on School of Nursing Committees .....                | 37 - 38 |
| Student Health.....                                                                        | 39      |
| Uniform Policy and Guidelines.....                                                         | 40 - 43 |
| Nursing Skills Lab.....                                                                    | 43      |
| Needlestick Injury/Blood and Body Fluid Exposure.....                                      | 43 - 44 |
| Safety and Security Measures for Troy University School of Nursing (Montgomery Site) ..... | 44 - 50 |
| Pre-Clinical Requirements Policies & Procedures.....                                       | 51 - 70 |
| Drug Screen Policy & Procedure.....                                                        | 70 - 72 |
| Student Nurse Drug Screen Agreement.....                                                   | 73      |
| Background Check Policy & Procedure.....                                                   | 74 - 75 |
| Medication Calculation Rounding Policy .....                                               | 76      |
| School of Nursing OSHA & HIPAA Form .....                                                  | 77      |
| Criminal History and/or Disciplinary Action FAQ from ABN.....                              | 78      |
| Verification of Receipt of Information: ABN Licensure Requirements .....                   | 79      |
| Student Consent/Confidentiality Form .....                                                 | 80      |
| Disclosure of Legal Convictions & Arrests.....                                             | 81      |
| Core Performance Standards.....                                                            | 82      |
| Health Insurance Verification Form .....                                                   | 83      |
| Verification of Prerequisites Traditional ASN.....                                         | 84      |
| Verification of Prerequisites LPN-RN Bridge Program .....                                  | 85      |
| Honor Code .....                                                                           | 86      |
| Classroom, Lab & Checkoff Agreement .....                                                  | 87      |
| Electronic Device Policy .....                                                             | 88      |
| Verification of Receipt of the ASN Student Orientation Manual.....                         | 89      |
| Other ASN Program Policies, Guidelines, and Regulations.....                               | 90      |
| Notes .....                                                                                | 91      |

ASN Student:

The faculty, staff, and administration of the Troy University School of Nursing welcome you to the Associate of Science in Nursing (ASN) Degree Program. We hope that the Student Handbook and Information Guide will facilitate your transition into our program. The policies and procedures outlined herein do not override information published in the Troy University Undergraduate Catalog and the Oracle. In case of conflict, the applicable Catalog or Oracle applies. If you have suggestions, comments, or questions regarding the contents of the Student Handbook and Information Guide, please contact your faculty advisor or one of your nursing instructors.

The Troy University ASN Program faculty seek to prepare each individual student with the skills and knowledge he/she needs to pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and to become a great nurse. Therefore, the ASN Program curriculum is not an “easy” curriculum, but it is one that each student should find challenging and rewarding if the student’s goal is to become a professional nurse. The student must assume his/her share of responsibility for ensuring that the knowledge and skills needed for a professional nursing career are attained in the Troy University ASN Program. Faculty and students work together for a common goal.

We are pleased that you chose our program, and we wish you success.

*Dr. Amanda Dunagan*

Amanda Dunagan, PhD, RN, CNL, CNOR  
ASN Program Coordinator/Assistant Professor  
Troy University

## **BRIEF HISTORY OF TROY UNIVERSITY SCHOOL OF NURSING ASSOCIATE DEGREE PROGRAM**

The Associate of Science in Nursing (ASN) Program was organized by Troy University in 1971, according to Legislative mandate. Its purpose was to provide an on-going supply of registered nurses to Montgomery and surrounding communities since the only other nursing education program in the area had closed. Subsequently, thousands of students have graduated from the Program and have taken the National Council Licensure Examination (NCLEX) in order to become licensed as a registered nurse. Those graduates have become strong contributing members of the healthcare delivery system.

### **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*

**FACULTY, ADMINISTRATORS, & STAFF**  
**TROY UNIVERSITY ASSOCIATE OF SCIENCE IN NURSING PROGRAM**

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**FULL-TIME FACULTY OF ASN PROGRAM**

| <b><u>Faculty</u></b>                     | <b><u>Telephone #/Email</u></b>                                                      | <b><u>Office #</u></b> |
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**ADMINISTRATION AND STAFF  
(In Montgomery)**

|                                                               |              |
|---------------------------------------------------------------|--------------|
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| Stephanie Huffaker, ASN, RN - Success Coach .....             | 334-241-8642 |
| Karen Collum, Departmental Secretary .....                    | 334-241-8653 |
| Virginia Rivera, Departmental Secretary II .....              | 334-241-8654 |
| Rosa Parks Library & Museum.....                              | 334-241-9576 |

**WEBSITE**

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

## **TROY UNIVERSITY ACADEMIC REGULATIONS AND INFORMATION**

The School of Nursing is a part of the College of Health Sciences of Troy University. The Troy University nursing student is a member of the Troy University student body and is therefore subject to applicable Troy University regulations.

Because of the cooperative educational relationship between private and public hospitals and other health agencies and Troy University, students and staff must comply with individual policies outlined in legal agreements. These policies include conduct and dress codes as well as compliance with health, insurance, drug screens, background checks, etc.

### **University Catalog and Student Handbook**

Students are referred to the Troy University Catalog and Oracle (student handbook) for policies and guidelines regarding student conduct, academic regulations, and current fees. A copy of the Oracle (University student handbook) and the Troy University Catalog may be accessed online at [www.troy.edu](http://www.troy.edu).

## **ASN PROGRAM ACCREDITATION/APPROVAL**

The associate nursing program at Troy University at the Montgomery Campus located in Montgomery, AL is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.com/accreditedprograms/programsearch.htm>

The Troy University ASN program is approved by the Alabama Board of Nursing.

RSA Plaza, Suite 250  
770 Washington Ave.  
Montgomery, AL 36130-3900  
Telephone: (800)-656-5318  
[www.abn.alabama.gov](http://www.abn.alabama.gov)

Troy University is accredited by the Commission on Colleges and Universities, (CCU) name change effective 9/1/2026.

1866 Southern Lane  
Decatur, GA 30033-4097  
Telephone # (404) 679-4500.  
[www.sacscoc.org](http://www.sacscoc.org)

### TRADITIONAL ASN PROGRAM OF STUDIES

Required courses are shown below. The first number in parentheses following the title of each course depicts the credit hours of the course, and the second number depicts the clock hours per week of the course.

| SEMESTER                                                                      | TITLE                                                                                                                                                                                                                                                                | COURSE                                                                                                | SEMESTER HOURS                           | TOTAL |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------|-------|
| I<br>Pre-requisites<br>Before<br>Beginning<br>Clinical<br>Nursing<br>Sequence | English Composition I (3-3)<br>Pre-Calculus Algebra (3-3)<br><br>General Psychology (3-3)<br>Anatomy and Physiology I (3-3)<br>Anatomy and Physiology I Lab (1-2)<br>University Orientation (1-1)                                                                    | ENG 1101<br>MTH 1112<br>or MTH 1108<br>PSY 2200<br>BIO 3347<br>BIO L347<br>TROY 1101                  | 3<br>3<br><br>3<br>3<br>1<br>1           | 14    |
| II                                                                            | Basic Nursing Concepts (2-2)<br>Basic Nursing Practicum (2-4)<br>Health Assessment Practicum (1-2)<br>Hospital Measurements (1-1)<br>Nutrition (2-2)<br><br>Anatomy and Physiology II (3-3)<br>Anatomy and Physiology II Lab (1-2)<br>Developmental Psychology (3-3) | NSG 1130<br>NSG 1131<br>NSG 1135<br>NSG 1151<br>NSG 2213/<br>2204<br>BIO 3348<br>BIO L348<br>PSY 2210 | 2<br>2<br>1<br>1<br>2<br><br>3<br>1<br>3 | 15    |
| III                                                                           | Foundations of Adult Health<br>Nursing (3-3)<br>Foundations of Adult Health Nursing<br>Practicum (3-6)<br>Psychosocial Nursing Concepts (2-2)<br>Psychosocial Nursing Practicum (2-4)<br>Pharmacology (2-2)<br>Microbiology (3-3)<br>Microbiology Lab (1-2)          | NSG 1140<br><br>NSG 1141<br><br>NSG 2271<br>NSG 2272<br>NSG 2202<br>BIO 3372<br>BIO L372              | 3<br><br>3<br><br>2<br>2<br>2<br>3<br>1  | 16    |
| IV                                                                            | Maternal-Infant Nursing (2-2)<br>Maternal-Infant Nursing Practicum (2-4)<br>Nursing of Children (2-2)<br>Nursing of Children Practicum (2-4)<br>Adult Health Nursing II (2-2)<br>Adult Health Nursing II Practicum (2-4)                                             | NSG 2255<br>NSG 2256<br>NSG 2265<br>NSG 2266<br>NSG 2282<br>NSG 2283                                  | 2<br>2<br>2<br>2<br>2<br>2               | 12    |
| V                                                                             | Advanced Nursing Concepts (4-4)<br>Advanced Nursing Practicum (6-12)<br>Elective (in area of Humanities or Fine<br>Arts) (3-3)                                                                                                                                       | NSG 2280<br>NSG 2281<br>Elective                                                                      | 4<br>6<br>3                              | 13    |
| TOTAL SEMESTER HOURS                                                          |                                                                                                                                                                                                                                                                      |                                                                                                       |                                          | 70    |

General Education 28 hours (40%)

Nursing 42 hours (60%)

TOTAL 70 Semester Credit Hours \*\*Some courses may be substituted\*\*

### LPN – RN PROGRAM OF STUDIES

Required courses are shown below. The first number in parentheses following the title of each course depicts the credit hours of the course, and the second number depicts the clock hours per week of the course.

| SEMESTER                                                                 | TITLE                                                                                                                                                                                                                                                                                                                                                         | COURSE                                                                                                                              | SEMESTER HOURS                                          | TOTAL |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------|
| Pre-requisites<br>Before<br>Beginning<br>Clinical<br>Nursing<br>Sequence | English Composition I (3)<br>General Psychology (3)<br>Developmental Psychology (3)<br>Pre-Calculus Algebra (3)<br><br>Anatomy and Physiology I (3)<br>Anatomy and Physiology I Lab (1)<br>Anatomy and Physiology II (3)<br>Anatomy and Physiology II Lab (1)<br>Microbiology (3)<br>Microbiology Lab (1)<br>Elective (in area of Humanities or Fine Arts (3) | ENG 1101<br>PHY 2200<br>PSY 2210<br>MTH 1112<br>or MTH 1108<br>BIO 3347<br>BIO L347<br>BIO 3348<br>BIO L348<br>BIO 3372<br>BIO L372 | 3<br>3<br>3<br>3<br><br>3<br>1<br>3<br>1<br>3<br>1<br>3 | 27    |
| I                                                                        | Health Assessment (1)<br>Nutrition (2)<br>Pharmacology (2)<br>Essentials of Psychiatric Nursing (1)<br>Essentials of Psychiatric Nursing Practicum (1)<br>Transition to RN Practice (2)                                                                                                                                                                       | NSG 1135<br>NSG 2213<br>NSG 2202<br>NSG 2215<br>NSG 2216<br>NSG 2222                                                                | 1<br>2<br>2<br>1<br>1<br>2                              | 9     |
| II                                                                       | Adult Health I (3)<br>Adult Health I Practicum (3)<br>Essentials of OB and Pediatrics (1)<br>Essentials of OB and Pediatrics Practicum (1)                                                                                                                                                                                                                    | NSG 2226<br>NSG 2227<br>NSG 2242<br>NSG 2243                                                                                        | 3<br>3<br>1<br>1                                        | 8     |
| III                                                                      | Adult Health I (3)<br>Adult Health I Practicum (3)                                                                                                                                                                                                                                                                                                            | NSG 2260<br>NSG 2261                                                                                                                | 2<br>2                                                  | 4     |
| IV                                                                       | Advanced Nursing Concepts (3)<br>Advanced Nursing Practicum (4)                                                                                                                                                                                                                                                                                               | NSG 2275<br>NSG 2276                                                                                                                | 3<br>4                                                  | 7     |
| TOTAL SEMESTER HOURS                                                     |                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                     |                                                         | 55    |

### LPN – RN BRIDGE PROGRAM

Credit from LPN Program 15 hours (21%)

General Education 27 hours (39%)

Nursing 28 hours (40%)

TOTAL 70 Semester Credit Hours \*\*Some courses may be substituted\*\*

### **ASN End of Program Student Learning Outcomes**

1. Incorporate theoretical knowledge from nursing, scientific, environmental, and humanistic disciplines within the practice of nursing.
2. Use the nursing process substantiated by evidence as a basis for making nursing judgments.
3. Provide safe, high quality, holistic, patient-centered care and advocacy for diverse patient populations.
4. Practice according to current ethical and legal standards of professional nursing with a focus on excellence, safety, and high-quality care which includes health promotion and prevention education.
5. Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision making to achieve high quality patient care.
6. Accept accountability for the continuous evaluation of one's own personal and professional behavior, including integrity, ethics, excellence, and life-long learning.
7. Analyze information from tradition, research evidence, and patient preferences to challenge the status quo to improve the quality of care within practice settings.

## ASN Program Curriculum Map 2026

### Comparison of ASN End of Program Student Learning Outcomes (EPSLOs) to National League for Nursing (NLN) Core Outcomes and Competencies, Alabama Board of Nursing (ABN) Standards of Care.

| End-of-Program SLOs                                                                                                              | NLN Core Outcomes and Competencies                                                                                                                                                                                                       | NLN Core Values and Integrating Concepts                                                                                                                                                                                                    | Alabama Board of Nursing Standards of Care                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Incorporate theoretical knowledge from nursing, scientific, environmental and humanistic disciplines within nursing practice. | <b>Nursing Judgment</b><br><br>"Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context. | 1. Core values: caring, diversity, excellence, integrity, ethics, holism.<br><br><i>Integrating concepts:</i> context and environment, knowledge and science, quality and safety, relationship-centered care, teamwork                      | 1. 610-X-6-.01 [2] [3]<br><br>Comprehensive and focused assessments<br><br>610-X-6-.02 (e)<br><br>Identify changes in patient health status and taking appropriate action<br><br>610-X-6-.04 (1)<br><br>Professional nursing practice, the scope of an individual registered nurse's level of practice                                                                                                                                                                             |
| 2. Use the nursing process substantiated by evidence as a basis for making nursing judgments.                                    | <b>Nursing Judgment</b><br><br>"Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context. | 2. Core values: caring, diversity, excellence, integrity, ethics, holism, patient-centeredness<br><br><i>Integrating concepts:</i> context and environment, knowledge and science, quality and safety, relationship-centered care, teamwork | 2. 610-X-6-.02 (1)(e)(f)(g)(i)(j)<br><br>Identify changes in patient health status and take appropriate action. Document nursing interventions and responses to care. Provide patient surveillance and monitoring. Provide supportive care. Conduct and document comprehensive and/or focused assessments.<br><br>610-X-6-.04 (1)<br><br>Provide care using professional judgment for health promotion and illness prevention of illness and injury based upon the nursing process |

| End-of-Program SLOs                                                                                                                                                                                     | NLN Core Outcomes and Competencies                                                                                                                                                                                                                                                                                      | NLN Core Values and Integrating Concepts                                                                                                                                                                                                           | Alabama Board of Nursing Standards of Care                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Provide safe, high quality, holistic, patient-centered care and advocacy for diverse patient populations.                                                                                            | <b>Human Flourishing</b><br><br>“Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.                                                                                                                                                       | 3. <i>Core values:</i> caring, diversity, excellence, integrity, ethics, holism, patient-centeredness<br><br><i>Integrating concepts:</i> context and environment, knowledge and science, quality and safety, relationship-centered care, teamwork | 3. 610-X-6-.02 (1)(d)(g)(h)(i)<br><br>Executing medical regimens according to medical protocols and standardized procedures. Providing patient surveillance and monitoring. Maintaining professional boundaries. Providing care supportive to or restorative of life.<br><br>610-X-6-.03 (1)(2)(3)(9)(10)(11)<br><br>Conduct and accountability for practice in accordance with laws, regulations, and standards. Obtain instruction for limits in knowledge and skills. Practice without discrimination based on age, gender, national orientation, sexual orientation, patient diagnosis or disability. Respect the dignity and rights of patients. |
| 4. Practice according to current ethical and legal standards of professional nursing with a focus on excellence, safety, and high-quality care which includes health promotion and prevention education | <b>Professional Identity</b><br><br>“Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.” | 4. <i>Core values:</i> caring, diversity, excellence, integrity, ethics, holism, patient-centeredness<br><br><i>Integrating concepts:</i> context and environment, knowledge and science, quality and safety, relationship-centered care           | 4. 610-X-6-..02<br><br>Practice within legal scope of practice.<br><br>610-X-6-.03 (1-11; 14-18)<br><br>Conduct and accountability for practice in accordance with laws, regulations, and standards. Obtain instruction for limits in knowledge and skills. Timely reporting of incidents. Accurate, complete, and legible documentation. Accept responsibility for proper assignment and delegation.                                                                                                                                                                                                                                                 |

| End-of-Program SLOs                                                                                                                                                      | NLN Core Outcomes and Competencies                                                                                                                                                                                                                                                                                      | NLN Core Values and Integrating Concepts                                                                                                                                                                            | Alabama Board of Nursing Standards of Care                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Employ open communication, mutual respect, and shared decision-making within nursing and interprofessional teams to achieve high-quality patient care.                | <b>Human Flourishing</b><br><br>“Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.                                                                                                                                                       | 5. <i>Core values:</i> caring, excellence, integrity, ethics<br><br><i>Integrating concepts:</i> context and environment, knowledge and science, personal and professional development, relationship-centered care. | 5. 610-X-6-.02 (1)(k)(l)<br><br>Consult or refer patient to resolve situation beyond care. Collaborate on planning and care of patients.<br><br>610-X-6-.04 (12)<br><br>Collaborate with other healthcare team members                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6. Accept accountability for the continuous evaluation of one's own personal and professional behavior, including integrity, ethics, excellence, and life-long learning. | <b>Professional Identity</b><br><br>“Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.” | 6. <i>Core values:</i> excellence, integrity, ethics<br><br><i>Integrating concepts:</i> context and environment, knowledge and science, personal and professional development, relationship-centered care.         | 6. 610-X-6-.02 (1)(b)(c)<br><br>Accept responsibility for individual nursing actions, competence, decisions, standards of practice, and behavior.<br><br>610-X-6-.03 (1-4)(6-9)(13)<br><br>Conduct and accountability for practice in accordance with laws, regulations, and standards. Obtain instruction for limits in knowledge and skills. Accept individual responsibility and accountability for judgments, actions, and nursing competency, remaining current with technology and practicing consistent with facility policies and procedures.<br><br>610-X-6-.04 (1)(2)<br><br>Practice of professional nursing and scope of registered nurse's level of practice. |

| End-of-Program SLOs                                                                                                                                                           | NLN Core Outcomes and Competencies                                                                                                                                                                                                                                  | NLN Core Values and Integrating Concepts                                                                                                                                                                                                                  | Alabama Board of Nursing Standards of Care                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>7. Analyze information from tradition, research evidence, and patient preferences to challenge the status quo to improve the quality of care within practice settings.</p> | <p><b>Spirit of Inquiry</b></p> <p>“Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.”</p> | <p>7. <i>Core values:</i> caring, diversity, excellence, integrity, ethics, holism, patient-centeredness</p> <p><i>Integrating concepts:</i> context and environment, knowledge and science, quality and safety, relationship-centered care, teamwork</p> | <p>7. 610-X-6-.03 (1)(2)(4)(5)(7)(9)</p> <p>Have knowledge and understanding of laws and rules. Function within the legal scope of practice. Accept individual responsibility and accountability for judgments, actions, and nursing competency, remaining current with technology and practicing consistently with facility policies and procedures.</p> <p>610-X-6-.02 (1)(c)</p> <p>Maintaining competence through ongoing learning and application of knowledge to manage risks and complications.</p> |

## **TRADITIONAL ASN POLICIES AND PROCEDURES**

### **Admission Policies**

Admission to the ASN program is competitive. Meeting minimal admission criteria does not guarantee acceptance. The admission process is completed in two steps. Students wishing to major in nursing at the associate level must either be unconditionally admitted or have completed all developmental coursework. Students not meeting this requirement will need to declare Applied Health Sciences as a major until all developmental course work has been successfully completed. Once requirements are met, then students can declare a major of nursing.

Students are admitted into step one of the ASN Program year-round. The Admissions and Progression Committee reviews all records of qualified applicants.

### **Step One**

For admission to the ASN program, the student must:

1. Submit application for admission to undergraduate studies with \$30 application fee.
2. Submit Official high school transcript or the equivalent (GED). A high school transcript or GED is not required for students transferring in a minimum 12 semester hours of college credit.
3. Submit Official transcripts from all colleges and universities attended.
4. Meet all unconditional admission requirements for freshman students as listed in the Troy University undergraduate catalog and have a minimum grade point average GPA of at least 2.75/4.0 scale on all college work attempted at the undergraduate level and a minimum grade point average of at least 2.0/4.0 scale on all college work attempted at Troy University at the undergraduate level. If less than 12 HR of college work has been attempted, you must have a minimum 2.75/4.0 High School GPA or a GED with a score of 500; and
5. Meet core performance standards required for duties of the nursing profession (copy of standards available upon request).

### **Step Two**

1. Apply for admittance into the clinical nursing sequence. The deadline for filing an application and all required admission documentation is May 30<sup>th</sup> for Fall admission and October 30<sup>th</sup> for Spring admission.
2. The ASN program will admit students to either the day or evening option each semester. Students who are admitted to one option will not be allowed to transfer into a different option.
3. Admission is based upon a point system comprised of overall GPA and grades in required courses.
  - a. Student will lose points for courses that were dropped or failed.
  - b. Any student that fails a first-semester nursing course after being admitted to the clinical sequence will have to return to the "selection group" and attempt to be reselected based on the points system in order to repeat a course the following semester.

**NOTE:** If a student is attempting to transfer credit for nursing courses from another accredited school of nursing, a letter from the dean/director of that school must be submitted stating that the student was eligible for continuation in the nursing program. If the student was not eligible for continuation in the program, the student must take all required Troy University ASN nursing courses (i.e., no nursing courses will be transferred).

## LPN – RN ADMISSION REQUIREMENTS

1. Submit an application for admission to Troy University, [www.troy.edu/apply](http://www.troy.edu/apply)
2. Submit an application for admission to the LPN – RN Bridge Program.
3. Submit official transcripts from all colleges and universities attended.
4. Have a minimum grade point average (GPA) of at least 2.75/4.0 scale on all college work attempted at the undergraduate level.
5. Have an unencumbered Alabama single or multistate (MSL) LPN license.
6. Meet core performance standards required for duties of the nursing profession (copy of standards available upon request).
7. LPN applications will be awarded 15 credit hours of transfer credit from their LPN program.
8. Students will be required to complete or have completed the following general education coursework: English Composition – 3 credit hours; General Psychology – 3 credit hours; Developmental Psychology – 3 credit hours; Pre-Cal Algebra – 3 credit hours; A&P I with Lab – 4 credit hours; A&P II with Lab – 4 credit hours; Microbiology with Lab – 4 credit hours; and a Humanities – 3 credit hours; equaling a total of 27 credit hours.
9. As part of the LPN – RN Bridge Program, students will complete 28 credit hours of nursing coursework.

**Meeting minimum admission requirements does not guarantee acceptance to the nursing program.**

### Progression Policies

- a. Student must maintain an overall Troy University GPA of at least 2.0 on 4.0 scale while enrolled in nursing courses.
- b. Student must earn a grade of C (74%) or better in each required course.
- c. Student will be able to repeat a nursing course only one time to achieve a grade of C or better.
- d. Student may repeat only one ASN Program nursing course (with the exception of NSG 2204 or NSG 2213); therefore, a second D or F in any ASN nursing course (with the exception of NSG 2204, or NSG 2213) will result in automatic dismissal from the Program.
- e. Student must make 90% or higher on a dosage and solutions calculation examination in NSG 1151 to progress in the program.
- f. Student must complete the program within four years from the date of initial enrollment in the first clinical nursing course (NSG 1131) to remain in the program. **Whether a student drops, fails or withdraws from NSG 1131 the student can only re-enroll once more.** If a student drops, fails, or withdraws a **second time**, the student will be **dismissed** from the **ASN program**.

*Degree:* Upon satisfactory completion of the program, the student is awarded the Associate of Science in Nursing degree and may then apply to the Board of Nursing to take the licensing examination to become a registered nurse (RN).

**If a student has had a felony conviction or other legal problem, he/she should contact The Alabama Board of Nursing to determine whether or not he/she will be allowed to take the Licensing Examination (NCLEX) before beginning the ASN Program or at the time the legal problem occurs (whichever is first).**

Additional Information:

- a. Withdrawal or Drop from a nursing course will be determined by present dates as outlined and published by the School of Nursing in Montgomery, Office of Admission. Withdrawal/Failing and Drop/Failing with hours charged will be considered the same as a grade of "F" in determining eligibility to repeat clinical nursing courses.
- b. Probation, suspension, and graduation requirements for the University are stated in the Troy University Catalog.
- c. The faculty of the Associate of Science in Nursing Program reserve the right to make exceptions relative to academic matters in accordance with University Policy.
- d. Transient Courses: you cannot leave Troy and take a course at another institution while you are enrolled in the Nursing program.

**Grade Appeals**

Faculty members have the authority to grade student work and to assign grades; these are academic judgments. A faculty member's syllabus enumerates student academic performance expectations and consequences. Faculty members render academic judgments when a student's academic performance violates established standards or fails to meet stated expectations. Academic judgments, made by faculty, are based on academic content, course requirements, and student performance. Students may not appeal grades based on allegations concerning the competence of a faculty member, the fairness of examinations, the difficulty of a course, or other matters of a purely academic nature. Grades for individual assignments and exams may not be appealed.

While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a course grade that he or she believes to be unwarranted for reasons other than those listed above may appeal that grade using these stated procedures:

**Step 1.** Within the first four weeks of the start of the following term or semester in which the grade is received, the student shall have informally appealed the grade to the instructor. If that instructor is not teaching at Troy University during the term following issuance of the grade, the student will contact the instructor through the department chair to informally appeal the grade. In the case of a course taught through TROY Online, students should contact their home campus or site to determine the person designated by the appropriate college dean to assist the students with their appeals.

**Step 2.** If the issue is not resolved at this informal level and the student wishes to pursue the appeal, the student shall request in writing a meeting with the respective department chair. This request shall be addressed to the department chair and shall be received no later than the end of the fifth week of instruction for the term or semester following issuance of the grade. The request must summarize the student's complaint and the student's informal appeal to the instructor. In the case of a course taught through TROY Online, students should contact their home campus or site to determine the person designated by the appropriate college dean to assist the students with their appeals.

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

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

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

## **READMISSION PROCEDURES**

Any student that drops/fails/withdraws from **ANY** level of the ASN program must submit the ASN Application Form for Readmission. This form is obtained from one of our ASN administrative assistants by the deadline of May 15<sup>th</sup> (Spring semester) or December 15<sup>th</sup> (Fall semester). Along with the application, you are required to submit a Success Plan to describe what adjustments you will be making in both your academic and personal life to improve your ability to complete the ASN program.

If you have been unsuccessful in NSG 1130 or 1131, you must also resubmit another Step II application with the Nursing Admission office.

Any student who fails to follow this policy and meet required due dates will not be allowed to progress.

## Application for Readmission to the ASN Nursing Sequence

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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I. Please circle which semester group you plan to return to:

Semester II   Semester III   Semester IV   Semester V

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II. I was unsuccessful in the program or left the program due to:

\_\_\_\_\_.

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I understand the following:

1. Students may repeat only one nursing course listed in the ASN Nursing Sequence; thereafter, a D or F in any of these nursing courses will result in automatic dismissal from the program. There is no appeal process for being dismissed from the program.
2. I must obtain and submit this application and my Success Plan to one of the designated administrative assistants for the ASN Program (Virginia Rivera or Karen Collum) by the **deadline of May 15<sup>th</sup> (Spring semester) or December 15<sup>th</sup> (Fall semester)**.
3. My completed application and Success Plan will be reviewed by the ASN Success Coach and the ASN Admission and Progression Committee.
4. A detailed Success Plan must be attached to the re-admission application. Your Success Plan must describe what adjustments you will be making in both your academic and personal life to improve your ability to complete the ASN program.
5. **If I have been unsuccessful in NSG 1130 or 1131, I must also resubmit another Step II application with the Nursing Admissions office.**

Signature: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

*For administrative use only*

Date Received with Success Plan: \_\_\_\_\_ Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_

## Presentation of Student Proposals to Faculty

### Channels of Communications for Proposals & Grievances Related to Policies, Procedures, and/or Curriculum

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1. Proposals regarding policy, procedure, or curriculum must be signed by the concerned party(ies) and submitted in writing to the appropriate faculty committee, as appropriate.
2. Proposals regarding issues outside the purviews of a particular ASN Committee may be brought by the student representative(s) to the ASN faculty organization.

### Communication of Student Grievances

**If an ASN student has a concern or a grievance, the steps below will be followed:**

- Step 1:** Write a detailed description of your concern or grievance and submit the written description of your concern/grievance to the faculty member that your concern/grievance involves.
- Step 2:** Make an appointment with the faculty member for a conference to discuss the concern/grievance.
- Step 3:** At the conference, discuss your concern/grievance in detail. If the student and the faculty member do not reach a mutually satisfying resolution to the concern/grievance, the student may submit a copy of the written description of the concern/grievance, along with the form at the bottom of this page, signed by the faculty member, to the ASN Program Coordinator.
- Step 4:** Make an appointment with the ASN Program Coordinator for a conference to discuss the concern/grievance.
- Step 5:** At the conference, discuss your concern/grievance in detail. The Program Coordinator may give an immediate response to the student or may want to investigate the concern/grievance in more depth before issuing a response.
- Step 6:** If the student and the ASN Program Coordinator do not reach a mutually satisfying resolution to the concern/grievance, the student may pursue the concern/grievance through further administrative channels.

**NOTE:** Each step above (1 through 6) must be completed sequentially.

TO: Dr. Amanda Dunagan, ASN Program Coordinator  
RE: Confirmation of Conference with Student Related to Student's  
Concern/Grievance

I \_\_\_\_\_, a faculty member in the Troy University ASN  
Program, have met with \_\_\_\_\_, a student/former student in  
the ASN Program, and discussed in detail the student's concern/grievance related to \_\_\_\_\_

Faculty Member: \_\_\_\_\_

Date: \_\_\_\_\_

## ACADEMIC ADVISEMENT & REGISTRATION

Each ASN student must meet with a faculty advisor prior to registering for an upcoming semester. This meeting may be in person, by telephone, or by e-mail at the discretion of the faculty; considering the preferences of both the faculty advisor and the student. The purpose of advising is to promote student success by guiding and counseling students based upon faculty knowledge and experience. The procedure is as follows:

1. To identify your assigned advisor, follow this link and provide the information asked for <https://hermes.troy.edu/personnel/tustudentservicesadvisorscontact.aspx>
2. Each student should email the assigned faculty advisor to obtain guidance for the upcoming semester. The faculty member will check the student's GPA and transcript to determine eligibility to take the requested courses. The advisor may request a telephone or personal interview with the student. Once all e-mail or personal discussions have resulted in an agreement regarding classes, the advisor will lift the advisor hold. Only the assigned advisor can lift a hold.
3. The student must register online through student planning. If any problems are encountered the student must fill out the form found at this link <https://hermes.troy.edu/forms/eRegistrationForm.aspx> for help resolving the problem.
4. Students who achieve less than 74% on assignments, exams or the overall course grade during the semester are encouraged to seek counseling with their instructor and/or academic advisor to discuss their weaknesses in that course.
5. **PLEASE NOTE:** "Enrollment in the two sections of NSG 1130 and NSG 1135 for the daytime option will be split as evenly as possible. In the event that registration in the sections is grossly uneven, students (beginning with those who registered the latest) will be required to move to the section with lowest enrollment."

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## NON-NURSING SUPPORT COURSES

Placement Testing - To enroll in ENG 1101 (Composition and Modern English) or MTH 1112 (Pre-Calculus Algebra) you must complete a placement examination at Troy University, Montgomery Campus to determine course placement. All placement testing must be accomplished before registration, and placement test results must be presented at registration in order to enroll in the course. Consequently, no student may enroll in these courses unless Troy University, Montgomery Campus placement requirements have been met.

## GENERAL INFORMATION

### **Addresses You May Need:**

Troy University School of Nursing  
College of Health Sciences  
327 Veteran's Memorial Drive  
Troy, Alabama 36082

Troy University School of Nursing  
ASN Program  
231 Montgomery Street  
Montgomery, AL 36104

**CHEATING POLICY:** Refer to the Troy University Oracle (University Student Handbook) The ASN Program follows the policy related to cheating as depicted in this official University publication; and the ASN Student Handbook and Information Guide which Students received at the ASN New Student Orientation

## EXAMINATION POLICY AND PROCEDURE

### **GENERAL:**

- The School of Nursing uses THE ATI platform for testing purposes in all ASN courses.  
Technology Requirements: You will be required to have a **personal device** to use for testing that meets the minimal requirements necessary to run this program. Go to the following link to review the technological requirements needed for this program to work on your personal device:  
<https://www.atitesting.com/technical-requirements>
- Students accept responsibility of and risk for potential damage to personal computer while on campus. Troy University School of Nursing faculty, staff, and other students are not responsible or liable for any damages that may occur to these devices while being used in classroom or lab.
- Not having ATI purchased, and set-up is not a justification for a missed exam and will be considered an unexcused absence.
- Testing fees, including those paid towards ATI resources, will not be reimbursed if student is unsuccessful, drops, or withdraws from a course or the ASN program.
- It is **CRITICAL** students read and comply with **ALL** instructions below when taking a SON exam. Failure to fully comply with these instructions may result in a zero (0) grade for the exam.

- Students are expected to follow The Trojan Way: Be Respectful, Speak Appropriately, Dress Properly for the Occasion; Behave as a Responsible, Kind Person; and Adhere to Applicable Laws and Policies during exams.
- Do not use any resources during an exam unless otherwise directed, prior to the exam, by the faculty teaching the class. Academic misconduct is not tolerated and, at a minimum, will result in a zero (0) grade for the exam (and may result in suspension from the University). With all exams, students are expected to abide by the Standards of Conduct in The Oracle

### **ATI Fees for Repeating Students**

Any student that is required to repeat a nursing course will be charged the cost of ATI for the given semester regardless of what the repeat course will be. ATI requires fees to be applied to an assigned nursing course whether you are taking the course as a first attempt or second attempt. Students should also note that ATI fees are non-refundable.

### **PRE-EXAM – GENERAL PREPARATION**

- Take care of all personal needs (restroom, water/drink, etc.) **PRIOR** to entering the exam environment.
- Ensure your webcam is positioned to clearly see your face and ensure your webcam lens is clear and free of dirt or debris.
- Do not wear head coverings (caps, hats, etc.), earphones, Meta Smart glasses, or headphones during exams unless pre-approved by faculty member. Never cover your ears.
- Turn off and remove all external electronic devices before an exam. No mobile (cell) phones, tablets, smart watches, other computers, or other electronics of any kind are permitted. Any **appearance** of a student having or using one of these devices during the exam will earn the student a zero (0) on the exam. If your cell phone rings or vibrates during the exam, the instructor is authorized to deduct one percentage point from the exam grade.
- Remove all unauthorized materials (e.g., textbooks, notes, unapproved paper, etc.) from the exam area. These materials are strictly prohibited unless expressly permitted by your instructor.
  - Exception - you are allowed one blank sheet of scratch paper, provided by your instructor to write on during the exam should you choose to do so. You are required to turn scratch paper in before leaving the room.
- Log into the exam (next section below) within the first 15-minutes of the scheduled exam time. If you have technical issues accessing the exam, ***immediately*** notify the instructor.

## **PRE-EXAM – LOGGING IN/PREPARING TO BEGIN EXAM**

- Close all applications on your computer.
- Log into ATI.

## **INTRA-EXAM (Completing Exam)**

- **REMINDER** – not complying with all instructions noted above (e.g., no unauthorized electronic devices, no unauthorized materials, etc.), will result in a zero (0) score on the exam.
- Keep your laptop active (not in sleep mode or with lid closed) throughout the exam.
- Remain seated for the entire exam (do not move from your seat, leave the view of your device's camera, or attempt to block your camera's view); keep your eyes on your computer screen, and do not talk or read out-loud. (The system monitors your baseline movement patterns. Avoid any unnecessary or excessive movements and gestures).
- Complete exam items per instructions and check answers prior to moving to the next question (as you cannot return to a previously answered question once you move to the next question).
- Students are responsible for ensuring assessments taken on ATI are submitted to the system when complete by the timeframe specified by the instructor. Students who fail to submit their complete exam within the specified timeframe risk losing their assessment data.

## **POST-EXAM**

- Faculty reviews ATI testing data to verify students complied with all requirements outlined in this document. If the faculty notes any actual or perceived deviations from these requirements, the faculty will meet with the appropriate student to discuss any inappropriate behaviors, and apply the appropriate response as noted in this document.
- As part of the overall learning process, faculty are available to provide students with a post-exam review. (Exception – faculty do not provide a post-exam review for the final exam.)
  - These reviews may occur as a class activity immediately following the exam or on an individual basis via phone/Teams or in-person. If on an individual basis, after the exam students desiring a post-exam review will be required to email the instructor to make an appointment.
  - During exam review, students are not authorized to use a tape recorder, cell phone, other electronic device, unapproved paper or note cards, etc., to record/document the review. Any **appearance** of a student violating this restriction will result in a zero (0) on the exam.
  - Students must review the current exam before taking the next exam (e.g., must review Exam I before taking Exam II).

### **EXAM GRADE NOTIFICATION:**

- Faculty will post exam grades in Canvas within 72 administrative work hours after **all** students have completed the exam unless there are extenuating circumstances. (Weekends and/or holidays are not administrative work hours). If there are extenuating circumstances, the instructor will post an announcement on Canvas.

**NOTE: Faculty complete an exam analysis of all exams after all students have completed them. If there are any changes, students will be notified via Canvas announcement or email.**

### **Test/Exam Follow-up questions**

If a student needs additional explanation concerning a test/exam, he/she should submit the following in writing/email within one week to the instructor:

1. Name
2. Course name and number
3. Item number
4. Rationale for answer
5. References to support answer, including page number

Note: Optimal patient outcomes are influenced by the nurse's ability to critically think. Questions will not come word for word from the book but will come by critically thinking through the question using knowledge gained during the nursing course.

### **STANDARDIZED EXAMS IN TROY UNIVERSITY ASN PROGRAM**

The comprehensive ATI review program offers the following to students:

- A comprehensive, assessment-driven review program designed to enhance student NCLEX® success.
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking ability, and learning styles. Additionally, online tutorials, online practice assessments and proctored assessments are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan, may be accessed from the "My ATI" tab. It is highly recommended that you spend time navigating through these orientation materials.

### **REVIEW MODULES/EBOOKS**

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and

reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

## **TUTORIALS TO SUPPORT ASSESSMENT AND REMEDIATION PROCESS**

ATI Pulse introduces new predictive capabilities that build on existing Pulse functionality by generating dynamic predictions of the likelihood of students to achieve at least a Level 2 proficiency on the first attempt for each Content Mastery Series (CMS) proctored assessment – providing faculty and students with even earlier insights into future performance on the proctored assessments that ultimately are used to predict NCLEX success, as well as earlier warning for students not on track to succeed. Predictions of likelihood to succeed will generate as students' complete coursework and practice assignments within each of the CMS areas, before they even attempt the proctored exam. Additionally, ATI pulse provides prescriptive, data-backed recommended ATI learning activities for students to improve their likelihood of proctored CMS assessment success.

For example, ATI offers unique tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice quizzes in specific nursing content areas that allow students to apply valuable learning tools from Nurse Logic. ATI is committed to increasing student confidence by providing students with experience answering NCLEX-style questions in a variety of quizzing formats. With Learning System, students can assess their knowledge through pre-set quizzes, build a customized quiz that focuses on specific categories or test their category-specific comprehension in an adaptive quizzing environment.

## **ASSESSMENTS**

The Content Mastery Series Assessments (CMS) provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical assessments that address individual body systems to provide formative evaluation of content prior to the final medical surgical course. There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help students identify what they know, in addition to areas requiring remediation (called Topics to Review).

## **FOCUSED REVIEWS/ACTIVE LEARNING/REMEDIATION**

ATI Focused Review facilitates the post CMS assessment remediation experience for students. This personalized learning experience uses a student's performance on the CMS practice and proctored assessments to drive focused student learning. Once the student has completed a CMS practice assessment, Focused Review automatically assesses the student's learning gaps and generates a personalized learning experience. Focus Review provides ATI Review Module content in an eBook experience while highlighting the specific elements of content that a student should review. The forms of content include text, image, sound, and video. When the student has completed their first round of remediation (practice assessments only), they can take a post-remediation quiz that provides similar questions on identified content gaps. Upon

completion of the quiz, the student can review their knowledge gaps and study updated eBook content. The post-remediation quiz is intended to provide feedback on remediation impact. If the student has completed a CMS proctored assessment, Focused Review provides ATI Review Module content in an eBook experience that is viewed by chapter versus a specific highlighted presentation. There is no post-remediation quiz generated for proctored assessments.

\*Note – CBC Assessments have a version of Focused Review that does not include a post-remediation quiz CBC Assessment data is not currently available in Pulse.

## **TROY UNIVERSITY TECHNOLOGY REQUIREMENTS:**

### **Hardware/Platform:** Microsoft Windows

Operating System: Windows 10 October 2018 Update\* Windows 10 May 2019 Update\*

Total RAM: 16 GB

Web Browsers: Chrome Version 76.0\*\* or later and Firefox 68.0\*\* or later

CPU; Intel Pentium III/AMD Athlon processor (1GHz+)

Screen Size: 1024 x 768 (minimum of 800x600)

Internet Speed: Minimum of 512kbps (Cable Broadband or DSL connection)

Adobe Reader: Adobe Reader DC

### **Hardware/Platform:** Apple Macintosh

Operating System: macOS 10.12 Sierra\* macOS 10.13 High Sierra\* macOS 10.13 Mojave\*

Total RAM: 4 GB

Web Browser: Chrome Version 76.0\*\* or later and Firefox 68.0\*\* or later

CPU: Intel (1GHz+)

Screen Size: 1024 x 768 (minimum of 800x600)

Internet Speed: Minimum of 512kbps (Cable Broadband or DSL connection)

Adobe Reader: Adobe Reader DC

**School of Nursing (SON) Programs** - Troy University SON offers an Associate of Science in Nursing (ASN) Program with both day and evening options in Montgomery, a Bachelor of Science in Nursing (BSN) Program in Troy, a Master of Science Program, and a Doctor of Nursing Practice Program. In addition, Troy University offers an educational mobility track for RNs to earn a Baccalaureate and/or Master's Degree. For more information about these programs, please refer to the [Troy University Catalog](#), or contact the program coordinators of these nursing programs.

**Americans with Disabilities Act** (see University policy in [Troy University Oracle](#), the **University's official student handbook**). Any student whose disabilities come under ADA must inform the instructor at the beginning of the semester of any special needs or equipment necessary to accomplish the requirements for the course as recommended by the Troy Office of Disability Services. Students who have or may be dealing with a disability or learning difficulty must contact Ms. Carolyn Goode, Accommodations Coordinator for the Office of Disability Services on the Montgomery Campus, at 334-241-5486, and become registered with the Adaptive Needs Program. Various accommodations are available through the Adaptive Needs Program, but a student must be officially registered so that the ASN Program can be notified of what special services may be provided. Students receiving ADA testing accommodations may be required to start their exam early in order to receive extra time if lecture is scheduled after an exam.

**Financial Aid** assistance information is available by calling 1-800-551-9716. Financial Aid packets and loan applications are available in the Office of Admissions & Records, 1st Floor School of Nursing.

**Course Requirement:** In order to make a passing grade for any ASN nursing course, course grades must average 74%. When calculating the final course grade, only the tenth place will be used for rounding. For example, a 73.5 will round to a 74, but a 73.49 does not round and will remain at a 73.

Though every effort is made to enter all test points (or other points earned in a course) correctly into Canvas, **the instructor's written or exported grade book** is the official, primary source and record of all grades, points, scores, etc. earned by each student in each course. Should there be a discrepancy between grades/points/scores that appear in Canvas and the grades/points/scores that are recorded in the faculty member's grade book, the grade book is the record that will be utilized and considered correct. It is the student's responsibility to check his/her grades/points/scores on Canvas and report any problem/concern/question to the faculty member who entered the information.

### Corequisite/Prerequisites

If a student drops a nursing practicum course, he/she may remain in the corequisite theory course. If a student drops a theory course, he/she must drop the corequisite practicum course unless **all** of the course work for the practicum has been completed. In that case, the grade assigned will stand."

**IMPORTANT:** BIO 3348 & L348 (A&P II & Lab) are required corequisites to NSG 1135 (Health Assessment). If a student drops BIO 3348 and/or L348 during the semester in which he/she is enrolled in NSG 1135, the student must also drop NSG 1135. Also, if a student drops NSG 1135 (Health Assessment), and/or NSG 1130 (Basic Nursing Concepts) he/she must also drop NSG 1131 (Basic Nursing Concepts Practicum). Refer to the official Troy University Undergraduate Catalog and review "course descriptions" for a complete list of pre- and/or co-requisite courses.

### Classroom Regulations

10. According to the Troy University smoking policy, Troy is a smoke-free campus, including e-cigarettes and vaping apparatuses and chewing tobacco and snuff. See the full Tobacco Policy.
11. Classrooms are to be left neat and orderly. If desks, etc., are rearranged for class, they should be returned to their usual arrangement at the end of the class period.
12. Students are expected to dress appropriately. (See Troy University "Trojan Behavior Expectations" in this Manual.)
13. Eating and drinking are not permitted in the computer or skills labs.
14. Students must receive approval from an instructor **before** tape recording any class.
15. Cell phones are to be turned off or put on silent mode during all classes - ringing phones are very disruptive to other students.
16. No **children** are allowed in nursing classes, nursing lab, or computer lab.
17. If a phone **vibrates or rings** during a test, **one-point** will be **deducted** from the **test**.
18. During a scheduled exam or quiz, turn off or silence all phones and remove from sight (cell phone must not be on desk or in view). Cell phones, PDA's, smart watches, and other electronic devices cannot be used during testing or test review. Additionally, only instructor provided scratch paper or note cards are allowed. **Any student caught using one of these devices, or bringing unapproved paper or note cards, or the appearance of using one of these devices/paper or note cards, will be given a "zero" on the test.**
19. Refrain from wearing head coverings (caps, hats, etc.) unless pre-approved by faculty member.

**ASN GRADING SCALE:**

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

When calculating the final course grade, only the tenth place will be used for rounding. For example, a 73.5 will round to a 74, but a 73.49 does not round and will remain at a 73.

**Attendance in Nursing Classes**

Refer to the policy found elsewhere in this Manual regarding “Absenteeism - Scheduled Tests/Examinations”, and refer to each course’s policy regarding Class Attendance and Absenteeism in each course syllabus. It is imperative that students **not** schedule family vacations, elective surgery, or other events that will cause absences from nursing classes. Such elective absences are **not** considered excused absences.

**Supplies/Equipment Required** - Some specific supplies/equipment are required of all students prior to enrollment in NSG 1131. Information regarding these supplies and/or equipment will be provided during NSG 1131 orientation.

**School of Nursing Hours Traditional ASN**

Day Option: 8:30am – 4:30pm Monday - Friday

Evening Option: 5:30pm – 10:00pm Monday – Thursday (Friday as pre-arranged).

\* Certain clinicals for Evening Option students occur during daytime hours due to availability of the patient population.

The SON building is off limits to students during weekends unless a pre-arranged function (such as testing) or a class/lab has been scheduled through appropriate channels.

**ID Card Procedures**

ID cards are mandatory and must be carried by all students while on campus. In order to receive an ID card or to update an existing card, students must be currently registered for classes and should provide a copy of their registration to the Whitley Hall front desk. Student ID cards are required to confirm identity for exams/testing or for security checks, for entry into computer labs and clinical sites, to check out library books, to apply bookstore charges for some financial aid students, and to use Trojan Café dollars. Students can receive their ID cards at the Whitley Hall lobby information desk, Monday – Thursday, 7:00 a.m. to 10:00 p.m. and Friday, 7:00 a.m. to 3:00 p.m. A fee of \$15 will be charged for replacement student ID cards. Students must pay the fee at the cashier’s office and provide a copy of the receipt to receive a replacement ID card.

**Swipe Access Fobs** - Fob are required for entry to the School of Nursing building, Bartlett Hall and the back entrance of Whitley Hall. Students must be currently registered to receive an access fob or to have their fob updated. Student fobs must be updated each semester. Access fobs can be obtained at the Whitley Hall lobby information desk during building operating hours. Students should provide a copy of their current schedule and present their student ID card to receive a fob or to update their fob. A fee of \$15 will be charged for replacement fobs. Students must pay the fee at the cashier’s office and provide a copy of the receipt to receive a replacement fob.

**E-mail for Troy University Nursing Students** - Troy University provides free email for all Troy University students. Your email address will be your Trojan Self-Service User ID followed by @troy.edu (ex: [jdoe@troy.edu](mailto:jdoe@troy.edu)). Troy e-mail is the **required communication** for all courses. All official information, including but not limited to student billing, faculty-student communications, registration changes, and financial aid information, sent to a student's assigned Trojan e-mail addresses will constitute official notice. The University accepts no responsibility for any forwarding of e-mail that students may choose to undertake from their official Trojan e-mail accounts. The University is only responsible for ensuring that official e-mail is sent out to those students' e-mail accounts that are maintained by the University. All students are responsible for monitoring their Trojan e-mail accounts frequently. Students can set up and access their e-mail by visiting [www.troy.edu](http://www.troy.edu) and selecting the Trojan E-Mail link

**Course materials** – can be purchased online at <https://troy.bncollege.com>. These items will be shipped directly to your home.

**Syllabi** are required for all nursing courses. Students may download syllabi from Canvas prior to the first day of class. **ASN students are responsible for all material in each course syllabus.** Failure to obtain a syllabus does not excuse a student from the content or criteria outlined in the syllabus and accompanying course announcements and schedules including individual course calendars.

**Math Competency Examination in selected Clinical Courses** - The minimum score for passing the math competency exam for ASN clinical courses is 90%. The ASN student will have three attempts to make the required 90%. All three attempts for the math competency exam will be administered within the first three to five days of the semester. This will be for the student's benefit so that if a student is not successful (i.e., does not score a minimum score of 90% on the competency exam by the third attempt), the student will have the opportunity to drop the course by the official published Troy University deadline date for dropping a course without tuition obligation (which is within the first five days of the semester). ASN students will be allowed to use calculators that are approved by the School of Nursing, on any math competency exams in clinical nursing courses that are used to determine the students' eligibility to progress to reality clinical experiences.

**Intent to Graduate Form** - Each student anticipating graduation at the end of an upcoming semester must file an "Intent to Graduate" form in the School of Nursing Admissions & Records Office. Deadlines for submission of this form are published in each semester's Schedule of Classes. Please be aware of the required submission date.

**Student Lounge** - Located on first floor. Snack machines, drink machines, a microwave, and a small copier are available. There is also an array of free snacks and water bottles for students who are not in a position to purchase snacks and drinks from the vending machines.

**Restrooms** - Located at the back hallway on first and second floors.

**Copy Machine** - The student copy machine is available on the first floor of the School of Nursing, in the student lounge and in Center for Student Success. Cost per copy is \$.10.

**Trojan Book Bag Opt-Out  
Syllabus Addition  
Curriculum Committee 1-2026**

**Trojan Book Bag Opt-Out**

The Trojan Book Bag program was developed to provide students with a more affordable and convenient way to receive required course materials each semester or term. Based on your course registration, you will **automatically be enrolled in the program**, and a per-credit-hour charge will be added to your student account.

If you determine that the program is not financially beneficial for you, **you may opt out** during the designated opt-out window, which closes on the first drop date of each semester or term. *After this date, the opt-out link will no longer be available, and no further opt-outs will be allowed during the semester or term.*

**To opt out:**

1. Visit the [Trojan Book Bag Program](#).
2. Locate the blue **Opt-Out** button above the opt-out and course material return dates.
3. Click the button and follow all instructions carefully (see attached instructions for your convenience).
4. Once completed, you will receive a confirmation email from Barnes & Noble.
  - *If you do not receive an opt out confirmation email, your opt-out did not process correctly. Please try again.*

If you opt out successfully, the Trojan Book Bag charge will be removed from your student account within 1–2 business days.

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**Important Information About Continuation Courses**

If you are enrolled in a continuation course, you will be required to return your rental textbooks at the end of the term. You will be issued the same rental title for the next semester of the continuation course.

If you wish to purchase the continuation course rental textbook at a reduced rate, please work directly with the bookstore during the return period.

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**Rental Return Deadline**

The deadline to return all rental textbooks is the **last day of final exams for the semester or term**. Students will receive email reminders from Barnes & Noble ahead of the rental deadline. Please check the **customer copy form** included with your Trojan Book Bag to identify which rental materials must be returned. **Lab manuals and workbooks are yours to keep.**

## **Parking and Transportation**

**Parking** is available to students in any Troy University lot (if an appropriate Troy University parking sticker is displayed). The parking permit system requires registration and payment online at <http://splash.troy.edu/parking/index.html> (recommend using Chrome or Firefox browsers, Internet Explorer may not work well). In order to register you will need your vehicle registration and your driver's license available. After you have completed the registration and payment online, you will then need to bring a copy of your vehicle registration (printed or electronic), a copy of the receipt (printed or electronic) [you will not receive a receipt if you have Troy tags], your schedule, and ID to the Whitley Hall Information Desk to pick up your parking permit. The Information Desk is open Monday through Thursday 7am until 6pm and Friday 7am until 3pm.

Parking permits are \$100.00 for the year. Replacement or additional permits for students are \$15 for each permit. Additional permits can only be for vehicles that you will be driving (there is a \$100 fine if you purchase a decal for a vehicle that you will not be driving). Permits are not free for students who have a Troy University license plate, there is a \$25 fee to receive a parking permit.

**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.

**For faculty, staff, and students:** To register and pay go to <http://splash.troy.edu/parking/index.html>. After you sign in, select the "Apply for a Permit" link and then select drop down box for the 2026/2027 year status that applies (i.e., "26/27 Commuter– Montgomery Campus Only (Fee: \$50)" or "26/27 Commuter (Fee: \$100)"). There will be a several options to select. Do not select the temporary permit options. If you need a temporary pass (limited to 1-2 weeks), contact me by email at [jesmith@troy.edu](mailto:jesmith@troy.edu). **Once you register and pay, you must select the link to return to the My Parking page to ensure the completion of the process.** Students whose parking is paid through Alabama Vo/Rehab will need to obtain an authorization letter from financial aid and then register at the Whitley Hall information desk in person.

**Remember, even if you have a Troy license plate, you still must properly display the parking permit.**

For those who are authorized to use handicapped parking, you must also present your handicap registration form and the placard must be registered in your name.

### **REMINDER TO ALL:**

- **Parking permits are NON-REFUNDABLE!**
- **Parking permits MUST be displayed on the outside rear window, driver's side, lower corner of your vehicle. Parking permits MUST NOT be taped to the inside of the window.**

**Please Note:** Students are not to park in front of the School of Nursing deck. Also, students are not to park behind the School of Nursing Building (this property does not belong to Troy University School of Nursing). Do not risk having your car towed away - park only in designated Troy University parking lots. We have received notices from local businesses regarding students parking on their property. Thanks for your cooperation. **Cars will be towed away at the driver's expense for violation of posted parking areas.**

**Fire Safety** - During evacuation all students and faculty are to use the stairwells only – do not use the elevator. Exit through the nearest stairwell (one stairwell is at front of building and one stairwell is at back of building). It is important to evacuate as quickly as possible, use the stairwells, do not re-enter the building. When outside, move away until clear of the building and remain outside until the “all clear” is issued.

### **Standards of Conduct** **Professionalism**

Refer to The School of Nursing Philosophy (pages 5-7), the Oracle, The Trojan Way and the Standards of Conduct in the Undergraduate catalog.

## **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 in 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 and 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](mailto: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.

**INFORMATION PERTAINING TO  
HONOR SOCIETY, STUDENT NURSES' ASSOCIATION, AND  
ASN STUDENTS' PARTICIPATION ON FACULTY COMMITTEES**

**Gamma Beta Phi Society**

The Gamma Beta Phi Society is an honor society and educational-service organization for students in colleges and universities in the United States. It is non-secret, non-profit, and co-educational; and membership therein does not exclude a student from membership in any other organization.

Membership in the Gamma Beta Phi Society shall be open to students in institutions of higher learning who measure up to the standards of worthy character, good mentality, creditable achievement, and commendable attitude. A student must have completed at least one term of college work (15 hours) and be in the upper 20% of his or her class academically. Any additional qualifications for membership imposed by a local chapter must be approved by the national senate. Any Troy University student in the Montgomery area who meets the above qualifications may become a member of the Troy University, Montgomery Chapter of Gamma Beta Phi.

If a student is interested in this Honor Society and believes that he/she meets the qualifications for being a member of Gamma Beta Phi, the student may contact Student Support Services at the Montgomery Campus.

## **Alpha Psi Nu**

Alpha Psi Nu is the Troy University ASN Program Honor Society. Students eligible for induction into Alpha Psi Nu must have a 3.15 GPA and have completed semester II in the Associate of Science Nursing Program.

### **Student Representative of Faculty Committees**

Students are invited and requested to participate in governance of the Troy University School of Nursing. Therefore, the School of Nursing faculty meetings includes elected representatives from each program level. In addition, students may request to participate in any of the School of Nursing Committees to raise questions relevant to the purpose of the committee. The School of Nursing Administrative staff can assist in determining the appropriate contact person for each committee.

### **Procedure for Selection of ASN Student Representatives to Faculty Organization**

The ASN Program, fosters student representation in program decision making. Class representatives for each nursing semester beginning in Semester II of the ASN Program will be elected. These class representatives will remain the same throughout the time the students are in the nursing sequence (unless the elected representative fails to progress or resigns, at which time a replacement will be elected). The class representatives participate in meetings of the ASN Student Advisory Council. Student representatives are notified of the dates and times of all ASN Student Advisory Council Meetings (via email, WebEx, or TEAMS).

**Student Health** - The Mary E. Rich Health Center, located on the first floor of the Trojan Center on the Troy Campus, offers general medical services (including required titers and immunizations for nursing students) for currently enrolled students living on or off campus. The Health Center is staffed by a Nurse Practitioner daily. Hours of operation and other information can be found at <https://www.troy.edu/student-life-resources/student-resources/health-center/index.html>

Except for the Student Health Center, Troy University does not contract with any particular physicians or health care organization and is not responsible for students' health care fees. Emergencies arising while the student is in a clinical facility will be treated at the student's expense.

### **Coronavirus Safety Guidelines for anyone on a Troy University Campus or location:**

TROY currently has no special operational procedures or guidelines related to COVID-19 and continues to follow the latest guidance from the Centers for Disease Control and Prevention. The CDC now recommends that individuals who have contracted COVID-19 isolate from others for the duration of fever and other symptoms and may return to work or school after being symptom-free for 24 hours.

Faculty members and students should follow their regular attendance policies as outlined in the course syllabus and treat COVID-19 as they would any other medical absence. Students who have tested positive for COVID-19 are not required to complete a contact tracing worksheet and do not need a letter from Student Services to return to class or receive an excused absence. Quarantine is not required if a student or employee is exposed to someone with COVID-19 or any other contagious illness.

| Student Illness Class/Clinical Restriction Guideline |                                                                    |                                                                                                                                         |                                                                                                         |
|------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Disease                                              | Signs/Symptoms                                                     | Relieve from class/patient care                                                                                                         | Duration                                                                                                |
| Conjunctivitis                                       | Redness, edema, drainage, pain                                     | Yes                                                                                                                                     | Student has taken prescribed steroid/antibiotic for 24 hours and free from drainage                     |
| COVID-19                                             | See COVID-19 statement on page 32                                  |                                                                                                                                         |                                                                                                         |
| Diarrhea (acute)                                     | Stomach pain, loose/watery/bloody stools                           | Yes, if unrelated to chronic GI disorders                                                                                               | Resolved                                                                                                |
| Influenza                                            | Sudden onset of fever, chills, HA, cough, aches                    | Yes                                                                                                                                     | Presents a doctor's excuse with return to class date provided                                           |
| Measles                                              | Fever, cough, rash                                                 | Yes                                                                                                                                     | Presents a doctor's excuse with return to class date provided; no rash for 7 days                       |
| Mumps                                                | Fever, swollen salivary glands                                     | Yes                                                                                                                                     | Presents a doctor's excuse with return to class date provided; 9 days after onset of parotitis          |
| Scabies                                              | Itching, lesions                                                   | Yes                                                                                                                                     | Presents a doctor's excuse with return to class date provided                                           |
| Tuberculosis (Pulmonary)                             | Night sweats, weight loss, fever, cough                            | Yes                                                                                                                                     | Presents a doctor's excuse with return to class date provided                                           |
| Upper respiratory                                    | Purulent nasal discharge, cough, sore throat, sneezing, congestion | No as long as no fever is present                                                                                                       |                                                                                                         |
| Bronchitis                                           | Purulent sputum, fever, wheezing, rhonchi                          | Yes                                                                                                                                     | Presents a doctor's excuse with return to class date provided                                           |
| Group A Strep                                        | Sore throat, fever                                                 | Yes                                                                                                                                     | Presents a doctor's excuse with return to class date provided; must have taken antibiotics for 24 hours |
|                                                      | Fever, skin lesions                                                | Yes                                                                                                                                     | Present a doctor's excuse with return to class date provided                                            |
| Varicella-Zoster (Chickenpox)                        | Lesions along nerve pathway, pain, paresthesia                     | No if clothing provides a barrier                                                                                                       | Presents a doctor's excuse to return to class date provided; lesions dry and crusted                    |
| Shingles                                             |                                                                    |                                                                                                                                         |                                                                                                         |
| Open wounds                                          | Draining wounds; inability to cover or contain drainage            | Yes, if wounds are on location of body that would affect work duties; if wounds are on hands and would compromise ability to wash hands | Present a doctor's excuse with return to class date provided; wounds are healed                         |

\*\*If illnesses above or others not listed, prevents a student from attending clinical or a scheduled exam, a doctor's excuse is required to make up the clinical and/or exam.

## **Uniform Policy:**

### **Professional Appearance**

Each student must always take responsibility for his/her appearance when representing Troy University. All attire should be clean, conservative, and professional in nature.

Nursing uniforms, along with the Troy ID, will be worn to all laboratory, SON simulation experiences, reality clinical, and hospital simulation experiences unless otherwise directed. You may pick from the following required **black** tops, pants, jackets, skirts, etc.:

#### **Females:**

Healing Hands

2500 Shirt black \$24.00 (includes logo)

9560 Pant black \$23.00

5500 Jacket black \$25.00

Cherokee

WW620 Shirt black \$22.00 (includes logo)

WW110/120 Pant black \$22.00

#### **Males:**

\*Some older styles for males are still available

4876/4777 Shirt black \$22.00

4000 Pant black \$22.00

ww340 Jacket \$23.00

New additions:

2590 Shirt black drift \$24.00

9590 Pant black drift \$25.00

\*White undershirt, long or short sleeve (optional)

**\*\*Additional jacket options:** Choice of four different jackets that have been uniform approved for clinical and lab activities, all black with Troy logo embroidered on left chest:

- Port Authority F223/L223 microfleece jacket,
- Port Authority J317/L317 Core soft shell jacket
- Cherokee Revolution WW310 snap front warm-up jacket
- Healing Hands 5500 snap front warm-up jacket

**\*\*Jackets are not required, but optional.**

**Solid WHITE or BLACK shoes** - no colored stripes or logos, solid white or black. Must be closed-toe shoes (no clogs with straps), must be solid material (no open mesh on the front- you do not want a material a needle could go through if dropped). Shoes do not have to be purchased from Uniformacy, but they do need to be solid white or black. If in doubt, please text

a picture of the shoes you are thinking of purchasing to Lee Patino (334) 657-1393 and she will tell you if they are acceptable.

**Solid WHITE socks with white shoes or solid BLACK socks with black shoes-** no polka dots, stripes, logos...just plain white or black socks. Many students purchase two sets of uniforms to have a back-up if something happens to the first set or if there is not time to wash between class and clinicals, but this is not a requirement.

**Uniformacy  
1721 Eastern Blvd.  
Montgomery, AL 36117  
(334) 272-5881**

### **Uniform Guidelines**

a. A **picture ID** badge must be worn by each student to each clinical experience. The badge worn to clinicals will be the student's official Troy Student ID enclosed in a plastic cover (provided by the School of Nursing). The Troy University School of Nursing picture ID badge is worn on the opposite side of the Troy logo and must be worn above the waist. Name tag retractable badge holders may be worn, but must be a solid color without any logo. The only exception will be for a Troy University logo on the badge holder.

b. The **uniform** is to be kept **clean** and worn in such a manner as to give a fresh, professional appearance. Overall appearance must be professional and in accordance with Troy University and clinical agency standards. Uniforms must fit appropriately to allow for patient handling, including skirts at or below the knee, clothing that is nonrestrictive, and undergarments appropriate to the uniform. The uniform should be worn only when on official School of Nursing business.

c. **Only white, black, or gray** short or long sleeve **undershirts** are allowed to be worn with the uniform.

d. **White or black** oxford type **shoes** (closed toes and heel) are worn with complete uniform when working in a clinical setting. Shoes are to be kept clean and white.

e. **Pregnant students** may wear a black maternity uniform with a Troy University School of Nursing picture identification badge.

f. **Hair** must be clean, a naturally occurring color (**no blue, yellow, purple or pink tips, etc.**), and pulled back in a hair tie/elastic/clip. Hair must not fall forward over the face when the head is bent forward. Hair length must not exceed waist length when worn down. Do not wear bows larger than one inch wide. A small, solid black headband may be worn to keep hair out of the face.

g. Students who wear a **beard or mustache** must keep it **clean and closely trimmed**. Do not initiate the growth of a beard during the clinical rotation.

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

feel the tattoo is extreme or distracting. If a tattoo sleeve is worn, it must be either white, black, gray, or flesh-colored for your skin tone.

i. **Eyelashes:** Eyelashes must be short and a naturally occurring length (7-9 mm or less). Any false eyelash that is larger than 7-9 mm is not permitted.

j. **Make-up:** Make-up should be **worn discreetly**, not to excess. **Fingernails** should not project more than **1/4 inch** from the fingertips and should not attract undue attention or present a safety/infection control problem. Clear fingernail polish may be worn. **No acrylic/gel/dip nails.**

k. **Scented Items:** Students are **not to wear** scented items such as **cologne, perfume, or lotion** to clinical experiences. **Use unscented deodorant.** Students should avoid bringing offensive or questionable smells from their home or vehicle into the clinical setting.

l. **Jewelry:**

- **Earrings:**
  - only **one pair** of **small posts** are acceptable. (**Tragus piercings for migraines may be worn with documentation from the healthcare provider.**)
  - Some agencies **prohibit male students wearing earrings.**
  - **No visible body piercing other than ears.** Clear spacers may be worn for nose, tongue, eyebrow, etc.
  - **Students must comply with specific requests of the clinical agency.**
- **Rings: none except:**
  - married students: wedding band
  - single students: engagement ring
- **Watch: required, including a second hand – no smart watches allowed during clinical experiences.**

**No additional jewelry such as bracelets, necklaces, permanent jewelry, extra pins, etc., may be worn with the Troy University student uniform.**

m. During the clinical experience the scrub jacket or fleece jacket can be worn over the uniform for warmth, not as routine apparel. When wearing the scrub jacket or fleece jacket over the uniform to visit clinical units, specified clinical settings, or in Biology labs; name badge must be worn.

The above guidelines are not comprehensive and cannot cover all situations. They are however, the basic minimum standards and all students are expected to adhere to them. The student will always be required to adhere to any other dress code rules of the affiliating agency.

**Nursing Supplies Needed:**

- Stethoscope
- Bandage Scissors
- Watch with a second hand.
- Pen Light with pupil size – NO LED lights!
- Blood pressure cuff (*Optional to practice at home*)

All other supplies needed for practice of nursing skills will be provided by the School of Nursing or will come in the Troy University Skills Bag.

You are expected to come prepared each day to your clinical experience. Preparedness includes wearing your full clinical uniform including ID badge, and having the nursing supplies listed above as well as required paperwork, black pen, etc. each day of clinical for all clinical units. Troy University School of Nursing faculty and adjunct clinical instructors have the

authority to send a student home from the clinical setting if found to be non-compliant with the uniform policy. Any student sent home for this reason will receive a critical zero (0).

### **GUIDELINES FOR USE OF THE NURSING SKILLS LABORATORIES/CLINICAL FACILITIES**

1. The Nursing Labs are to be used **ONLY** by School of Nursing students. Absolutely **NO CHILDREN and/or SIGNIFICANT OTHERS** are permitted. When students require a partner to practice techniques in the Nursing Lab a classmate must be chosen.
2. Students in the Nursing Labs will **NOT** perform any invasive procedures (procedures that involve a threat to the safety of themselves or others).
3. Anyone who uses the lab must be prompt to finish up their use of the Lab. Supplies and equipment must be in readiness 10-15 minutes before the next class begins. Students are reminded that, after a session in the Nursing Lab, they are to pick up their belongings, straighten bed linen, place chairs under the workstations, and attempt to leave the area better than they found it.
4. Many items in the Nursing Labs are expensive. Use with care and make sure all components are replaced correctly. The anatomical models need to be handled with gentleness; they are easily damaged and costly to repair and replace.
5. Schedules of lab reservation times as well as practice times will be posted on the door outside the Nursing Labs. Students using the Nursing Labs are responsible for signing in and out in the Nursing Lab notebooks.
6. Be alert and help maintain vigilant surveillance in Nursing Labs to safeguard equipment or possessions. Report suspicious activity to School of Nursing staff or Security.
7. **No eating or drinking in the Nursing Labs.**
8. **\*\*If our clinical facilities require Face Masks to enter the facility and procedural masks in any patient care area. The facility will provide the procedural mask.**
9. The Nursing Labs are here for the student's benefit and use. Any questions or comments are welcome – contact the Nursing Lab Coordinator, Mrs. Lee Patino @ 334-241-8629.

**\*\*May change based on updated guidelines from the CDC. Students will be informed as soon as possible if the current policy changes.**

### **Needlestick Injury/Blood and Body Fluid Exposure**

In case of needlestick, or blood or body fluid exposure, immediately wash injured or exposed area thoroughly.

Notify clinical instructor or preceptor of incident and follow the facility's protocol for treatment of needlestick injury or blood/body fluid exposure. If there is not a protocol in place at the facility then the student is to report to the Troy University Student Health Center or nearest emergency department for treatment protocol. The student is to follow treatment guidelines as recommended by healthcare provider. Obtain a copy of the incident report from the facility, and a copy of treatment report for your records.

## **SAFETY AND SECURITY MEASURES FOR TROY UNIVERSITY SCHOOL OF NURSING (340 MONTGOMERY STREET LAB LOCATION)**

### **FIRE SAFETY**

#### **I. FIRE ALARM ACTIVATOR BOXES AND FIRE EXTINGUISHERS**

NOTE: By pulling lever in fire alarm box, the Fire Department is notified directly and immediately. Fire alarm activator boxes are located as follows:

##### First Floor:

1. At front door exit outside Admissions and Records Office.
2. At back door exit on wall beside door.

##### Second Floor:

1. At front stairwell exit beside elevator.
2. At back stairwell exit.

To activate fire alarm:

Push in plastic and pull-down white lever.

Fire extinguishers are located as follows:

##### First Floor:

1. In hallway immediately, past receptionist's desk.
2. At end of hallway going toward back door on wall before water fountain.

##### Second Floor:

1. On wall outside Classroom 213.
2. On wall in hallway to right as approaching Men's Restroom.

#### **II. REPORTING THE FIRE**

The person on duty at the receptionist's desk will:

1. Dial 911 and state location of the fire.
2. Call Troy University Montgomery Campus at 834-1400 and report fire if time permits.

#### **III. EVACUATION OF BUILDING**

When fire alarms are activated or verbal notification given to indicate a fire or suspicion of fire in the building, **ALL** persons in the building will proceed to the nearest outside exit (or nearest stairwell if on second floor) to evacuate the area. Elevators will **NOT** be used. All personnel should close and lock their office doors if time permits.

Fire evacuation routes are posted on both first and second floors near the stairwells on each end of the floors. All persons (students, faculty, staff, and visitors) should become familiar with the fire evacuation routes.

All persons are to proceed to the outside of the building. The School of Nursing Fire Safety Officer and/or ASN Program Coordinator will quickly check to see that all persons have evacuated the building. Persons evacuating through the front door should proceed across Montgomery Street to the Troy University Montgomery Campus parking lot in front of the clock tower. Students should stay in vicinity of their instructor. Persons evacuating through the back door should proceed to sidewalk beside Catoma Street, cross Montgomery Street, go to the Troy University Montgomery Campus parking lot in front of the clock tower. Students should stay in vicinity of their instructor.

**DO NOT re-enter the building until an “ALL CLEAR” is announced by the Fire Department.**

#### IV. EVACUATION OF PERSONS WITH DISABILITIES

Any person with a disability who is unable to evacuate second floor using the stairs should be moved to the stairwell landings to allow emergency personnel immediate access to evacuate them. Emergency personnel should be immediately notified to remove anyone in stairwells needing assistance.

The School of Nursing Fire Safety Officer and/or ASN Program Coordinator will check all stairwells to see if any person needs assistance.

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### **INCLEMENT WEATHER PROCEDURES**

During severe thunderstorms, all individuals should remain indoors, stay off telephones and away from any electrical conducting objects. School of Nursing staff, on duty, will ensure that all computers are turned off and advise when the “all clear” is given to allow computers to be turned back on. Upon notification of a tornado warning by either siren or police notification, all faculty, staff, and students will be instructed by the ASN Program Coordinator and/or School of Nursing secretaries to move to the lowest floor and take cover in the inner hallway (away from all windows) and to remain there until the “all clear” is received. At no time should anyone remain outside or in other areas where there are windows and doors where glass breakage is possible and/or damage from other flying debris is a potential hazard.

Troy University School of Nursing at 241 Montgomery Street (Montgomery) follows the directives of Troy University Montgomery Campus regarding cancellation of classes due to inclement weather. Information regarding cancellation of classes is broadcast on local radio and television stations. Also, students are encouraged to register for the Troy University Alert System (see following pages). STUDENTS WHO INQUIRE ABOUT ATTENDING CLASSES DURING INCLEMENT WEATHER SHOULD ALWAYS CONSIDER THEIR PERSONAL SAFETY AS TOP PRIORITY.

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## **CRIME PREVENTION FOR FACULTY, STAFF, & STUDENTS**

Everyone should be involved in helping to prevent crime. Here are some of the things everyone should do to help:

1. Never leave valuables (purse, money, jewelry, etc.) unattended in an office, classroom, or lounge area.
2. Never carry large sums of money in order to minimize your loss in case of burglary.
3. Don't store valuables in your car.
4. Lock your automobile.
5. Always request a security escort if walking to your car after dark or at any time you would like an escort. Between 8:00 a.m. - 4:30 p.m., call 834-2320 or 241-8654 (School of Nursing) to request an escort. After 4:30 p.m., call 834-1400 (Troy University Montgomery Campus receptionist) to request an escort.
6. Be alert - report any suspicious action or violation to the Security personnel. Call 241-9716 (Troy University Montgomery Campus police), 241-8653 (School of Nursing) or 241-9500 (Troy University Montgomery Campus receptionist).

### **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.

### ***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:***

| <b>Campus</b>     | <b>Day Phone Number</b>           | <b>Night Phone Number</b>    |
|-------------------|-----------------------------------|------------------------------|
| Troy Campus       | <a href="#">334-670-3215</a>      | <a href="#">334-670-1999</a> |
| Montgomery Campus | <a href="#">334-241-5920</a>      | <a href="#">334-241-2651</a> |
| Dothan Campus     | <a href="#">334-983-6556 x313</a> | <a href="#">334-615-3000</a> |

### ***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.

#### **ASN, BSN, RN to BSN, MSN, & DNP Program Procedures:**

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.

## **Troy University's Security Alerting System Registration Procedures**

Troy University has a new alerting system designed to quickly disseminate information via text messaging to faculty, students and staff at the University. The system requires each person to register in order to receive information whether it relates to severe weather conditions or security issues affecting the Montgomery Campus. We are asking each faculty and staff member as well as students to take a few minutes and register so that information can be broadcast to the maximum number of people at the same time.

### **Registration Procedures:**

1. On the internet, log onto "<http://sos.troy.edu>." The menu on the left gives quick access to different types of information.
2. Click on "Subscribe to SOS". Please read the information about the alerting system. Note that using this system may incur a small charge from your mobile phone carrier for any text messages received. Please consult with your wireless carrier if you have any questions. This system will be used for emergency notification alerts only. The number of messages received from this system will be very limited. To register, go to the bottom of the screen and click on "Subscribe to SOS."
3. Enter your email Username and Password and click login. Notice at the top of the screen, under Emergency Information, the term "e2campus Subscribe." This is the technical name for the system you are about to subscribe to. For simplicity purposes, we call it "sos.troy.edu."
4. Enter your first name, last name, choose a password, and reenter the password that will give you access to return to [Asos.troy.edu](http://Asos.troy.edu) to view additional information about alerts. (The password does not have to be your E-mail password. You choose what you want it to be.) You will next have to select which campus alerts you want to receive. Since you are on the Montgomery Campus, we recommend that you select this one. However, you may wish to receive other campus' updates if you regularly travel to other campuses. Select as many of them as you need. However, be aware that you will receive alerts from all locations that you select. Last, you will need to input your mobile phone number (with or without dashes), including your area code. You will also need to select the carrier (phone service) that you use so that any messages sent will match your provider's protocol. Select "Create Account".
5. Next, you will receive a screen notice asking you to validate your registration by entering a four-digit code. You will be sent a text message immediately upon finishing step four. The four-digit code will be at the end of the text message. Simply enter the code in the box provided and enter the information.

Congratulations! You are now entered into the system to receive messages. Your registration is good for two years. If you do nothing, at the end of two years you will be prompted to reregister. During the two-year period, you may unsubscribe, change your account status, add a second mobile phone or accomplish other tasks as you desire. One thing you may want to do now is enroll your E-mail account and have alert messages sent to your computer. To do this, as well as any of the other items mentioned in the paragraph above, simply log into "[sos.troy.edu](http://sos.troy.edu)." Notice that there are several tabs available. Go to the Services tab and scroll to the E-mail section. Enter your E-mail account name (i.e. [@troy.edu](mailto:)) and follow any directions on the screen. You can manage all of the information available to you as you desire.



### **Pre-Clinical Requirements Policies & Procedures ASN, BSN, RN – BSN, MSN, and DNP Programs**

- 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.

**Note:** All pre-clinical and signed handbook documents must be completed and uploaded to VIEWPOINT.

**Note:** Certain hospitals/facilities require the use of ACEMAPP to upload clinical requirements in addition to VIEWPOINT. All ASN Students pay \$50 for a personal ACEMAPP account per year. Students will NOT be allowed to attend clinical if an ACEMAPP account is not set up or if the student fails to upload clinical requirements by the provided deadline. Failure to maintain ACEMAPP requirements could result in an assigned grade of “F” in the applicable practicum course.

# VIEWPOINT SCREENING

**TROY**  
UNIVERSITY™

**Nursing  
Programs**  
ASN - BSN - DNP - MSN -  
RNtoBSN

INSTRUCTIONS for:

Background Check

Health Portal

Drug Test

**1 GO TO the School's Landing Page on Viewpoint Screening's Website:**  
<https://www.viewpointscreening.com/troy>

**2 Click on  
"Start Your Order"**

**3 Choose Your  
Program**

When you click on your program, it will expand to show you available packages. Click on the option "Background Check + Drug Test + Health Portal" UNDER YOUR PROGRAM.

## Start Your Order

School of Nursing

- Accelerated Master of Science in Nursing (AMSN)
- Associate of Science in Nursing (ASN)
- Bachelor of Science in Nursing (BSN)
- Doctor of Nursing Practice (DNP)
- Master of Science in Nursing (MSN)
- RN to BSN
- Faculty

Cancel

**TROY**  
UNIVERSITY™

Troy University has partnered with Viewpoint Screening to provide your background check, drug testing and document management. Failure to submit an order will delay the entrance into an experiential rotation and/or school training.

Click "Start Your Order" below and you will be directed through the application process. Once your order is submitted, you will receive a confirmation email containing a password to log into [viewpointscreening.com](https://www.viewpointscreening.com). When your background check is completed, you can view your results at [viewpointscreening.com](https://www.viewpointscreening.com) by entering your email address and password. Results are typically completed within 3-5 business days and will also be available to your school.

Start Your Order →

View Your Results →

Student FAQs →

Disclaimer →

Contact →

**4**

Once you click on the link, you will be taken to a package summary screen.

Once you review your package and the terms of use policy, click the button to acknowledge and hit NEXT.

## Required Package

The School of Nursing at Troy University requires the following service(s) to be performed by Viewpoint Screening:

|                   |                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Background Check: | <ul style="list-style-type: none"> <li>Alabama Statewide Criminal Records</li> <li>County Criminal Records (7 year history, all jurisdictions outside of Alabama)</li> <li>Nationwide Crime Database</li> <li>Federal Criminal Records</li> <li>Nationwide Sexual Offender Registry</li> <li>Healthcare Fraud &amp; Abuse Scan</li> <li>Address History / SSN Validation</li> </ul> |
| Drug Test:        | <p>Lab based urinalysis:</p> <p>After your order is placed, you will receive an email from Viewpoint Screening by the end of the following business day regarding your drug test. This email will contain the instructions to have your drug test performed.</p>                                                                                                                    |
| Health Portal:    | At the end of the order process, you will have the capability to upload specific documents required by your school for immunization, medical or certification records.                                                                                                                                                                                                              |
| Price:            | \$115.00                                                                                                                                                                                                                                                                                                                                                                            |

## Terms of Use and Refund Policy

Please review the Terms and Conditions of Use carefully below.

Last Updated: 11/18/2025

These Terms and Conditions of Use (Terms of Use) contain important information regarding both your and Viewpoint Screening's legal rights, obligations, and remedies and cover your use and access to the products, services, software, platform and Website. The Terms of Use also contain authorizations and consent to

☐ I have read, understand and agree to the [Viewpoint Screening Terms of Use and Refund Policy](#).

Next

5

Complete the APPLICANT INFORMATION and address sections as prompted.



It is recommended to use your school email address.

6

Complete payment section.

**Payment Information**

First Name:

Last Name:

Credit Card Number:

Exp. Date:  (MM/20YY)

CVV\*2:

Credit Card Type:  Select Card Type

Contact Name (if business):

Email:

Phone Number:

Address:

City:

State:

Postal Code:

• IMPORTANT: Please note that if you enter an address other than the one on file with the credit card's issuing bank, or an incorrect CVV code, Viewpoint Screening will deny your transaction for security purposes. Additionally, denied transactions may cause the funds to be held by your bank for up to 5 business days before being released back to the card.

• \*Viewpoint LLC\* will appear on your credit card statement.

• A Parent or Guardian's credit card will be accepted.



• WARNING: Your credit card will be charged when you click "Next." This fee is non-refundable.

• Do not click more than once or you may be charged multiple times.

First Name:

Last Name:

Middle Name:

Alias/Maiden Name 1:

Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.

Alias/Maiden Name 2:

Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.

Alias/Maiden Name 3:

Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.

Social Security Number:  -  -

Please Note: If you have not been issued a valid U.S. SSN then enter all zeros (000-00-0000) instead.

Date of Birth:  /  /  (mm/dd/yyyy)

Gender: ☐ Male ☐ Female

Phone Number:  (111-111-1111)

Student/Employer ID:

E-Mail Address:

**IMPORTANT**

Your email address will be your user name to log in. Login names cannot be changed.

Please make sure you are entering your correct email address. You will be unable to log in or receive communications from Viewpoint Screening if your email address is not valid.

Type E-mail address.

Re-type E-mail address.

**If you already have a login:**

You are required to use the same email address to prevent separate logins.

Separate logins will contain separate results / medical documents.

A service fee will be imposed to merge separate logins.

7

Log In to Your Account

Once your order is complete, you should be taken to a screen to like this to the right.

Your username will be the email you used to set up your account.

Change password here, and it will log you in to the Viewpoint System.

Thank you, your order has been submitted. Please be aware that this order does not contain a background check or a drug test.

You can now access your Health Portal to upload required documents.

You will be automatically logged into your account once you create/change your password.

Please RESET THE PASSWORD to your account associated with greys@anatomy.com

Passwords must contain one or more numbers, one or more special characters, and must be at least 12 characters long.

Enter your NEW password  ☐ Toggle Password

Confirm your NEW password

☐ I have provided a strong password that will be remembered

**NEXT** ➡

Once logged in, you can view your Health Portal Requirements and begin uploading documents. A full tutorial is provided on the following pages.

You will receive an email with your registration info and location for your Drug Test within 1-2 business days, and the information will also be visible under the Drug Testing tab on your dashboard.

Hello Doctor

**VIEWPOINT SCREENING**

A BETTER POINT OF VIEW

## TO LOG IN

Go to  
[www.viewpointscreening.com](http://www.viewpointscreening.com)

LOG IN

Username  
Password  
☐ Show Password  
Log In  
Forgot username and/or password?

Click here if you forgot your username or password to request to have it emailed to you.

## View your HEALTH PORTAL REQUIREMENTS

Now you are logged into your Viewpoint Screening Account. This is your Dashboard. Click "Health Portal" to VIEW requirements.

Dashboard

Log Out

Dashboard

View Results

Place New Order

Health Portal

Drug Testing

Results

You have NOT placed an order that includes results for a background check and/or drug test. Select "Place New Order" only if you need a background check and/or drug test.

Drug Testing

You have NOT placed an order that includes a drug test. Select "Place New Order" only if you need a drug test performed.

Health Portal

You have placed an order that includes a Health Portal. Click "Health Portal" to access requirements and start uploading documents. Uploads are typically reviewed within 24 business hours.

Health Portal Messages

eLearning

You have NOT placed an order for eLearning. Select "Place New Order" only if your school has requested that you complete eLearning through Viewpoint Screening.

Fingerprinting

You have NOT placed an order for a fingerprint background. Select "Place New Order" only if your school has requested Viewpoint Screening.

## HOW TO SEE REQUIREMENTS & UPLOAD DOCUMENTS

Health Portal

Acceptable Files

File Size: The maximum file size that can be uploaded is 10 mb. If your PDF file is larger than 10 mb, please [click here](#) to compress the file. If you have a large number of files, please contact support@viewpointscreening.com for assistance.

File Types: Image files (jpeg, bmp, gif and png) may be uploaded or a PDF file may be uploaded. Any other file types cannot be uploaded. If you are unsure if a file type is acceptable, please contact support@viewpointscreening.com for assistance.

What to Upload

Overwrite/Remove a Document

What Does "Series In Progress" Mean?

CHES Form Requirement Description

OSHA / Bloodborne Pathogens Training Requirement Description

To VIEW YOUR GUIDELINES (what to do) for a particular requirement, click on that item's "Requirement Description."

CHES Form Requirement Description

Due Date: 08/01/2022

Submit a copy of the signed CHES Form

This is "Form C" from the Workforce Development Board website: <https://wdbscw.org/clinical-education/>

[Click here for the CHES form](#)

Select File Close

## Guideline Description Box

From here, you can:

- View the guidelines for what to upload
- See important instructions
- View & download school forms
- Upload a file to correspond with this requirement

Due Date: 08/01/2022

Upload CHES Form Document

Due Date: 08/01/2022

Upload OSHA / Bloodborne Pathogens Training Document

SAMPLE HEALTH PORTAL

## TIPS

- READ the full guideline to make sure you provide the right documentation.
- Viewpoint Screening does not create your requirements. The school communicates requirements to us. Our role is to verify documentation.
- Make sure your name is visible on the document (before and AFTER upload).

# HOW TO UPLOAD A DOCUMENT

When you have the correct document available, you are ready to upload it to your Health Portal.

**CLICK either of these places to upload a document**

Once the document has been successfully uploaded, a new button will appear in the Row of the item with the DATE UPLOADED.

|                                     |                                                 |                                 | date upload column            | document status column         | action date column          |
|-------------------------------------|-------------------------------------------------|---------------------------------|-------------------------------|--------------------------------|-----------------------------|
| Hepatitis B Requirement Description | Click to view the document(s) you have uploaded | Upload New Hepatitis B Document | Document Uploaded On 04/07/22 | Document Not-Approved 04/08/22 | Next Action Date            |
| MMR Requirement Description         | Click to view the document(s) you have uploaded | Upload New MMR Document         | Document Uploaded On 02/17/22 | Document Approved 02/17/22     | Next Action Date 01/01/2030 |

## Is my document approved or not approved?

Documents are reviewed in 24 hours, or in 1 business day if submitted on weekends. Once reviewed, every document is either APPROVED (and marked green), or NOT APPROVED (and marked red), with a date stamp of review.

## How can I see what I uploaded?

Click to view the document(s) you have uploaded

Always CHECK what you uploaded.

- ✓ Is it the right doc?
- ✓ Is my name visible?

If a document is NOT APPROVED, you will receive an email notifying you with the reason for the rejection. This information can also be located at the bottom of your Health Portal listings under "HEALTH PORTAL MESSAGES."

| Health Portal Messages |                                                                                                                                              |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 04/20/2022             | blah blkgzhdtk                                                                                                                               |
| 04/08/2022             | Hepatitis B - Please make sure to include your name on your document.                                                                        |
| 07/22/2021             | You did not provide the correct document.                                                                                                    |
| 12/01/2020             | CPR Certification - You have provided a non-BLS (Basic Life Support) certificate. Please submit a BLS certificate in order to gain approval. |



You will receive a general reminder email once weekly until you have reached full compliance for all of your documents.

## Support



Email us at: [studentsupport@viewpointscreening.com](mailto:studentsupport@viewpointscreening.com)



Instant Chat - bottom right hand corner at [ViewpointScreening.com](http://ViewpointScreening.com)  
Monday - Friday 9 am - 5pm EST.

# VIEWPOINT <sup>VP</sup> SCREENING

www.viewpointscreening.com

## Full Package - Background Check, Drug Test, and Immunization Tracking discounted price: \$ 115.00

| item                                        |                                                                      | turnaround time                    |
|---------------------------------------------|----------------------------------------------------------------------|------------------------------------|
| Statewide Criminal Records                  | Alabama                                                              | 24-72 hours                        |
| Address History/SSN Validation              | Nationwide                                                           | 24-72 hours                        |
| County Criminal Records                     | All Jurisdictions Outside of State of Residence,<br>Nationwide Scope | 24-72 hours                        |
| Crime Database                              | Nationwide                                                           | 24-72 hours                        |
| Sexual Offender Registry                    | Nationwide                                                           | 24-72 hours                        |
| Federal Criminal Records                    | Nationwide                                                           | 24-72 hours                        |
| Healthcare Fraud & Abuse Registries (FACIS) | Nationwide                                                           | 24-72 hours                        |
| Drug Test                                   | 10 Panel                                                             | 24-72 hours                        |
| Health Portal Plus                          | Viewpoint Review (Indefinite)                                        | documents reviewed within 24 hours |

## Faculty Immunization Tracking - NO COST discounted price: \$ 0.00

| item               |                               | turnaround time                    |
|--------------------|-------------------------------|------------------------------------|
| Health Portal Plus | Viewpoint Review (Indefinite) | documents reviewed within 24 hours |

## Drug Testing - Using Quest and Quest Preferred Labs discounted price: \$ 44.00

| item      |          | turnaround time |
|-----------|----------|-----------------|
| Drug Test | 10 Panel | 24-72 hours     |



## **School of Nursing BLS 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 cardiopulmonary resuscitation (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 approved agencies require a hands-on skills check-off for BLS certification. Online only certifications are not accepted.

ASN Program Procedures: Submit a copy of your BLS certification card by the published due date. It is the student's responsibility to remain current in certification. The school of Nursing will not send notification of expiration for BLS. The failure to maintain a current BLS certification will impact a student's ability to engage in the reality clinical setting.

**The ASN Program offers an American Heart Association (AHA) BLS for the Healthcare Provider course at the beginning of each semester.**



## **School of Nursing**

### **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.**



## TB Test Verification Form

Name of Student: \_\_\_\_\_

Program: \_\_\_\_\_

### **Results:**

Tuberculin skin test: #1 \_\_\_\_\_  
Date Results Provider Signature

\_\_\_\_\_  
Manufacturer of PPD Lot # and Exp.

#2 \_\_\_\_\_  
Date Results Provider Signature

\_\_\_\_\_  
Manufacturer of PPD Lot # and Exp.

If Tuberculin skin or blood test results are positive, a chest x-ray will be required at the time of admission to clinical nursing courses, and every two years thereafter. If Tuberculin skin test is positive, another skin test is not required.

Chest x-ray: \_\_\_\_\_  
Date Results Provider Signature

Tuberculin blood test: \_\_\_\_\_  
Date Results Provider Signature

\_\_\_\_\_  
Date Printed Name of  
Qualified Healthcare Professional Signature

Facility Address: \_\_\_\_\_



## School of Nursing

### 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.

#### ASN & BSN Procedure:

All Troy University ASN & BSN students enrolled in clinical nursing courses are required to have annual proof of a physical examination on file with ViewPoint by the published due date in the course. The Verification of Physical Exam form is available in each campus' nursing office and in the student shells on Canvas. The Physical Exam must be made current for the entire semester for which the student is enrolled. It is the student's responsibility to renew their physical examination annually. Students may have additional requirements based on specific facility policies. **Students will submit the completed Verification of Annual Physical Examination form to ViewPoint, and as directed by program coordinators.**

#### RN to BSN, MSN, and DNP Procedure:

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, and as directed by program coordinators.**



## School of Nursing

### Verification of Annual Physical Examination

I certify that I have examined \_\_\_\_\_ on \_\_\_\_\_  
Name Date

And found this person to be free of communicable diseases and physically able to carry out nursing functions in a reality clinical setting.

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Printed Name of Physician or Qualified RN (CNP  
or Employee Health Nurse)

\_\_\_\_\_  
Address

\_\_\_\_\_

**Note:** The School of Nursing should be notified if findings represent a potential hazard to clients with whom the student would come into contact. Providing any false information will be grounds for denial or admission to the program or grounds for dismissal.



## **School of Nursing 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.

### ASN, RN to BSN, BSN, MSN and DNP Procedure:

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

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

**\*New titers must be drawn. Childhood immunizations do not count as a titer.**



## School of Nursing

### Hepatitis B Vaccine Series Verification Form

(Please utilize this form only if Hepatitis B titer is negative or you have never had the series)

I, \_\_\_\_\_, have read the attached statement about Hepatitis-B and the Hepatitis-B vaccine. I have had an opportunity to ask questions and understand the benefits and risks of Hepatitis-B vaccination. Upon completion of the vaccination series, I will have titers drawn to verify my immunity to Hepatitis B. I further understand that I have the option of receiving the vaccine or refusing it.

I consent to receive the vaccine and will take the responsibility for making the arrangements to receive the vaccine at my own time and expense and will return this completed form to my Program Coordinator for my file.

|               |                               |                            |
|---------------|-------------------------------|----------------------------|
| _____<br>Date | _____<br>Signature of Student | _____<br>Student ID Number |
|---------------|-------------------------------|----------------------------|

|                                |       |                                   |
|--------------------------------|-------|-----------------------------------|
| Hepatitis B injection #1 _____ | _____ | _____                             |
| Date                           | Lot # | Healthcare Professional Signature |

|                                |       |                                   |
|--------------------------------|-------|-----------------------------------|
| Hepatitis B injection #2 _____ | _____ | _____                             |
| Date                           | Lot # | Healthcare Professional Signature |

|                                |       |                                   |
|--------------------------------|-------|-----------------------------------|
| Hepatitis B injection #3 _____ | _____ | _____                             |
| Date                           | Lot # | Healthcare Professional Signature |

**Hepatitis B vaccination:** 3-dose series at 0, 1, 6 months (minimum intervals: 4 weeks between doses 1 and 2, 8 weeks between doses 2 and 3, 16 weeks between doses 1 and 3)  
<https://www.cdc.gov/vaccines/schedules/hcp/imz/adult.html#note-hepb>



**School of Nursing**

**DECLINATION STATEMENT-HEPATITIS-B VACCINE**

**This Declination can only be signed AFTER receiving a negative titer result**

I do not consent to the administration of the Hepatitis-B vaccine. I understand that my signature releases the School of Nursing, its Faculty, Program Coordinators, Directors, Deans, Chancellor, Board of Directors, employees of Troy University, the clinical agency, its administration and employees of and from legal and financial responsibilities in the event I contract Hepatitis-B viral infection while a student at Troy University. If a student opts to not receive vaccination after a negative titer result, it is his/her responsibility to sign the declination part of the titer form and notify any clinical agency where the student is precepting.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Student ID Number



**School of Nursing**

**Measles, Mumps & Rubella Vaccine Verification Form**

**(Please utilize this form only if MMR titer is negative)**

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

|                       |          |       |                                   |
|-----------------------|----------|-------|-----------------------------------|
| MMR Booster injection | #1 _____ | _____ | _____                             |
|                       | Date     | Lot # | Healthcare Professional Signature |
|                       | #2 _____ | _____ | _____                             |
|                       | Date     | Lot # | Healthcare Professional Signature |

Vaccine Manufacturer: \_\_\_\_\_

Vaccine Expiration Date: \_\_\_\_\_

**Health care personnel born in 1957 or later with no evidence of immunity to measles, mumps, or rubella:** 2-dose series at least 4 weeks apart for measles or mumps, or at least 1 dose MMR for rubella; if born before 1957, consider 2-dose series at least 4 weeks apart for measles or mumps, or 1 dose for rubella (CDC).

<https://www.cdc.gov/vaccines/schedules/hcp/imz/adult.html#note-mmr>



**School of Nursing**

**DECLINATION STATEMENT-MMR VACCINE**

**This Declination can only be signed AFTER receiving a negative titer result**

I do not consent to the administration of the MMR vaccine. I understand that my signature releases the School of Nursing, its Faculty, Program Coordinators, Directors, Deans, Chancellor, Board of Directors, employees of Troy University, the clinical agency, its administration and employees of and from legal and financial responsibilities in the event I contract Measles, Mumps or Rubella viral infection(s) while a student at Troy University. If a student opts to not receive vaccination after a negative titer result, it is his/her responsibility to sign the declination part of the titer form and notify any clinical agency where the student is precepting.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Student ID Number



**School of Nursing**

**Varicella Vaccine Verification Form**

**(Please utilize this form only if Varicella titer is negative)**

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

|                             |          |       |                                   |
|-----------------------------|----------|-------|-----------------------------------|
| Varicella Booster injection | #1 _____ | _____ | _____                             |
|                             | Date     | Lot # | Healthcare Professional Signature |
|                             | #2 _____ | _____ | _____                             |
|                             | Date     | Lot # | Healthcare Professional Signature |

Vaccine Manufacturer: \_\_\_\_\_

Vaccine Expiration Date: \_\_\_\_\_

**Health care personnel with no evidence of immunity to varicella:** 1 dose VAR if previously received 1 dose varicella-containing vaccine, or 2-dose series VAR 4–8 weeks apart if previously did not receive any varicella-containing vaccine, regardless of whether U.S.-born before 1980 (CDC).

<https://www.cdc.gov/vaccines/schedules/hcp/imz/adult.html#note-varicella>



**School of Nursing**

**DECLINATION STATEMENT-VARICELLA VACCINE**

**This Declination can only be signed AFTER receiving a negative titer result**

I do not consent to the administration of the Varicella vaccine. I understand that my signature releases the School of Nursing, its Faculty, Program Coordinators, Directors, Deans, Chancellor, Board of Directors, employees of Troy University, the clinical agency, its administration and employees of and from legal and financial responsibilities in the event I contract Varicella viral infection while a student at Troy University. If a student opts to not receive vaccination after a negative titer result, it is his/her responsibility to sign the declination part of the titer form and notify any clinical agency where the student is precepting.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Student ID Number



## School of Nursing

### Influenza Vaccination Verification Form

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

The flu vaccine must be administered within the timeframe of the current flu season (2026-2027).

Date Flu Vaccine Administered: \_\_\_\_\_

Administering Healthcare Professional's Name: \_\_\_\_\_  
(Print Full Name)

Administering Healthcare Professional Signature: \_\_\_\_\_

Vaccine Lot #: \_\_\_\_\_

Vaccine Manufacturer: \_\_\_\_\_

Vaccine Expiration Date: \_\_\_\_\_

#### DECLINATION STATEMENT INFLUENZA VACCINE

I do not consent to the administration of the Influenza vaccine. I understand that my signature releases the School of Nursing, its Faculty, Program Coordinators, Directors, Deans, Chancellor, Board of Directors, employees of Troy University, the clinical agency, its administration and employees of and from legal and financial responsibilities in the event I contract the influenza virus while a student at Troy University. If a student opts to not receive vaccination, it is his/her responsibility to sign the declination part of the form and notify any clinical agency where the student is precepting. **The student understands the clinical agency's policy regarding the requirement of the influenza vaccine overrides this declination statement.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Student ID Number



**School of Nursing**

**Tetanus, Diphtheria, & Pertussis Vaccination/Booster Verification Form**

*Currently required only for ASN and BSN students*

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Date Tdap Administered: \_\_\_\_\_

Administering Healthcare Professional's Name: \_\_\_\_\_  
(Print Full Name)

Administering Healthcare Professional Signature: \_\_\_\_\_

For Tdap booster only:

Vaccine Lot #: \_\_\_\_\_

Vaccine Manufacturer: \_\_\_\_\_

Vaccine Expiration Date: \_\_\_\_\_

DECLINATION STATEMENT Tdap VACCINE

I do not consent to the administration of the Tdap vaccine. I understand that my signature releases the School of Nursing, its Faculty, Program Coordinators, Directors, Deans, Chancellor, Board of Directors, employees of Troy University, the clinical agency, its administration and employees of and from legal and financial responsibilities in the event I contract Tetanus, Diphtheria, and/or Pertussis while a student at Troy University. If a student opts to not receive vaccination, it is his/her responsibility to sign the declination part of the titer form and notify any clinical agency where the student is precepting.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Student ID Number



## School of Nursing

### 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 **[Viewpointscreening.com/troy](http://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](http://www.viewpointscreening.com/troy), for instructions.

## Student Nurse Drug Screening Policy and Procedure Agreement

I have read, understand, and agree to the Troy University School of Nursing Substance Abuse, Drug Screen, Policy and Procedure. I hereby release Troy University, Troy University School of Nursing, Viewpointscreening.com/troy, and Quest Diagnostics Laboratories from any claim in connection with the Drug Screen Policy and Procedure.

I understand that should any legal action be taken as a result of the Drug Screen Policy and Procedure, that confidentiality can no longer be maintained.

I hereby consent to submit to a urinalysis and/or other tests as shall be determined by the Troy University physician in preparation for participation in clinical practicums for the purpose of determining substance use.

I agree that specimens for the tests will be collected by employees of Quest Diagnostics Laboratories and that Quest Diagnostics Laboratories will analyze the specimens.

I further agree to, and hereby authorize, the release of the results of said tests to the Troy University designated Medical Review Officer (MRO), and from the MRO to the Coordinator of the School of Nursing and to the Program Coordinator (ASN, BSN, or MSN). Positive results will be reported to the School of Nursing Coordinator by the MRO.

I understand that the current use of drugs and/or alcohol shall prohibit me from participating in clinical practicums. I understand that clinical practicum courses are required in order to graduate from the nursing programs at Troy University. I further understand that I will be subject to the same rules as the health care employees in the facilities where I will be participating in clinical practicums. I understand that prior to participation in clinical practicums, I must submit to a drug screen by Quest Diagnostics Laboratories and provide a certified negative drug screen result to the program (ASN, BSN, Graduate Nursing) in which I am enrolled.

I further understand that if I fail to provide such a certified negative drug result, I will be unable to participate in the clinical portion of the School of Nursing program in which I am enrolled.

I further understand that in addition to initial screening that will occur when I am admitted to the School of Nursing, I must renew the drug screen annually along with this agreement and I am subject to testing per agency affiliation agreement and/or for cause should I exhibit signs/symptoms of substance abuse (such as slurred speech, impaired physical coordination, inappropriate behavior, pupillary changes, or other signs/symptoms).

I further agree to hold harmless Troy University, Troy University School of Nursing, viewpointscreening.com, Quest Diagnostics Laboratories, and the MRO from any liability arising in whole or in part from the collection of specimens, testing, and use of the results from said tests in connection with excluding me from participation in clinical practicums.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced by anyone to sign this document.

A copy of this signed and dated document will constitute my consent for Viewpointscreening.com/troy and Quest Diagnostics Laboratories to perform the drug screen and to release the results of any drug screen to Troy University. I direct that LabCorp hereby release the results to Troy University.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*Sign and upload to ViewPoint**



## **School of Nursing**

### ***Criminal Background Check Policy and Procedure***

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

#### **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.

### ***Background Checks upon Admission to the Clinical Nursing Sequence***

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

#### **Background Check Procedure:**

1. Go to [www.Viewpointscreening.com/troy](http://www.Viewpointscreening.com/troy) to place an order for the background check.
2. Click on the tab at the top right that says "Place Order"
3. On the next page, you are asked to enter an organization's package code. This package code for the Montgomery ASN Program
4. Once you submit that code, you will read, understand and agree to the Terms and Conditions of Use on the next page.

If you need assistance, please contact ViewPoint directly.

[www.Viewpointscreening.com/troy](http://www.Viewpointscreening.com/troy) Phone: (888) 723-4263 [customerservice@ViewPoint.com](mailto:customerservice@ViewPoint.com)

### ***Background Check after Admission***

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

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

***Admission/Readmission after an Adverse Criminal Background Check*** A student whose admission is withdrawn or who is dismissed from the School of Nursing due to findings from a background check will be considered for readmission on a case basis depending upon the particular situation.

## **School of Nursing Medication Calculation Rounding Policy**

### **Medication Calculation Rounding Policy:**

For each dosage calculation problem, specific rounding instructions will be given at the end of every problem.

Example problems:

The physician orders Amoxil 375 mg PO every 12 hours. Available is Amoxil 250 mg/5 mL. How many mL will you administer per dose? Record your answer using one decimal place.

Answer: 7.5 mL

Atropine 0.25 mg is to be administered. Atropine is available in a 20 mL vial containing 0.4 mg per mL. How many mL of the medication will you give per dose? Record your answer using two decimal places.

Answer: 0.63 mL

You have an order for one liter of normal saline to be infused at 125 mL/hr. Using an IV administration set which delivers 10 gtts/mL, what is the flow rate in gtt/min? Record your answer using a whole number.

Answer: 21 gtts/min



## School of Nursing

### **Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act Training**

Each student is required to receive OSHA and HIPAA training before attending a clinical/practicum. OSHA and HIPAA training is current for one year, and it must be valid for the entire semester for which a student is enrolled. OSHA and HIPAA training is available in all clinical/practicum courses.

### **OSHA and HIPAA Acknowledgement Form**

**OSHA Acknowledgement of Understanding** - My signature below indicates that I have completed the required annual OSHA and/or HIPAA training for the ASN program.

I have participated in a training session on the requirements for ensuring the privacy of patients' protected health information under the Health Insurance Portability and Accountability Act (HIPAA).

I understand what protected health information is, and have been informed of the civil and criminal penalties for unauthorized disclosure of protected health information.

I understand that I am responsible for keeping protected health information from unauthorized disclosure, and that I will not share my patient's protected health information with anyone who is not engaged in treatment, payment, or healthcare operations, unless authorized by the Privacy Officer in the organization where I am assigned. I also agree that I will not access any patient's protected health information unless I have a legitimate need to know that is related to my assignment.

I Understand that I am responsible for learning the particular policies and procedures of the clinical agency where I have been placed. I also understand that I am subject to the sanctions those clinical agencies may impose for a breach of confidentiality. I also understand that my failure to abide by the agency's policies and procedures related to confidentiality and protected health information could result in a variety of academic and/or disciplinary sanctions, up to and including dismissal from my academic program.

Student Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date of Training: \_\_\_\_\_

**cc: Sign and Upload to ViewPoint**

**School of Nursing**  
**Criminal History and Prior Disciplinary Action**

The Alabama Board of Nursing receives numerous questions from applicants regarding prior criminal offenses and discipline by another state board of nursing. If you have questions, please go to the board's website FAQ's regarding Criminal History and prior Disciplinary Action at [https://www.abn.alabama.gov/faq\\_category/criminal-history/](https://www.abn.alabama.gov/faq_category/criminal-history/)

## **Troy University School of Nursing**

### **VERIFICATION OF RECEIPT OF INFORMATION REGARDING ALABAMA BOARD OF NURSING LICENSURE REQUIREMENTS**

I, \_\_\_\_\_, have been informed about licensure as a registered nurse which is published by the Alabama Board of Nursing. I have had an opportunity to ask questions and understand that I must meet the stated qualifications in order to be approved by the State Board of Nursing to take the licensure examination (NCLEX).

I understand that graduating from Troy University School of Nursing's ASN Program does not guarantee that I will be granted permission to take NCLEX - only the Board of Nursing (to which I apply) may approve my request to take the licensure examination (NCLEX). NOTE: If you have had a felony conviction or other legal problem, it is your responsibility to check with the Board of Nursing to determine your eligibility for taking the licensure examination.

For more information, published by the Alabama Board of Nursing regarding licensure requirements for a registered nurse, I understand that I may access their web site at [www.abn.state.al.us](http://www.abn.state.al.us), click on Disciplinary Action, and read "Grounds for Denial of a License".

\_\_\_\_\_  
Student's Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

cc: Student file and student to upload to ViewPoint

**Troy University School of Nursing**  
**STUDENT CONSENT/CONFIDENTIALITY FORM**



Troy University, in accordance with the Federal Family Educational Rights and Privacy Act (FERPA), seeks to assure the highest levels of confidentiality regarding student records and information. Student information will not be disclosed to a third party without the written consent of the student, unless directed by law.

As a student, you are eligible to designate a parent, guardian, or spouse to whom appropriate information can be released. By granting consent, you also grant the designee, access to your *Self-Service*.

**AUTHORIZATION TO RELEASE INFORMATION**

I, \_\_\_\_\_, am/will be a student at Troy University.  
*Print Name of Student*

I hereby provide written authorization, as required under 20 USC 1232g (the Federal Family Education Rights and Privacy Act), and any similar state law, for Troy University to release all appropriate information and records to the designated third party listed below:

| PERSON TO WHOM INFORMATION IS TO BE RELEASED | RELATIONSHIP TO YOU |
|----------------------------------------------|---------------------|
|                                              |                     |
|                                              |                     |

\_\_\_\_\_  
*Signature of Student  
Number*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student ID*

**NOTE TO THE DESIGNATED THIRD PARTY:** *Most of the information you will have questions about related to a student account will be answered on Self-Service. In order to access this information, you will need the student's login and password. This should be provided by the student to you. Regarding all telephone or email inquiries for information, you will be asked to provide the student identification number before any information will be released.*

**NO RELEASE OF INFORMATION**

**Students not granting consent for the release of information and/or records must sign below.**

*I do not provide authorization to release information and records to a third party*

*Signature of Student* \_\_\_\_\_ *Date* \_\_\_\_\_ *Student ID* \_\_\_\_\_

Cc: Student file and student to upload to ViewPoint

## Disclosure of Legal Convictions and Arrests Statement for Nursing Students

As a precursor to participating in clinical learning activities, nursing students in the School of Nursing at Troy University must have completed and signed this "Disclosure of Legal Convictions and Arrests Statement for Nursing Students" which indicates understanding of the following statements and reporting of legal convictions.

I understand that it is a requirement for students enrolled in the School of Nursing to provide a true and accurate, signed statement indicating any legal convictions including but not limited to legal misdemeanor convictions, felony convictions, sexual offender convictions or governmental sanctions.

I understand that history of legal convictions or arrests while enrolled in the School of Nursing may prevent my participation in clinical activities and result in dismissal from the School of Nursing.

I understand that I have 24-hours to report any arrest to the appropriate Program Director and that I will be unable to participate in clinical activities until the issue is resolved.

I further agree to, and hereby authorize, the release of my disclosure of legal convictions and arrests statement to an appropriate representative of the agency for the sole purpose of determining eligibility to participate in clinical activities within the agency.

I hereby consent to submit to a criminal background check as required by contractual agreements with clinical agencies.

For each of the statements below indicate your legal convictions by **circling** the appropriate response.

I **(have)** **(do not have)** a current/history of arrest or charge. If yes, please give date(s) and explanation:

---

I **(have been)** **(have not been)** convicted of a misdemeanor crime within the last 7 years (repeated misdemeanor convictions). If yes, please give date(s) and explanation:

---

I **(have been)** **(have not been)** convicted of a felony. If yes, please give date(s) and explanation:

---

I **(have been)** **(have not been)** convicted of a sexual offender crime. If yes, please give date(s) and explanation:

---

I **(have been)** **(have not been)** sanctioned by the Office of the Inspector General (OIG). If yes, please give date(s) and explanation:

---

**(Additional explanation information may be provided on the reverse side.)**

I do hereby swear or affirm that I have read and understand the requirements of this policy, I have reported true and accurate information regarding legal convictions, and I will comply with the requirements of this policy.

Date: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## CORE PERFORMANCE STANDARDS

### Essential requirements for participation in the nursing program.

Nursing is a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements. The School of Nursing will support reasonable accommodations to a qualified nursing student with a disability. All students must be able to continually meet core performance standards and functional abilities established to ensure that the objectives of the program are met and safe, competent patient care is provided. The following Core Performance Standards will be used by Disability Services and students, along with faculty, to determine if reasonable accommodation(s) can be made. The student is responsible for requesting accommodations through Disability Services in a timely manner. Students may not receive any accommodations unless the student has been approved for those accommodations by Disability Services at Troy.

| Standard            | Examples of Required Activities (not all inclusive)                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Critical Thinking   | 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       | Establishment of rapport with clients and co-workers. Work in groups. Successful conflict resolution. Respect cultural diversity in clients.                                                                                                                                                                                                                                                                                                                                    |
| Communication       | Complete written assignments. Explain health conditions, diagnostic and treatment procedures and health teaching. Interpretation and documentation of nursing actions. Express information through written and oral reports. Proficiency in use of English language sufficient for written & oral communication. (Consistent with Alabama Board of Nursing procedure for administration of the NCLEX-RN exam, no special accommodations are provided by the School of Nursing). |
| Mobility            | 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        | 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 patient in clinical situations. Squeeze with hands and fingers.                                                                                                                                                                                                                                                 |
| Hearing             | 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              | 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 to palpate for example vibrations to detect pulses, temperature, & other physical assessment procedures                                                                                                                                                                                                                                                                                                                                                                 |
| Emotional Stability | 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. Respond professionally to strong emotions.                                                                                                                                                                                                            |

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. Students who are unable to meet core performance standards cannot meet objectives for clinical courses; therefore, cannot meet course requirements. Students must withdraw from the program and may apply for readmission at such time that he/she is able to meet the core performance standards required for the practice of nursing. If you are unable to fully meet any criterion, you will need to make an appointment with the Coordinator of your program. I have read and I understand the above Core Performance Standards. To the best of my knowledge, I am able to fully meet all these criteria.

Date \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_

\*Sign and Upload to ViewPoint



**School of Nursing**  
**Health Insurance Verification Form**

I hereby declare that I have current health care insurance that is valid in Alabama. The health care

insurance company with which I have coverage is

\_\_\_\_\_.

The POLICY or CONTRACT number of my health care insurance \_\_\_\_\_

Student Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: Falsifying information on this form may result in dismissal from the School of Nursing.

**\*Sign and upload to ViewPoint**



**School of Nursing Traditional ASN**

**Student Verification of Required Prerequisite Courses to NSG 1130/1131 (Basic Nursing Concepts and Basic Nursing Concepts Practicum), NSG 1135 (Health Assessment Practicum), and/or NSG 1151 (Hospital Measurements)**

I, \_\_\_\_\_, hereby affirm that I have completed the  
(Print Name)  
following courses with a grade of "C" or better:

ENG 1101, English Composition I  
MTH 1108 or 1112 Pre-Calculus Algebra  
PSY 2200, General Psychology  
BIO 3347, Anatomy & Physiology I  
BIO L347, Anatomy & Physiology I Lab

Please indicate by placing a checkmark in the appropriate blank if you are enrolled in TROY 1101, University Orientation, this semester or have already completed TROY 1101:

\_\_\_\_\_ (enrolled in TROY 1101 this semester)

\_\_\_\_\_ (already successfully completed TROY 1101)

\_\_\_\_\_ (TROY 1101 was waived by registrar)

I understand that if I have not completed the above non-nursing courses (with the exception of TROY 1101 (which may be completed this semester), I must withdraw from all nursing courses in which I'm enrolled this semester.

I further understand that:

If I drop NSG 1135 (Health Assessment) during the semester, I must also drop NSG 1131 (Basic Nursing Concepts Practicum).

If I drop NSG 1130 (Basic Nursing Concepts) during the semester, I must also drop NSG 1131 (Basic Nursing Concepts Practicum).

Student Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Sign and upload to ViewPoint**



**School of Nursing (LPN-RN Bridge Program)**

**Student Verification of Required Prerequisite Courses to NSG 1135, NSG 2202, NSG 2215/2216, NSG 2222**

I, \_\_\_\_\_, hereby affirm that I have completed the  
(Print Name)  
following courses with a grade of "C" or better:

ENG 1101, English Composition I  
MTH 1108 or 1112 Pre-Calculus Algebra  
PSY 2200, General Psychology  
PSY 2210 Developmental Psychology  
BIO 2230 or 3347, Anatomy & Physiology I and Lab  
BIO 2240 or 3348, Anatomy & Physiology II and Lab  
BIO 2272 or 3372 Microbiology and Lab

Please indicate by placing a checkmark in the appropriate blank if you are enrolled in TROY 1101, University Orientation, this semester or have already completed TROY 1101:

\_\_\_\_\_ (enrolled in TROY 1101 this semester)

\_\_\_\_\_ (already successfully completed TROY 1101)

\_\_\_\_\_ (TROY 1101 was waived by registrar)

I understand that if I have not completed the above non-nursing courses (with the exception of TROY 1101 (which may be completed this semester), I must withdraw from all nursing courses in which I'm enrolled this semester.

Student Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Sign and upload to ViewPoint**



## **HONOR CODE**

I, \_\_\_\_\_ will be honest in all of my academic work and strive to maintain academic integrity.

Adopted by the Troy University Student Government Association and approved by the Board of Trustees, this Honor Code is in support of the Academic Code as stated in The Oracle.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*Sign and upload to ViewPoint**



**Troy University ASN Program**  
**Classroom, Lab & Checkoff Agreement**

I, \_\_\_\_\_ understand that as a student in the ASN program, I am expected to maintain personal and professional integrity as well as high ethical standards. As such, my signature on this form indicates my agreement of the following:

- I will not discuss, with anyone, under any circumstance nor at any time, exams or other assignments after I have completed an exam or assignment in any class.
- I will not discuss, with anyone, under any circumstance nor at any time, the nature of my experience during required skills checkoffs.

\_\_\_\_\_  
Student Signature/Date

**\*Sign, remove from handbook and turn in to orientation faculty to be filed in students' record.**



## **ELECTRONIC DEVICE USE POLICY**

I, \_\_\_\_\_ understand that use of electronic devices in the clinical setting is for learning experience and health care reference only and not for personal use.

The following limitations apply:

- 1) Use is limited to study or conference rooms to avoid the appearance of personal use;
- 2) The audio or visual recording of any individual, form, record or parts of the environment is strictly prohibited;
- 3) Posting of any information related to clinical experience on any social networking sites is prohibited.

Violation of these limitations will result in disciplinary action up to and including program dismissal.

As well as possible referral for HIPAA violations.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*Sign and Upload to ViewPoint**



**VERIFICATION OF RECEIPT OF  
ASN Student Handbook and Information Guide, Troy University Catalog Access  
Information, and The Oracle Access Information**

My signature below indicates that I have received a copy of the ASN Student Handbook and Information Guide and that I have either received a copy of the Troy University Catalog and The Oracle or I have been informed that the Catalog and Oracle can be accessed at www.troy.edu. I understand that I am responsible for reading the information contained within these documents and for clarifying any information for which I have questions with an ASN faculty member. I understand that I am to abide by the academic regulations as set forth in the ASN Student Handbook and Information Guide, the Troy University Catalog, and The Oracle.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Troy Email \_\_\_\_\_@troy.edu

Date \_\_\_\_\_

**\*Sign and upload to ViewPoint**

## **ASN PROGRAM POLICIES, GUIDELINES, AND REGULATIONS**

The ASN Program policies, guidelines, and regulations are important items for you to read and study. You will have a copy of these policies and guidelines (in the form of this Student Handbook and Information Guide) in your each ASN Canvas course. You are responsible for knowing the content of these policies and guidelines. If you have any questions, please consult your course instructor during the class orientation session.

### **OTHER POLICIES:**

Other important policies will be found in the Troy University Catalog and the Oracle (Troy University Student Handbook). You are responsible for reading these policies. See your instructor or faculty advisor if you have any questions regarding these Troy University and ASN policies.

Troy University provides medical professional liability insurance for nursing students. If you need additional details, please contact Abi Welch in Human Resources.

Again, welcome to the Troy University ASN Program!

## NOTES