

VANDERBILT UNIVERSITY



School of Nursing

# 2017-2018 STUDENT HANDBOOK

**MASTER OF SCIENCE IN NURSING • POST MASTER'S  
CERTIFICATE • DOCTOR OF NURSING PRACTICE**

MARY RAGLAND DODCHAUX HALL

VANDERBILT UNIVERSITY SCHOOL OF NURSING  
NASHVILLE, TENNESSEE

VANDERBILT UNIVERSITY  
SCHOOL OF NURSING  
MSN, POST-MASTER'S CERTIFICATE  
and DNP PROGRAM  
STUDENT HANDBOOK  
2017-2018

## **LETTER FROM THE DEAN**



Dear Students,

On behalf of the faculty and staff of Vanderbilt University School of Nursing, I am pleased to welcome all new and continuing students. We expect that your student experience at Vanderbilt will be filled with many diverse and exciting opportunities for both professional and personal growth. Opportunities for advanced practice nurses in health care are changing faster now than ever before and we expect to see our graduates as leaders in creating changes to increase access, increase quality and decrease costs for patients and systems.

I hope you will find this Student Handbook a valuable resource in addressing your questions and concerns as a VUSN student. It is essential that you familiarize yourself with our policies and procedures and use this for general information about the School and the Vanderbilt University community.

You have my very best wishes for a successful and enjoyable year.

Linda Norman, DSN, RN, FAAN  
Valere Potter Menefee Professor of Nursing  
Dean, Vanderbilt School of Nursing

## VUSN ACADEMIC CALENDAR FOR 2017-2018

<b>Fall Semester 2017</b>	
August 16, 17, 18 (Wed – Fri)	MSN Pre-Specialty Level New Student Orientation
August 16, 17 (Wed – Thurs)	ASN-MSN Level New Student Orientation
August 18 (Fri)	ASN-MSN Level – 1 <sup>st</sup> day of class
August 21 (Mon)	MSN Pre-Specialty Level classes begin
August 21, 22 (Mon – Tues)	MSN Specialty Level Orientation (BSN and MSN entry)
August 22 (Tues)	Orientation for MSN students progressing to the MSN Specialty Level (afternoon only)
August 23 (Wed)	MSN Specialty Level classes begin- <i>Note: Please check the class schedule for specific information on start dates for required classes.</i>
August 28, 29, 30, 31, (Mon – Thurs)	DNP Student Orientation and Intensive
August 28, 29, 30, 31, Sept. 1 (Mon – Fri)	PhD Student Orientation and Intensive
September 4 (Mon)	Labor Day – No VUSN classes
October 14 (Sat)	MSN, DNP, and PhD Fall Open House
November 18-26 (Sat – Sun)	Thanksgiving Break – No VUSN classes
December 8 (Fri)	Last day of classes for all students
December 11, 12, 13 (Mon – Wed)	Final Exams
December 15 (Fri)	December Pinning Ceremony
<b>Spring Semester 2018</b>	
January 2 (Tues)	First day of Spring semester for MSN Pre-Specialty Level & MSN Specialty Level courses
January 8-11 (Mon – Thurs)	DNP Intensive
January 8-11 (Mon – Thurs)	PhD Intensive
January 15 (Mon)	MLK Day – No VUSN classes
March 3-11 (Sat – Sun)	Spring Break
March 3 (Sat)	MSN and DNP Spring Open House
April 13 (Fri)	Classes end
April 16, 17, 18 (Mon – Wed)	Final Exams
<i>NOTE: MSN Pre-Specialty Clinical continues during the week of final exams</i>	
April 23-29 (Sat – Sun)	Vacation week for all students
<b>Summer Semester 2018</b>	
April 30 (Mon)	First Day of Summer Semester for MSN Specialty Level Students <i>Note: Please check the class schedule for your specialty to confirm your first day of class.</i>
April 30 (Mon)	MSN Pre-Specialty Level classes begin
May 7, 8, 9, 10 (Mon – Thurs)	PhD and DNP Intensive
May 10 (Thurs)	May Pinning Ceremony
May 11 (Fri)	Commencement
May 28 (Mon)	Memorial Day – No VUSN classes
July 4 (Wed)	July 4 holiday – No VUSN classes
August 3 (Fri)	Classes end for all students
August 5 (Sun)	Pinning Ceremony for Summer 2018 Graduates

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# VUSN: SUPPORT SERVICE FOR STUDENTS

## SENIOR ASSOCIATE DEAN FOR ACADEMICS



The Senior Associate Dean for Academics, Mavis Schorn, is located in Room 215 Godchaux Hall. Her Administrative Associate, Carolyn Schettler, is located in Room 214, Godchaux Hall. The Senior Associate Dean is available to assist students who have special curriculum needs or those who are experiencing academic difficulty. Prior to scheduling an appointment with the Senior Associate Dean, students are encouraged to attempt to resolve the issue

through consultation with their assigned faculty advisers. Appointments with the Senior Associate Dean can be scheduled by calling her administrative associate at (615) 343-3241. Responsibilities of the Senior Associate Dean for Academic Affairs include:

1. Notification to students of academic actions – probation, dismissals
2. Approval of Leaves of Absence
3. Planning of course schedules each semester
4. Responsibility for catalog submission
5. Serving as a resource to students and faculty in academic matters

## SENIOR ASSOCIATE DEAN FOR INFORMATICS



The Senior Associate Dean for Informatics, Betsy Weiner, is located in Room 260 Frist Hall. The Senior Associate Dean is responsible for technology integration throughout the academic, practice, and research settings. The staff from the Frist Nursing Informatics Center will work with students on a daily basis to address their technology needs. Should you have any technology issues that need to be resolved, appointments with the Senior Associate Dean can be

scheduled by FNIC Program Coordinator Christy Carrigg at (615) 322-4110 and located in Room 258 Frist Hall.

## ASSISTANT DEAN FOR ACADEMICS



The Assistant Dean for Academics, Rolanda Johnson, is located in Room 213 Godchaux Hall. The Assistant Dean is available to assist students who have special curriculum needs or those who are experiencing academic difficulty. Appointments with the Assistant Dean can be scheduled by e-mail at [rolanda.johnson@vanderbilt.edu](mailto:rolanda.johnson@vanderbilt.edu), or by phone at (615) 343-7879.

## ASSISTANT DEAN FOR STUDENT AFFAIRS



The Assistant Dean for Student Affairs, Sarah Ramsey, is located in Room 217 Godchaux Hall. Her Administrative Assistant, Lisa Poynter, is located in Room 216 Godchaux Hall. Mrs. Ramsey serves as a resource to students concerning non-academic matters. She is available to assist students with a variety of activities and issues related to their student experience. Mrs. Ramsey serves as

a resource to refer students to appropriate services available on the Vanderbilt Campus. The Assistant Dean for Student Affairs also serves as the adviser to the Graduate Nursing Council and all other student organizations. If you wish to schedule an appointment, please contact her at (615) 343-3334 or see her assistant. You may leave a message on voice-mail 24 hours a day. Responsibilities of the Assistant Dean for Student Affairs include:

1. Counseling students concerning non-academic matters
2. Referring students to appropriate campus resources (Psychological & Counseling Center, Student Health, Equal Opportunity, Affirmative Action, and Disability Services Department Counseling Center, Faculty Adviser, Course Faculty, Academic Dean
3. Serving as Adviser to School of Nursing Student Organizations
4. Coordinating programs and special events for students

#### ASSISTANT DEAN FOR OFFICE OF DIVERSITY AND INCLUSION



The Assistant Dean for Diversity and Inclusivity, Jana Lauderdale, PhD, RN, FAAN, is located in Room 218 Godchaux Hall. Her Administrative Assistant, Lisa Poynter, is located in Room 216, Godchaux Hall and can be reached at 615-322-2515. The Assistant Dean is available to assist students who are in need of academic counseling, visit our Academic Enhancement Program. Please visit our

Web site for additional information: Appointments with the Assistant Dean can be scheduled by e-mail at [jana.lauderdale@vanderbilt.edu](mailto:jana.lauderdale@vanderbilt.edu) or by phone at (615) 343-2228.

#### Responsibilities of this office include:

1. The Diversity and Inclusion Office is also part of the campus referral system for academic learning needs.
1. Coordinator of the Academic Enhancement Program.
2. Advisor to the Asian-Pacific Islander Student Nurse Association Chapter.
3. Coordinator for special diversity and inclusion events.
4. Serves as the office for reporting diversity and inclusion kudos and concern.

#### ASSISTANT DEAN FOR RECRUITMENT AND ENROLLMENT MANAGEMENT



The Assistant Dean for Recruitment and Enrollment Management, Paddy Peerman, is located in Room 210 Godchaux Hall. The administrative assistant for the admissions office, Bernie Rimgale, is located in Room 207. Ms. Peerman serves as a resource to students concerning their course schedules and academic records. She also serves as Director of Admissions and as a liaison

between the School of Nursing and the University Registrar's Office. You may contact her at (615) 322-3802 or see one of her assistants.

#### Responsibilities of Enrollment Management include:

1. Responsible for maintaining student academic records (Grades, Leaves of Absence, Withdrawals)
2. Notifying students regarding registration procedures and deadlines

3. Verifying student enrollment and graduation
4. Notarizing documents
5. Notifying course faculty and advisers of change in student status
6. Entering course schedule into student record system

Responsibilities of Recruitment include:

1. Identifying prospective students
2. Overseeing the recruitment process from initial inquiry to enrollment
3. Coordinating change in specialty, leave of absence, and withdrawal processes for enrolled students

## REGISTRAR



The Assistant University Registrar and Director of Nursing Student Records, Sara Donahoe, is located in Room 211 Godchaux Hall. She serves as the primary enrollment officer for the school. She is the primary point of contact for issues related to student academic records and registration. You should contact her if you discover any errors or irregularities with the academic record you see in YES (<http://yes.vanderbilt.edu>), including your major, expected graduation term, degree audit, or adviser. She also serves as a liaison between the School of Nursing and the University Registrar's Office. Enrollment related approval forms are available online at <https://nursing.vanderbilt.edu/students/current/forms.php>. If you wish to schedule an appointment with her, call (615) 343-3411 or e-mail her at [sara.donahoe@vanderbilt.edu](mailto:sara.donahoe@vanderbilt.edu).

## ACADEMIC ENHANCEMENT

Drs. Rolanda Johnson and Jana Lauderdale serve as additional faculty resources for students who need supplemental academic support. Dr. Johnson and Dr. Lauderdale are available to provide assistance with study, test-taking, and writing skills. Students who experience academic difficulty should contact the course faculty and Dr. Johnson or Dr. Lauderdale as soon as possible to initiate a plan for improvement. Please visit our Web site for additional information: <https://nursing.vanderbilt.edu/students/current/enhancement/index.php>.



You may contact Dr. Johnson at her office, 213 Godchaux Hall, or by phone at (615) 343-7879, or by e-mail at [rolanda.johnson@vanderbilt.edu](mailto:rolanda.johnson@vanderbilt.edu).



You may contact Dr. Lauderdale at her office, 218 Godchaux Hall, or by phone at (615) 343-2228, or by e-mail at [jana.lauderdale@vanderbilt.edu](mailto:jana.lauderdale@vanderbilt.edu).

## DIRECTOR OF STUDENT FINANCIAL AID SERVICES



The Director of Student Financial Aid Services, Kristie Smith, is located in Room 212 Godchaux Hall. Ms. Smith is available to assist students who need to discuss financial aid opportunities. She is the point of contact for issues related to the cost for the program, sources of funding, student loan processing, and general financial aid questions. If you wish to schedule an appointment with her, call (615) 322-8986 or e-mail her at [kristie.l.smith@vanderbilt.edu](mailto:kristie.l.smith@vanderbilt.edu).

## FACULTY ADVISERS

Advising is an integral part of the student experience at Vanderbilt. Far from being a passive exercise, advising is a collaborative process in which students are expected to assume primary responsibility for their academic planning while advisers provide expertise and support with the planning effort.

Each student will be assigned a faculty adviser who will assist with planning a program of study and will serve as a resource to students for academic matters, such as advice concerning any difficulty with courses, testing, or paper writing. The adviser should be contacted when the student is experiencing problems in maintaining an acceptable GPA. The Senior Associate Dean for Academics serves as adviser to special students. Advisers' roles include:

1. Planning program of study with assigned students
2. Assuring that students meet graduation requirements
3. Serving as a resource to students for problem-solving related to academic progress such as difficulties with testing, paper writing, or clinical decision-making
4. Initiating meetings to discuss student's plan for success if student receives a mid-term deficiency or is placed on probation
5. Making recommendations to the Senior Associate Dean for Academics if student needs a leave of absence or wishes to withdraw
6. Referring students to campus resources, such as:
  - a. Academic Enhancement Coordinator, Equal Opportunity, Affirmative Action, and Disability Services Department, Counseling Center, Student Health Services, Senior Associate Dean for Academics

## DNP PROGRAM OFFICE

### DNP PROGRAM DIRECTOR



The Doctor of Nursing Practice Program Director, Terri L. Allison, is located in 603D Godchaux Hall. Appointments with the DNP program director may be scheduled by calling (615) 343-7732 or by e-mail at [terri.allison@vanderbilt.edu](mailto:terri.allison@vanderbilt.edu).

## DNP PROGRAM ADMINISTRATIVE MANAGER



The DNP Program Administrative Manager, Terri Henriksen, is located in 603A Godchaux Hall.  
 Telephone: (615) 343-5869  
 E-mail: [terri.henriksen@vanderbilt.edu](mailto:terri.henriksen@vanderbilt.edu)

## DNP PROGRAM DEPARTMENT EDUCATION SPECIALIST



The DNP Program Department Education Specialist, Pam Pettis, is located in 603 Godchaux Hall.  
 Telephone: (615) 343-8419  
 E-mail: [pam.pettis@vanderbilt.edu](mailto:pam.pettis@vanderbilt.edu)

## LOCATION OF ADMINISTRATIVE OFFICES

Dean of the School of Nursing	Linda Norman	111 Godchaux
Senior Associate Dean for Academics	Mavis Schorn	215 Godchaux
Senior Associate Dean for Clinical & Community Partnerships	Pam Jones	224 Godchaux
Senior Associate Dean for Research	Mariann Piano	415 Godchaux
Senior Associate Dean for Informatics	Betsy Weiner	260 Frist Hall
Senior Associate Dean for Administration and Operations	Becky Keck	105 Godchaux
Assistant Dean for Academics	Rolanda Johnson	213 Godchaux
Assistant Dean for Enrollment Management	Paddy Peerman	210 Godchaux
Assistant Dean for Student Affairs	Sarah Ramsey	217 Godchaux
Assistant Dean for Cultural Diversity and Inclusion	Jana Lauderdale	218 Godchaux
Assistant Dean for Clinical Community Partnerships	Terri Crutcher	222 Godchaux
Assistant Dean for Faculty Practice	Clare Thomson-Smith	220 Godchaux
Manager, FNIC Support	Ryan McNew	264 Frist Hall
Center for Research Development & Scholarship	Mariann Piano	415 Godchaux
Office of Clinical Placement	LeeAnn Ruderer	1024-C 18 Ave. S.
Director of PhD Program	Sheila Ridner	525 Godchaux
Office of VUSN Financial Services	Kristie Smith	212 Godchaux
Assistant University Registrar and Director of Nursing Student Records	Sara Donahoe	211 Godchaux

Most Faculty offices are located on the 2nd and 3rd floors of Frist Hall, and the 2nd through 6th floors of Godchaux Hall.



## VUSN: COMPUTING SERVICES

### FRIST NURSING INFORMATICS CENTER (FNIC)

Student Computer Lab – 240 Frist Hall

Hours:

Monday-Thursday	7:00 a.m. – 8:00 p.m.
Friday	7:00 a.m. – 6:00 p.m.
Saturday-Sunday	1:00 p.m. – 5:00 p.m.

Due to holidays, and occasional classes scheduled to meet in the lab, exceptions to the regular schedule may occur. Notice of such changes will be posted in the lab and published on the VUSN Web site at <https://nursing.vanderbilt.edu/informatics/pdf/computerlabschedule.pdf>.

Staff:

Dina Bahan	Sr. Graphics Designer	615-343-2965
Christy Carrigg	Nursing Informatics Program Coordinator	615-322-4110
Megan Clancy	Web Designer/Developer	615-875-8633
Olivia Dorris	Materials Coordinator	615-875-5634
Mazo Freeman	Program Coordinator	615-343-3950
Tim Groves	Lead Technical Support	615-875-9069
Maurice Johnson	LAN Technician	615-260-5760
Scot Loerch	LAN Manager	615-343-5623 or 615-491-2547
Ryan McNew	Manager, FNIC Support	615-343-3046 or 615-613-3143
John Norfleet	Computer Systems Analyst II	615-343-3400 or 615-600-9983
Lily Saadoun	Computer Systems Analyst	615-875-9673
Carrie Sennett	Academic Instructional Designer	615-875-8152
Clay Sturgeon	Manager, Media Services	615-343-3332 or 615-491-2887
Greg Tipton	Media Service Specialist	615-343-0158 or 615-491-2843
Diana Vasquez	Academic Instructional Designer	615-936-7668
Keith Wood	Manager, FNIC Development	615-875-2748

The Frist Nursing Informatics Center (FNIC) student computer lab is equipped with 27 Dell Precision 3420 workstations, two Multi-function printers, and two scanners. Use of FNIC labs is restricted to VUSN students, staff, and faculty. Word processing has lowest priority in all VUSN computer labs; online testing has highest priority. Laser printing of school-related materials may be purchased on a Commodore Card for five (5) cents a copy. (As a courtesy to fellow students, when the computer labs are busy, please limit printing to no more prints than are immediately necessary. Graphics-intensive files can cause long delays at the shared printers.)

Each Dell computer in the lab has an Intel i7-7700 3.6GHz processor, 8 GB RAM, a 1TB hard drive, a 24" ViewSonic flat panel monitor, a 16X DVD-RW Drive, USB access for a personal thumb drive, and Windows 10 Enterprise. Each also has the latest version of Microsoft Office (Access, Excel, PowerPoint and Word) installed. All lab PCs are on the VUSN network and are connected to one of two Multi-function (with duplexing option) printers. They are capable of accessing resources in the Medical Center and university libraries.. All computers on the network have direct access to VUnet services (Vanderbilt University's central computing services) and full Internet connectivity.

The Frist Hall labs in 240 and 240C contain an HP color scanner with a multi-page feeder and text-scanning software. Assistance from FNIC personnel regarding the use of lab hardware and software is available. Workshops on the use of specific instructional software may become available from time to time. Watch for notices in the labs and in e-mail messages from the FNIC.

## COMPUTING-RELATED INFORMATION

VUnetID: Your VUnetID identifies you as a member of the Vanderbilt community, allowing you to access services on the Vanderbilt University computer network (VUnet). You may also be granted a VUMC VUnetID if you have clinical rotations in the Vanderbilt University Medical Center. It will be a different VUnetID and E-Password which is not used for academic work. The following essential services require a VUnetID and associated password:

1. V-mail, the University's e-mail system
2. Brightspace, the Web-based course management system that allows instructors to post course-related information for students online in a secure environment
3. YES (Your Enrollment Services), single login for student services
4. VU network and Internet access
5. FNIC computer-lab printer card readers that allow user specified printing via VUnetID and password or Commodore card swipe

All enrolled students are eligible for a VUnetID. Students obtain and manage their VUnetIDs via a process outlined at [https://nursing.vanderbilt.edu/tools/email\\_vunetid.php#vunetid](https://nursing.vanderbilt.edu/tools/email_vunetid.php#vunetid). Students keep their VUnetIDs for as long as they are affiliated with Vanderbilt University. (VUnetID account holders should **never** share their VUnetID passwords with anyone else.)

VUSN Technology Overview Page: The Technology Overview Web page <http://www.nursing.vanderbilt.edu/tools/techinfo.html> has links to a number of important resources for students. From there you will be able to access the Tech Tools page, where you will find information about configuring your computer and setting up necessary accounts.

Brightspace: Brightspace is a Web-based course management system used at Vanderbilt University. It allows students to access course-related materials, such as course syllabi, assignments, handouts, slide presentations and lectures, via the Internet. Brightspace can be

accessed from <https://brightspace.vanderbilt.edu/d2l/home> or via Quick Links to Brightspace on all VUSN Web pages. Use your VUNetID to access this system.

*V-mail Access and Help:* V-mail Outlook Web Access <https://e-mail.vanderbilt.edu/> is the e-mail system used by the School of Nursing students. Use your VUNetID for access. You may contact, Tim Groves (615-875-9069) or Ryan McNew (615-343-3046) at VUSN for support.

*Wireless Internet at VUSN:* Those who have laptops, tablets, and phones with wireless capability may access the Internet anywhere within the VUSN complex. Students who use the VU wireless systems will be responsible for installing critical patches on all of their wireless devices.

Please remember that these are university resources for university-related activities. Please refrain from using wireless resources for downloading large files, because such activity will limit availability to others, or for transfer of patient information, for security reasons.

*Audiovisual Viewing and Additional Interactive Learning Tools:* CD/DVD players are located in the FNIC computer lab. Please ask for and use headphones when viewing videos if others are in the room or in adjacent rooms. From the lab, students enrolled in VUSN courses may watch class lectures streamed on the Web; however, course coordinators determine access policies for these resources.

*Media Resource Library:* FNIC instructional resources, and some printed materials, are maintained in the resource library in room 240C Frist Hall. A [catalog of instructional software](#) can be accessed via VUSN's Current Students Web page.

For the benefit of all, limited resources may not be removed from VUSN facilities (i.e., Frist Hall, Godchaux Hall, and the Annex). Some videos may be taken to players in the computer labs or other viewing areas for specific time periods upon deposit of the borrowing student's student ID or signature. Unless otherwise noted, programs on CD/DVD may be used only on lab computers. Policies governing the use of software resources left temporarily in the care of the FNIC may vary due to express faculty guidelines. Students may not install software on lab computers.

*FNIC Testing Lab:* The FNIC testing lab is located in Room 240A Frist Hall. It contains eight computers that are dedicated to Web-based testing. This lab is closely supervised and should remain quiet at all times. The Vanderbilt University honor code is strictly observed in FNIC computer labs.

## RESOURCES FOR DISTANCE-ACCESS STUDENTS

Some students are enrolled in courses that do not require all class content to be delivered in a face-to-face traditional classroom environment. Instead, the content is delivered in a modified learning format via the following: (1) courses offered in concentrated blocks of time on campus (approximately 5 days around a weekend, three times per semester), (2) online conferencing, and (3) digital video and distributed learning methods that allow for continued faculty contact

between sessions. In addition, clinical placement may be arranged outside the Middle Tennessee area, provided a suitable agency and preceptor are available.



Distance-access students use the same type of student accounts as mentioned previously. The primary difference is that instead of attending a class session in a traditional classroom environment, these students view class presentations via digital video delivered via the Internet. This viewing can take place as the session is being taught (called synchronous delivery) or via audio or video files that are captured for later use (called asynchronous

delivery). These files are typically large and require faster Internet connections for smooth delivery. We require an Internet service provider with high-speed Internet access, such as the services offered by cable companies (Comcast, Charter, Time-Warner, etc.), DSL service provided by your phone company, or the new U-verse service offered by AT&T. Satellite (HughesNet) or 3G cell systems (Verizon Wireless, Sprint/Nextel, ATT, Cricket, etc.) connectivity are not supported. These faster speeds are therefore needed for those students who want to view synchronous class materials. For reference purposes, video is archived and may be available via streaming in the media library only.

Expectations for Student Home Computer and Other Resources:

1. A multimedia-capable computer with a i5 processor or better
  - a. 2GB RAM or better, 250 GB hard drive or better, CDRW/DVDRW drive
  - b. A sound card and speakers
  - c. 65,000-color video display card set to display at least 1024x768 or higher
  - d. An Ethernet card (built-in, wireless capability is also recommended)
  - e. Windows 7 or later or Macintosh OS X 10.7 (Lion) or better\*
  - f. Microsoft Office (the latest version)  
(may be obtained FOR FREE from the Vanderbilt Software Store.  
<https://it.vanderbilt.edu/software-store/>)
  - g. A Web cam may be required for some specialties
2. Cable or DSL Internet service (3G cellular cards, and satellite connections are **not** supported)\*\*
3. Shareware/free software:
  - a. Firefox, Google Chrome and Microsoft Internet Explorer or Safari  
(latest versions are best, check  
<http://www.nursing.vanderbilt.edu/tools/techttools.html> for updates)
  - b. Adobe Acrobat Reader (current version)  
(<http://www.adobe.com/prodindex/acrobat/readstep.html>)

d. Microsoft Security Essentials

(<http://www.nursing.vanderbilt.edu/tools/techttools.html>)

e. Adobe Flash Player (<http://www.adobe.com>)

f. QuickTime Player (<http://www.apple.com/quicktime/download/>)

g. Skype for Business

([https://nursing.vanderbilt.edu/tools/computer\\_support.php#lyncskype](https://nursing.vanderbilt.edu/tools/computer_support.php#lyncskype) )

h. Other resources:

- i. **Critical:** See our Program Technology Requirements Web page (<http://www.nursing.vanderbilt.edu/tools/techttable.html>)\*\*\*
- ii. Personal USB drive (thumb drive) for moving files from computer to computer
- iii. A printer

\* Apple computers are required to have at least OS Sierra (10.12), which are Macbook version 2011 and later, 2GB RAM, a fast Internet connection, Firefox and Google Chrome. A fast Internet connection through a cable or telephone company (broadband) is required for all students and required for distance students.

## REMOTE PROCTOR

\*\*\* Remote Proctor from Software Secure Inc. ([www.softwaresecure.com](http://www.softwaresecure.com)) is an online exam-proctoring technology that enables students to take proctored exams from the comfort and convenience of their own homes or offices. The Program Technology Web page indicates which programs require Remote Proctor. The Remote Proctor solution uses a student's built-in Web camera and microphone, as well as software, to prevent access to disallowed information while taking an exam. The Remote Proctor process identifies a student and records video, audio, and screen captures throughout the student's exam – all of which are communicated to SSI's restricted-access secure servers. Video, audio, and screen captures are monitored for the purpose of ensuring academic integrity during the testing process. The authentication protocol and recordings are used to better comply with evolving accreditation standards. A Remote Proctor product is required for all MSN and Post Master's Certificate specialties except Nursing Informatics and Health Care Leadership.

## VUSN NET ETIQUETTE STATEMENT FOR BRIGHTSPACE COURSES

Net Etiquette describes professional communication and behaviors for online communication and interaction (e-mail, discussion board postings, chats, wikis, blogs) to ensure a forum for dynamic and engaged learning. The expectations for Net Etiquette at VUSN may be described across 3 general areas: 1) Respect & Courtesy, 2) Participation & Collaboration, and 3) Presentation of Self. An inability to uphold Net Etiquette expectations may have repercussions related to Student Conduct (See page 99).

Respect & Courtesy: Teaching and learning processes work best with free and open exchange of ideas, yet in an electronic setting, without the benefit of facial expressions, body language, or

tonal cues, miscommunication and misunderstanding may occur. Behaviors that demonstrate respect and courtesy include:

- Respecting diversity of opinion
- Welcoming dissenting opinions and interpretation without judgmental comments
- Respecting personal privacy and the privacy of others
- Adhering to the academic honesty policy ([http://www.vanderbilt.edu/student\\_handbook/the-honor-system/](http://www.vanderbilt.edu/student_handbook/the-honor-system/))
- Creating and maintaining a culture of civility ([http://www.vanderbilt.edu/student\\_handbook/](http://www.vanderbilt.edu/student_handbook/))

*Participation & Collaboration:* Active participation and collaboration in the online educational community enhances learning outcomes. Behaviors that demonstrate participation and collaboration include:

- Preparing constructive, comprehensive, mindful responses to others
- Clarifying statements as necessary
- Discussing with faculty any discomfort with what someone else has written
- Completing and submitting group work in a timely fashion
- Preparing for discussions by reading all postings or communications before responding
- Sharing helpful information with all classmates

*Presentation of Self:* Conduct in the online setting is as important as face-to-face interaction. Communication and social presence of an individual in a course contributes to the perception of his or her professionalism and competency by others. Behaviors that result in the best presentation of self include:

- Authentic, honest, and kind communication
- Use of formal, clear, concise, appropriate language
- Use of proper titles to address others unless otherwise directed
- Careful consideration before use of emoticons, humor, sarcasm or jokes, use judiciously
- Composition of written communication, discussion board posts, or other online assignments offline, before posting
- Re-reading, proof reading, and editing communications and discussion board postings before uploading or sending
- Referencing and assigning appropriate credit to others' work or posts



## VUSN: OTHER GENERAL INFORMATION

### CHANGE OF ADDRESS and TELEPHONE NUMBER

It is a student's responsibility to keep address and other directory information current. Enrolled students may report address changes, emergency contact information, and missing person contact information via the Web by logging into YES (Your Enrollment Services) <https://yes.vanderbilt.edu> and clicking on the Address Change link.

Students who are on a Leave of Absence and degree candidates returning for Commencement activities should keep the Assistant University Registrar and Director of Nursing Student Records, Sara Donahoe, informed of the current mailing address and telephone number.

### LOST AND FOUND

For items that have been lost or found in the School of Nursing facilities, please see the School of Nursing receptionist, Ellen Smogur, in the Atrium.

### FORMS

Vanderbilt University School of Nursing forms may be found on the VUSN Web site at <https://nursing.vanderbilt.edu/>. Click on "Students," "Current," and scroll to "Academic Support Services, Enrollment Action Forms – MSN Forms."

### COMMUNICATION AT VUSN

Contacting a member of the faculty: Students are encouraged to stay in close contact with their faculty advisers and individual faculty. The faculty are available to help with concerns relating to course content, examinations, and writing assignments. Faculty are eager to be of assistance to students but are also involved in teaching, research and practice. Therefore, it is important that students make an appointment to see a faculty member. We suggest that e-mail or voice mail is used to arrange a time to see a faculty member. Please do not plan to just drop by.

Emergency Phone Calls: Please remember to give families, day cares and babysitters your schedule each semester so that they will know where you are each day and a phone number where you can be reached. If there is an emergency and a family member tries to call you by calling the School of Nursing receptionist, she will have to make a number of internal calls to find out your schedule and determine whether you are in class or in clinical. She will then have to make several more calls to reach you at your clinical site. All of these calls can take time which is not advisable in an emergency situation. If you have small children, consider investing in a pager or a cell phone equipped with a vibrating ringer. It is of utmost importance that you be diligent in informing caregivers where you are each day of the week.

Official University Communications: Certain federal statutes require that information be delivered to each student. Vanderbilt delivers much of this information via e-mail. Official electronic notifications, including those required by statutes, those required by University policy, and instructions from University officials, will be sent to students' Vanderbilt e-mail addresses:

(user.name@vanderbilt.edu). Students are required to be familiar with the contents of official University notifications, and to respond to instructions and other official correspondence requiring a response. Some messages will include links to the YES Communications Tool, which is a secure channel for official communication of a confidential nature.

The University makes every effort to avoid inundating students with nonessential e-mail (often called “spam”), and maintains separate lists from which students may unsubscribe for announcements of general interest.

Students will most easily reach faculty and staff through the use of e-mail. A response to e-mail is typically expected within 48 to 72 hours, from faculty, staff and students.

Voice Mail: Most faculty and staff are on the Vanderbilt Voice Mail System. If the person you are trying to contact does not answer the phone after five rings, the voice mail system will automatically pick up your call, and you can leave a message 24 hours a day.

Faculty/Staff Mailboxes: Mailboxes for faculty and staff are located in the mailroom behind the receptionist's desk (Room 150B Nursing Annex).

## PARKING

All Parking Services notices will be sent to admitted/current students' active Vanderbilt e-mail addresses only.

Students who do not live nearby: Those who will only be on campus during the required face-to-face block sessions and need a parking space have the following options:

Use the automated pay stations located at Wesley Place Garage (2043 Scarritt Place) or Terrace Place Garage (21st & Terrace Avenue). Daily rate is \$10.00/day on weekdays and \$5.00/day on Saturday and Sunday. The most convenient garage is Wesley Place Garage which is located across the street from the School of Nursing. Additional assistance or questions should be directed to Vanderbilt University Parking Services at (615) 322-2554.

Students who live nearby: Those who plan on using the resources available at Vanderbilt beyond the face-to-face block sessions may purchase a permit from VUPD Parking Services. Students receive an e-mail notification from VUPD to register for parking each year. The address used when submitting parking registration is where the permit will be sent. VUSN students will be issued a parking permit for [Zone 2 parking](#). Please park in Zone 2 during orientation.

VUSN Students who are also Vanderbilt Employees can continue to use their current parking permit. Employee parking fees are payroll deducted and are charged the rate for their permit location.

For questions or concerns with parking at the Medical Center you can contact the Permit Office at (615) 936-1215, and select option 3.



## ROOM RESERVATIONS

Students may reserve space for meetings in Godchaux Hall, the Annex, and Frist Hall by contacting Ellen Smogur via e-mail at [ellen.smogur@vanderbilt.edu](mailto:ellen.smogur@vanderbilt.edu) or at (615) 322-4400.



VUSN students gather around Mr. Commodore during orientation and an afternoon picnic.

# VUSN: REGISTRATION

Registration: Each semester, at a time specified in the calendar, all students are required to confer with their academic advisers and register for courses for the next semester. Priority for available space in a course is given to students who register by the published deadline. Students are requested to have alternatives for any course that may not be obtainable. Registration for classes is done by computer on Your Enrollment Services (YES). Students should check carefully with their faculty advisers concerning progress toward completing degree requirements and to make necessary revisions in their program of studies. The School of Nursing requires continuous registration of all degree candidates. Responsibility to maintain registration rests with the student. To retain student status, the student must register each fall, spring, and summer semester or secure an approved leave of absence. Students who are registered for zero hours in order to satisfy requirements for an incomplete grade are considered degree candidates. Students registering for zero hours for the express purpose of completing an incomplete grade are charged one-half credit hour tuition plus the liability fee.

How to Register: Log in to YES (Your Enrollment Services) either on the VU home page Students, YES. The landing page will provide you with links to all academic applications, including student registration.

## General Navigation:

1. To navigate to the applications, use the icons below your student photo or the applications tab in your navigation bar at the top of the screen. The navigation bar is the same throughout many of your academic applications. Select the student registration link from your navigation bar or the available icons.
2. The registration application uses carousel navigation within the class search and catalog search and schedule. Within the class search carousel, you can view your cart and your enrolled classes by selecting the appropriate link at the top right of your screen.

## Quick Class Search:

1. The search engine allows users to search classes available in a specific term based on Subject Area (NURS), course number, and Class Title (i.e., Foundations of Professional Nursing I).
2. "Search as you type" technology returns results after 3 characters have been entered and refines results as additional characters are entered.
3. Results show the class section number, enrollment numbers, credit hours, meeting pattern and times, meeting locations (if known) and instructor(s) displayed. If the meeting times are TBA, a note will direct the student to see the block schedule for his/her specialty on the VUSN Web site.

#### Detailed Class Enrollment Information:

1. The student can place courses into the cart as soon as the school's schedule is posted. To enroll in all of the classes you have put into your cart, select "enroll" next to each course in the cart. Then click "submit."
2. Three indicators will be used to show a particular class status. The green dot means the class is open for enrollment, the blue square refers to a closed class, and the orange triangle indicates that the class is in wait-list status. Students needing enrollment in a class that is CLOSED (blue square), should contact Sara Donahoe, Assistant University Registrar and Director of Nursing Student Records, at sara.donahoe@vanderbilt.edu for assistance.
3. Confirmation of enrollment will be found in messages at the bottom of the screen after enrollment. These messages either indicate that the student has successfully enrolled in the class or that the student was not enrolled. If the student is not successfully enrolled, the error message will explain why.

**Enrolled Classes:** The enrolled classes' page will show all of a student's enrollments for each term.

**Dropping a Class:** To drop a class, the student must be within an open enrollment period. If not, contact the Assistant University Registrar and Director of Nursing Student Records, Sara Donahoe. To drop a class, simply click the red minus sign next to the class you wish to drop. The system will ask "are you sure you want to drop this class?" Choose "yes" or "no." Once the system has dropped you from the class, it will no longer show in the enrolled classes list. To see the dropped class, select the dropped filter checkbox at the upper right of your screen, and the dropped class will appear on this list.

**Grading Basis:** If the student wishes to take a course Pass/Fail, it is necessary to consult the instructor and then contact the school registrar.

**Enrolling in a Variable Credit Class:** To edit the hours of a variable credit class, use the same blue notebook icon to the right of the class. Use the hours dropdown to select the number of hours.

**Viewing Your Schedule:** To view your schedule, select "schedule" in your navigation bar.

**Catalog Search:** The catalog search is a digitized and searchable copy of all university courses including credit hours and course descriptions.

#### PROGRAM OF STUDIES AND THE ACADEMIC PLANNER

During the first semester of study, all students must update the academic planner in YES (Your Enrollment Services). Students will have an adviser registration hold each semester. This hold will be released by the faculty adviser after consultation with the student and adviser review of the academic planner.

To navigate to the student's Academic Planner:

1. Navigate to YES at <http://yes.vanderbilt.edu>.
2. Under the Applications tab choose Course Catalog.
3. On the right side of the screen click inside the gray box that says "PLANNER."
4. Once inside the planner, the Filter can be used to narrow the list by the semester for which it has been tagged.

To add a new course to the planner:

1. Go back to the Catalog Search and enter the course.
2. Click on the blue plus sign next to that course in the search results.
3. Go to the Planner and the most recently added course(s) will appear at the bottom of the list.

To remove a course from your planner:

1. Click on the red "minus" icon next to the course in the planner list and it will be removed.

Tagging:

1. In the planner, click on the blue icon that looks like a tag next to the course.
2. In the window that appears, tags can be added by clicking on a term in the "Add Tags" section.
3. Tags can be removed by clicking on the red "minus" icon under "Current Tags."
4. DO NOT tag a course with more than one term.

Remember, the Academic Planner is NOT the same as registration. Registering for courses for each term is still required. See HOW TO REGISTER.

If you need additional help, please watch the helpful tutorial at <http://registrar.vanderbilt.edu/registration/yes-help/>.

Change in the program or Leave of Absence: When a change in the program or absence from the school for one or more semesters is anticipated, students must file an approved change of status form with the adviser. Full and part-time programs of studies are available in this handbook as part of the curriculum plan for each specialty. Request for Change of Status forms are available on the Vanderbilt University School of Nursing Web site at <https://nursing.vanderbilt.edu/students/current/forms.php>. Copies are to be filed with the faculty adviser and the School of Nursing registrar.

Students who wish to alter the required program of studies may petition to do so by giving justification for the request and proposing an alternative program of study, which must be approved by the academic adviser, academic director, and Senior Associate Dean for Academics.

# VUSN: LICENSURE AND CERTIFICATION

## REGISTERED NURSE (RN) LICENSURE

Students are eligible to apply to the National Council on Licensure Examination (NCLEX) to become a Registered Nurse (RN) upon meeting the requirements specified by the Tennessee State Board of Nursing and upon recommendation by the faculty and the Dean. The following requirements must be met: (a) completion of the Pre-Specialty portion of the curriculum; (b) good academic standing (semester and cumulative grade point average of 3.0 or above); and (c) no final course grade below a B, and no Incomplete grades. Students who are ineligible to take the NCLEX after completing the appropriate sequence of courses will not be allowed to register for specialty-level courses.

Students who are not Registered Nurses are required to take examinations specified by the Associate Dean to prepare for the NCLEX. Generally, an assessment test is administered to students during the last semester of the Pre-Specialty level.

Students who are not successful on the NCLEX will not be allowed to begin clinical in a specialty clinical course. The program of study for full-time students may be altered because of the delay in being able to participate in clinical courses.

Reporting NCLEX results: Students must notify their Specialty Director and Senior Associate Dean for Academics of their NCLEX results **within 48 hours** of receiving results (pass or fail). A copy of their RN License must be submitted to the Clinical Placement Office. Students who fail the NCLEX will not be allowed to participate in any specialty-level clinical courses until after they have successfully passed the NCLEX. **Failure to notify the Specialty Director and Senior Associate Dean for Academics of failure of the NCLEX within 48 hours of receiving results will result in immediate dismissal from the school.** Students who fail must make an appointment with the Senior Associate Dean for Academics or Assistant Dean for Academics and must submit a plan of study for preparation for the NCLEX second taking.

Preparation for the NCLEX includes but is not limited to:

1. NCLEX style exam questions and strategies for success are incorporated throughout the curriculum.
2. All students will complete the NCLEX Review Course at the end of semester three.
3. All students will complete a cumulative curriculum assessment exam. Students not achieving the benchmark score on the assessment exam are considered high-risk for not passing the NCLEX on the first attempt. For these students, individualized counseling and study plan development will occur based on personal learning preferences, content strengths and weaknesses, and confidence taking standardized exams.

Students who have test anxiety when taking standardized exams are encouraged to schedule an appointment with the Psychological Counseling Center for evaluation and planning well before taking the NCLEX.

The Pre-Specialty curriculum engages students with the theoretical knowledge and practical experience necessary for success on the NCLEX. However, it is each student's responsibility to determine his/her mastery of the information and appropriately prepare to take the NCLEX.

Each summer, a mandatory session is held by the Senior Associate Dean for Academics for students who anticipate taking the NCLEX during the fall semester. This session reviews student eligibility for taking the NCLEX, advises students regarding preparation, and provides students with all necessary forms for registering for NCLEX.

The NCLEX is administered locally in Nashville at the Pearson Professional Center, Riverview Office Bldg., 545 Mainstream Drive, Suite 410, Nashville, TN 37228; Phone (615) 255-8672. The NCLEX may also be taken at an official testing center in any state.

#### OUT OF STATE RN LICENSURE

It is recommended that all students receive their initial RN licensure in Tennessee. Students wishing to obtain an RN license in a state other than Tennessee will need to consult the State Board of Nursing in that state.

#### NATIONAL CERTIFICATION

Graduates of the MSN and Post-Master's Certificate programs are encouraged to become certified in their specialty and should consult their specialty directors for details. Certification is offered through several professional nursing organizations. Graduates of each specialty are eligible to sit for the certification exams specific to their specialty. For more information, please visit the Web site specific to your specialty:

#### **Adult-Gerontology Acute Care Nurse Practitioner**

[American Nurses Credentialing Center \(ANCC\)](#)

#### **Adult-Gerontology Primary Care Nurse Practitioner**

[American Nurses Credentialing Center \(ANCC\)](#)

[American Association of Nurse Practitioners \(AANP\)](#)

#### **Family Nurse Practitioner**

[American Nurses Credentialing Center \(ANCC\)](#)

[American Association of Nurse Practitioners \(AANP\)](#)

#### **Neonatal Nurse Practitioner**

[The National Certification Corporation \(NCC\)](#)

#### **Nurse-Midwifery**

[American Midwifery Certification Board \(AMCB\)](#)

**Pediatric Acute Care Nurse Practitioner**

The Pediatric Nursing Certification Board (PCNB)

**Pediatric Primary Care Nurse Practitioner**

The Pediatric Nursing Certification Board (PNCB)

**Psychiatric-Mental Health Nurse Practitioner (Family)**

American Nurses Credentialing Center (ANCC)

**Women's Health Nurse Practitioner**

The National Certification Corporation (NCC)

# VANDERBILT UNIVERSITY: CAMPUS SUPPORT SERVICES

## BARNES AND NOBLE AT VANDERBILT UNIVERSITY BOOKSTORE

The Barnes and Noble at Vanderbilt University Bookstore is located at 2501 West End Avenue. It stocks assigned textbooks for classes, reference books, leisure reading, and University memorabilia. The bookstore also stocks school supplies, dormitory accessories, Vanderbilt clothing, souvenirs, and the official Vanderbilt University Class ring. The Barnes and Noble Bookstore at Vanderbilt accepts the Commodore Card, Discover, Visa, MasterCard, American Express, Barnes & Noble gift cards, Visa Checkout and Apple Pay.

Download the Barnes & Noble College Mobile App: Track and view the status of your online order, view your order history and receive automatic notifications when your rental books are due, and receive offers that are exclusively available to app users.

For more information please call (800) 288-2665 or visit [www.vanderbilt.bncollege.com](http://www.vanderbilt.bncollege.com).

## BEN SCHULMAN CENTER FOR JEWISH LIFE

The 10,000 square-foot Ben Schulman Center for Jewish Life is the home of Vanderbilt Hillel. The goal of the center is to provide a welcoming community for Jewish students at Vanderbilt and to further religious learning, cultural awareness, and social engagement. Vanderbilt Hillel is committed to enriching lives and enhancing Jewish identity. It provides a home away from home, where Jews of all denominations come together, united by a shared purpose. The Schulman Center is also home to Grin's Café, Nashville's only kosher and vegetarian restaurant. For further information about the Schulman Center, please call (615) 322-8376 or visit <http://www.vuhillel.org/>.

## BISHOP JOSEPH JOHNSON BLACK CULTURAL CENTER

As part of the Office of the Dean of Students, the Bishop Joseph Johnson Black Cultural Center (BCC) provides educational and cultural programming designed to highlight the history and cultural experiences of African Americans. Initially referred to as "the Afro House," in 1984, the center was named in honor of the first African American student admitted to Vanderbilt University in 1953, Bishop Joseph Johnson (B.D. '54, Ph.D. '58). The BCC activities focus on providing student support and development, campus enrichment, and community engagement.





## CAMPUS COMMUNICATIONS

The VUSN Newsletter: The Office of Student Affairs prepares a weekly electronic newsletter that offers a listing of VUSN events, lectures, scholarship and job opportunities, and general items of interest for our nursing students.

The University Calendar: The Vanderbilt University Calendar offers a comprehensive listing of events, including lectures, conferences, performing arts, exhibitions, cultural activities and more. The Calendar may be accessed at <http://calendar.vanderbilt.edu/>.

The Vanderbilt View: This is a publication of Vanderbilt University for faculty, staff, students, and others of the University community. The Vanderbilt View is published monthly. It is offered to off-campus subscribers by the Division of Public Affairs. To receive the Vanderbilt View by mail or to subscribe, e-mail [view-editor@vanderbilt.edu](mailto:view-editor@vanderbilt.edu).

The Hustler: The undergraduate newspaper is available on the central campus or online at <http://vanderbilthustler.com/>. Although its articles are directed primarily at undergraduate concerns, it will keep you informed of university issues. Local restaurants often advertise specials and provide coupons.

MYVU: This is an online service at [www.vanderbilt.edu/myvu](http://www.vanderbilt.edu/myvu) that includes a calendar of events as well as articles of interest.

MyVUMC: A bi-weekly e-mail newsletter of the Vanderbilt Medical Center for Faculty, Staff and Students. [www.mc.vanderbilt.edu/myvumc](http://www.mc.vanderbilt.edu/myvumc).

VUMC Reporter: The weekly publication is distributed on Fridays and keeps the public up to date with ongoing medical research, new techniques and procedures in the human-health research, and upcoming seminars, as well as accomplishments of the faculty and staff of the Medical Center. <http://www.mc.vanderbilt.edu/reporter/>.

The Vanderbilt Nurse: This bi-annual magazine is published by the Vanderbilt University School of Nursing in cooperation with the Office of Alumni Publications. Its purpose is to inform alumni, students, parents, faculty, and friends of the institution about programs, activities, and issues of interest. The most recent copy can be found at <http://www.vanderbilt.edu/vanderbiltnurse>.

## CAMPUS SECURITY

Vanderbilt University Police Department: <http://police.vanderbilt.edu/>

Emergency Number	911 from any Vanderbilt phone or (615) 421-1911 from any cell phone
Non-Emergency	(615) 322-2745
Walking Escorts	(615) 421-8888

The VU Police Department, (615) 322-2745, is a professional law enforcement agency dedicated to the protection and security of Vanderbilt University and its diverse community.

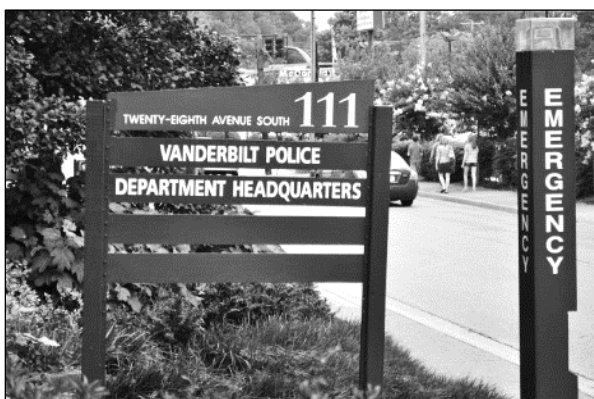
The VU Police Department provides several services and programs to members of the Vanderbilt Community as listed below.

Emergency Phones: Emergency telephones (Blue Light Phones) are located throughout the University campus and Medical Center and One Hundred Oaks.

Each phone has an emergency button that when pressed automatically dials the VUPD Communications Center. An open line on any emergency phone will activate a priority response from an officer. An officer will be sent to check on the user of the phone, even if nothing is communicated to the dispatcher. Cooperation is essential to help us maintain the integrity of the emergency phone system. These phones should be used only for actual or perceived emergency situations.

An emergency response can also be received by dialing 911 from any campus phone. Cell phone users can use (615) 421-1911 to elicit an emergency response on campus. Cell phone users should dial 911 for off campus emergencies. All callers should be prepared to state their location.

SafeVU: SafeVU is a free mobile safety application for iOS and Android smartphones. The app allows users to connect directly from their cell phones to the Vanderbilt University Police Department via voice call, SMS text or iReport. In the event of an emergency situation, you can hit the GET HELP button, which will give you the options to call VUPD, text VUPD, or call 911. When you select to either call or text VUPD, Communications Officers will be able to see your GPS location when enabled on your phone. These options allow VUPD to provide quick and professional service to its community even when the user is unable to give their location.



SafeVU also allows you to request a safety escort from VUPD, view information about Vandy Vans, assign a contact to monitor your safety at your request, view VUPD emergency guides, and make an iReport. Use iReport to submit crime tips and report crimes, including text, photos, and/or videos. You can even send VUPD information anonymously.

Walking Escort Service: Vanderbilt University Police Department provides walking escorts to faculty, students, staff and guests walking to and from any location on campus during the nighttime hours. The telephone number to call for a walking escort is (615) 421-8888 (off campus) or 1-8888 (on campus).

VUPD provides additional services including property registration (for bikes, laptops, etc.) lost and found, weapons safekeeping, and Submit a Crime Tip. For further information on available

programs and services, call (615) 322-2558 or visit <https://police.vanderbilt.edu/>.

Additional information on security measures and crime statistics for Vanderbilt is available from the Police Department, 111 28<sup>th</sup> Avenue South, Nashville, TN 37212. Information is also available at <https://police.vanderbilt.edu/>.

### CENTER FOR STUDENT WELLBEING

The Center for Student Wellbeing cultivates engagement in lifelong wellbeing practices and endeavors to create a culture that supports students' personal development and academic success through a holistic and integrative framework. The Center's areas of focus include, for example, alcohol and other drug education and recovery support, self-care and personal growth, strengthening physical and emotional health, and support for supporting students in distress. The Center provides prevention programming, individual coaching, skill building workshops, substance use screenings, meditation and yoga, and referrals to campus resources. The Center also provides administrative oversight for the CARE Team and Welfare Panel, and coordinates the clearance and re-entry process for students returning from medical leaves of absence. <https://www.vanderbilt.edu/healthydores/>

### CHILD AND FAMILY CENTER



The Vanderbilt Child and Family Center supports the health and productivity of the Vanderbilt community by providing resource and referral services and quality early education and care to the children of faculty, staff, and students. The center's Web site,

[http://www.vanderbilt.edu/child-](http://www.vanderbilt.edu/child-family-center/)

[family-center/](http://www.vanderbilt.edu/child-family-center/), provides additional information concerning child care, elder care, summer camps, tutoring services, and school-age child care. Care.com and the Vanderbilt Sitter Service provide back-up care options for dependents of all ages and evening, night and weekend care.

The Child Care Center serves children six-weeks old to five years. Applications for the waiting list may be downloaded from the Web site.

The Family Center offers monthly lunchtimes series; Boomers, Elders, and More, and a caregiver support group.

## EQUAL OPPORTUNITY, AFFIRMATIVE ACTION AND DISABILITY SERVICES DEPARTMENT (EAD)

The Equal Opportunity, Affirmative Action, and Disability Services Department's (EAD) mission is to proactively assist the university with the interpretation, understanding, and application of federal and state laws which impose special obligations in the areas of equal opportunity and affirmative action. The EAD carries out its mission by continuously developing, implementing, evaluating, and revising action-oriented programs aimed at promoting and valuing equality and diversity in the university's faculty, staff, and student body. The EAD's core values include equality, diversity, inclusiveness, accessibility and accommodation, all of which represent the spirit and purpose of the EAD. <http://www.vanderbilt.edu/ead/>

*Disability Services Program for Students:* To receive reasonable accommodations for a disability at Vanderbilt University, students are to apply for services through the Disability Services Program (DSP). Any student who wishes to apply for services must first be accepted for admission to Vanderbilt University.

Please keep in mind that the process below must be completed before the DSP staff can make any accommodation recommendations to faculty. On average, the process takes at least two weeks to complete; however, if the student's documentation does not meet all of the requirements listed from the documentation guidelines, the process will be delayed.

For more detailed information about our services, please see below or contact the DSP Monday-Friday between 8:00 a.m. and 5:00 p.m. at (615) 322-4705.

*Reasonable Accommodation Request Process:* To request reasonable academic accommodations, students are to make their request known to the DSP and submit, for review, a current copy of their disability documentation. Documentation will be assessed to determine eligibility of services and, if approved, the student will be notified to contact the DSP to arrange an intake interview. The intake interview usually lasts an hour and introduces the student to the staff as well as service procedures for each semester. Afterwards, the student will receive an accommodation letter from the DSP to provide and discuss with their instructors in order to have the accommodations administered.

Reasonable accommodation arrangements are not retroactive. For example, if a student chooses not to submit his or her accommodation letter to the instructor, and then later changes his or her mind, the accommodation will not begin until the letter has been given to the instructor.

*Types of Services:* The Disability Services Program provides a wide range of support services to students with disabilities at Vanderbilt University. Services and resources are determined on an individual basis considering the student's needs. The types of services provided are listed below.

1. Note-takers or access to class notes
2. Readers and scribes
3. Access to recorded textbooks and materials

4. Exam accommodations
5. Sign language interpreter
6. Communication Access Realtime Translation (CART)
7. Access to TTY equipment
8. Priority scheduling
9. Access to adaptive technology computer equipment and software
10. Phonic Ear FM systems (assisted amplification device) available for loan
11. Guidance, counseling, referral, and advocacy services to students

Documentation Guidelines: The Disability Services Program (DSP) has written criteria for documentation used to assess a student's request for reasonable accommodations. The DSP staff reviews each student's documentation to determine if it meets the criteria to receive services. Students requesting reasonable accommodations are required to make their request known to the DSP and submit their documentation to verify eligibility of services under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

To establish that an individual is covered under the ADA, documentation must indicate that the disability substantially limits a major life activity. If academic or classroom-based adjustments and accommodations are requested, learning must be one of the major life activities affected.

Reasonable accommodations are individually determined and must be supported by the disability documentation. To qualify for disability services at Vanderbilt, students are required to provide the DSP diagnostic documentation from a licensed clinical professional familiar with the history and functional implications of the impairments. Disability documentation must adequately verify the nature and extent of the disability in accordance with current professional standards and techniques. It must also clearly substantiate the need for each of the student's specific accommodation requests.

All documentation must be submitted on the official letterhead of the professional describing the disability. The report should be dated, signed and include the name, title, and professional credentials of the evaluator, including information about license or certification. Students requesting services for the manifestations of multiple disabilities must provide supporting information of all such conditions. If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation, the university has the discretion to require additional documentation. Any costs incurred in obtaining additional documentation when the original records are inadequate are incurred by the student. In general, it is not acceptable for such documentation to include a diagnosis or testing performed by a member of the student's family.

Reasons for ineligibility for services can result from one or more of the following:

1. Out-dated documentation
2. Insufficient information
3. Documentation developed by a relative
4. Inappropriate professional making the diagnosis
5. No diagnosis given
6. For a Learning Disability or Attention Deficit Disorder, no IQ test data or no achievement test battery (with scores) administered to support diagnosis
7. Average test scores (no scores representing a significant limitation)
8. Unsigned report
9. Report not written on evaluator's letterhead
10. No functional limitation given (for instance, how the diagnosis affects the individual related to the accommodation request)
11. Diagnosis based upon one subtest score with no additional support
12. In the case of a head injury, no assessment conducted after trauma or the recovery period

Note: An Individual Education Plan (IEP) or 504 Plan from high school does not typically provide the needed documentation or diagnosis. A physician's letter or note is not sufficient to document Attention Deficit Disorder (ADD), nor can prescribed medication be used to document a disability.

Admissions Information: All applicants go through the same admission review process and are admitted based on the quality of their academic record. As there is no separate admission process for applicants with disabilities, students with disabilities are competitively admitted to Vanderbilt University every year.

Federal law prohibits making preadmissions inquiry about disabilities. If a student believes, however, that some aspect of their academic record was affected by their disability, they may choose to share that with the Admissions Office. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely affect any admission decision.

Temporary Medical Restrictions: Vanderbilt students who have injuries, surgeries or other conditions which will temporarily restrict them on campus can contact Disability Services Program staff if some type of short-term assistance may be needed. A medical statement will be required when equipment will be needed during the short period the person is recovering.

## OFFICE FOR EQUITY, DIVERSITY AND INCLUSION

The Office for Equity, Diversity and Inclusion is responsible for advocating for institutional change, working with university stakeholders to set goals and institutionalize accountability, and ensuring that equity, diversity and inclusion efforts are coordinated throughout the university. For more information, visit <https://www.vanderbilt.edu/equity-diversity-inclusion/> or <https://nursing.vanderbilt.edu/about/diversity/>.

## OFFICE OF LGBTQI LIFE

As a component of Vanderbilt's Office of the Dean of Students, the Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI) Life office is a welcoming space for individuals of all identities and a resource for information and support about gender and sexuality. LGBTQI Life serves the entire Vanderbilt community through education, research, programming, support, and social events. Visitors are invited to use our DVD library for resources about LGBTQI issues and culture. In addition, LGBTQI Life conducts tailored trainings and consultations for the campus and community and coordinates the Safe Zone Ally program. The Office of LGBTQI Life is located in the K.C. Potter Center, Euclid House, 312 West Side Row. For more information, please visit [www.vanderbilt.edu/lgbtqi](http://www.vanderbilt.edu/lgbtqi).

## LIBRARIES

Library	Location	Phone
Biomedical	Eskind Biomedical Library (physical site closed for renovation 2017-18)	(615) 936-1410
Central	Jean & Alexander Heard Library Immediately north of the School of Nursing on 21 <sup>st</sup> Ave.	(615) 322-2800
Divinity	Bottom 2 floors of the Jean & Alexander Heard Library	(615) 322-2865
Education	Main lawn of Peabody Campus	(615) 322-8098
Law	School of Law, 21 <sup>st</sup> Avenue	(615) 322-2568
Management	Owen Graduate School of Management, 21 <sup>st</sup> Ave.	(615) 322-2970
Music	Blair School of Music, Blakemore Avenue	(615) 322-7695
Science & Engineering	Ground floor of Stevenson Center next to the Molecular Biology Building	(615) 322-2775

The Eskind Biomedical Library building will be closed for renovation in the 2017-18 school year. During the renovation, the Eskind library staff will be relocated and distributed among the other campus libraries. They will all remain available for consultation, most easily contacted by email (see the staff directory on the Web page), or via the *Ask a Librarian* service. Other nearby libraries for study space are the Science & Engineering Library, and the Heard Library. For more information, visit [www.library.vanderbilt.edu](http://www.library.vanderbilt.edu).

The holdings of the library are represented in the electronic catalog accessible from the library Web pages. There you will find a host of electronic databases and e-journals available across all of the disciplines of the university, with many specialized medical and scientific resources. Searches may be done within the libraries or from any computer (on or off campus) with internet access. Licensed databases can be accessed from off-campus via the university's proxy server. Interlibrary loan makes it possible to obtain materials not owned or licensed locally.

## THE MARGARET CUNINGGIM WOMEN'S CENTER

As part of the Office of the Dean of Students, the Margaret Cuninggim Women's Center leads co-curricular campus initiatives related to women's and gender issues. The center partners with

many departments, programs, and individuals across campus to raise awareness about the ways in which gender shapes and is shaped by our lived experiences. Because its aim is to make the Vanderbilt community more inclusive and equitable, the center encourages all members of the Vanderbilt community to take part in its events and resources.

The Women's Center celebrates women and their accomplishments and fosters empowerment for people of all identities. The center offers individual support and advocacy around a variety of issues, including gender stereotyping, gender equity, leadership, parenting, body image, disordered eating, pregnancy and reproduction, sexual health, and more.

The Women's Center is open Monday through Friday, 8:00 a.m. to 5:00 p.m. and is located at 316 West Side Row. For more information, please call (615) 322-4843 or visit [www.vanderbilt.edu/womenscenter](http://www.vanderbilt.edu/womenscenter).

### THE PROJECT SAFE CENTER

The Project Safe Center partners with students, faculty, and staff to create a campus culture that rejects sexual violence and serves as a resource for all members of the Vanderbilt community. Part of the Office of the Dean of Students, the Project Safe Center provides support to survivors of sexual violence and engages the campus community in bystander intervention efforts and sexual assault prevention.

Green Dot, a bystander intervention program used by colleges and communities nationwide, an online education module addressing power-based violence, and a variety of programs and presentations on consent, healthy relationships, and violence prevention are available through the Project Safe Center. A 24-hour support hotline answered by Project Safe's victim resource specialists is available at (615) 322-SAFE (7233).

The Project Safe Center located at 304 West Side Row is open Monday through Friday, 8:00 a.m. to 5:00 p.m. For more information, please call (615) 875-0660 or visit [www.vanderbilt.edu/projectsafe](http://www.vanderbilt.edu/projectsafe).



### PSYCHOLOGICAL AND COUNSELING CENTER

As part of the Vanderbilt University Medical Center, the PCC supports the mental health needs of all students to help them reach their academic and personal goals. Our highly skilled and multi-disciplinary staff collaborates with students to provide evidence-based treatment plans tailored to each individual's unique background and needs. The PCC also emphasizes prevention through outreach and consultation focused on the development of the skills and self-awareness needed to excel in a challenging educational environment.





The PCC's psychologists, licensed counselors, and psychiatric medical providers are available to any Vanderbilt student and address a range of student needs including stress management, crisis intervention, substance abuse counseling, management of medications, individual counseling, group counseling, biofeedback, emergency assessments, and psychiatric assessment and

treatment. The PCC provides a team approach to the care of students with eating disorders and students who have experienced trauma as well as students needing both counseling and medication management. There is an on-call provider after hours and on weekends for emergency calls.

The PCC provides screening and full assessment when indicated for ADHD and learning disorders as well as assessment and support for reading and study skills.

A prevention program regarding substance use called BASICS is provided by the PCC. Students who have questions about their level of use may request an assessment through BASICS to learn more about risk related to substance use.

The PCC also houses a Mind Body Lab. This room is designed with the objective of enhancing mindfulness by providing tools to manage stress, increase personal resilience, and promote compassion and academic success. Students may book a 45-minute session in the PCC Mind Body Lab by calling the PCC at 615-322-2571 or by stopping by the PCC front desk.

Students are encouraged to make contact with the PCC prior to the start of the school year if they have a history of mental health care needs. This will help facilitate the transition of care and ensure that students are fully aware of PCC resources. Contact the center at (615) 322-2571 for more information.

There is no charge for services with the exception of reduced fees for LD/ADHD screening and assessment. Over the course of a year, approximately 20 percent of the Vanderbilt student population will seek out the services of the PCC.

Throughout the year, our Outreach Coordinator and other PCC staff also produce presentations, including educational programs, thematic presentations, and special events, focused on education of the Vanderbilt community about mental health issues and resources. The PCC is proud to provide a program focusing on suicide prevention and mental health awareness at Vanderbilt called MAPS: Mental Health Awareness and the Prevention of Suicide.

Access [www.MyHealthatVanderbilt.com](http://www.MyHealthatVanderbilt.com), an online tool allowing patients access to parts of their medical records and to secure communication with providers.

*Student Eligibility:* Vanderbilt University students are eligible for all services at the Psychological and Counseling Center as determined by a careful assessment and treatment planning.

*Confidentiality:* The essence of an effective therapeutic relationship is based on safeguarding a client's privacy. To the extent permitted by law, the Psychological and Counseling Center maintains confidentiality of all that is communicated between students and the provider(s). Written permission is required before any information about the student, including acknowledgement of contact with the Center, is released to anyone. Parents, deans, friends, and others do not have access to information from the center, unless a student authorizes the PCC (both verbally and in writing) to release such information. Certain extremely infrequent situations call for exception: life and death situations and child or elder abuse.

The PCC is located at 2015 Terrace Place. For more information, call (615) 322-2571 or visit <https://www.vumc.org/pcc/>.

## STUDENT HEALTH SERVICES

The Student Health Center provides primary care services for students and is staffed by physicians, nurse practitioners, nurses and a lab technician. The Student Health Center provides services similar to those provided in a private physician's office or HMO, including routine medical care, specialty care (e.g. nutrition and sports medicine), and some routine lab tests. Most of the services students receive at the Student Health Center are pre-paid, but those services that are not are the responsibility of students to coordinate with their health insurance.

When the university is in session, during fall and spring semesters, the Student Health Center is open Monday through Friday from 8:00 a.m. to 4:30 p.m., and Saturdays from 8:30 a.m. to 12:00 p.m. Students should call ahead to schedule an appointment at (615)-322-2427. Students with urgent problems will be seen on a same-day basis. They will be given an appointment that day, or "worked in" on a first-come, first-served basis if no appointments are available.



Emergency consultations services (615-322-2427) are available 24-hours a day, 7 days a week from on-call professionals. For more detailed information on the services available at the Student Health Center and information on other health related topics, please visit the Student Health Center Web site at <https://www.vumc.org/student-health/>.

## Student Health Insurance

Vanderbilt University requires all eligible students to be covered by a health insurance plan that is comparable to or exceeds the Vanderbilt Student Injury and Sickness Insurance Plan. All graduate and professional students registered in degree programs of four or more credits or who are actively enrolled in research courses that are designated by Vanderbilt University as full-time enrollment are eligible for the student insurance. Students who meet the eligibility requirements are automatically enrolled in and billed for the Student Injury and Sickness Insurance Plan. This coverage is for an entire academic year. Insured students must actively attend classes for at least the first 31 days after the date for which coverage is purchased to remain enrolled. Information regarding the student health insurance offered by Gallagher Student Health and Risk may be found at [www.gallagherstudent.com/vanderbilt](http://www.gallagherstudent.com/vanderbilt) or <https://finance.vanderbilt.edu/stuaccts/graduate/health-insurance.php>.

If a student has other insurance and does not wish to participate in the Student Injury and Sickness Plan offered through the University, the student must complete an online waiver form indicating other insurance information. The online waiver form must be completed no later than August 1, 2017 (September 7, 2017, for international students) or the student will remain enrolled in the plan offered by the university and will be responsible for paying the insurance premium. Each submitted waiver will be audited to ensure the student is actively enrolled in the plan stated on the waiver form and that the student has access to providers and services within the Nashville area.

*All students who wish to waive coverage are required to complete an online waiver form at the beginning of each academic year.*

The Vanderbilt Student Injury and Sickness annual plan administered by Gallagher Student Health and Risk will provide coverage from August 12, 2017 to August 11, 2018. The plan is Affordable Care Act compliant with a metallic (top) rating of platinum. An on-campus student health insurance representative, Kristina Miller, is available to help with questions. She is located at the Student Health Center, Zerfoss Building, 4th Floor. Her direct contact is [kristina.miller@vanderbilt.edu](mailto:kristina.miller@vanderbilt.edu) or 615-343-4688.

Students who are not participating in the University-sponsored health plan need to keep a copy of their health insurance card or the name, address, group, and policy number of their insurance coverage with them.

## OFFICE OF THE UNIVERSITY CHAPLAIN AND RELIGIOUS LIFE

The Office of the University Chaplain and Religious Life functions in educational, spiritual, religious, and ceremonial capacities, providing individual spiritual/ pastoral counseling, a bereavement support group, weekly religious services, spiritual study, interfaith dialogue, programs that are religious/spiritual and interdisciplinary, and venues for meditation, prayer, and reflection.



For a complete listing of campus religious groups, resources, services, and programming opportunities, visit [www.vanderbilt.edu/religiouslife](http://www.vanderbilt.edu/religiouslife).

## VANDERBILT CARD SERVICES

The Commodore Card Office, located at 184 Sarratt Student Center, produces and distributes student ID cards. There is no charge for a new card – just a replacement. Students may add funds to their Commodore Card to pay for printing, campus dining, and vending machine goods. Laser printing of school-related materials is five (5) cents a copy.

New students will receive an email with instructions on how to submit a photo to be used for the Commodore Card. The photo will be uploaded to YES in August – so prior to this time you should not expect to view your photo online. For information regarding photo submission visit [http://www.vanderbilt.edu/cardservices/photo\\_submit.php](http://www.vanderbilt.edu/cardservices/photo_submit.php).

## THE WRITING STUDIO

The Writing Studio offers graduate students personal writing consultations and interactive discussions about writing. Trained writing consultants can act as sounding boards and guides for the development of arguments and the clarification of ideas. Standard fifty-minute consultations may be scheduled online at [www.Vanderbilt.edu/writing](http://www.Vanderbilt.edu/writing). Extended appointments for dissertation writers must be arranged at least one week in advance through [writing.studio@vanderbilt.edu](mailto:writing.studio@vanderbilt.edu) and are available on a first-come, first-serve basis after first attending a standard consultation to discuss the project. Information about other programs for graduate students, like the journal article writing workshop and the annual dissertation writer's retreat, can also be found at [www.Vanderbilt.edu/writing](http://www.Vanderbilt.edu/writing).

# **VANDERBILT UNIVERSITY: CAMPUS RECREATIONAL OPPORTUNITIES**

## **SARRATT STUDENT CENTER**

The Sarratt Student Center offers a wide variety of activities for students, faculty, and staff. Programs include exhibits in the Sarratt Gallery, films in the Sarratt Cinema, art studios, the Overcup Oak restaurant and pub, and conference and meeting rooms available by reservation.

### **Hours of Operation:**

Fall and Spring semesters: 24 hours a day (card access after 12:00 a.m. for students only)

Summer semester: Monday – Friday, 7 a.m. to 5 p.m. (varies per event)

Summer hours are posted on the door

**\*NOTE:** hours and access are limited during breaks

The Sarratt Student Center sponsors many other events and activities throughout the year that enrich the cultural life of the University. The student-run Vanderbilt Programming Board offers various activities throughout the academic year. The Sarratt Box Office, located on the first floor of Sarratt Student Center, sells tickets for most campus events and is a Ticketmaster outlet. Ticketmaster Box Office hours are 10:00 a.m. to 7:00 p.m. Monday – Saturday (hours are limited during breaks and the summer) and payment methods include cash, Commodore Card, Visa, and MasterCard. Tickets to most Vanderbilt events are significantly discounted for undergraduate and graduate students. Call (615) 343-3361 for information regarding upcoming events. For more information, go to <https://www.vanderbilt.edu/studentcenters/>.

## **VANDERBILT OFFICE OF CAMPUS RECREATION**

The Office of Campus Recreation sponsors a wide spectrum of indoor and outdoor activities and sports for students, faculty and staff. Programs include Intramurals, Outdoor Recreation, Club Sports, Informal Recreation, Aquatics, and Youth Programs. The Office also oversees the Vanderbilt Recreation and Wellness Center, a state-of-the-art facility that includes 14,000 sq. ft. of fitness space, a field house featuring a turf field and 300 meter track, 25-yard multipurpose pool, strength and aerobic conditioning room, 3 basketball / volleyball courts, auxiliary Gym, 4 lane bowling alley, 6 racquetball courts, 2 squash courts, indoor elevated track (9.2 laps / mile), 10 multipurpose activity rooms, demo kitchen, lounge with big-screen TV, Smoothie King and more! All fee paying students may use the center and memberships are available to all others. Call (615) 343-6627 for information on membership, specific activities and center hours.

For more information, go to <http://www.vanderbilt.edu/recreationandwellnesscenter/>.

# VUSN: STUDENT ORGANIZATIONS

## GRADUATE/PROFESSIONAL NURSING COUNCIL

The purpose of the MSN and DNP Graduate/Professional Nursing Council(s) is to serve as a liaison between graduate and professional MSN, Post-Master's Certificate, and DNP students, faculty and administration in the Vanderbilt University School of Nursing and the general university community. The Councils provide a framework for vocalization of MSN, Post-Master's Certificate, and DNP students' needs. The members serve as representatives for MSN, Post-Master's Certificate, and DNP students, procure representatives to delegated VUSN and University committees, and promote social interaction within and outside VUSN.

The membership of the MSN and DNP Graduate Councils is composed of voting student representatives currently enrolled at VUSN. The representation on the MSN Graduate Council will be composed of 10 members and 2 alternates from the Pre-Specialty year (9 Pre-Specialty and 1 ASN-MSN), and 10 members and 2 alternates from MSN or Post-Master's Certificate from the specialty year. DNP Graduate Council has no minimum number of members. The Graduate Councils solicit members through a self-nomination process. Interested students are encouraged to complete a self-nomination form, which is given to all new students at Orientation. For the MSN Graduate Council, specialty-year representatives who entered through the Pre-Specialty or ASN-MSN route must have completed all Pre-Specialty or ASN-MSN courses prior to election. Each representative, in both councils, serves a one-year term (September-August).

If representatives are absent from more than two Council meetings without legitimate and/or unforeseen cause, they will be removed from the Council.

## SIGMA THETA TAU INTERNATIONAL, IOTA CHAPTER

Founded in 1922 by six nursing students at Indiana University, Sigma Theta Tau International, the Honor Society of Nursing, is dedicated to improving the health of people worldwide by increasing the scientific base of nursing practice. Members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research and leadership. The Iota chapter is based at the Vanderbilt University School of Nursing, and was the eighth chapter founded in 1953. Sigma Theta Tau has grown over the years to include more than 90 countries and territories, and the 406 chapters are located on 503 college and university campuses in the U.S. and countries including Canada, Hong Kong, Pakistan, South Korea, Australia and Taiwan.

Membership is by invitation to baccalaureate and graduate nursing students, who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing.

Criteria for membership as a graduate student are:

1. Completed at least one fourth of the graduate program
2. Grade point average of at least 3.5 on a 4.0 scale (via official transcript)

The application deadline for membership in Iota chapter is in spring and will be announced.  
<http://iota.nursingsociety.org/iotachapter/home>.

#### ASIAN AMERICAN PACIFIC ISLANDER

Given the nurse's position as the foremost patient advocate, VUSN AAPI Student Nurses aims to use our deeply personal experiences as minorities within the health care system to give a voice to Asian American and Pacific Islander clients by increasing awareness of the health disparities unique to these populations and through advocacy from a place of true understanding. Ultimately, we aim to support and enrich both the experiences of students and clients through education, open dialogue, networking, and advocacy. \* *This organization is currently not active.*

#### AMERICAN ASSEMBLY FOR MEN IN NURSING

The mission of American Assembly for Men in Nursing (AAMN) is to provide a framework for nurses, as a group, to meet, to discuss and influence factors which affect men as nurses. Members of AAMN have a voice in local, state and national events that impact nursing and male nurses. The National Board of Directors, Chapter Leaders, and Committee Members are all members of the national Assembly. Refer to the Web page at:  
<https://nursing.vanderbilt.edu/advantage/organizations/aamn/index.php>.

#### BLACK STUDENT NURSES ORGANIZATION

In the early 1990s, the Black Student Nurses Organization (BSNO) was founded by a group of Vanderbilt University School of Nursing African-American students. The students felt a need for an organization that focused on the socio-cultural needs of African-American nursing students. BSNO also focused on mentoring of first-year nursing students by second-year students. A host of activities were held during the year to assist students with exploring the roles of advanced practice nurses in the health work force. Since that time, the BSNO has served as a resource network for many students. In 2005, several of the BSNO members became charter members of the Nashville Chapter of the National Black Nurses Association. By this professional affiliation, the BSNO will continue to make local and national contributions to nursing.

#### LGBT @ VUSN

The Mission of LGBT @ VUSN is: to provide support for LGBTQI students and allies at VUSN; to promote a welcoming and inclusive culture at VUSN for LGBTQI students and allies; to facilitate education of faculty and students on LGBTQI issues; to promote inclusion of LGBTQI health content in the curriculum at VUSN; to serve the LGBTQI community in Nashville. We are involved in activities to coordinate the facilitation of these goals. For more information, please visit <https://nursing.vanderbilt.edu/advantage/organizations/lgbt/index.php>.

## NURSING STUDENTS FOR SEXUAL AND REPRODUCTIVE HEALTH

Nursing Students for Sexual and Reproductive Health (NSSRH) is a national non-profit organization dedicated to reproductive health advocacy. NSSRH strives to make choice a reality for all women, recognizing that nurses are frontline health care practitioners, patient advocates, and community health educators. For more information please visit <http://nursingstudentsforsexualandreproductivehealth.org/>.

NSSRH is a national grassroots organization dedicated to advancing and securing reproductive health and justice for all. NSSRH fulfills its mission by (i) advocating for substantially increased reproductive health and abortion training for nurses; (ii) organizing a nationwide network of nursing student activists; (iii) supporting the leadership of nursing students and all nurses in the reproductive justice movement; (iv) collaborating across the nursing profession and with other health care providers to maximize resources and expertise; and (v) creating a new generation of reproductive health and abortion provider nurses. \* *This organization is currently not active.*

## VUSN MILITARY/VETERANS STUDENT GROUP

The VUSN Military/Veterans Student Group is a student-led group consisting of VUSN students who are Veterans, have military experience, are military family members, work in the military or VA settings, and/or are interested in Military/Veterans issues. The group generally meets monthly at VUSN to share related stories and discuss various issues related to transitioning back to school while maintaining strong ties with the military/Veteran experience. Announcements of meeting times and location are published in the weekly Student E-Newsletter.



# VUSN: TRADITIONS

## STUDENT EVENTS

A number of formal and informal student events are planned each year.

Pinning Ceremony: At the end of each semester, students who complete their academic requirements are invited to attend a pinning ceremony. MSN graduates receive a VUSN pin, DNP graduates receive a pin guard and students who complete a Post-Master's Certificate receive a framed certificate. DNP + Post-Master's Certificate graduates attend Pinning at the end of their DNP program of study and receive their pin guard and certificate concurrently.

Brown-Bag Lunches: Throughout the school year, the Dean will host brown-bag lunches and continental breakfasts.

Martin Luther King, Jr. Day: Each January students are invited to participate in lectures and a reception for speakers who may be visiting the school.

All-School Graduate Student Party: VUSN hosts an all-school party sponsored by the MSN Graduate Student Council.

Student-to-student Mentoring Event: An opportunity for MSN specialty year students to meet with MSN Pre-Specialty students to answer questions and offer advice.

## CLASS PICTURE – COMPOSITE

Students who intend to graduate in August or December of 2017, or May 2018 will be eligible to have their pictures taken for the master composite which hangs in Godchaux Hall.

A photographer will be on campus in December and January to take individual photographs. A notice via e-mail will be sent advising you when and where to sign up. The cost is approximately \$25.00 for your picture proofs and an 11 x 14 copy of the master composite. It is important that every effort is made to schedule an appointment when the photographers are on campus, as makeups are difficult and costly. You will have the opportunity to purchase additional photographs if you wish. Health Care Leadership students will be offered the option of submitting their own pictures. Regalia will be provided for the purpose. For additional information, contact Sarah Ramsey, 217 Godchaux Hall (615) 343-3334.

## SCHOOL OF NURSING PINS



The Dean of the School of Nursing purchases an official School of Nursing pin for each MSN graduate and a pin guard for each DNP graduate. MSN students will be asked to complete an order form for the pin, including the school, program, name, address, and phone number and will have the opportunity at that time to add a guard or to upgrade the metal quality of the pin. Students will be required to pay for only the addition of a guard or upgrade at the time their order is placed. MSN pins and DNP pin guards will be awarded in

May, August, and December at the pinning ceremonies to students who have completed all degree requirements. Students who complete the DNP program in August or December have the option to attend the May pinning if they will be traveling to campus for commencement.

Students completing the Post-Master's Certificate do earn academic credit that is reflected on a VUSN transcript, but they do not receive an Academic degree or a Vanderbilt University School of Nursing pin. The pin is presented only to those students who complete an MSN at VUSN, and the pin guard is presented only to those students who complete a DNP at VUSN.

## GRADUATION AND COMMENCEMENT

To participate in the Commencement ceremony, degree candidates must have satisfactorily completed all curriculum requirements, have passed all prescribed examinations, and be free of all indebtedness to the University. The University holds its annual Commencement ceremony in May at the end of the spring semester. A student completing MSN or DNP degree requirements will be officially graduated at the close of the semester in which the degree is earned with the graduation date recorded on the student's permanent record. Graduations are posted on diplomas three times per year: May, August, and December. Students who graduate at the close of summer semester (August) or the fall semester (December) join spring graduates in the next graduation ceremony (May). Those unable to participate may receive their diplomas by mail.

## INVESTITURE

The School of Nursing Investiture Ceremony immediately follows the University Commencement ceremony in May. It is at Investiture that each graduate is adorned or "invested" with the academic hood signifying completion of the master's degree. A reception for all the graduates and their families and friends follows the Investiture ceremony. Specific instructions concerning Commencement and Investiture are mailed to August, December, and May graduates during the month of March.



Graduates will receive information from both the School of Nursing and the University Commencement Office. For further information regarding Commencement and Investiture, contact Sarah Ramsey, 217 Godchaux Hall (615) 343-3334 or the Commencement Office at <http://www.vanderbilt.edu/commencement/>.

## HONORS AND AWARDS

***Founder's Medal:*** The Founder's Medal, signifying first honors, was endowed by Commodore Cornelius Vanderbilt as one of his gifts to the University. The Founder's Medal is conferred annually upon a graduating student in the School of Nursing who, in the judgment of the faculty, has achieved the strongest record in the areas of professional and academic performance in meeting the requirements for the Master of Science in Nursing degree or Doctor of Nursing

Practice degree. In order to receive the Founder's Medal, the graduate must attend Commencement and Investiture.

Amy Frances Brown Prize for Excellence in Writing: This prize is awarded each year in which there is a worthy candidate among the graduates of the School of Nursing. The selection is based upon papers submitted to meet course requirements in either the Pre-Specialty or specialty nursing component of the curriculum. This award is presented at the Pinning ceremony.

Luther Christman Award: This award is presented to the MSN Pre-Specialty student with the most outstanding skills in the clinical area. This award is presented at the end of the Pre-Specialty year.

MSN Specialty Awards: These awards are presented to the most outstanding graduating student in each specialty. The choice of recipients is based on academic achievement, excellence in clinical practice, demonstrated leadership, community service, and potential for future contributions in the nursing profession. These awards are presented at the Pinning ceremony.

The Alumni Association Award for Excellence in Service and Leadership to School or Community: Students are nominated from the graduating class by faculty and their peers. Standards of selection are that the student must display leadership and ongoing commitment to community service. They must reflect a positive image of VUSN to the community through hands-on volunteerism. Finally, they must demonstrate enthusiasm and support of VUSN among classmates and faculty through leadership and involvement in school activities. The VUSN Alumni Association Board of Directors Student Relation Committee reviews nominations and selects the award recipient with approval of the Dean.

# VUSN: HISTORY, ACCREDITATION AND FRAMEWORKS

## MISSION STATEMENT AND SHORT HISTORY

As one of the University's professional schools, the mission of the School of Nursing is to develop, structure, and communicate the discipline of nursing by its commitment to the conduct of inquiry, research, scholarship, education of students, and the practice of professional nursing.

The Vanderbilt University School of Nursing opened in 1909, offering a three-year diploma program in nursing. The first Bachelor of Science degree was awarded in 1936, and the first Master's degree in nursing in 1958. The School of Nursing is one of the nation's first nursing programs to incorporate nursing into a liberal arts degree. Having phased out its



Students from the Vanderbilt School of Nursing class of 1946 practice taking blood pressure readings from patients.

undergraduate degree program in 1989, the School now offers a curriculum that enables Pre-Specialty students from diverse backgrounds to move into the master's level of study and prepare for careers in advanced practice nursing. Currently, "U.S. News and World Report" ranks the Vanderbilt School of Nursing as #11 in the Top Schools of Nursing in the country.

## ACCREDITATION

The school is approved by the Tennessee Board of Nursing. Vanderbilt School of Nursing was a charter member of the Association of Collegiate Schools of Nursing, which later was incorporated into the National League for Nursing (NLN). The MSN, Post-Master's Certificate, and DNP programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036; telephone: (202) 887-6791. The Nurse-Midwifery program is accredited by the Accreditation Commission for Midwifery Education (formerly ACNM Division of Accreditation). For information: 8403 Colesville Road, Suite 1550, Silver Spring, MD 20910-6374; e-mail: [info@acnm.org](mailto:info@acnm.org); Web: [midwife.org](http://midwife.org). The U.S. Department of Education is located at 400 Maryland Avenue, SW, Washington, DC 20202-0498; telephone: (800) USA-LEARN (800-872-5327). Vanderbilt University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Bachelor's, Master's, professional, and Doctoral degrees. Contact SACSCOC at 1866 Southern Lane, Decatur, GA 30033-4097; telephone: (404) 679-4500; Web: [sacs.org](http://sacs.org).

# VUSN: PROGRAMS

## MASTER'S PROGRAM

Students enter the VUSN Master's Degree program in one of the following categories:

MSN Pre-Specialty: Students with an undergraduate or graduate degree in a field other than nursing may complete the MSN program in six semesters of full-time study: three semesters of upper division generalist Pre-Specialty nursing courses to meet the AACN Baccalaureate Essentials (that do not end in a BSN-equivalent degree, but move to the specialist level of the MSN program) and three semesters of the specialty master's component to meet the AACN Master's Essentials.\*

ASN to MSN: These students are already registered nurses from Associate Degree and Diploma programs. They take two semesters of generalist RN Pre-Specialty nursing courses to meet the AACN Baccalaureate Essentials (tailored to RNs) and three semesters of the specialty master's component to meet the AACN Master's Essentials.

BSN to MSN: Students with a BSN degree can complete the MSN degree in three semesters of full-time study.\* They enter directly into the specialty master's component of the MSN program. The MSN degree is granted on the basis of completion of a minimum of 40 credit hours.

\*Some master's specialties are longer than three semesters

## TRANSITIONAL OBJECTIVES

On completion of the MSN Pre-Specialty generalist courses, students will be able to:

- Synthesize knowledge from nursing, the humanities, biophysical and social sciences, and current evidence to engage in professional nursing practice.
- Promote health and prevent illness in diverse patient populations through targeted education in multiple settings across transitions of care.
- Provide safe, culturally responsive health care to individuals, families, communities, and populations in diverse settings, through use of critical thinking, clinical reasoning, ethical decision-making, and information management, both independently and in collaboration with health care teams.
- Demonstrate leadership in professional nursing practice through commitment to reflective practice, accountability for nursing actions, patient advocacy, and evidence-based practice.
- Engage in improvement of the health care delivery system through inquiry and action into socioeconomic, political, legal, and ethical issues affecting professional nursing practice.

## MSN PROGRAM GOALS

### MSN Specialty Level program prepares students:

- For advanced practice roles including nurse-midwives, nurse practitioners, nurse informaticists, and nurse leaders who have expertise and advanced knowledge in a specialty area and can function in complex situations either independently and/or collaboratively with health care teams;
- To evaluate and apply advanced knowledge by means of critical thinking, clinical reasoning, and the use of current and emerging technologies in relation to advanced nursing practice;
- To engage in quality improvement initiatives and the delivery of safe, culturally responsive, high quality nursing care of individuals and populations using leadership skills;
- To evaluate and/or advocate for policies that improve the health of the public and the profession of nursing incorporating ethical principles.

All students are expected to meet the above program goals whether they enter the MSN program with a BSN, an ASN, or a bachelor's degree other than nursing. Students who must complete the pre-specialty component of the program must also meet transitional objectives upon completion of the pre-specialty nursing courses.

## DUAL MSN/MTS, MSN/MDIV, MSN/MBA PROGRAMS

The MSN/MTS, MSN/MDiv, and MSN/MBA degrees represent the Master of Science in Nursing, Master of Theological Studies, Master of Divinity and Master of Business Administration. These dual degrees provide the potential to attract outstanding students to two schools and will benefit both schools, encouraging interdisciplinary work and intra-school collaboration.

## POST-MASTER'S CERTIFICATE

Applicants who have already earned a Master's of Science in Nursing may enter any specialty to earn credits toward a certificate of completion in that specialty. This is a certificate program and does not lead to an academic degree from Vanderbilt.

### The Post-Master's Certificate Nursing Program goals/objectives are to prepare:

- For advanced practice roles including nurse-midwives, nurse practitioners, nurse informaticists, and nurse leaders who have expertise and advanced knowledge in a specialty area and can function in complex situations either independently and/or collaboratively with health care teams;
- To evaluate and apply advanced knowledge by means of critical thinking, clinical reasoning, ethical principles, and the use of current and emerging technologies in relation to advanced nursing practice.

## ADVANCED PRACTICE SPECIALTY AREAS

Specialty	Specialty Director
Adult-Gerontology Acute Care Nurse Practitioner	Dr. Brian Widmar
Adult-Gerontology Primary Care Nurse Practitioner	Dr. Leslie Hopkins
Adult-Gerontology Acute Care/Family Nurse Practitioner: Emergency Care Focus	Dr. Jennifer Wilbeck
Family Nurse Practitioner	Dr. Courtney Pitts
Health Care Leadership	Dr. Clare Thomson-Smith
Neonatal Nurse Practitioner	Dr. Karen D'Apolito
Nurse-Midwifery	Dr. Michelle Collins
Nurse-Midwifery/Family Nurse Practitioner	Dr. Michelle Collins
	Dr. Courtney Pitts
Nursing Informatics	Dr. Patricia Trangenstein
Pediatric Nurse Practitioner Acute Care	Dr. Sheree Allen
Pediatric Nurse Practitioner Primary Care	Dr. Brittany Nelson
Psychiatric Mental Health Nurse Practitioner (Lifespan)	Dr. Dawn Vanderhoef
Women's Health Nurse Practitioner	Dr. Ginny Moore
Women's Health/Adult-Gerontology Primary Care Nurse Practitioner	Dr. Ginny Moore
	Dr. Leslie Hopkins

## DOCTORAL STUDIES

*The DNP (Doctor of Nursing Practice):* The DNP program in the School of Nursing prepares practice scholars as leaders in translating evidence-based knowledge into clinical practice, improving health care outcomes, and strengthening nursing management and education within public and private organizations. Successful applicants to the program are those whose previous academic performance, written goal and practice inquiry statements and letters of recommendation match the School's philosophy and faculty expertise. Increased complexity in health care, the explosion of knowledge and technology, and national issues related to patient safety and quality improvement call for fundamental changes in the education of all health care professionals. Redesigning care processes are indicated, with information technology systems enhancing evidence-based decision making at both the macro- and micro-system levels. Addressing the above challenges identified by the Institute of Medicine (IOM) and other national organizations, the American Association of Colleges of Nursing published a position paper in 2004 targeting the adoption of the DNP as the terminal degree for advanced nursing practice. Advanced nursing practice is any form of nursing intervention that influences health care outcomes for individuals or populations, including the direct care of individual patients, management of care for specific populations, administration of nursing and health care organizations, and the development and implementation of health care policy. VUSN has a long

history of educating advanced practice nurses at the Master's level in both direct and indirect patient care, e.g., Nurse Practitioners, Certified Nurse Midwives, Clinical Nurse Specialists, Nursing Informatics Specialists, and Health Systems Managers. Nurses prepared in practice doctorate programs have a blend of clinical, organizational, economic, and leadership skills to enable them to critique nursing and other clinical scientific findings and design programs of care delivery that are locally acceptable, economically feasible, and have significant impact on health care outcomes.

Dr. Terri Allison is the director of the DNP program.

### DNP PROGRAM GOALS

Central to the DNP curriculum is the application of evidence-based practice methods within practice settings throughout the program of study. Evidence-based practice is classically defined as the integration of best research evidence with clinical expertise and patient values to facilitate clinical decision making. The terminal objectives of the DNP program are to produce a practice scholar who will be able to:

1. Assess, analyze, evaluate, and manage complex health environments serving diverse populations to improve patient and population health outcomes;
2. Apply clinical scholarship and available evidence to make clinical and system decisions incorporating professional values and ethical principles;
3. Support and improve patient care and healthcare systems through the use of clinical practice models, health policy, informatics, and organizational leadership skills;
4. Advocate for clinical prevention, population health initiatives, and evidence-based health policy through interprofessional and stakeholder collaboration.

Students enter the VUSN DNP program in one of the following categories:

Entry with an MSN degree: This entry requires APRN certification as either a NP, CNM, CNS or CRNA. Applicants may also enter with an MSN in nursing administration or nursing informatics. Vanderbilt offers post master's entry for advanced practice nurses who hold an MSN and wish to pursue additional advanced practice study for a new certification. Applicants with a MSN or MN in majors such as nursing education or clinical nurse leader must complete a Post-Master's Certificate as part of the DNP program which lengthens the program of studies. The program length will be based on the individual portfolio review. After completing the Post-Master's Certificate portion, the student is eligible to take the national certification exam in the selected specialty and continue in DNP courses. Applicants pursuing a new specialty should address their career goals in the new specialty as part of the DNP statement of professional goals. The curriculum for the School of Nursing places great intellectual, psychological, motor, and sensory demands on students. In accordance with Vanderbilt's non-discrimination policy, the DNP Student Admissions and Academic Affairs Committee (SAAA) is charged with making individualized determinations of the ability of each candidate for admission to successfully complete the degree requirements. Vanderbilt School of Nursing considers the Internet



communication link an essential learning resource for doctoral students. DNP students will be required to have a home computer, printer, and Internet service provider that has high-speed, broadband Internet access.

*Entry for Nurses with a Master's Degree in Public Health, Informatics, Business or other Health Care Related Field – Systems Focus Option:* This program is designed for nurses in leadership positions who have a master's degree in public health, informatics, business or another health care related field and wish to obtain the Doctor of Nursing Practice Degree with a systems focus. Applicants with at least five years of post-master's leadership experience are preferred. Students will select either the Health Care Leadership or Informatics specialty. The program director for the selected specialty will review the applicant's portfolio and transcripts to determine specific requirements and design an individualized DNP program of study. The student will complete the specialty level courses first, be awarded a Master's in Passing and continue with the DNP courses. The student may be given up to 20 credits from previous academic work toward the specialty (subject to review and approval by the specialty program director).

*The PhD in Nursing Science (offered by the Graduate School):* This program is designed for individuals who hold graduate degrees in nursing and wish to pursue scientific careers in nursing. Areas of concentration in the doctoral program include the study of individual, family, and community responses to health and illness across the life span and the outcomes of care delivery practice. These areas of study are reflective of the research interests and expertise of the School of Nursing faculty members and the resources available in the Medical Center and the University. Dr. Sheila Ridner is the Director of the PhD program.

## VUSN: ACADEMIC POLICIES

The following academic policies apply to all VUSN students. Some are specific to the MSN and Post-Master's Certificate or DNP programs. If there are specific differences between programs, they are identified. A student who is enrolled in the DNP program will be held to the DNP policies even if a DNP student is obtaining a Master's in passing or a Post-Master's Certificate.

Attendance and Absence Policy: Students are expected to attend/participate in all courses regardless of educational format. The Brightspace Learning Management System serves as the record of student participation and attendance in the online course environment. For face-to-face classes, student participation during in-class academic activities verifies attendance. Course instructors may set specific policies about absences from their courses. The School of Nursing does not distinguish types of absences. An instructor is under no obligation to accommodate students who are absent or who miss academic work without prior notification and makeup arrangements. A student who misses an examination, work assignment or other project because of observance of a religious holiday will be given the appropriate accommodation to complete the work missed within a reasonable time after the absence; this accommodation should be requested by the student prior to the holiday.

As a general rule, students incur no administrative penalties for a reasonable number of absences from class, laboratory, or clinical, but they are responsible for the academic consequences of absence.

A student whose lack of attendance has led to academic peril is subject to the academic policies of VUSN. For tuition refund purposes, the last day of attendance is determined by review of the Brightspace Learning Management System for active participation in an online course and/or participation in a face-to face course.

In the event of illness influencing a student's ability to participate in class or meet course requirements, a note from a health care provider may be requested. A student who has been treated at the Student Health Center for a serious illness or injury may give the Student Health Center permission to notify the academic dean of the illness or injury.

Grade Policy: All students (MSN, PMC, and DNP) must make a B- or better in all required courses.

No C grades are permitted. A grade less than B- will necessitate the course to be successfully repeated. A student may repeat one course, one time due to a grade less than a B-. If, after repeating the course, the student receives less than a B- in the same course, the student will be dismissed. A second grade less than a B- will result in a dismissal from the program. If you have any questions or concerns, please speak directly to your academic director.

Changing/Dropping a Course: The first five class days of the semester are allocated for necessary changes of course. Courses may be dropped without entry in the final record within two weeks

of the first day of classes. Courses may be dropped only after consultation with the student's adviser and the course instructor. Dropping a course may affect the sequencing of the program of study and may change the student's expected date of completion of the course work.

Repeat Courses (applies to all students): Students may repeat a course only with the permission of the MSN or DNP Student Admissions and Academic Affairs Committee (SAAA). Nursing courses may be repeated only once. If a student makes below the required grade (B-) in the repeated course, the student will be dismissed. Courses taken for a letter grade may not be repeated on a Pass-Fail basis, nor may a grade indicating withdrawal or incomplete work be counted in place of a letter grade. Only the latest grade counts in calculation of the grade point average and progress toward a degree. A course taken in the School of Nursing may not be repeated outside the school for credit toward the degree.

Students can repeat one course one time. Students who do not earn at least a B- in a required or elective course must repeat the course.

Students who earn a grade less than a B- in two courses will be dismissed from the program.

Change of Specialty (MSN): For the last several years, every available MSN clinical specialty has been full. The School of Nursing can only accommodate a change in specialty on a case by case basis and a change in specialty is not guaranteed. The MSN admission letter indicated admission to the selected specialty. The letter also indicated that a change in specialty requires a re-application process with a competitive review of your academic record and will be considered only if the criteria for the new specialty is met and space is available.

#### Process

1. No requests are considered until **at least one semester is completed** and final grades have been received.
2. After February 15, notify the **current** specialty director a change is requested and schedule an appointment to discuss the reasons for requesting a change. Obtain the academic director's signature on the bottom of this form. To proceed, be sure to keep the signed form.
3. Before April 15: Schedule an appointment with the **requested** academic director to discuss career goals and obtain a signature. Keep the signed form.
4. April 15- May 1: Submit signed form & documents listed below to Assistant Dean Paddy Peerman, 210 Godchaux Hall, 461 21<sup>st</sup> Ave South, Nashville, TN 37240.
  - Revised statement of career goals for the **newly requested** specialty
  - If applicable, (for clinical specialties) indicate whether clinical hours will be completed outside of a 2-hour radius of Nashville. If so, give tentative agency and city/state of the desired distance clinical site. Do not make contact with the agency.
  - If no full-time space is available, indicate willingness to change to part-time status. If no full- or part-time space is available, indicate willingness to "stop out" a year until a space becomes available.

- Submit an updated letter of reference from a VUSN clinical instructor in an area closely related to the requested specialty. Either a narrative letter or attached recommendation form is acceptable.
  - Submit all of the documents at the same time in one packet.
5. Requests are held until **May 1** when fall & spring semester grades have been reported. Students will then be sent to the requested specialty director for competitive review.
  6. Students will be notified by **June 1** regarding whether the requested change has been approved.
  7. If approved, a new faculty adviser will be assigned.

*Dual Specialty Students*

A meeting and signatures of both specialty directors is required to add or drop one of the specialties or to change from a single specialty to a dual specialty. Please submit the following information:

STUDENT NAME _____	Date _____
Current Specialty _____	Requested Specialty _____
Current Program Director #1 _____	Date _____
Requested Program Director #1 _____	Date _____
Current Program Director #2 _____	Date _____
Requested Program Director #2 _____	Date _____

Change of Status:

*Policy*

A student may change status of enrollment or specialty focus based on the following terms.

1. A student may change status from full-time to part-time status. Part-time to full-time status change is applicable to MSN students only.
2. A change of status may prevent a student from taking courses in the planned sequence.
3. An MSN student enters the program of study in YES and has his/her faculty adviser approve it during the first semester.
4. A DNP student meets with his/her faculty adviser during the first DNP intensive session to discuss his/her program of study.
5. A request for a change of specialty must be submitted by May 1 prior to the specialty year and approved by the Academic Director (refer to change of specialty section).
6. A student who is on academic probation and who wishes to alter his/her program of study must have the proposed program reviewed by the Academic Director and the Student Admissions and Academic Affairs Committee.

*Process*

To request a change of status, the student is expected to complete the following steps:

1. Meet with his/her adviser.
2. Submit a Change of Status Form to the Academic Director.  
<https://nursing.vanderbilt.edu/students/current/pdf/status.pdf>

3. If the Academic Director approves the request, the signed form is forwarded to the Director of Student Financial Services.
4. The Director of Student Financial Services signs the form and forwards it to the Registrar.
5. The Registrar makes the appropriate changes to the student's status and notifies the student and VUSN officials (adviser, Academic Director, Student Financial Services, and Student Accounts).

Completion of Program: See the table below for the time allowed to complete the MSN, Post-Master's Certificate and DNP programs. **Students entering the MSN program at the specialty level have three years to complete their program. Students entering the DNP program have five years to complete their program.**

***Allotted Number of Calendar Years for Program Completion***

Program	MSN	MSN	MSN	Post-Master's Certificate	DNP
	ASN – MSN Component	Pre-Specialty Component	Specialty Component		
	2	2	3	3	5

Grading System: All work is graded by letters, interpreted as follows:

Letter Grade	Numerical Equivalent	Quality Points
A+	97-100	4
A	93-96	4
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2
C-	70-72	1.7
F	69 or below	0

All F grades are counted in the computation of grade point ratios, unless the student repeats the course and earns a passing grade.

Good Academic Standing: For the **MSN**, **PMC**, and **DNP** student, good academic standing is defined as a semester GPA of 3.0 or higher, a cumulative GPA of 3.0 or higher, and all grades B- or higher.

Academic standing may also be altered by failure to maintain up-to-date documentation of student enrollment requirements or by unlawful conduct during enrollment.

I: Incomplete Course Grade:

*Policy*

An incomplete grade is a temporary grade for a student who:

1. Requires an extension to complete course work after the conclusion of a course.
2. Confers with the course coordinator about the need for an incomplete at least two weeks prior to the last day of classes for the semester according to the VUSN calendar. Otherwise, an internal review by the Academic Director will determine if the student receives an incomplete or an “F” for the course.
3. Demonstrates ongoing and timely communication with course coordinator.
4. Obtains approval by the course coordinator of the petition for an incomplete grade.
5. Understands that completion of course work assures no specific grade for the course.
6. Completes a new contract with the course coordinator if an extension of the original contract is necessary.
7. Submits all course requirements for grading no later than the next enrolled semester. Otherwise, the grade will automatically be converted to an F.

*Process*

To petition for an incomplete grade, the student is expected to:

1. Present the unforeseen circumstances that have prevented him/her from completing course work on time to the course coordinator.
2. Demonstrate that a substantial portion of the course and the course work have been completed and must be of passing quality.
3. Confer with the course coordinator (and committee chair, if applicable, for DNP students) to determine an agreed upon date to complete all course work.
4. Download and sign the Contract for Incomplete Grade.  
<https://nursing.vanderbilt.edu/students/current/pdf/incomgradecontract.pdf>
5. E-mail the contract to the course coordinator to sign.

Upon receipt of the Contract for Incomplete Grade the following steps must be followed:

1. The course coordinator e-mails the signed form to the Assistant University Registrar and Director of Nursing Student Records, Sara Donahoe.
2. The student submits all course assignments by the contract expiration date.
3. The course coordinator calculates the final grade and e-mails the student and Registrar the Change of Grade Form to replace the “I” with the final course grade.

*Note: An incomplete grade in a course required for a course in the next semester may result in a change of progression.*

I: Incomplete in Clinical Course (MSN/PMC): Students receiving a grade of I in a clinical course must register for zero hours of NURS 5999 {3000} Clinical Continuation. Tuition is charged at a rate of 0.5 credit hours.

Late Course Assignments: Course assignments must be turned in by the date specified by the syllabus or instructor. The grade for work not done in compliance with this policy is zero unless an extension has been granted. The student must present a petition for an extension to the course coordinator or instructor at least one day before the work is due, and the petition must be endorsed by the instructor.

The course faculty/coordinator will deny or approve the request. If approved, the course faculty/coordinator and student negotiate a revised due date. Commonly five points per day will be deducted for work submitted after the assigned due date, but the deduction depends on the assignment, course syllabus, and decision between the faculty and student.

Probation: All students are expected to maintain a 3.0 grade point average each semester. The academic performance of students is reviewed by the MSN and DNP SAAA committees at the end of each semester. Academic performance of students in a Post-Master's Certificate (PMC) program will be reviewed by the MSN SAAA committee. Academic performance of PMC students who are enrolled as DNP students will be reviewed by the DNP SAAA committee.

Students are placed on probation if less than a semester GPA of 3.0 is earned. A student may be placed on probation only once during the entire program of study. If the student's record in another semester warrants probation, the student will be dismissed. A student who is not making satisfactory progress toward the degree may be dismissed from the School of Nursing or may be advised to go on a leave of absence or withdraw. When a student is placed on probation or dismissed, letters are sent to the student, the student's adviser, and the academic director.

If a student cannot improve his or her grade point average because the needed course cannot be repeated in the following semester, the student will be continued on probation if satisfactory completion of the course will give the student a 3.0 grade point average.

As the School of Nursing is a professional school, the faculty may, for the purposes of evaluation, render opinion on the student's total ability. A student's progression is determined by the applicable MSN or DNP SAAA Committees at the end of each semester. The committee, on the recommendation of the student's instructors, academic director, and/or academic adviser, promotes only those students who have demonstrated personal, professional, and intellectual achievement consistent with faculty expectations at the student's particular stage of professional development. If a student is deficient in a major area, the committee will review the student's total program performance. The committee will determine if the student should be required to repeat course and/or clinical work, or complete additional efforts

satisfactorily in order to remedy deficiencies. A student who is not making satisfactory progress toward the degree will be dismissed if improvement is judged to be unlikely.

*Progression:* Most required MSN, PMC, and DNP nursing courses are sequential, and a student who fails to pass such a course cannot progress in the nursing curriculum until the course has been successfully completed. A student seeking a waiver of this policy must submit a written request to the MSN SAAA Committee or DNP SAAA Committee, respectively, for an exception to the rule.

For MSN students who enter through either the Pre-Specialty plan of study, to progress from the Pre-Specialty Level to the MSN Specialty Level, students must (a) complete 43 hours of the generalist component with at least a B- in all courses and (b) earn at least a 3.0 cumulative grade point average.

Students must hold an active Tennessee nursing license or valid license in a compact state in order to begin a MSN Specialty Level clinical course.

For further information please refer to the “Student Complaint and Grievance Procedure” at [http://www.vanderbilt.edu/student\\_handbook/university-policies-and-regulations/](http://www.vanderbilt.edu/student_handbook/university-policies-and-regulations/).

*Readmission:* A student who has been dismissed or has withdrawn from the program may apply to the MSN SAAA Committee (MSN and Post-Master’s Certificate programs) or the DNP SAAA committee (DNP program) for readmission after an intervening period of not less than one semester. The committee will consider such cases on presentation of substantial evidence of a responsible and successful period of work or study during the intervening period. A former student having successfully completed a tour of duty in the armed forces will be classified in this category. There is no guarantee, however, that a student will be readmitted. This will depend on (a) the faculty’s evaluation of the likelihood of the applicant’s successful performance in succeeding work; (b) the competition of other applicants; and (c) class space available.

A student readmitted after having been advised to withdraw or after having been suspended or dropped is on probation during the first returning semester.

Any VUSN student (includes full- and part-time students) who completed a background check through Castle Branch but had a break in enrollment, including a deferral or leave of absence, must complete a new background check upon return. Follow the ‘Order Now’ Students link on the <https://mycb.castlebranch.com/> home page.

*Withdrawing from a Course:* Students may withdraw from courses and receive the grade W (withdrawal) according to the date published in the School of Nursing Calendar for each semester. If the course in question is a nursing course, the student will receive the grade W (withdrawal) if less than half of the course has lapsed. Students may not withdraw from a course after the published date in the School of Nursing Calendar or after the course is half completed, except in extenuating circumstances. If a Vanderbilt course is taken outside the School of Nursing, grade regulations of the appropriate school will apply.



Withdrawal from the University: A student may voluntarily withdraw from VUSN. Once a student withdraws, he/she is not permitted to attend classes or use school services. If the student withdraws, he/she may be considered for readmission by completing the application process. (Course withdrawal policies may apply – see readmission process).

#### *Process*

To withdraw from the school, the following process must be completed:

1. Student meets with the Academic Director and the Director of Student Financial Services to discuss the decision.
2. Student signs and sends the withdrawal form to the Academic Director.  
<https://nursing.vanderbilt.edu/students/current/pdf/withdrawal.pdf>
3. Refer to course withdrawal policies for additional requirements. Please refer to “Withdrawing from a Course” on page 63).
4. Academic Director sends the signed form to the Director of Student Financial Services.
5. Director of Student Financial Services recalculates the eligibility for federal Title IV student financial assistance for the student (if appropriate), signs the form, and sends to the Senior Associate Dean for Academics.
6. Senior Associate Dean for Academics makes the final approval decision. If approved, the form is signed and sent to the Assistant University Registrar.
7. Registrar finalizes the request and notifies the student and all VUSN officials (e.g. Adviser, Course Faculty, Academic Director, Senior Associate Dean for Academics, Director of Student Financial Services, Student Accounts).

Leave of Absence: A student who is temporarily unable to continue his or her course of study or who, for personal reasons, needs to take a leave of absence from academic coursework temporarily, with a written intention of returning, must request a leave of absence (LOA) from VUSN.

#### *Policy Overview*

1. A LOA is granted for a minimum of one semester or a maximum of one year.
2. A LOA is approved at the discretion of the Academic Director and the Senior Associate Dean for Academics. LOAs are for a specified period of time.
3. Approved LOA semesters can be sequential or non-sequential, but the total length of time on leave may not exceed three semesters during the plan of study.
4. Time spent on LOA is included in the total time taken to complete the degree.
5. Students in any academic program at VUSN must take an LOA if they are not enrolled in coursework during a semester. The only exception is during the ASN-MSN curriculum (there is no coursework during the summer until specialty courses begin. These summers do not require an LOA).
6. A student on a LOA is required to keep the VUSN Assistant University Registrar and Director of Nursing Student Records (hereafter referred to as “the registrar”) informed of plans to return to school.
7. Students who do not comply with the Leave of Absence policy may be administratively withdrawn from Vanderbilt University School of Nursing.

Reasons for an administrative withdrawal may include, but are not limited to the following examples:

- a. A student discontinues class attendance without withdrawing from the course or completing the leave of absence process.
- b. A student fails to register for a subsequent semester's work at the end of the initial approved LOA, without an approved LOA extension.
- c. A student fails to return to VUSN following the approved LOA without an approved extension (note: LOAs may not exceed three semesters total in a plan of study).

#### *Process*

To request an LOA, a student is expected to complete the following steps:

1. Meet with the Academic Director and the Director of Student Financial Services.
  - a. Submit a Leave of Absence Form to the Academic Director  
<https://nursing.vanderbilt.edu/students/current/pdf/leave.pdf>
2. If the Academic Director approves the LOA request, the signed form is forwarded to the Senior Associate Dean for Academics.
3. If the Senior Associate Dean for Academics approves the LOA request, the form is signed and is forwarded to the Registrar.
4. The Registrar withdraws the student from all courses and notifies the student and VUSN officials (advisor, faculty, Academic Director, Student Financial Services, and Student Accounts).

#### *Leave of Absence Re-Entry*

To inform VUSN of readiness to return, the following steps must be completed:

1. At least sixty days prior to LOA re-entry, the student arranges a meeting with the Academic Director to determine or verify the remaining course-of-study.
2. The Academic Director e-mails the student and the Registrar the remaining course-of-study.
3. The Registrar coordinates the re-entry plan with the student.
  - a. The student completes a background check (must be repeated upon a LOA re-entry) and updates his/her immunization record and licensure with the Compliance Officer in Clinical Placement.  
<https://nursing.vanderbilt.edu/clinicalplacement/currentstudents.php>
4. The Registrar registers the student for the semester's courses.
5. The student meets with the Director of Financial Services to ensure that financial obligations have been met.

#### *Medical Leave of Absence Policy*

A student who is temporarily unable to continue his or her course-of-study due to a medical reason must request a medical leave of absence (MLOA) from VUSN.

#### *Medical Leave of Absence Process*

In addition to the LOA process, the following steps are required for a MLOA approval: (Dean of Students MLOA process <http://www.vanderbilt.edu/healthydores/taking-time-off/>)

1. The Senior Associate Dean for Academics approves the MLOA request and forwards the signed form to the student, Center for Student Wellbeing, and the Academic Director.

2. The Center for Student Wellbeing acknowledges the student's approval for a MLOA.

*Medical Leave of Absence Re-Entry*

In addition to the LOA re-entry, students on a MLOA, are expected to complete the following steps:

1. Approximately sixty days prior to the start of classes, the Center for Student Wellbeing e-mails the student a reminder that the two required MLOA forms are due back 45 days prior to the start of the returning semester.
  - a. Consent for Release of Information  
[http://www.vanderbilt.edu/healthydores/wp-content/uploads/WPAE-Outside\\_Provider-ROI\\_2015-9.pdf](http://www.vanderbilt.edu/healthydores/wp-content/uploads/WPAE-Outside_Provider-ROI_2015-9.pdf)  
and
  - b. Medical Leave of Absence Treatment Provider Report  
<http://www.vanderbilt.edu/healthydores/wp-content/uploads/MLOA-Provider-Report I.pdf>
2. Once the documentation is submitted, the Center for Student Wellbeing will have the student sign additional releases so the documentation can be reviewed with appropriate personnel at the Psychological and Counseling Center and/or the Student Health Center to determine whether the student will be cleared to return. The Center for Student Wellbeing sends the clearance letter, where applicable, to the Senior Associate Dean for Academics with a copy to the student.
3. If a follow-up plan is recommended by the treatment provider, the Center for Student Wellbeing will ensure that the follow-up recommendations are given to the Psychological and Counseling Center or Student Health Center as appropriate.
4. The Center for Student Wellbeing will coordinate the completion of a re-entry meeting, a student success plan, and check-in meetings, as needed, going forward.

*Meetings with Faculty and Administrators:* Faculty and administration welcome the opportunity to meet and discuss academic practices and progress with students. These meetings are limited to VUSN faculty, administration and the student. No audio or video recordings of these meetings are allowed. Third parties such as spouses, partners, parents, family members, friends, or other students will not be allowed to attend. However, students may be allowed to have an adviser when the meetings are a part of the University's Student Accountability process, the Honor Council process, or under the Sexual Misconduct and Intimate Partner Violence policy, subject to the parameters and expectations outlined in the applicable policies. For questions related to requests for educational records, please refer to the "Student Records" section of the catalog. Any exceptions to policies set out in the VUSN catalog which are related to a medical condition/disability should be directed to the EAD as a request for a reasonable accommodation.

*Student Complaint and Grievance Procedure:* Faculty members welcome the opportunity to work closely with students to facilitate learning and assist in meeting course objectives. The student should first discuss any concerns regarding an instructor or a course with the instructor

involved. If further discussion is needed, the student should contact the course coordinator and then the academic director. If the problem still persists, the student should make an appointment with Mavis Schorn, Senior Associate Dean for Academics. Prior to the appointment with Dean Schorn, the student should submit by e-mail a written statement of the problem or grievance. If the problem is still unresolved, the student should contact Dean Linda Norman for assistance.

Students enrolled in education programs offered by Vanderbilt University and reside in other states should seek resolution for complaints through Vanderbilt's complaint procedure. Distance education students may also contact the appropriate authority in their state of residence.

### Appeal Process for MSN and DNP SAAA Committee Probation/Dismissal Decisions

#### *Grounds for Appeal*

Any VUSN student who has been subject to an adverse determination by the SAAA committee regarding academic standing may petition for a review of the determination on the following grounds:

- Academic sanction was not applied according to the published academic policies.
- Insufficient information to support the determination of the SAAA Committee.
- New information that was not reasonably available for the initial presentation to the SAAA Committee, the introduction of which would reasonably be expected to affect the Committee's determination.

#### *Procedure*

1. A petition for appeal, written and signed by the petitioner, must be submitted via an e-mailed PDF attachment to the Senior Associate Dean for Academics. The petition for appeal must be received no later than 5pm on the tenth (10<sup>th</sup>) calendar day following the date that the petitioner is formally notified of the determination.

The petition for appeal must include the following:

- A statement of the grounds for appeal.
  - A supporting explanation.
  - Copies of all evidence the petitioner asks the reviewer to consider.
2. When the Senior Associate Dean for Academics receives a petition, he/she will instruct the SAAA Chair to notify all persons who were sent formal notification of the original SAAA determination that a petition for appeal has been filed.
  3. The Senior Associate Dean for Academics will notify the SAAA Committee Chair of the petition and solicit a response. This response will be made available to the petitioner and to the appellate reviewer. After the petitioner has an opportunity to review the response from the Chair of the SAAA Committee, the Senior Associate Dean for Academics will confirm the petitioner's desire to proceed with the appeal.
  4. If the petitioner desires to continue with the appeal, the Senior Associate Dean for Academics will designate an appellate reviewer from a panel of previous SAAA

- Committee Chairs to consider the SAAA Committee's decision. The Senior Associate Dean will send the following documents to the appellate reviewer: a copy of the petition and supporting documents submitted by the petitioner, the response of the SAAA Committee Chair, relevant portions of the VUSN Catalog and Student Handbook, and the petitioner's VUSN academic record.
5. The appellate reviewer's consideration of the appeal will be conducted in accordance with the standards of review and must be based only on the petitioner's written statement of the grounds for appeal, the petitioner's supporting explanation, evidence submitted by the petitioner, the VUSN academic policies, and the petitioner's academic record at VUSN. Academic policy changes that might affect a case, but were implemented after the SAAA Committee decision, cannot be considered in the appeal.
  6. The appellate reviewer will proceed to review the petition (including all supporting information provided by the petitioner) with all deliberate speed to determine whether the petition sets forth a basis sufficient to provide the relief sought by the petitioner. The reviewer sends his/her decision to the Senior Associate Dean for Academics. The reviewer will determine the outcome of the petition based on one of the three grounds for appeal. If the reviewer determines one of the three grounds for appeal was met, the reviewer will remand the case back to the SAAA Committee for second consideration. If the reviewer finds insufficient evidence for appeal, the reviewer will affirm the findings of the SAAA Committee.
  7. Upon receiving the response from the reviewer, the Senior Associate Dean for Academics notifies in writing the petitioner and the SAAA Chair of the appellate reviewer's decision and the reasons for its decision.
    - a. If the appellate reviewer affirms the SAAA Committee decision, no further action is taken.
    - b. If the appellate reviewer remands the case back to the SAAA Committee, the SAAA Chair will present the case to the Committee for a second review and decision. The SAAA Chair will provide a final decision to the Senior Associate Dean for Academics.
  8. The appellate reviewer returns all the petition documents to the SAAA Chair.
  9. If the SAAA Committee has the case remanded (as in 7.b.), the Committee decision is provided by the SAAA Chair to the Senior Associate Dean. The Senior Associate Dean will notify the petitioner of the decision.
  10. The petitioner may continue the appeal process by submitting a written and signed petition to the Dean of the School of Nursing using the same ground for appeal. The petition for appeal must be received no later than five o'clock pm on the tenth (10<sup>th</sup>) calendar day following the date that the petitioner is formally notified of the determination of the appellate review or SAAA Committee review (depending on which is being appealed).

#### *Standards of Review*

If the appellate reviewer has a question about the meaning or application of a University policy or procedure, he/she may consult with the Senior Associate Dean for Academics

and/or General Counsel to determine how best to proceed. At no time may the reviewer substitute his/her own opinions or values for University policy.

No member of the appeals panel may participate if the member has a conflict of interest that might render the member's objectivity questionable. Each appellate panel member is responsible for determining whether a conflict of interest exists and may consult the Senior Associate Dean for Academics, if necessary. If a member of the appeals panel is ineligible to participate, the Senior Associate Dean for Academics selects an alternate member.

The standards for review exercised by the designated appellate reviewer in considering the grounds for appeal include the following:

- *Academic sanction was not applied according to the published academic policies.* Members of the SAAA Committee are expected to apply the VUSN academic policies as publicly available in the VUSN Catalog and Student Handbook. Deviation from those academic policies, which render their actions unsound, constitutes a sufficient basis for an appeal.
- *Insufficient information to support the determination of the SAAA Committee.* It is not the role of reviewer to substitute his/her judgment for the judgment of the SAAA Committee if there is a reasonable basis for the SAAA Committee's finding. The insufficient information grounds must relate solely to information related to the application of academic policies. The reviewer may not alter the SAAA Committee's finding unless the determination of SAAA is clearly erroneous and cannot be reasonably supported by the information considered.
- *New information that was not reasonably available for the initial presentation to the SAAA Committee, the introduction of which would reasonably be expected to affect the Committee's determination.* All available information is expected to be presented to the SAAA Committee at the time of the academic review. Only on that basis can the SAAA Committee reach equitable and reasonable findings. A petitioner that seeks to introduce new information has the burden of demonstrating that the information was not reasonably available for presentation to the SAAA Committee, the introduction of such new information is directly related to application of academic policies and this new information can be reasonably expected to affect the original finding.

### Transfer of Credit

#### *Policy*

Awarding of transfer credit is a process that resides with the Assistant University Registrar, Director of Nursing Student Records (hereafter referred to as "the registrar").

1. Only the credit hour value, and not the grade point average, can be transferred to the student's VUSN transcript.
2. A petition for transfer of credit is:
  - a. initiated by the student who seeks transfer credit.

- b. submitted to the registrar for consideration.
  - c. accepted at least six weeks before the course begins.
  - d. granted on a course-by-course basis.
  - e. approved for a maximum of six credit hours for the MSN or DNP degree.
  - f. considered for courses in which students earned a B- or better.
  - g. evaluated according to equivalent VUSN course requirements.
  - h. based on VUSN course equivalent content (for required courses), credit allotment, and satisfactory completion of courses.
  - i. approved by the faculty course coordinator and the Academic Director of the student's program.
  - j. considered for admitted VUSN students only.
3. To be eligible for transfer credit, the course work must be completed:
- a. within the last five years.
  - b. prior to matriculation at VUSN.
  - c. at the same academic level (equivalent Master's or equivalent doctoral level).
  - d. from a regionally accredited institution or from an ACEN or CCNE accredited institution.

#### *Process*

For transfer credit to be awarded, the following steps must occur:

1. The student e-mails the registrar ([sara.a.donahoe@vanderbilt.edu](mailto:sara.a.donahoe@vanderbilt.edu)) the:
  - a. signed and completed petition.
  - b. <https://nursing.vanderbilt.edu/students/current/pdf/transfercrredit.pdf>
  - c. course syllabus (must include course content) from the semester and year enrolled.
  - d. official transcript showing the final course grade of a B- or better.
2. The registrar e-mails the petition to the faculty who coordinates the VUSN equivalent course for the petitioned credit and the Academic Director.
3. The faculty course coordinator:
  - a. appraises the petition, course syllabus (including course content) and official transcript indicating the earned grade.
  - b. approves or denies the petition for transfer of credit.
  - c. includes a rationale for his/her decision.
  - d. e-mails the petition form to the Academic Director.
4. The Academic Director:
  - a. indicates his/her approval by signing the petition form.
  - b. e-mails the form to the registrar and the Senior Associate Dean for Academics.
5. The registrar:
  - a. e-mails the student the petition form.
  - b. adds the course credit to the student's VUSN transcript, if approved.

*Changes in Program of Studies:* Students who need or wish to alter the required program of study may petition the MSN or DNP SAAA Committee. Students must provide justification for the request and propose an alternative of study, which must be approved by the academic advisor, academic director, and senior associate dean for academics. Forms for this purpose are online at the VUSN Web site. <https://nursing.vanderbilt.edu/students/current/forms.php>



Pre-Specialty students learning in the skills lab.



# VANDERBILT UNIVERSITY: HONOR CODE

## STATEMENT OF THE HONOR CODE

“Vanderbilt University students pursue all academic endeavors with integrity. They conduct themselves honorably, professionally and respectfully in all realms of their studies in order to promote and secure an atmosphere of dignity and trust. The keystone of our honor system is self-regulation, which requires cooperation and support from each member of the University community.”

The Vanderbilt Honor System was instituted in 1875 with the first final examinations administered by the University. Dean Madison Sarratt summarized the system as follows, “Let every individual who contemplates entering Vanderbilt University ask [himself/herself/theirself] first this important question: ‘Am I strong enough to give my word of honor and then live up to it in spite of every temptation that may arise?’”

The purpose of the Honor Code is to preserve and promote academic integrity. Ideally, a student’s personal integrity is presumed to be sufficient assurance that in academic matters one does one’s own work without unauthorized help from any other source. The Undergraduate Honor Council and the graduate and professional school Honor Councils are organizations that seek to preserve the integrity of the Honor Code at Vanderbilt University. Each council aims to secure justice for any student under suspicion of dishonesty, to vindicate his/her/their name if innocent and, if guilty, to protect the honor and standing of the remaining students.

The Honor System is only one of the elements provided to Vanderbilt students to aid in the development of creative thinking, intellectual maturity, personal accountability, and respect for honesty, integrity, and truth. The goal of the Honor System is to have all students leave Vanderbilt not only as graduates, but also as citizens of integrity.

All nursing students are required to acquaint themselves with the provisions of the Honor System through the information in *the School of Nursing Handbook*.

<https://nursing.vanderbilt.edu/students/current/pdf/handbook.pdf>

Nursing students are subject to the jurisdiction of the Honor Council of the School of Nursing.

Students are responsible for obtaining from their professors an explanation of the freedom they may exercise in collaboration with other students or in use of outside sources, including:

- the student’s own work prepared and submitted for another course;
- assignments that permit students to discuss the assignment or to collaborate, including during group study sessions;
- all limitations placed on take-home examinations, including use of class or outside materials or discussion with classmates;
- use of examinations or other materials from previous sections of the class; and
- use of Internet or other electronic resources, including proper attribution.

In the event that a student does not obtain a clear explanation of the application of the Honor Code from an instructor in any class, the student must assume that the Honor Council will follow the strictest interpretation of the Honor Code with respect to that class.

Cheating, plagiarizing, or otherwise falsifying results of study is prohibited. The System applies not only to examinations, but also to all work handed in (including drafts), such as papers, reports, solutions to problems, tapes, films, and computer programs, unless excepted by the instructor. The System also applies to any act that is fraudulent or intended to mislead the instructor, including falsifying records of attendance for class, for events for which attendance is required or for which class credit is given, or for internships or other work service. Work in all courses – including those that involve, in whole or in part, online learning – is subject to the provisions of the System.

Students are expected to become familiar with the Student Handbook, available online at the time of registration, which contains the constitution and bylaws of the Honor Council. Staff in the Office of Student Accountability, Community Standards, and Academic Integrity handle all non-academic misconduct issues.

Faculty may issue a personal warning to [PPI] the student suspected of academic dishonesty; however, the option of warning the student personally is open to the faculty member only in the event of a minor suspicion or if evidence is not available. The flagrancy of the violation determines which course of action the faculty member is expected to follow. [BG2] Refer to Faculty Manual <https://www.vanderbilt.edu/faculty-manual/>.

#### HONOR CODE APPLIED TO PREPARATION OF PAPERS

[BG3] Nursing Students should refer to the Undergraduate Student Handbook for detailed explanation of what constitutes plagiarism and proper citation [http://www.vanderbilt.edu/student\\_handbook/the-honor-system/](http://www.vanderbilt.edu/student_handbook/the-honor-system/). For further information about citation styles, refer to the Jean and Alexander Heard Library's online guide to [Plagiarism, Citation, Copyright, and Fair Use](#).

*Any student who is uncertain about the application of the plagiarism and citation rules should consult the instructor. A student who plagiarizes out of ignorance is still guilty of an Honor Code violation.*

#### HONOR CODE APPLIED TO TESTS, EXAMINATION, AND OTHER EXERCISES

Students are on their honor not to ask for or give information pertaining to any portion of an examination before or after they have taken it, in such a way as to gain or give an advantage over other students.

The pledge whether handwritten or acknowledged electronically [PP4] signifies that the work submitted is the student's own and that it has been completed in accordance with the requirements of the course as specified by the instructor. In addition, each student and faculty member is expected to establish a clear understanding of the requirements in each course.

Any student uncertain about the application of the pledge to a particular course requirement should always consult the instructor. Any work handed in for credit, however, is considered “pledged” unless otherwise stated by the instructor.

## THE HONOR CODE APPLICATION TO GROUP WORK

- Students are responsible for any work submitted in their names for the fulfillment of a course, program, or assignment.
- Students should ask their instructors before collaborating on any assignment with a classmate.
- Students should ask their instructors if a tutor or other individual may help with any assignment.
- All group members are responsible for the data and the content of labs, reports, assignments, and projects.
- The guidelines for appropriate collaboration and task division pertaining to group work vary among classes and instructors. It is therefore the student’s responsibility to obtain a clear understanding of appropriate collaboration from the instructor.

## Tips for Success

- **Students should read the course syllabus**, and follow all policies, guidelines, or instructions outlined therein.
- Students should make sure that they are aware of any guidelines or restrictions on specific class assignments or examinations. Students should get any instructions from the instructor if they miss a class.
- Students should ask their instructors before collaborating on any assignment with a classmate.
- Students should ask their instructors if a tutor or other individual may help with any assignment.
- When unsure whether or not to cite a phrase or fact, students should cite.
- Students should ask their instructors or consult a citation manual to learn how to cite online sources.
- If an instructor tells students not to use outside sources, students should not (nor should they take the instruction as an excuse not to cite sources if they are used).
- Students should ask their instructors before sharing lab reports, results, or other data with classmates or a lab partner.
- Students should ask their instructors before reviewing tests administered for the same course in a previous semester.
- Students should not turn in an assignment from a previous course without the permission of both instructors involved.
- **Students should not assume that whatever they are doing is okay.** If they cannot say with complete certainty that any particular conduct is permissible, they need to consult the course instructor.
- If permitted by the instructor, students should check over group members’ work before it is submitted, including labs, data, and other reports.

- Students should keep copies of original data used for group projects and assignments.
- **When in doubt, ask the instructor.**

## RESPONSIBILITY OF THE INDIVIDUAL STUDENT

Without the support and cooperation of the entire student body, the Honor Code will not work. Students must insist on the absolute integrity of themselves and their fellow students. It is the obligation of every student who suspects an honor violation to take action in one of the following ways, determining the choice of action by the flagrancy and/or certainty of the violation.

If nursing students have reason to suspect that a breach of the Honor Code has been committed, they must:

1. Issue a personal warning to the suspected student, or
2. Report the incident to the School of Nursing Honor Council Faculty adviser to the Honor Council, or [PP5]
3. Inform the instructor in the course of the suspicions and identify, if possible, the person(s) [SO6] suspected.

*Student Adviser:* Every accused student will be assigned a student adviser from the Vanderbilt University School of Nursing Honor Council. A list of all possible student advisers will be made available on the Honor Council Web site [PP7], and an adviser will be selected from it during the investigation and the hearing. The accused may also select an adviser from the Vanderbilt University community: faculty, staff, or student. However, persons related to the accused or who have formal legal training are not eligible to serve as advisers.

An adviser may accompany (either in person or remotely) the accused student to investigative meetings and the hearing and refers the accused student to the Vanderbilt University School of Nursing Student Handbook. The Student Handbook contains the procedures of the Honor Council regarding investigations, hearings, and the penalties that may be assigned. In addition, an adviser may confer with the accused during the investigation and a hearing, but may not speak directly with Honor Council members on the panel during the hearing.

An accused student may separately obtain professional legal representation, advice, and counsel. However, an attorney may not participate in or be present during an Honor Council interview or hearing. The Honor Council is a student tribunal untrained in the law. An attorney representing an accused may work directly with the Office of the General Counsel.

*Faculty Adviser:* The Senior Associate Dean for Academic Programs appoints a faculty adviser(s) to the School of Nursing Honor Council. During a hearing faculty adviser may ask questions and participate in the discussion.

## PROCEDURES OF THE VANDERBILT SCHOOL OF NURSING HONOR COUNCIL

Proceedings of the Honor Council – investigations, interviews with potential witnesses, hearings, etc. – may be recorded by Vanderbilt University. Recordings not authorized by the Honor Council adviser, the Honor Council officers hearing a case, the Dean of Students, or the Dean’s designee are prohibited.

### Investigation

- When an alleged violation of the Honor Code is reported, a member of the Office of Student Accountability, Community Standards, and Academic Integrity (SACSAI) will be assigned to investigate the incident.
- The assigned investigator will interview the accuser and collect any available information or documentation related to the alleged violation.
- The accused will be notified via e-mail that a report has been filed and will be asked to schedule a meeting with the assigned investigator in the Office of Student Accountability. The accused is required to respond to the investigator's inquiries within a reasonable period of time.
- The investigator will meet with the accused in the first meeting to present the accused with a written [PP8] Statement of Charges that includes the specific charge(s), a brief description of the alleged violation, and an explanation of the possible consequences if the accused student is found guilty of a breach of the Vanderbilt Honor Code. [SMH9] The accused have the option to wait for a period following the presentation of the Statement of Charges. The accused should not be able to review the evidence against him/her/them until he/she/they are prepared to give his/her/their statement to the investigator. [BG10] During the first meeting, the accused will also be informed of the procedures that will be followed. The accused may choose not to make any statement at the time of the first meeting or defer making a statement to an agreed upon time prior to the hearing. The investigator will ask the accused to sign the Statement of Charges indicating that he/she/they understand the charge, possible penalties if found guilty, the procedures to be followed, and that he/she/they will or will not move forward with a statement at the first meeting. Signing the Statement of Charges does not imply or acknowledge guilt.
- During the meeting where the accused will make a statement, the investigator will ask the accused to explain his/her/their own account of the events surrounding the alleged violation. The accused may also provide relevant documentation or information to support his/her/their account of events. The accused will ultimately be asked to enter a plea of guilty or not guilty prior to the hearing. [SMH11]
- The accused is required to notify the investigator of any material witness(es) before the hearing has been scheduled so that the investigator may contact the witness(es) and prepare a statement for inclusion in the investigative report. No material witness will be allowed to testify at the hearing unless he/she/they have previously given a statement to the investigator. The accused may also have one character witness testify at the hearing. The investigator will not interview the character witness, and it is the responsibility of

the accused student to notify the character witness of the time and place of the hearing and to ensure his/her/their attendance.

- The investigator will assemble the evidence and testimony in a concise, logical report. The investigator will provide the investigative report to the president of the Honor Council who will determine [PP12] whether sufficient evidence exists to warrant a hearing by the Council. [SMH13] At least twenty-four hours before the hearing, the accused student will be presented with a copy of the investigator's report via Vanderbilt email so that he/she/they may comment at the hearing on any corrections or clarifications the accused student feels are necessary or appropriate.

### Hearings

If after an investigation, the Honor Council President determines that there is sufficient evidence to warrant a formal hearing [JGI4], the Vice President will arrange any details necessary for conducting the hearing, including reserving rooms where the witness(es) and the accused may be placed during the hearing [PPI5][JGI6]. The Vice President will also inform the accused and the witness(es) as to the date, place, and time of the hearing; however, the accused student is responsible for arranging the attendance of his/her/their character witness. The hearing should not be held earlier than seventy-two hours after the investigator has met initially with the accused unless an earlier time is agreed to by the accused.

### Attendance of the Hearing by the Accused Student

All students, including the accused student, are required to cooperate with investigations and at hearings conducted by the Honor Council. In the event an accused student refuses to participate in or cooperate with an Honor Council investigation or hearing, the hearing may take place without the participation of the accused student. All reasonable efforts will be made to inform the accused student of the time and place of the hearing and the findings of the proceeding. In addition, the accused student may inform the Council that he/she/they will not attend the hearing and submit a written statement regarding the charges prior to the hearing date.

A six member-hearing panel (consisting of a presiding officer and five members [SO17]) will hear the evidence in the case. A [PPI8][BG19] faculty adviser will also be present [PP20]. For training purposes, observers may be allowed to be present, but may not speak or take part in the proceedings.)

#### *I. Presentation of the investigative report.*

- a. The investigator is sworn in by the recording secretary [PP21][BG22].
- b. The investigative report is presented: the interviews with the accuser, the accused student, and the witnesses are reported briefly and impartially; the material evidence is presented and explained without opinion.

c. The Honor Council may question the investigator[PP23]. At no time does the investigator [JG24] express an opinion as to whether the accused is guilty or not guilty[PP25][BG26].

2. *Testimony.* The accused student and the accuser are allowed to be present during the presentation of all testimony. If witnesses are to testify in person (as opposed to through written testimony), they will appear separately and await their appearances alone. When called, each (with the exception of the character witness) is sworn in by the recording secretary[PP27][BG28].
  - a. *Accuser.* If the accuser testifies in person, the presiding officer will invite a general account of the events in question. The Honor Council may then direct its questions to the accuser. In the case of the accuser's absence, the Honor Council will proceed to the testimony of the witness(es) and/or the accused student[BG29].
  - b. *Material Witnesses.* First, the presiding officer invites a general account of the events in question. The Honor Council may then direct its questions to the witness. The accuser and the accused may also direct questions to the material witnesses once the Honor Council has concluded their questioning.
  - c. *Character Witness.* One character witness may answer questions concerning the background of the accused. If a character witness cannot attend the hearing in person, he/she/they may send a written statement to the investigator to be read at the hearing. A character witness is not allowed to testify or express an opinion concerning the alleged offense. Discretion will be exercised to avoid questions that a character witness is not allowed to answer. Generally, a character witness will be asked the following three questions:
    - “How long and in what capacity have you known the accused student?”
    - “Can you please tell the panel about a time in which you placed trust in the accused student?”
    - “In general, and without reference to this case, can you please describe the accused student's character?”

*Accused Student.* The presiding officer presents to the accused the charges and asks if he/she/they is familiar with the charges, the evidence, and the possible penalties if found guilty. The accused student enters his/her/their plea of guilty or not guilty. The presiding officer asks the accused to state his/her/their account of the events in question. The Honor Council may then direct its questions to the accused.

## PENALTIES FOR AN HONOR CODE VIOLATION

When the Honor Council is satisfied that all pertinent testimony has been received, the accused student and the student adviser, and the investigator leave the hearing room so that the panel may deliberate. The panel will proceed to discuss and decide the question of guilt. The proof that a person is guilty of a charge must satisfy a “preponderance-of-the-evidence” (or

more-likely-than-not) standard. A majority of the six members of [PP30][BG31] the panel must vote “guilty” to find the accused guilty.

1. If the accused is found guilty, the Honor Council determines a fitting penalty based upon
  - a. the flagrancy of the violation,
  - b. premeditation involved in the offense, and
  - c. the truthfulness of the accused throughout the investigation and the hearing.

These three factors are ranked on a scale of low, medium, or high [PP32][BG33].

2. The presumptive penalty [PP34] for a first offense is failure in the course. In certain circumstances, after reviewing the flagrancy of the violation, the degree of premeditation, and the truthfulness of the accused throughout the hearing and investigation, the Honor Council may, at its discretion, reduce the penalty on a **first offense** to include an Honor Council reprimand with a recommendation [PP35][BG36] for failure on the assignment or increase the penalty to suspension for one or more semesters or expulsion.
3. If, after review by (and at the discretion of) the Director of Student Accountability, Community Standards, and Academic Integrity, mitigating circumstances exist with regard to the commission of the violation in question, then the presiding officer will be provided relevant information [PP37][BG38] and may introduce those circumstances to be considered in the discussion of penalty. Such circumstances may not relate to the possible ramifications of the panel's decision.
4. Decision. The accused and student adviser, and investigator are brought back into the hearing room for presentation of the Honor Council's decision [PP39]. After stating the decision, the presiding officer (and others) may talk with the accused. At this time, it should also be explained to the accused that he/she/they has the right of appeal.

Penalties will be determined by a vote of the Honor Council. Decisions of the Council are subject to appeal through the Appellate Review Board. Requests for appeal must be submitted in writing to the chairman of the Appellate Review Board. Refer to [www.vanderbilt.edu/student\\_handbook/student-conduct/#appeals-and-the-appellate-review-board](http://www.vanderbilt.edu/student_handbook/student-conduct/#appeals-and-the-appellate-review-board).

#### AFTER THE HEARING

- At the conclusion of the hearing, the Presiding Officer will gather all the material evidence, investigative reports, notes, and other records of the investigation and hearing and place them in a file in the Office of Student Accountability, Community Standards, and Academic Integrity [PP40][BG41].
- If the accused student is found guilty or pleads guilty, written notice of the decision is sent to the following parties: (a) the accused student, (b) the accuser (if an instructor) or the relevant instructor(s) (in cases in which the accuser is not an instructor) (c) the senior associate dean for academic programs; (d) staff in the Office of University Registrar [PP42][BG43], and (e) other relevant University personnel. A copy of the notice must also be kept in the permanent files of the Honor Council.
- Following a hearing, a member of the hearing panel will [PP44][BG45] then prepare a summary of the proceedings and place it in the Honor Council files.



- The accused student may file an appeal from a decision with the Appellate Review Board. The student must submit an appeal once formally notified of the panel's decision. [JG46] Detailed information may be found in [Appeals and the Appellate Review Board](#).
- The Honor Council adviser maintains records of Honor Council proceedings and investigations in the Office of Student Accountability [BG47], Community Standards, and Academic Integrity in accordance with the office's [document retention](#) policy. Records of convictions and penalties will not be released outside the University absent a written release from the convicted student or unless otherwise required by law in accordance with the Family Education Rights and Privacy Act (FERPA). However, students should be aware that they may be required to sign such a waiver when applying to graduate or professional schools or in the course of any employment or governmental background check.

## WITHDRAWAL FROM THE UNIVERSITY BEFORE HEARING

If a student who has been reported for a suspected violation of the Honor Code withdraws from the University before a hearing has been conducted, the fact will be recorded by the Honor Council. A letter will be sent to the accused stating that he/she/they is suspected of an Honor Code violation, that an investigation has been or will be conducted, and that a hearing may be held.

The accused may respond in one of three ways: return to the campus for the hearing, waive the right to give testimony personally (thereby acknowledging that the hearing may proceed in his/her/their absence), or waive the right to appear and send a written, signed statement to be presented on his/her/their behalf at the hearing. Failure by the accused to respond will be considered a waiver of the right to appear.

During the time prior to the hearing, a notation will be placed on the academic record of [PP48] [BG49] the accused stating that an Honor Council case is pending. A letter will also be sent to the Office of the University Registrar, the dean of the school in which the accused was enrolled, and other relevant University personnel indicating that an Honor Council case is pending. If the accused attempts to re-enroll before the case is heard, the Registrar will notify the president of the Honor Council. The case must be resolved before the accused may re-enroll.

## SCHOOL OF NURSING HONOR COUNCIL BYLAWS [PP50] [BG51]

The Honor Council is an organization that seeks to preserve the integrity of the Honor Code. Membership on the Nursing Honor Council consists of at least four Pre-Specialty students, four Specialty students, and one member from the Doctor of Nursing Practice program. The Honor Council solicits members through a self-nomination process. Interested students are encouraged to complete a self-nomination form. Self-nomination forms will be available at orientation. Representatives serve for one year from September through August. Officers of the Council must be full-time students in good standing.

## CONSTITUTION [PP52] OF THE HONOR COUNCIL OF THE SCHOOL OF NURSING OF VANDERBILT UNIVERSITY

### Article I – Name:

The name of the Council shall be the Honor Council of the School of Nursing of Vanderbilt University.

### Article II – Purpose:

The Council is an organization of students that seeks to preserve the integrity of the Honor Code at Vanderbilt University. It aims to secure justice for any student under suspicion of dishonesty, to vindicate his/her name if the suspicion of dishonesty is disproved, and to protect the honor and standing of the remaining students by his/her/their punishment as shall be set forth in the by-laws if the suspicion of dishonesty is proved. It proposes to do this in accordance with the procedures, rules, and organization hereinafter set forth.

### Article III – Jurisdiction:

The Honor Council shall take cognizance of the giving or receiving of aid by any student without the knowledge or consent of the instructor concerned.

Cheating, plagiarizing, or otherwise falsifying results of study is prohibited. The Code applies not only to examinations, but also to all work turned in (including drafts) such as papers, reports, solutions to problems, tapes, films, and computer programs unless otherwise permitted by the instructor.

The Code also applies to any act that is fraudulent or intended to mislead the instructor, including falsifying records of attendance for class for events for which attendance is required, for which class credit is given, or for internships or other work service.

Work in all courses – including those that involve, in whole or in part, online learning – is subject to the provisions of the Code.

### Article IV – Membership, Elections, and Vacancies:

The Honor Council shall consist of a minimum of nine [PP53] and a maximum of thirty-one members. Students are invited to serve via a self-nomination process. The self-nomination process shall be concluded no later than four weeks following the beginning of the fall term. Honor Council members may be full or part time students and must be in good academic standing.

All members of the Honor Council shall serve a term of one calendar year (September to August) and may be called for duty at any time during that year.

In the event of a membership less than nine [PP54], another call for self-nominations will be made.



Article V – Duties of Officers and Members:

The Council shall elect from their number the following officers:

1. President[PP55]
2. Vice-President
3. Recording Secretary

The duties of the President shall include:

1. Presiding at all meetings of the Council
2. Notifying the Office of Student Accountability, Community Standards and Academic Integrity when an investigator needs to be appointed[PP56].
3. Determining whether a hearing will be held based on the investigative report (in consultation with the Honor Council adviser)
4. If the President is unable to attend a hearing, he/she will appoint a member of the Honor Council to serve as the Presiding Officer at the hearing[PP57].
5. Performing all duties common to the office

The duties of the Vice President shall include:

1. Serve as President when the President is unable to perform his/her/their duties
2. Arranging for the hearing of any student accused
3. Summoning the accused and witnesses in all hearings and all persons coming before the Council
4. Notifying members of all hearings and meetings

The duties of the Recording Secretary shall include:

1. Keeping full minutes of all meetings and hearings and delivering these to the Office of the Faculty Adviser
2. Following a hearing, prepares a summary of the proceedings. If the Recording Secretary is not present at the hearing, a member of the hearing panel will be appointed to serve in this capacity.
3. Sending Honor Council decision letters

The duties of all members of the Council shall include:

1. Attending all meetings and hearings as requested
2. At least five members will agree to serve in the role of student advisers. Names of advisers will be posted on the VUSN Honor Council Web site.
3. Maintaining confidentiality of all Honor Council matters.

### Discretion and Disqualification of Council Members:

1. During the investigation and throughout the entire course of the Honor Council's proceedings, Honor Council members may not express an opinion concerning the offense to witnesses, the accused, or members of the community at large.
2. Council members and investigators may not participate in cases where their relationship with the accused, the accuser, or a material witness raises a reasonable inference of prejudice on their part. Examples of such relationships include close friendship, kinship, club, other organizational affiliation, or evidence of past prejudice[PP58].
3. Council members are not allowed to serve as character witnesses in any cases[PP59][BG60].

### Article VI – Meetings:

One organization meeting of the Honor Council shall be held within one (1) month after conclusion of the self-nomination process. The President may call special meetings at any time.

### Article VII – Faculty Adviser:

At least one faculty member appointed by the Senior Associate Dean for Academic Programs will serve as Faculty Adviser to the Honor Council. The Faculty Adviser will sit in on every hearing. The Faculty Adviser may ask questions and participate in discussions but does not have a vote in the outcome. After the hearing, the Faculty Adviser will submit a written report to the Senior Associate Dean for Academic Programs. At year-end, the Honor Council officers and the Faculty Adviser may meet together to review and discuss the cases that have been decided that year.

### Article VIII – Violations:

The Honor Code at Vanderbilt specifically prohibits actions deemed as breaches of the mutual trust for which the honor system stands. Violations of provisions of the Honor Code are cause for disciplinary actions imposed by the Honor Council.

Possible violations include but are not limited to the following[PP61]:

1. Giving and/or receiving unauthorized aid on an assignment, report, paper, exercise, problem, test, examination, tape, film, or computer program submitted by a student to meet course requirements. Such aid includes the use of unauthorized aids which may include crib sheets, answer keys, discarded computer programs, the aid of another person on a take-home exam, copying from another student's work, unauthorized use of books/notes/outside materials during "closed book" exams, soliciting/giving/receiving unauthorized aid orally or in writing, or any other similar action that is contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme, report, care plan, SOAP note, or other material submitted to meet course requirements. Plagiarism is defined as the act of incorporating into one's own work the work of another without indicating that source. A full

description of plagiarism is given in the Undergraduate Student Handbook [http://www.vanderbilt.edu/student\\_handbook/thehonor-system/](http://www.vanderbilt.edu/student_handbook/thehonor-system/).

3. Failure to report a known or suspected violation of the Code in the manner prescribed.
4. Any action designed to deceive[PP62] a member of the faculty, a staff member, or a fellow student regarding principles contained in the Honor Code, such as securing an answer to a problem for one course from a faculty member in another course when such assistance has not been authorized.
5. Use of texts, papers, computer programs, or other class work[PP63] prepared by commercial or noncommercial agents and submitted as a student's own work.
6. Submission of work prepared for another course without the specific prior authorization of the instructors in both courses.
7. Falsification of results of study and research.
8. Any[PP64] falsification of class records or other materials submitted to demonstrate compliance with course requirements or to obtain class credit, including falsifying records of class or clinical attendance, attendance at required events or events for which credit is given, or attendance or hours spent at internships or other work service
9. Provision of false information at an Honor Council hearing or to an Honor Council investigator in either verbal or written form[PP65][BG66].

#### Article IX – Hearing:

Hearings will be conducted in a manner congruent with the procedures of the Vanderbilt University School of Nursing Honor Council as published in the Student Handbook.

A suspected violation of the Honor Code must be reported to the Honor Council after the student or instructor become aware of the suspected violation. The appointed investigator(s) will notify the accused of the charges and that an investigation is being conducted.

A quorum shall exist when six of the representatives on Honor Council are in attendance at a meeting.

Persons related to the accused or who have formal legal training are not eligible to serve on the Hearing Committee. A member may also exclude himself from serving on the Hearing Committee related to a conflict of interest. [BG67]The President and/or the Presiding Officer have the ability to exclude someone from the Hearing Committee if a conflict of interest is identified

The[PP68] hearing will be conducted in private, and all members of the Honor Council will be required to preserve the confidentiality of the proceedings in all cases.

Within forty-eight (48) hours following the conclusion of a hearing, the recording secretary will inform in writing the accused, the accuser, the course instructor, the academic director, and the Senior Associate Dean for Academics of[PP69] the decision and the penalty, if any.

Article X – Penalties<sup>[PP70]</sup><sup>[BG71]</sup>:

If the accused is found guilty, a penalty will be determined by the Honor Council consistent with the following: the flagrancy of the violation, the degree of premeditation, the truthfulness of the accused throughout the investigation and the hearing, and any mitigating circumstances that may enter the case.

The specific penalty chosen is limited to one of the following alternatives:

1. First time offenders (at the discretion of the VUSN Honor Council) can reduce a first offense penalty as a reprimand with recommendation for failure on the assignment.
2. Failure of the work involved. The work may not be repeated.
3. Failure in the course involved. A vote of two-thirds of the members of the Hearing Committee will be required to administer this penalty. The course may be repeated. However, course offerings will not be altered.
4. The minimum penalty for a **second offense** is failure in the course and suspension for no less than a semester; furthermore, depending upon the severity of the violation, the penalty may be suspension for multiple semesters or expulsion.
5. Suspension from the School of Nursing graduate program if the penalty of suspension is assigned before the end of the seventh week in a 14-week semester. The suspension goes into effect immediately. If the suspension occurs after the seventh week of the semester, the suspension will begin at the start of the next semester. The Council may use its own discretion in setting the dates of the suspension. A grade of “F” will be administered automatically to the student’s record. The penalty of suspension requires a vote of two-thirds of the members of the Hearing Committee.
6. In the case of a student convicted of providing false information at an Honor Council hearing or to an Honor Council investigator in either verbal or written form, that student may be suspended for up to three semesters from the end of the semester in which he or she was convicted. A vote of two-thirds of the members of the Hearing Committee is required to impose this penalty.
7. Expulsion must be approved by a vote of at least five of the six panel members. (Note that for a **third offense**, a vote of guilty by five of the six panelists automatically imposes a penalty of expulsion.)
8. If, after review by (and at the discretion of) the Director of Student Accountability, Community Standards, and Academic Integrity, mitigating circumstances exist with regard to the commission of the violation in question, then the presiding officer will be provided relevant <sup>information</sup><sup>[PP72]</sup><sup>[BG73]</sup> and may introduce those circumstances to be considered in the discussion of penalty. Such circumstances may not relate to the possible ramifications of the panel's decision.

Article XI – Appeals:

Appeals of decisions made by the Honor Council are referred to the University Appellate Review Board following the procedure outlined in [http://www.vanderbilt.edu/student\\_handbook/student-conduct/#appeals-and-the-appellate-review-board](http://www.vanderbilt.edu/student_handbook/student-conduct/#appeals-and-the-appellate-review-board)

Article XII – Amendments:

Amendments to the Honor Constitution may be adopted by the approval of two-thirds of the members of the Honor Council.

Approved August 24, 2017



## VUSN: NEW STUDENT REQUIREMENTS: Fall 2017-Spring 2018

*Special Students, who are only enrolled in one course and are not seeking a degree from the School of Nursing, are not required to complete a background check or the new student requirements unless they apply and are admitted to VUSN.*

*Immunization and Certification Requirements:* The State of Tennessee requires certain immunizations for all students (including distance graduate and professional students). Vanderbilt University will hold student registration for those who are not in compliance with the requirements. VUSN has additional requirements. All full- and part-time MSN, Post-Master's Certificate, and DNP students are required to complete the new student immunization/certification requirements outlined below through CastleBranch.com (initiated by proper code below).

***Please note: If the student fails to provide documentation of requirements, she/he will not be allowed to attend class, begin/continue clinical course work and/or register for additional courses.***

*How to Meet Immunization and Certification Requirements:* Upon acceptance, all full- and part-time MSN, Post-Master's Certificate, and DNP students must complete the Medical Document Manager through Castle Branch using the code provided below.

1. Go to CastleBranch.com & click on 'Place Order'.
  - MSN, Post-Master's Certificate students enter package code: VAI4im  
Classifications: F17-S18 or F17 Pre-Specialty.
  - DNP Students enter package code: VAI4dnp  
Classification: DNP F17-518
  - Enter payment information – Visa, MasterCard (credit or debit), or money order mailed to CastleBranch.com. (NOTE: There is a processing fee for money orders.)  
The student should follow online instructions to complete the order.

Placing this order creates your “myCB” account. This account requires submission of the following documentation prior to July 15 for fall, and December 1, for spring. Options are to email, scan, fax, or mail all required documentation (information provided on Web site). Dates must be clearly visible on the student’s documentation. Photographs of documentation cannot be accepted. Forms indicated below are available in your CastleBranch.com account.

2. Physical exam within six months of acceptance to the program, authenticated by a physician, an APRN, PA, or a DO documenting evidence of good physical and mental health. Use the Health Questionnaire form. (Forms available at CastleBranch.com.)
3. Measles, Mumps, Rubella: Two (2) MMR vaccines OR lab evidence of immunity (positive titers) for Measles (Rubeola), Mumps, and Rubella

4. Varicella: Two varicella vaccines given at least 28 days apart OR lab evidence of varicella immunity (positive titer)
5. Hepatitis B: Proof of immunity (positive surface antibodies 10 or greater). Students who have not completed the three-part series OR those who decline to receive the immunization must sign the Hepatitis B Waiver form.
6. Tetanus-Diphtheria-Pertussis (Tdap): Documentation of vaccination within last ten years
7. Initial two-step tuberculin skin test (injections placed 1-3 weeks apart)
  - If both readings are negative, repeat one-step TB annually.
  - If positive, medical evaluation and documentation of a clear chest x-ray within one year of admission to VUSN and annual completion of the Annual Past-Positive TB Screening form confirming the absence of symptoms by a physician, an APRN, or a PA. If there is evidence of a positive chest x-ray and/or symptoms of TB, the student must follow up with a medical evaluation.
8. Influenza: Annual flu vaccination is required or student must obtain an approved exemption through Vanderbilt's Executive Influenza Exemption Committee. Exemptions are allowed for sincerely held religious and personal beliefs and for medical contraindications such as a serious allergic reaction (anaphylaxis) or history of Guillain-Barre syndrome following a previous influenza vaccine. Documentation from medical provider will be required. (Note: Minor side effects, such as low-grade fever, cold symptoms, or muscle aches, are not a medical contraindication to vaccination.) Exemptions must be applied for prior to each flu season. Beliefs may change over time, medical conditions change, and new types of vaccine become available. For information on how to apply for an exemption, contact [lisa.boyer@vanderbilt.edu](mailto:lisa.boyer@vanderbilt.edu) or call (615) 343-3294.
9. Current health insurance coverage either through the university insurance plan or by another policy. For more information on student health insurance, visit: [medschool.vanderbilt.edu/student-health/requirements](http://medschool.vanderbilt.edu/student-health/requirements). Health insurance is required of all students by Vanderbilt University. Clinical sites require students to have health insurance to cover any illness or injury that they may incur during the clinical training experience.
10. Current CPR certification. All entry levels and specialties require the American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers. BLS provided by the AHA is the only BLS card accepted. Pediatric Advanced Life Support (PALS) will be required by the PNP-AC and NNP specialties. NNP will also require the Neonatal Resuscitation Program (NRP) certification. Other specialties may require additional CPR certifications at specific stages of enrollment.
11. Copy of an unencumbered Registered Nurse's license in the state(s) where you reside/work or will be doing clinical training (if applicable). In addition, DNP students must have Advance Practice Registered Nurse (APRN) designation in their state of residence and states of clinical practice and national board certification in their area of specialty as appropriate.

12. HIPAA and OSHA safety training is required annually by academic year. Additional training may be required for particular clinical sites. Complete training after July 1<sup>st</sup> at <https://www.mc.vanderbilt.edu/vanderbilt-nursing/45607>.
13. Honor Code and Plagiarism Tutorial. Complete tutorial developed by Indiana University Bloomington and found at <https://www.indiana.edu/%7Eacademy/firstPrinciples/index.html>.

The student should be aware that some clinical sites may require additional immunizations and/or blood titers, drug screening, or additional criminal background checks. The immunizations and titers can be done at Student Health (<https://medschool.vanderbilt.edu/student-health/>) once enrolled. A student who plans to use Student Health should call (615) 322-2427 to schedule an appointment. The student should bring a copy of the Health Questionnaire form and any required documentation to the appointment. Students will be responsible for all charges incurred in order to meet clinical site requirements.

***Background Check Requirement:*** All full- and part-time MSN, Post-Master's Certificate and DNP students must complete a background check through Castle Branch using the code provided below no more than 3 months prior to student orientation. Enrollment is contingent upon satisfactory evaluation of the results of the background check.

Special Students, who are only enrolled in one course and are not seeking a degree from the School of Nursing, are not required to complete a background check or the new student requirements unless they apply and are admitted to VUSN.

***Disclosure of offenses post-background check completion:*** Current full- and part-time MSN, Post-Master's Certificate, and DNP students are required to immediately report to their faculty adviser and the senior associate dean for academics any arrest, criminal charge or conviction occurring after their background checks have been completed. Required disclosure also includes but is not limited to allegations, investigations and/or disciplinary action from any licensing board or Abuse scan: Office of Inspector General (OIG), General Services Administrations (GSA), FDA Debarment Check, Office of Regulatory Affairs (ORA), Office of Research Integrity (ORI), and Medicare and Medicaid Sanctions.

#### How to Order the Background Check

#### **Do not complete more than 3 months prior to orientation**

- I. Go to CastleBranch.com & click on 'Place Order'
  - MSN, Post-Master's Certificate and DNP students enter package code: **VAI4bc**  
- Classifications: F17-S18, F17 Pre-Specialty or DNP F17-S18
  - Enter payment information – Visa, MasterCard (credit or debit), or money order mailed to CastleBranch.com. (NOTE: There is a processing fee for money orders.) The student should follow online instructions to complete the order.

The student should be aware that some clinical sites may require additional immunizations and/or blood titers, drug screening, or additional criminal background checks. The immunizations and titers can be done at Student Health (<https://medschool.vanderbilt.edu/student-health/>) once enrolled. A student who plans to use Student Health should call (615) 322-2427 to schedule an appointment. The student should bring a copy of the Health Questionnaire form and any required documentation to the appointment. Students will be responsible for all charges incurred in order to meet clinical site requirements.

Due to certain restrictions, **VUSN is not able to accommodate clinical placements in all locations.**

## VUSN: CURRENT STUDENT REQUIREMENTS: Fall 2017-Spring 2018

Disclosure of offenses post-background check completion: Current full- and part-time, MSN, Post-Master's Certificate, and DNP students are required to immediately report to their academic director and the Senior Associate Dean for Academics any arrest, criminal charge or conviction occurring after his or her background check has been completed. Required disclosure also includes but is not limited to allegations, investigations and/or disciplinary action from any licensing board or agency included under the Nationwide Health Care Fraud and Abuse scan; Office of Inspector General (OIG), General Services Administration (GSA), FDA Debarment Check, Office of Regulatory Affairs (ORA), Office of Research Integrity (ORI), and Medicare and Medicaid Sanctions.

Maintaining Health Insurance, Immunization and Certification Requirements: Continuing full and part-time, MSN, Post-Master's Certificate, and DNP students must maintain current documentation within <https://mycb.castlebranch.com/> throughout enrollment. (There is an annual fee of \$20 for students who must maintain the Magnus Immunization Tracker.)

**Please note: If the student fails to provide documentation of requirements, she/he will not be allowed to begin/continue clinical course work and/or register for additional courses.**

Students are required to update the following date-dependent documentation in <https://mycb.castlebranch.com/> when due:

1. Students must have current health insurance coverage either through the university insurance plan or by another policy. For more information on student health insurance, visit; [medschool.vanderbilt.edu/student-health/requirements](https://medschool.vanderbilt.edu/student-health/requirements). Health insurance is required of all students by Vanderbilt University. Clinical sites require the student to have health insurance to cover any illness or injury that he or she may incur during the clinical training experience. Students who change providers should contact [lisa.boyer@vanderbilt.edu](mailto:lisa.boyer@vanderbilt.edu) or call (615) 343-3294.
2. Negative results of annual tuberculin skin test. If positive, medical evaluation and documentation of a clear chest x-ray within one year of admission to VUSN and annual completion of the Annual Past-Positive TB Screening form (form available at <https://mycb.castlebranch.com/>) confirming the absence of symptoms by a physician, APRN, or PA.
3. Current CPR certification. All entry levels and specialties require the American Heart Association's (AHA) Basic Life Support (BLS) for Health Care Providers. BLS provided by the AHA is the only BLS card accepted. Pediatric Advanced Life Support (PALS) will be required by the PNP-AC and NNP specialties. NNP will also require the Neonatal Resuscitation Program (NRP) certification. Other specialties may require additional CPR certifications at specific stages of enrollment.

4. HIPAA and OSHA safety training is required annually. Additional training may be required for particular clinical sites. Instructions for accessing and completing the training will be e-mailed to the student's Vanderbilt account in mid-August for fall enrollees.
5. Copy of an unencumbered Registered Nurse's license in the state(s) of residence or will be doing clinical training (if applicable).
6. Influenza: Annual flu vaccination is required or an approved exemption through Vanderbilt's Executive Influenza Exemption Committee. Exemptions are allowed for sincerely held religious and personal beliefs, and for medical contraindications such as a serious allergic reaction (anaphylaxis) or history of Guillain-Barre syndrome following a previous influenza vaccine. Documentation from medical provider will be required. (Note: minor side effects, such as low grade fever, cold symptoms, or muscle aches are not a medical contraindication to vaccination.) Exemptions must be applied for prior to each flu season. Beliefs may change over time, medical conditions change, and new types of vaccine become available. For information on how to apply for an exemption contact: [Lisa.Boyer@Vanderbilt.edu](mailto:Lisa.Boyer@Vanderbilt.edu) or call (615) 343-3294.

The student should be aware that some clinical sites may require additional immunizations and/or blood titers, drug screening, or additional criminal background checks. The immunizations and titers can be done at Student Health <https://medschool.vanderbilt.edu/student-health/student-health-insurance> once enrolled. A student who plans to use Student Health should call (615) 322-2427 to schedule an appointment. The student should bring a copy of the 'VUSN Health Questionnaire' form and any required documentation to the appointment. Students will be responsible for all charges incurred in order to meet clinical site requirements.

*Student Requirements When Returning from Leave of Absence:* Any full- or part-time, MSN or Post-Master's Certificate student who completed a background check through Castle Branch but had a break in enrollment, including a deferral or leave of absence, must complete a new background check no more than 30 days prior to return. Click "Place Order" and enter package code VA14bc in the box on the <https://mycb.castlebranch.com/> home page.

*Accidents/Injury/Illnesses:* Students are responsible for the costs of tests, treatment, and follow-up care for any accidents, injury, or illnesses that occur while enrolled as students at VUSN. Students are not entitled to worker's compensation benefits.

Due to certain restrictions, **VUSN is not able to accommodate clinical placements in all locations.**

## VUSN: OTHER POLICIES

### ALCOHOL, CONTROLLED SUBSTANCE, and SMOKING POLICY

Students are not allowed to attend class or clinical practice under the influence of alcohol or controlled substances. Students suspected of using such substances will be asked to submit to voluntary urine screening as a condition of progression. Additional information on student impairment may be found in the University Student Handbook on policies concerning alcohol and controlled substances at [http://www.vanderbilt.edu/student\\_handbook/](http://www.vanderbilt.edu/student_handbook/). The School of Nursing does not allow smoking on any of its property.

### CHILDREN IN THE SCHOOL

Children are restricted from the School of Nursing except in unusual circumstances. Children should not accompany faculty, staff or students to the School unless under exceptional or emergency circumstances. Any child brought to the School must be supervised at all times, by a parent or guardian. If a child is disruptive, the responsible parent/guardian will be asked to remove the child from the building. Children are not permitted in the Media Center, skills lab, or computer labs. Students must obtain permission from the Course Coordinator, appropriate faculty, or class lecturer prior to bringing children to class. Frequent violators of this policy will be subject to disciplinary action.

### CODE FOR NURSES

The School of Nursing adheres to the American Nurses Association Code for Nurses which reads as follows:

*Preamble:* The Code for Nurses is based on belief about the nature of individuals, nursing, health, and society. Recipients and providers of nursing services are viewed as individuals and groups who possess basic rights and responsibilities, and whose values and circumstances command respect at all times. Nursing encompasses the promotion and restoration of health, the prevention of illness, and the alleviation of suffering. The statements of the Code and their interpretation provide guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

## CONFIDENTIALITY AND PRIVACY OF PATIENT INFORMATION

Trust and confidentiality are at the heart of the caregiver/patient relationship. The ANA Code for Nurses requires students to strive to protect the rights of patients – and one of their essential rights is the right to privacy and to have information about them kept confidential. In addition to professional codes, all health care organization will have policies regarding confidentiality that reflect ethical standards, as well as state and federal laws. Recent federal regulations are bringing a new measure of uniformity to confidentiality practices across the health care industry.

In 1996, Congress passed the Health Insurance Portability and Accountability Act (HIPAA). Portions of the legislation have generated privacy regulations that will significantly impact all types of health care providers. These regulations represent the first comprehensive medical privacy standards established at the federal level. Generally, they protect patient confidentiality and focus on the use and disclosure of individually identifiable health information. The new rules increase consumer control of their medical records, restrict the use and disclosure of patient information, establish accountability for the protection of patient data by providers and their business partners, set forth sanctions for noncompliance, and mandate an administrative infrastructure to implement and monitor these policies. A summary of these rules can be found at the [HIPAA References and Resources](#) Web page. The HIPAA regulations, and Vanderbilt University Medical Center's (VUMC) core confidentiality policies (Hospital Operations Policy 10-17 and 10-52) protect all individually identifiable health in any form (paper, verbal, electronic). Students are therefore required to protect the confidentiality of any information related to the provision of care that can be linked to a patient (clinical records, billing records,



dates of service, etc.). A key principle mandated by HIPAA and VUMC policy is that clinicians and staff should only use the minimum amount of patient information that is necessary to carry out their duties. Essentially, all patient information should only be accessed by authorized individuals, and be used or disclosed on a “need to know” basis.

Violations of HIPAA policies while in clinicals will result in disciplinary action. In addition, under HIPAA, individuals can incur federal fines up to \$250,000 and be imprisoned up to 10 years for misusing protected patient information for commercial advantage or malicious harm.

HIPAA privacy requirements will not significantly alter how patient information can be used or disclosed for treatment. The regulations also allow the use of patient information for training purposes. Any other uses, however, particularly research, may require patient authorization or other approval protocols. If you have any questions regarding appropriate uses and disclosures of patient information, contact the VUMC Privacy Office at (615) 936-3594. Additional information on the HIPAA regulations can be found at VUMC’s HIPAA Web site: <https://ww2.mc.vanderbilt.edu/InfoPrivacySecurity/25877> or by calling the Privacy Office at (615) 936-3594.

## INCLEMENT WEATHER POLICY

This policy is to provide uniformity for students, faculty and staff regarding the cancellation of classes due to inclement weather conditions or other adverse events impacting normal operations of the School of Nursing.

### Key Definitions:

**Inclement Weather Event:** The existence of hazardous weather conditions that pose a threat to life or property.

**Yellow Alert Standby for Inclement Weather Announcement:** Standby, prepare for inclement weather.

**Orange Alert Inclement Weather Announcement:** Inclement weather is in the area and has the potential to disrupt normal medical center operations. The Emergency Operations Plan is activated and an Emergency Operations Center (EOC) is opened to handle the event.

**Weather Watch:** A watch is used when the risk of hazardous weather has increased significantly, but its occurrence, location, or timing is still uncertain. It is intended to provide enough lead-time so those who need to set their plans in motion can do so. A watch means hazardous weather is possible. People should have a plan of action in case a storm threatens and they should listen for later information and possible warnings.

**Weather Warning:** A warning is issued by the National Weather Service when a hazardous weather event is occurring, imminent, or likely. A warning means weather conditions pose a threat to life or property. People in the path of the storm need to take protective action.

**Weather Advisory:** An advisory is issued by the National Weather Service when hazardous weather is occurring, imminent or likely. Advisories are for less serious conditions than warnings that cause significant inconvenience and if caution is not exercised, could lead to situations that may threaten life or property.

**Thunderstorm Watch:** An advisory issued by the National Weather Service when conditions are favorable for the development or approach of severe thunderstorms on the Vanderbilt campus.

**Thunderstorm Warning:** An advisory issued by the National Weather Service when a severe thunderstorm (a storm with winds in excess of 58 miles per hour or with  $\frac{3}{4}$ " or larger hail, or both) is indicated on radar.

**Faculty/Staff Communications:** During inclement weather event or other adverse events impacting normal operations faculty/staff are updated via the following communication modes:

1. Overhead Announcements
2. Email system communication
3. E-mails from the Dean/Senior Associate Deans
4. Text alerts through AlertVU at <http://emergency.vanderbilt.edu/alertvu/> (must sign up to receive).

**Procedure:**

**Cancellation/Delay of Start Time for a Clinical Rotation:**

1. The decision to cancel or delay the start time of a clinical rotation will be made by the faculty member or preceptor responsible for the clinical.
2. Faculty will communicate with students the status of the clinical (as applicable) in one of the following manners:
  - a. voice mail message left on the faculty member's phone or
  - b. personal phone call to each student by the faculty member
  - c. Brightspace announcement

**Cancellation/Delay of Start Time for Classes:** The decision to cancel or delay the start time for a class will be made by the faculty member responsible for the class.

Canceled classes/clinical will be rescheduled at the discretion of the faculty member responsible for the course.

**Student Notification Instructions for Cancellation/Delay of start time for classes:**

**Brightspace:** Faculty will communicate instructions and/or cancellation of classes by:

1. Creating an Announcement posting in Brightspace
2. Sending an e-mail to students through the e-mail function in Brightspace

In the event of inclement weather, students are required to check the Brightspace site of each of the classes they are enrolled.

The faculty member is responsible for notifying the following individuals:

1. Senior Associate Dean for Academics ([mavis.schorn@vanderbilt.edu](mailto:mavis.schorn@vanderbilt.edu))
2. Assistant Dean for Student Affairs ([sarah.ramsey@vanderbilt.edu](mailto:sarah.ramsey@vanderbilt.edu))
3. Executive Secretary (reception area of Godchaux Hall) – for notification of students who physically arrive for classes ([ellen.smogur@vanderbilt.edu](mailto:ellen.smogur@vanderbilt.edu))
4. Technical Specialist – in the event class is being videotaped and technical support needs to be cancelled ([clay.sturgeon@vanderbilt.edu](mailto:clay.sturgeon@vanderbilt.edu))

In the event the Brightspace system is not operational, instructions regarding the cancellation of classes will be posted by the course instructors through use of the Vanderbilt University voice-mail system.

## SOCIAL MEDIA POLICY

Policy: Online social media allow VUSN students to engage in professional and personal conversations. The goal of this policy is to protect both VUSN students as well as the School of Nursing.

The policy represents a set of suggested standards of conduct when students identify themselves with VUSN and is not established as a set of formalized rules that will be enforced with punitive consequences. The one exception is any violation of patient privacy protected under regulatory or federal guidelines such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (P.L.104-191).

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Remember that content contributed on all platforms becomes immediately searchable and can be immediately shared. This content immediately leaves the contributing individual's control forever and may be traced back to the individual after long periods of time.

This policy is not intended for internet activities that do not associate or identify a student with VUSN, do not use Vanderbilt e-mail addresses, and are purely about personal matters.

The Purpose of the Social Media Policy: To provide guidelines outlining how VUSN students support institutional communication goals and social computing guidelines.

Definitions: Social Media Platforms – Technology tools and online spaces for integrating and sharing user-generated content in order to engage constituencies in conversations and allow them to participate in content and community creation. Examples are Facebook, Twitter, LinkedIn and YouTube.

Procedure/Specific Information: Official Institutional Web 2.0 Communications: Because of the emerging nature of social media platforms these guidelines do not attempt to name every current and emerging platform. Rather, they apply to those cited and any other online platform available and emerging including social networking sites and sites with user-generated content. Examples include but are not limited to the following:

1. YouTube
2. Facebook
3. iTunes
4. LinkedIn
5. Twitter
6. Blogs

Guidelines for Online Professional or Personal Activity: These guidelines apply to VUSN students who identify themselves with VUSN and/or use their Vanderbilt e-mail address in social media venues such as professional society blogs, LinkedIn, Facebook, etc. for deliberate professional engagement or casual conversation.

1. Follow the same nursing ethics, HIPAA, privacy and general civil behavior guidelines cited in this policy including respecting copyrights and disclosures, and not revealing proprietary financial, intellectual property, patient care or similar sensitive or private content inclusive of the posting of client pictures.
  - a. Protect confidential information. While posting to friends, many of the sites are open to anyone browsing or searching. Be mindful about what is published. Do not disclose or use confidential information or that of any other person or agency. Respect HIPAA regulations. Do not post any information about clinical rotations or clients in any online forum or Web page. A good rule of thumb is to ask if what is posted on a social media site is okay to be on the front page of tomorrow's newspaper, credited to you.
2. If an individual identifies themselves as a VUSN student in any online forum and/or use their Vanderbilt e-mail address, the student needs to ensure that it is clear that they are not speaking for VUSN, and what they say is representative of their individual personal views and opinions and not necessarily the views and opinions of VUSN.
3. VUSN students are mindful about how they present themselves in online networks. By virtue of self-identifying as part of VUSN in such a network, students connect themselves to, and reflect upon, VUSN faculty, staff and even patients and donors.
  - a. Be mindful about how you present yourself. VUSN students are preparing for a career providing services to the public. VUSN and future employers hold you to a high standard of behavior. By identifying yourself as a VUSN student through postings and personal Web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals. If you identify yourself as a VUSN student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Remember that all content contributed on all platforms becomes immediately searchable and can be immediately

- shared with everyone. This content immediately leaves the contributing individual students control forever.
- b. Respect others. VUSN is an organization whose students, faculty, staff, and clients have a diverse set of customs, values, and points of view. Don't be afraid to be yourself, but respect others. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, pornographic images, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory – such as politics and religion. Remember, what may be humorous to some, may be offensive to others. Civility is an important component of online communication.
4. If someone or some group offers to pay a student for participating in an online forum in their VUSN student role, offers advertising for pay and/or for endorsement, this could constitute conflict of interest and VU policies and guidelines apply.
  5. If someone from the media or press contacts students or staff about posts made in online forums that relates to VUSN in any way, students should alert their academic director and contact the VUSN Director of Communications, Nancy Wise (at (615) 322-3894 or by e-mail at [nancy.wise@vanderbilt.edu](mailto:nancy.wise@vanderbilt.edu)) before responding.
  6. At the end of each course, students are provided an avenue to evaluate course materials/faculty. Therefore, social media vehicles are considered inappropriate locations to provide this feedback.

## STUDENT CONDUCT POLICY

*Student Conduct:* Although the University values personal freedom, celebration, and recreation, the policies and regulations that apply to student conduct at Vanderbilt are also informed by principles that value the health, safety, and well-being of students and other members of the University community, as well as their academic and personal success. The University's goal in establishing policies and holding students accountable for complying with them is to help students understand how their choices can affect not only their immediate neighbors, but also the University community as a whole.

Students and student organizations are expected to comply with all University policies, which are derived from tradition and evolve with contemporary practice. Ignorance of a policy is not a valid excuse for violating it. Grounds for corrective action cannot always be the subject of precise statement; however, when commonly held standards of conduct are broken, students must be held accountable if the University community is to be sustained.

The Office of Student Accountability, Community Standards, and Academic Integrity (<http://www.vanderbilt.edu/studentaccountability/>) has original jurisdiction in all cases of nonacademic misconduct involving undergraduate, graduate, and professional students.

VUSN Student Conduct Policy Guidelines:

1. Academic Integrity: Vanderbilt students are bound by the Honor System inaugurated in 1875 when the University opened its doors. Fundamental responsibility for the preservation of the system inevitably falls on the individual student. It is assumed that students will demand of themselves and their fellow students complete respect for the Honor System. The student, by registration, acknowledges the authority of the Honor Council of the School of Nursing. Students are encouraged to review the Honor Code and the role of the School of Nursing Honor Council.
2. Personal Integrity: It is expected that students honestly represent their credentials, abilities, and situation. Behaviors such as altering transcripts or work history or misrepresenting one's financial situation in order to obtain financial aid are prohibited.
3. Professional Integrity: It is expected that students behave in clinical settings in a way that is consistent with the goal of providing optimal patient care. Students' interactions with clients and other professionals in these settings should respect differences and reflect nursing's ultimate commitment to caring. Students should be professional and respectful with students, faculty, staff or other members of the Vanderbilt community. Students may be asked to leave the academic setting if they are disruptive to the learning environment.
4. Respect for Person and Property: It is expected that students respect individual differences, welcome diverse viewpoints, and avoid stereotyping. It is important that Vanderbilt University faculty, staff, and students enjoy an environment free from implicit and explicit behavior used to control, influence, or affect the wellbeing of any member of our community. Harassment of individuals based on their race, sex, religion, color, national or ethnic origin, age or disability is unacceptable and grounds for disciplinary action, and also constitutes a violation of federal law. Equally unacceptable within the University is the harassment of individuals on the basis of their sexual orientation, gender identity, or gender expression. Reference: ANTIHARASSMENT POLICY#: HR002. It is the students' responsibility to contribute to the maintenance of the physical environment of the School and the University. Behaviors such as harassment, disruption of class, misuse of materials or facilities of the university library and unauthorized use of services, equipment or facilities are prohibited. Students are also expected to respect their classmates and professors by adhering to general classroom decorum in being punctual, refraining from cell phone usage as well as addressing faculty and students in a respectful tone.
5. Smoking Policy: Smoking and the use of tobacco products is prohibited in all VUSN facilities and on the grounds of the Medical Center campus.
6. Weapons: The use or possession of fireworks, firearms, or other weapons, explosives, or any type of ammunition on university premises is prohibited. (Student use or possession of these materials is prohibited off campus, when such use or possession is illegal or may endanger the health or safety of members of the university community, or the community at large.)

Sports weapons must be kept in the custody of the University Police Department, which is open twenty-four hours a day. It is a felony in the state of Tennessee to carry a weapon on a campus for the purpose of going armed. Air rifles and "BB" guns are considered to be firearms, the use and possession of which are prohibited on campus.

The use or possession of stun guns, flying tasers, cattle prods, liquid stun guns, or other electrical devices designed to disrupt the human neurological system for the purpose of incapacitation is prohibited.

Vanderbilt University School of Nursing students are also under the jurisdiction of Vanderbilt University Student Conduct Policies. These can be accessed by going to the following Web site: [http://www.vanderbilt.edu/student\\_handbook/student-conduct](http://www.vanderbilt.edu/student_handbook/student-conduct).

## STUDENT DRESS CODE

*Classroom Dress Guideline:* The intent is for the student's classroom dress to be comfortable, while the type and fit of clothing reflect mindfulness and respect of community guest speakers, faculty and peers. The specific classroom dress code is at the discretion of the individual faculty in creating a professional environment.

*General Clinical Requirements:* The student ID badge is to have first and last names (no nicknames) and no titles. The lab coat is to be white, three-quarter length and have the VUSN nursing patch sewn on the left shoulder. Students are expected to be well groomed and in neat, clean attire at all times. Body piercing jewelry is to be worn in the earlobes only; visible tattoos are to be covered. Clothes should fit properly so as to be professional and appropriate.

*MSN Pre-Specialty Clinical:* In all clinical settings (for orientation, patient assignments, or clinic visits), the student is to wear professional dress (no jeans), closed-toe shoes, a lab coat with the VUSN nursing patch sewn on left shoulder, and a VU identification badge clipped to the lapel or collar. Long hair should be off the collar. Fingernails should be short, clean and without polish or acrylic nails. Only a wedding band, watch and one small pair of stud earrings in the ear lobes may be worn during client care.

The student is to wear white or navy scrubs with the VUSN patch sewn on left shoulder, white full-leather or non-canvas shoes, white socks and a VU identification badge. A plain white or navy short-sleeved T-shirt may be worn under the scrubs. Uniforms are to be clean and pressed. Lab coats are to be worn over the uniform to and from the unit but are not to be worn during the clinical experience. Uniforms are to be worn at the clinical site only. If a student is outside the hospital or off the unit dressed in uniform, a lab coat is to be worn.

If at an institution outside VUMC, the student is to follow the dress code for that facility. If there are conflicting guidelines, the student is to contact clinical faculty for direction.

*Community Health Clinical:* The type of clothing and requirement of lab coat vary with each clinical site and instructor.

MSN Specialty Clinical: Requirements for type of clothing, lab coat and any deviation from the "general" clinical dress code are dependent on the specialty instructor and/or course syllabus information and/or clinical site. A VU identification badge should be worn in the clinical setting at all times.

## STUDENT RECORDS (BUCKLEY AMENDMENT or FERPA)

Vanderbilt University is subject to the provisions of federal law known as the Family Educational Rights and Privacy Act (the Buckley Amendment or FERPA). This act affords matriculated students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access: Students should submit to the University Registrar written requests that identify the record(s) they wish to inspect. The University Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University Registrar does not maintain the records, the student will be directed to the university official to whom the request should be addressed.
2. The right to request the amendment of any part of their education records that a student believes is inaccurate or misleading: Students who wish to request an amendment to their educational record should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records to third parties, except in situations that FERPA allows disclosure without the student's consent:
  - a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including University law enforcement personnel and health staff); a person or company with whom the University has contracted; a member of the Board of Trust; or a student serving on an official University committee, such as the Honor Council, Student Conduct Council, or a grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - b. To parents if the student is a dependent for tax purposes.
  - c. To appropriate individuals (e.g. parents/guardians, spouses, housing staff, health care personnel, police, etc.) where disclosure is in connection with a health or safety emergency and knowledge of such information is necessary to protect the health and safety of the student or other individuals.



- d. Information to a parent or legal guardian of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the university has determined that the student has committed a disciplinary violation with respect to the use or possession and the student is under the age of twenty-one at the time of the disclosure to the parent/guardian.

FERPA provides the University the ability to designate certain student information as "directory information." Directory information may be made available to any person without the student's consent unless the student gives notice as provided for below. Vanderbilt has designated the following as directory information: the student's name, address, telephone number, e-mail address, date and place of birth, major field of study, school, classification, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Any new entering or currently enrolled student who does not wish disclosure of directory information should notify the University Registrar in writing. No element of directory information as defined above is released for students who request nondisclosure except in situations allowed by law. The request to withhold directory information will remain in effect as long as the student continues to be enrolled, or until the student files a written request with the University Registrar to discontinue the withholding. To continue nondisclosure of directory information after a student ceases to be enrolled, a written request for continuance must be filed with the University Registrar during the student's last term of attendance.

If a student believes the University has failed to comply with the Buckley Amendment, they may file a complaint using the Student Complaint and Grievance Procedure as outlined in the Vanderbilt University Student Handbook. If dissatisfied with the outcome of this procedure, students may file a written complaint with the Family Policy and Regulations Office, U.S. Department of Education, Washington, DC 20202 (1-800-872-5327) Questions about the application of the Family Educational Rights and Privacy Act should be directed to the University Registrar or to the Office of the General Counsel.

## TRANSPORTATION AND LODGING

Students are responsible for their own transportation to and from all practice facilities. Practice sites should be chosen for their ability to provide experiences consistent with the program requirements, the mission of the school, and individual student objectives.

# VUSN: EXPOSURE TO CONTAGIONS

## BLOOD AND BODY FLUIDS

If a student has an exposure to blood or body fluids (i.e., a needle stick, splash to eyes or mouth, or contact with non-intact skin) during a clinical rotation, these are the steps that should be taken.

- I. Immediate First Aid at the Work Site
  - a. Wash the exposed area immediately with soap and water.
  - b. Flush eyes or mouth with tap water for 15 minutes.
  - c. Remove contacts immediately if eyes are exposed.
  - d. Obtain the name, medical record number, and location of the patient source of the exposure. You will give this important information to the Occupational Health Service practitioner at the clinical agency.
  - e. Contact your clinical instructor/supervisor immediately.
  
2. Important Notification and Documentation Procedure
  - a. On Campus:
    - i. Report, in person, immediately to the Occupational Health Clinic (OHC) Monday-Friday, 7:30 a.m. - 5:30 p.m., 6th Floor<sup>[ds74]</sup>, Suite 640 of the Medical Arts Building (MAB).
    - ii. When the Occupational Health Clinic is closed, report immediately to the Vanderbilt Adult Emergency Department for the initial assessment and treatment. All exposed students will be referred to the OHC for further evaluation and/or treatment on the next OHC business day. No appointment is necessary. It is imperative that the Occupational Health Clinic is also notified by the exposed student as soon as possible, by calling (615) 936-0955 to report the exposure.
    - iii. Notify your clinical faculty member.
  - b. Off Campus:
    - i. Should an exposure occur off campus, follow the agency/facility protocol for OSHA bloodborne pathogen emergency treatment.
    - ii. Immediately contact the Vanderbilt Occupational Health Clinic at (615) 936-0955 for further instructions and follow-up care. This phone is answered 24 hours a day, 7 days a week.
    - iii. Notify your clinical supervisor and clinical course coordinator immediately.
  
3. Assessment and Treatment of Your Exposure
  - a. The Occupational Health Service and/or the Emergency Department will:
    - i. Document, assess and treat your exposure. Order screening tests from the source (patient) for Hepatitis<sup>[ds75]</sup> B, Hepatitis<sup>[ds76]</sup> C, HIV and, if appropriate, other labs as needed.

- ii. Occupational Health will follow-up on all lab studies, advise you of the results and provide recommendations for any further treatment. Students will follow all of Step 3. Students are not eligible for worker's compensation.

RESPIRATORY and OTHER NON-BLOODBORNE PATHOGENS (such as TB, lice, meningitis, measles, and others)

b. On Campus:

- i. Report to Vanderbilt Student Health for an assessment or guidance. Monday-Friday 8:00 a.m. - 4:30 p.m., Saturday, 8:30 a.m. - 12:00 p.m. (615) 322-2427.
- ii. Report to clinical faculty member.

c. Off Campus:

- i. Student to call Vanderbilt Student Health to speak with a provider at (615) 322-2427. This phone is answered 24 hours a day, 7 days a week.
- ii. Report to clinical faculty member.

Occupational Exposure Assessment Fee: This fee is covered within the cost of tuition. Any needed tests, medications, and follow-up care from any blood and body fluid exposure or respiratory exposure will be coordinated by VUMC Occupational Health Clinic. If charges are incurred from Occupational Health or a hospital other than Vanderbilt, students should allow their personal health insurance to be billed. The Vanderbilt School of Nursing will pay for any charges that are not covered by insurance. Invoices for remaining balances should be sent to the Assistant Dean for Student Affairs for payment. Students should not pay the invoices directly.

## DNP DEGREE REQUIREMENTS

The curriculum includes 35 hours of required coursework and can be completed either full time in four semesters or part time in six semesters. Courses are delivered using a combination of formats with one on-site intensive experience each semester, comprised of 3-5 days each with the remainder of the coursework completed using distance learning technologies. Requirements for the degree include successful completion of advanced coursework to include a minimum of 500 hours of practice integration and the successful completion and defense of a project. All degree requirements must be completed within five years of enrollment.

*Course Load:* The unit of measure of the student's work load is the semester hour. All references to credit hours are semester hours. The normal full-time schedule is 9 hours per semester. Part-time students must follow the approved part-time program of study. The student's status is defined as follows:

- Full time: Registered for 9 or more hours;
- Half time: Registered for at least 4 hours, but less than 9 hours;
- Less than half time: Registered for at least 1 hour, but less than 4 hours.

### CURRICULUM OVERVIEW

The program requires 35 credit hours of study. The 35 credit hours required for graduation are detailed below. Nurse Faculty Loan recipients may be required to take additional credit hours.

Required Courses	Credit Hours
<b>NURS 8010</b> Evidence-Based Practice I: The Nature of Evidence	2
<b>NURS 8012</b> Informatics for Scholarly Practice	2
<b>NURS 8014</b> Statistics in Health Sciences	3
<b>NURS 8015</b> Integrative Application of Evidence-Based Practice I	1
<b>NURS 8022</b> Evidence-Based Practice II: Evaluating and Applying Evidence	3
<b>NURS 8024</b> Epidemiology	3
<b>NURS 8025</b> Integrative Application of Evidence-Based Practice II	1
<b>NURS 8032</b> Health Care Economics and Finance	3
or <b>NURS 8034</b> Advanced Health Economics and Finance	
<b>NURS 8095</b> Integrative Application of Evidence-Based Practice III	2
<b>NURS 8042</b> Quality Improvement and Patient Safety	3
<b>NURS 8044</b> Management of Organizations and Systems	3
or <b>NURS 8045</b> Evidence-Based Mgmt in Health Care Organizations and Systems	
<b>NURS 8052</b> Health Policy	2
<b>NURS 8054</b> Legal and Ethical Environment	3
Elective Courses	4
<b>Total</b>	<b>35</b>

## PRACTICE HOURS

VUSN DNP graduates are scholars expected to collaborate in complex health environments with diverse populations, translating and applying evidence to clinical decision making; leading the development, testing, and dissemination of care standards; and advocating for policy and initiatives with stakeholders, to improve health outcomes. Informed by *The Essentials of Doctoral Education for Advanced Nursing Practice* (2006), practice experiences for postmaster's entry students are designed for opportunities to expand on proficiency and mastery of APN or systems competencies.

All VUSN DNP students are required during their course of study to complete a minimum of 500 practice hours within their professional practice setting or in practice sites created through collaborative partnerships with students, faculty and agencies, for a total minimum 1000 hours when combined with MSN clinical hours completed prior to entering the DNP program. Practice hours are designed to demonstrate synthesis of expanded knowledge acquired within the DNP curriculum. The practice portion of the curriculum demonstrates the student's capability to meet the core competencies of the DNP degree. The practice hours are documented as a part of the DNP student portfolio.

Practical learning experiences are structured across a series of three Integrative Application courses that include course objective strategies for meeting overall program outcomes. The series of courses provides the student the opportunity to develop, propose, implement and defend the project, the hallmark of the VUSN practice doctorate. Completion of the project demonstrates synthesis of the student's knowledge from curriculum courses and unique practice experiences, achievement of competencies, and unique expertise in the student's specified area.

The hours can be demonstrated through a variety of methods including:

- In-depth work/mentorship/collaboration with experts from nursing, as well as other disciplines
- Opportunities for meaningful student engagement within practice environments
- An opportunity to build and assimilate knowledge for advanced specialty practice at a high level of complexity
- An opportunity for further synthesis and expansion of learning
- Experience in the context within which the final DNP project is completed
- An opportunity to integrate and synthesize the DNP *Essentials* and specialty requirements necessary to demonstrate competency in an area of specialized nursing practice.
- Practice hours are self-reported and documented within the student's electronic portfolio as well as other evidence of progress in meeting program objectives. Student portfolios are used by course faculty and the faculty advisor for student evaluation and professional growth.

Ratio of Credit Hours to Clock Hours:

*Didactic.* Courses offered in a blended format with one or more required face-to-face class sessions and one or more required online sessions. VUSN documents these activities through the class schedule or syllabus assuring that DNP students are meeting the minimum semester-hour, credit-hour requirement for the credit awarded. One credit hour for one hour of activity per week – 1:1

*Independent Study.* Independent learning or experience involving self-directed learning under indirect supervision by course or clinical faculty (credit varies according to type of activity).

*Practicum.* Practica are designed to demonstrate synthesis of expanded knowledge acquired within the DNP curriculum. One credit hour for nine hours of activity per week – 1:9. Practicum hours are not substantiated by the students' expertise in the health-care system demonstrated prior to the DNP program nor by time spent working on classroom assignments. The practicum hours signify the capability of the student to meet the AACN Essentials for DNP education. A minimum of 1,000 hours post BSN or 500 hours post MSN is required. The hours can be demonstrated through a variety of methods including:

Most students complete practice hours at their site of employment as an advanced practice nurse, health system manager, or nurse informaticist. Students are required to submit a signed "Letter of Understanding" between VUSN and their employer or practice site. The letter, though not a formal contract, is a signed memorandum of understanding that the student's employer is aware of the student's enrollment in the DNP program at VUSN and will be able to work on the identified project topic within this professional practice setting under the supervision of the student's identified faculty adviser and in association with the agency facilitator. The DNP program director reviews the practice site for appropriateness and signs the letter of understanding. For students not employed in a setting appropriate to their area of study in the DNP program, VUSN will execute affiliation agreements with a specified agency and preceptor for the student's practica course work. All requirements for practica should be completed and on file (see Registration) at the time of enrollment. DNP students may be asked to complete the immunization/certification requirements depending on the nature of their clinical situation. Clinical mentors and/or agencies may require a drug screening or additional criminal background check. Costs associated with these processes will be the responsibility of the student.

Intensive Sessions: All students are required to attend an on-campus intensive session at the beginning of each semester. Time on campus may vary slightly depending on individual programs of study. Detailed intensive schedules are distributed to students and made available on the VUSN Web site at least 4 weeks prior to each intensive session. Attendance is mandatory for successful completion of the DNP program.

### **2017-18 Intensive Dates**

Fall: August 28-31, 2017 (Monday-Thursday)

Spring: January 8-11, 2018 (Monday-Thursday)

Summer: May 7-10, 2018 (Monday-Thursday)

Transfer Credit: Transfer credit is considered for courses taken elsewhere within five years of admission. Work presented for transfer credit must be from an accredited college and is subject to evaluation in light of the degree requirements of the university.

To have a course considered for transfer credit, applicants must make the request at least six (6) weeks before the course begins, submit a letter of request to the School of Nursing Registrar's Office with the course syllabus enclosed, and provide an official transcript showing the final grade for the course.

A maximum of six (6) credits can be transferred. The program director approves transfer credit for all DNP courses. No credit is awarded toward the degree for courses designated as prerequisite for admission. If transfer credit is approved, a grade of *P* will appear on the student's official transcript and the hours earned will count toward the DNP.

Course Descriptions: All VUSN course descriptions can be found in the School of Nursing Catalog at: <http://www.vanderbilt.edu/catalogs/graduate/nursing/>.

## **VUSN: MSN FORMS**

Vanderbilt University School of Nursing forms may be found on the VUSN Web site at <https://nursing.vanderbilt.edu/students/current/forms.php>. Click on “Resources for Current Students, Academic Support Services, MSN Forms.”

## **VUSN: DNP FORMS**

DNP and project work forms may be found on the VUSN Web site at [https://nursing.vanderbilt.edu/dnp/forms\\_resources.php](https://nursing.vanderbilt.edu/dnp/forms_resources.php), or click on “Resources for Current Students, Academic Support Services, DNP Forms and Resources for Current Students and Faculty.”

## **VUSN: CURRICULUM PLANS**

### **DNP CURRICULUM PLANS**

See pages 111-114 of this handbook for the DNP Curriculum Plans and Programs of Study.

### **MSN and PMC CURRICULUM PLANS**

See pages 115-173 of this handbook for Curriculum Plans and Programs of Study for each MSN and Post-Master’s Certificate program and specialty area.



DNP PROGRAMS OF STUDY

**Part-Time Track (Post Master's)**

	Course	Cr/Hr	Semester/Year Plan to Take	Semester/Year Completed	Comment
		(4)	<b>Semester I</b>		
N8010	Evidence-Based Practice I: The Nature of Evidence	2	Fall		
N8012	Informatics for Scholarly Practice	2	Fall		
		(6)	<b>Semester II</b>		
N8014	Statistics in Health Sciences	3	Spring		
N8022	Evidence-Based Practice II: Evaluating and Applying Evidence	3	Spring		
		(6)	<b>Semester III</b>		
N8024	Epidemiology	3	Summer		
N8042	Quality Improvement & Patient Safety	3	Summer		
		(4)	<b>Semester IV</b>		
N8015	Integrative Application of Evidence-Based Practice I	1	Fall		
N8032	Health Care Economics and Finance	3	Fall		
or	Advanced Health Care Economics and Finance	3			
N8034	<i>(Experienced health care leaders should take N8034 instead of N8032)</i>				
		(6)	<b>Semester V</b>		
N8025	Integrative Application of Evidence-Based Practice II	1	Spring		
N8044	Management of Organizations and Systems	3	Spring		
or	Evidence-Based Management in Health Care Organizations and Systems	3			
N8045	<i>(Experienced health care leaders should take N8045 instead of N8044)</i>				
N8052	Health Policy	2	Spring		
		(5)	<b>Semester VI</b>		
N8095	Integrative Application of Evidence-Based Practice III	2	Summer		
N8054	Legal and Ethical Environment	3	Summer		
		(4)	<b>Any</b>		
	Elective	2			Electives may be taken any time during program of study.
	Elective	2			
<b>TOTAL:</b>		<b>35</b>			

## Full-Time Track (Post Master's)

	Course	Cr/Hr	Semester/Year Plan to Take	Semester/Year Completed	Comment
		(10)	<b>Semester I</b>		
N8010	Evidence-Based Practice I: The Nature of Evidence	2	Fall		
N8012	Informatics for Scholarly Practice	2	Fall		
N8014	Statistics in Health Sciences	3	Fall		
N8042	Quality Improvement & Patient Safety	3	Fall		
		(9)	<b>Semester II</b>		
N8015	Integrative Application of Evidence-Based Practice I	1	Spring		
N8022	Evidence-Based Practice II: Evaluating and Applying Evidence	3	Spring		
N8024	Epidemiology	3	Spring		
	Elective	2	Spring		
		(9)	<b>Semester III</b>		
N8025	Integrative Application of Evidence-Based Practice II	1	Summer		
N8032	Health Care Economics and Finance	3	Summer		
<i>or</i>	Advanced Health Care Economics and Finance	3			
N8034	<b><i>Experienced health care leaders should take N8034 instead of N8032</i></b>				
N8044	Management of Organizations and Systems	3	Summer		
<i>or</i>	Evidence-Based Management in Health Care Organizations and Systems	3			
N8045	<b><i>(Experienced health care leaders should take N8045 instead of N8044)</i></b>				
	Elective	2	Summer		
		(7*)	<b>Semester IV</b>		
N8095	Integrative Application of Evidence-Based Practice III	2	Fall		
N8052	Health Policy	2	Fall		
N8054	Legal and Ethical Environment	3	Fall		
	<b>TOTAL:</b>	<b>35</b>			

\*Note – students enrolled for less than 9 credits in their final semester of study will still be considered full time.

## VUSN MSN to DNP Seamless Progression – Part-Time Track

	Course	Cr/Hr	Semester/Year Plan to Take	Semester/Year Completed	Comment
N6050 {N399A}	Scientific Underpinnings for Advanced Nursing Practice	3	Complete in MSN Program		<i>Completion of N6050 and N6060 is considered equivalent to N8010.</i>
N6060 {N399B}	Conceptualization and Integration of Evidence for Advanced Nursing Practice	3	Complete in MSN Program		
		<b>(2)</b>	<b>Semester I</b>		
N8010	Evidence-Based Practice I: The Nature of Evidence	2	Fall		<i>VUSN MSN graduates exempted from N8010</i>
N8012	Informatics for Scholarly Practice	2	Fall		
		<b>(6)</b>	<b>Semester II</b>		
N8014	Statistics in Health Sciences	3	Spring		
N8022	Evidence-Based Practice II: Evaluating and Applying Evidence	3	Spring		
		<b>(6)</b>	<b>Semester III</b>		
N8024	Epidemiology	3	Summer		
N8042	Quality Improvement & Patient Safety	3	Summer		
		<b>(4)</b>	<b>Semester IV</b>		
N8015	Integrative Application of Evidence-Based Practice I	1	Fall		
N8032	Health Care Economics and Finance	3	Fall		
<b>or</b>	Advanced Health Care Economics and Finance	3			
N8034	<b>Experienced health care leaders should take N8034 instead of N8032)</b>				
		<b>(6)</b>	<b>Semester V</b>		
N8025	Integrative Application of Evidence-Based Practice II	1	Spring		
N8044	Management of Organizations and Systems	3	Spring		
<b>or</b>	Evidence-Based Management in Health Care Organizations and Systems	3			
N8045	<b>(Experienced health care leaders should take N8045 instead of N8044)</b>				
N8052	Health Policy	2	Spring		
		<b>(5)</b>	<b>Semester VI</b>		
N8095	Integrative Application of Evidence-Based Practice III	2	Summer		
N8054	Legal and Ethical Environment	3	Summer		
		<b>(4)</b>	<b>Any</b>		
	Elective	2			<i>Electives may be taken any time during program of study.</i>
	Elective	2			
<b>TOTAL:</b>		<b>33</b>			

## MSN to DNP Seamless Progression – Full-Time Track

	Course	Cr/Hr	Semester/Year Plan to Take	Semester/Year Completed	Comment
<b>N6050</b> {N399A}	Scientific Underpinnings for Advanced Nursing Practice	3	Complete in MSN Program		<i>Completion of N6050 and N6060 is considered equivalent to N8010.</i>
<b>N6060</b> {N399B}	Conceptualization and Integration of Evidence for Advanced Nursing Practice	3	Complete in MSN Program		
		<b>(8)</b>	<b>Semester I</b>		
N8010	Evidence-Based Practice I: The Nature of Evidence	2	Fall		<i>VUSN MSN graduates exempted from N8010</i>
N8012	Informatics for Scholarly Practice	2	Fall		
N8014	Statistics in Health Sciences	3	Fall		
N8042	Quality Improvement & Patient Safety	3	Fall		
		<b>(9)</b>	<b>Semester II</b>		
N8015	Integrative Application of Evidence-Based Practice I	1	Spring		
N8022	Evidence-Based Practice II: Evaluating and Applying Evidence	3	Spring		
N8024	Epidemiology	3	Spring		
	Elective	2	Spring		
		<b>(9)</b>	<b>Semester III</b>		
N8025	Integrative Application of Evidence-Based Practice II	1	Summer		
N8032	Health Care Economics and Finance	3	Summer		
<b>or</b>	Advanced Health Care Economics and Finance	3			
N8034	<b>Experienced health care leaders should take N8034 instead of N8032)</b>				
N8044	Management of Organizations and Systems	3	Summer		
<b>or</b>	Evidence-Based Management in Health Care Organizations and Systems	3			
N8045	<b>(Experienced health care leaders should take N8045 instead of N8044)</b>				
N8095	Elective	2	Summer		
N8052		<b>(7*)</b>	<b>Semester IV</b>		
N8054	Integrative Application of Evidence-Based Practice III	2	Fall		
<b>N6050</b> {N399A}	Health Policy	2	Fall		
<b>N6060</b> {N399B}	Legal and Ethical Environment	3	Fall		
	<b>TOTAL:</b>	<b>33</b>			

\*Note – students enrolled for less than 9 credits in their final semester of study will still be considered full time.

MSN and PMC PROGRAMS OF STUDY

**Pre-Specialty Component Pre-Specialty Curriculum Plan and Required Hours**

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall</b>	NURS 5101	2	15	30			45
	NURS 5103	4	52.5	15			67.5
	NURS 5105	3	22.5	22.5	40		85
	NURS 5106	2	22.5	15			37.5
	NURS 5115	5	35		140	40	215
	<b>Semester Total</b>	<b>16</b>	<b>147.5</b>	<b>82.5</b>	<b>180</b>	<b>40</b>	<b>450</b>
<b>Spring</b>	NURS 5201	2	14	28			42
	NURS 5203	5	56	28			84
	NURS 5205	3	21	14	70		105
	NURS 5206	2	21	14			35
	NURS 5215	3			240		240
	<b>Semester Total</b>	<b>15</b>	<b>112</b>	<b>84</b>	<b>310</b>	<b>0</b>	<b>506</b>
<b>Summer</b>	NURS 5301	2	14	28			42
	NURS 5303	4	49	14			63
	NURS 5305	2	14		70		84
	NURS 5306	1	7	14			21
	NURS 5315	1			80		80
	NURS 5325	2			140		140
	<b>Semester Total</b>	<b>12</b>	<b>84</b>	<b>56</b>	<b>290</b>	<b>0</b>	<b>430</b>
	<b>Program Total</b>	<b>43</b>	<b>343.5</b>	<b>222.5</b>	<b>780</b>	<b>40</b>	<b>1386</b>

## ASN-MSN Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall</b>	NURS 5303 Human Experience of Health and Illness Across the Lifespan III	4	56				56
	NURS 5401 Critical Thinking, Supporting Evidence, & Communication I	3	28	28			56
	NURS 5402 Epidemiology and Population-Based Nursing	3	28	28			56
	NURS 5403 Health Care Systems and the Role of the Nurse as the Facilitator of Learning	3	42				42
<b>Semester Total</b>		<b>13</b>	<b>154</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>210</b>
<b>Spring</b>	NURS 5501 Critical Thinking, Supporting Evidence, & Communication II	2	28	28			56
	NURS 5502 Ethics in Nursing Practice	2	28				28
	NURS 5505 Health Assessment for the RN	3	28			28	56
	NURS 5506 Pharmacology for the RN	3	42				42
	NURS 5515 Providing Care at the Community Level	3	42		105		147
<b>Semester Total</b>		<b>13</b>	<b>168</b>	<b>28</b>	<b>105</b>	<b>28</b>	<b>329</b>
<b>Program Total</b>		<b>26</b>	<b>322</b>	<b>84</b>	<b>105</b>	<b>28</b>	<b>539</b>

## Adult-Gerontology Acute Care Nurse Practitioner Specialty Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall</b>	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28			28
	NURS 6101	Advanced Health Assessment and Clinical Reasoning	3	28		28	56
	NURS 6102	Advanced Physiology and Pathophysiology	4	56			56
	NURS 6103	Advanced Pharmacotherapeutics	3	42			42
	NURS 6105	Advanced Health Assessment Applications for the Adult-Gerontology ACNP	1			70	70
	NURS 6114	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gero ACNP I	1	14			14
<b>Semester Total</b>		<b>14</b>	<b>168</b>	<b>0</b>	<b>70</b>	<b>28</b>	<b>266</b>
<b>Spring</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42			42
	NURS 6115	Adult-Gerontology Acute Care Nurse Practitioner Practicum	4		280		280
	NURS 6124	Pathophysiology and Collaborative Management in Acute Care for the AGACNP II	4	56			56
	<i>Elective</i>	<i>Elective (2 hours required for degree)</i>	2	28			28
	<b>Semester Total</b>		<b>13</b>	<b>126</b>	<b>0</b>	<b>280</b>	<b>0</b>
<b>Summer</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56			56
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1	14			14
	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the AGACNP III	4	56			56
	NURS 6195	Adult-Gerontology ACNP Preceptorship	4		280		280
	<b>Semester Total</b>		<b>13</b>	<b>126</b>	<b>0</b>	<b>280</b>	<b>0</b>
<b>Program Total</b>		<b>40</b>	<b>420</b>	<b>0</b>	<b>630</b>	<b>28</b>	<b>1078</b>

## Adult-Gerontology Acute Care Nurse Practitioner 2-Year, Part-Time Curriculum Plan

<b>Semester</b>	<b>Course Number and Name</b>		<b>Credit Hours</b>
<b>Fall 1</b>	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6102	Advanced Physiology and Pathophysiology	4
<b>Spring 1</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	<i>Elective</i>	<i>Elective (2 hours required for degree)</i>	2
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
	NURS 6143	<i>Introduction to Point of Care Ultrasonography (optional)</i>	1
<b>Fall 2</b>	NURS 6101	Advanced Health Assessment and Clinical Reasoning	3
	NURS 6103	Advanced Pharmacotherapeutics	3
	NURS 6105	Advanced Health Assessment Application for the Adult-Gerontology Acute Care Nurse Practitioner	1
	NURS 6114	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner I	1
<b>Spring 2</b>	NURS 6115	Adult-Gerontology Acute Care Nurse Practitioner Practicum	4
	NURS 6124	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner II	4
<b>Summer 2</b>	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner III	4
	NURS 6195	Adult-Gerontology Acute Care Nurse Practitioner Preceptorship	4
<b>Total Hours</b>			<b>40-41</b>



**Adult-Gerontology Acute Care Nurse Practitioner 3-Year, Part-Time Curriculum Plan: VUMC  
Employees Only**

<b>Semester</b>	<b>Course Number and Name</b>		<b>Credit Hours</b>
<b>Fall 1</b>	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6102	Advanced Physiology and Pathophysiology	4
<b>Spring 1</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
			<b>Year 1 Total</b>
			<b>13</b>
<b>Fall 2</b>	NURS 6103	Advanced Pharmacotherapeutics	3
	NURS 6114	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner I	1
<b>Spring 2</b>	NURS 6124	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner II	4
	<i>Elective</i>	<i>Elective (2 hours required for degree)</i>	2
<b>Summer 2</b>	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner III	4
			<b>Year 2 Total</b>
			<b>14</b>
<b>Fall 3</b>	NURS 6101	Advanced Health Assessment and Clinical Reasoning	3
	NURS 6105	Advanced Health Assessment Application	1
<b>Spring 3</b>	NURS 6115	Adult-Gerontology Acute Care Nurse Practitioner Practicum	4
<b>Summer 3</b>	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
	NURS 6195	Adult-Gerontology Acute Care Nurse Practitioner Preceptorship	4
			<b>Year 3 Total</b>
			<b>13</b>
			<b>Total Hours</b>
			<b>40</b>

**Adult-Gerontology Acute Care Nurse Practitioner Post Master's Certificate Sample\*  
Full-Time Curriculum Plan\*\***

<b>Semester</b>	<b>Course Number and Name</b>	<b>Credit Hours</b>
<b>Fall</b>	NURS 6101    Advanced Health Assessment and Clinical Reasoning	3
	NURS 6102    Advanced Physiologic and Pathophysiologic Foundations	4
	NURS 6103    Advanced Pharmacotherapeutics	3
	NURS 6105    Advanced Health Assessment Application	1
	NURS 6114    Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner I	1
<b>Spring</b>	NURS 6115    Adult-Gerontology Acute Care Nurse Practitioner Practicum	4
	NURS 6124    Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner II	4
	<i>Elective</i> <i>Elective (2 hours required for degree)</i>	2
<b>Summer</b>	NURS 6134    Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner III	4
	NURS 6195    Adult-Gerontology Acute Care Nurse Practitioner Preceptorship	4
<b>Total Hours</b>		<b>30</b>

\*Sample Only. Submit MSN transcript and resume to Dr. Brian Widmar, ACNP Specialty Director, at brian.widmar@Vanderbilt.edu for portfolio analysis to outline program of studies. If transcript has documentation for an advanced physiologic and pathophysiologic course (NURS 6102) and health assessment course (NURS 6101), these courses do not need to be repeated. All course work for Post Master's study is available in modified distance format.

\*\* Part-Time (2 Year) Program of Study is available.

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## Adult-Gerontology Acute Care Nurse Practitioner Hospitalist Focus Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall</b>	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28			28
	NURS 6101	Advanced Health Assessment and Clinical Reasoning	3	28		28	56
	NURS 6102	Advanced Physiology and Pathophysiology	4	56			56
	NURS 6103	Advanced Pharmacotherapeutics	3	42			42
	NURS 6105	Advanced Health Assessment Applications for the AGACNP	1			70	70
	NURS 6114	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gero ACNP II	1	14			14
<b>Semester Total</b>		<b>14</b>	<b>168</b>	<b>0</b>	<b>70</b>	<b>28</b>	<b>266</b>
<b>Spring</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42			42
	NURS 6124	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gero ACNP II	4	56			56
	NURS 6115	Adult-Gerontology ACNP Practicum	4			280	280
	NURS 6148	Concepts of Diagnostics and Care for the Hospitalist AGACNP	2	28			42
	NURS 6165	Adv. Clinical Skills for the AGACNP Hospitalist	1			28	28
	<b>Semester Total</b>		<b>14</b>	<b>126</b>	<b>0</b>	<b>280</b>	<b>28</b>
<b>Summer</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56			56
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1	14			14
	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gero ACNP III	4	56			56
	NURS 6195	Adult-Gerontology ACNP Intensivist Preceptorship	4			280	280
	<b>Semester Total</b>		<b>13</b>	<b>126</b>	<b>0</b>	<b>280</b>	<b>0</b>
<b>Program Total</b>		<b>41</b>	<b>420</b>	<b>0</b>	<b>630</b>	<b>56</b>	<b>1120</b>

## Adult-Gerontology Acute Care Nurse Practitioner Hospitalist Focus 2-Year, Part-Time Curriculum Plan

<b>Semester</b>	<b>Course Number and Name</b>		<b>Credit Hours</b>
<b>Fall 1</b>	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6102	Advanced Physiology and Pathophysiology	4
<b>Spring 1</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 6148	Concepts of Diagnostics and Care for the for the Hospitalist AGACNP	2
	NURS 6165	Adv. Clinical Skills for the AGACNP Hospitalist	1
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
	NURS 6143	<i>Introduction to Point of Care Ultrasonography (optional)</i>	1
<b>Fall 2</b>	NURS 6101	Advanced Health Assessment and Clinical Reasoning	3
	NURS 6103	Advanced Pharmacotherapeutics	3
	NURS 6105	Advanced Health Assessment Application for the Adult-Gerontology Acute Care Nurse Practitioner	1
	NURS 6114	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner I	1
<b>Spring 2</b>	NURS 6124	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner II	4
	NURS 6115	Adult-Gerontology ACNP Practicum	4
<b>Summer 2</b>	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner III	4
	NURS 6195	Adult-Gerontology Acute Care Nurse Practitioner Preceptorship	4
<b>Total Hours</b>			<b>41-42</b>

## Adult-Gerontology Acute Care Nurse Practitioner Intensivist Focus Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall</b>	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28			28
	NURS 6101	Advanced Health Assessment and Clinical Reasoning	3	28		28	56
	NURS 6102	Advanced Physiology and Pathophysiology	4	56			56
	NURS 6103	Advanced Pharmacotherapeutics	3	42			42
	NURS 6105	Advanced Health Assessment Applications for the AGACNP	1			70	70
	NURS 6114	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gero ACNP I	1	14			14
<b>Semester Total</b>		<b>14</b>	<b>168</b>	<b>0</b>	<b>70</b>	<b>28</b>	<b>266</b>
<b>Spring</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42			42
	NURS 6124	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gero ACNP II	4	56			56
	NURS 6135	Adult-Gerontology ACNP Practicum in Intensive Care	4			280	280
	NURS 6149	Critical Care Concepts for the Adult-Gerontology ACNP Intensivist	3	42			42
	<b>Semester Total</b>		<b>14</b>	<b>140</b>	<b>0</b>	<b>280</b>	<b>0</b>
<b>Summer</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56			56
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1	14			14
	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gero ACNP III	4	56			56
	NURS 6155	Adult-Gerontology ACNP Intensivist Practicum	4			280	280
	NURS 6170	Advanced Simulation Lab I	1				28
	<b>Semester Total</b>		<b>14</b>	<b>126</b>	<b>0</b>	<b>280</b>	<b>28</b>
<b>Program Total</b>		<b>42</b>	<b>434</b>	<b>0</b>	<b>630</b>	<b>56</b>	<b>1120</b>

## Adult-Gerontology Acute Care Nurse Practitioner Intensivist Focus 2-Year, Part-Time Curriculum Plan

<b>Semester</b>	<b>Course Number and Name</b>		<b>Credit Hours</b>
<b>Fall 1</b>	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6102	Advanced Physiology and Pathophysiology	4
<b>Spring 1</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 6149	Critical Care Concepts for the Adult-Gerontology ACNP Intensivist	3
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
	NURS 6143	<i>Introduction to Point of Care Ultrasonography (optional)</i>	1
<b>Fall 2</b>	NURS 6101	Advanced Health Assessment and Clinical Reasoning	3
	NURS 6103	Advanced Pharmacotherapeutics	3
	NURS 6105	Advanced Health Assessment Application for the Adult-Gerontology Acute Care Nurse Practitioner	1
	NURS 6114	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner I	1
<b>Spring 2</b>	NURS 6124	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner II	3
	NURS 6135	Adult-Gerontology ACNP Practicum in Intensive Care	4
<b>Summer 2</b>	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner III	4
	NURS 6155	Adult-Gerontology Acute Care Nurse Practitioner Intensivist Practicum	4
	NURS 6170	Advanced Critical Care Simulation	1
<b>Total Hours</b>			<b>41-42</b>

**Adult-Gerontology Acute Care Nurse Practitioner Intensivist Focus 3-Year, Part-Time  
Curriculum Plan: VUMC Employees Only**

<b>Semester</b>	<b>Course Number and Name</b>		<b>Credit Hours</b>
<b>Fall 1</b>	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6102	Advanced Physiology and Pathophysiology	4
<b>Spring 1</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
			<b>Year 1 Total</b>
			<b>13</b>
<b>Fall 2</b>	NURS 6103	Advanced Pharmacotherapeutics	3
	NURS 6114	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner I	1
<b>Spring 2</b>	NURS 6124	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner II	4
	NURS 6149	Critical Care Concepts for the Adult-Gerontology ACNP Intensivist	3
<b>Summer 2</b>	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner III	4
			<b>Year 2 Total</b>
			<b>15</b>
<b>Fall 3</b>	NURS 6101	Advanced Health Assessment and Clinical Reasoning	3
	NURS 6105	Advanced Health Assessment Application	1
<b>Spring 3</b>	NURS 6135	Adult-Gerontology ACNP Practicum in Intensive Care	3
<b>Summer 3</b>	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
	NURS 6145	Adult-Gerontology Acute Care Nurse Practitioner Intensivist Practicum	3
	NURS 6170	Advanced Critical Care Simulation	1
	NURS 6175	Advanced Adult-Gerontology ACNP Intensivist Preceptorship	2
			<b>Year 3 Total</b>
			<b>14</b>
			<b>Total Hours</b>
			<b>42</b>

## Adult-Gerontology Acute Care/Family Nurse Practitioner: Emergency Care Focus Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall 1</b>	NURS 6045 Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28				28
	NURS 6101 Advanced Health Assessment and Clinical Reasoning	3	28			14	42
	NURS 6102 Advanced Physiology and Pathophysiology	4	56				56
	NURS 6103 Advanced Pharmacotherapeutics	3	42				42
	NURS 6114 Pathophysiology and Collaborative Management in Acute Care for the Adult-Gero ACNP II	1	14				14
	NURS 6305 Advanced Health Assessment Applications for the AGACNP	1			70		70
<b>Semester Total</b>		<b>14</b>	<b>168</b>	<b>0</b>	<b>70</b>	<b>14</b>	<b>252</b>
<b>Spring 1</b>	NURS 6055 Professional Formation II: Evidence Based Change in Healthcare Environments	3	42				42
	NURS 6124 Pathophysiology and Collaborative Management in Acute Care for the Adult-Gero ACNP II	4	56				56
	NURS 6125 Adult-Gerontology ACNP Practicum	2			140		140
	NURS 6301 Concepts in Advanced Emergency Nursing *	3	28			14	42
	NURS 6521 The Context of Primary Care: FNP Domains and Core Comp for Practice	2	28				28
	<b>Semester Total</b>		<b>14</b>	<b>154</b>	<b>0</b>	<b>140</b>	<b>14</b>
<b>Summer 1</b>	NURS 6065 Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56				56
	NURS 6075 Professional Formation IV: Transition to Advanced Nursing Practice	1	14				14
	NURS 6134 Pathophysiology and Collaborative Management in Acute Care for the Adult-Gero ACNP III	4	56				56
	NURS 6185 Adult-Gerontology ACNP Preceptorship	4			280		280
	NURS 6385 Practicum-Emergency Care I	1			70		70
	<b>Semester Total</b>		<b>14</b>	<b>126</b>	<b>0</b>	<b>350</b>	<b>0</b>

**Fall 2 and Spring 2 Curriculum Plans continued on next page**



## Adult-Gerontology Acute Care/Family Nurse Practitioner: Emergency Care Focus Curriculum Plan and Required Hours, continued

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall 2</b>	NURS 6010 Advanced Pathophysiology	3	42				42
	NURS 6020 Advanced Pharmacotherapeutics	3	42				42
	NURS 6030 Advanced Practice Nursing in Primary Care of the Adult	3	42				42
	NURS 6031 Advance Practice Nursing in Primary Care of the Adolescent	1	14				14
	NURS 6535 Practicum in Primary Health Care of Adult for Dual Specialty	3			210		210
<b>Semester Total</b>		<b>13</b>	<b>140</b>	<b>0</b>	<b>210</b>	<b>0</b>	<b>350</b>
<b>Spring 2</b>	NURS 6032 APN in Primary Care of Women	1	14				14
	NURS 6395 Practicum in Emergency Care II	1			70		70
	NURS 6525 Practicum in Primary Health Care of the Child and Adolescent	2			140		140
	NURS 6531 Advanced Practice Nursing in Primary Care of the Child	2	28				28
	NURS 6532 Advanced Practice Nursing in Primary Care of the Elderly	1	14				14
	NURS 6595 Family Nurse Practitioner Preceptorship for Dual Specialty	3			210		210
	<b>Semester Total</b>		<b>10</b>	<b>56</b>	<b>0</b>	<b>420</b>	<b>0</b>
<b>Program Total</b>		<b>65</b>	<b>644</b>	<b>0</b>	<b>1190</b>	<b>28</b>	<b>1862</b>

\* 2 credit hours if taken as an elective by other specialties

## Adult-Gerontology Acute Care/Family Nurse Practitioner: Emergency Care Focus Curriculum Plan, Part-Time

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6102	Advanced Physiology and Pathophysiology	4
<b>Spring 1</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 6521	Context of Primary Care: FNP Domains and Competencies for Practice	2
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
	NURS 6143	<i>Introduction to Point of Care Ultrasound (optional)</i>	1
<b>Fall 2</b>	NURS 6101	Advanced Health Assessment and Clinical Reasoning	3
	NURS 6103	Advanced Pharmacotherapeutics	3
	NURS 6114	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner I	1
	NURS 6305	Advanced Health Assessment Application for Dual ACNP/FNP Specialty	1
<b>Spring 2</b>	NURS 6124	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner II	4
	NURS 6125	Adult-Gerontology ACNP Practicum	2
	NURS 6301	Special Topics: Concepts in Emergency Nursing	3
<b>Summer 2</b>	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner III	4
	NURS 6185	Adult-Gerontology Acute Care Nurse Practitioner Preceptorship	4
	NURS 6385	Practicum in Emergency Care I	1
<b>Fall 3</b>	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6030	Advanced Practice Nursing in Primary Care of the Adult	3
	NURS 6031	Advance Practice Nursing in Primary Care of the Adolescent	1
<b>Spring 3</b>	NURS 6032	Primary Care of Women	1
	NURS 6395	Practicum in Emergency Care II	1
	NURS 6525	Practicum in Primary Health Care of the Child and Adolescent	2
	NURS 6531	Advanced Practice Nursing in Primary Care of the Child	2
	NURS 6532	Advanced Practice Nursing in Primary Care of the Elderly	1
<b>Summer 3</b>	NURS 6535	Practicum in Primary Health Care of the Adult for Dual Specialty	3
	NURS 6595	Family Nurse Practitioner Preceptorship for Dual Specialty	3
<b>Total Hours</b>			<b>65-66</b>

**ENP Post Master's Certificate for the FNP Prepared Applicant Sample Curriculum Plan,  
(Non-ACNP Certification Prep)**

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall</b>	NURS 6361	Pathophysiology and Collaborative Management in Emergent and Critical Care	3
	NURS 6365	Trauma, Emergency and Critical Care Clinical I	3
<b>Spring</b>	NURS 6301	Special Topics: Concepts in Emergency Nursing	3
	NURS 6215	Trauma, Emergency and Critical Care Clinical II	3
<b>Total Hours</b>			<b>12</b>

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## Adult-Gerontology Primary Care Nurse Practitioner Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall</b>	NURS 6010	Advanced Pathophysiology	3	42			42
	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2	28			28
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning Lab	1			28	28
	NURS 6020	Advanced Pharmacotherapeutics	3	42			42
	NURS 6034	Adult-Gerontology Primary Care I	3	42			42
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28			28
	NURS 6205	Advanced Health Assessment Apps. for Adult-Gerontology Primary Care NP	1				28
<b>Semester Total</b>		<b>15</b>	<b>182</b>	<b>0</b>	<b>0</b>	<b>56</b>	<b>238</b>
<b>Spring</b>	NURS 6032	Advanced Practice Nursing in the Primary Care of the Woman	1	14			14
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42			42
	NURS 6215	Adult-Gerontology Primary Care Nurse Practitioner Clinical I	4			280	280
	NURS 6234	Adult-Gerontology Primary Care II	3	42			42
	NURS 6236	Advanced Concepts in the Care of the Elderly	2	28			28
	<b>Semester Total</b>		<b>13</b>	<b>126</b>	<b>0</b>	<b>280</b>	<b>0</b>
<b>Summer</b>	NURS 6031	Advanced Practice Nursing in Primary Care of the Adolescent	1	14			14
	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56			56
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1	14			14
	NURS 6231	Essential Procedures for the Primary Care Provider	2	28			28
	NURS 6295	Adult-Gerontology Primary Care Nurse Practitioner Clinical II	4			280	280
	<b>Semester Total</b>		<b>12</b>	<b>112</b>	<b>0</b>	<b>280</b>	<b>0</b>
<b>Program Total</b>		<b>40</b>	<b>420</b>	<b>0</b>	<b>560</b>	<b>56</b>	<b>1036</b>

## Adult-Gerontology Primary Care Nurse Practitioner 2-Year, Part-Time Curriculum Plan

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
<b>Spring 1</b>	NURS 6032	Advanced Practice Nursing in the Primary Care of the Woman	1
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 6236	Advanced Concepts in the Care of the Elderly	2
<b>Summer 1</b>	NURS 6031	Advanced Practice Nursing in Primary Care of the Adolescent	1
	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
<b>Fall 2</b>	NURS 6011L	Advanced Health Assessment and Clinical Reasoning Lab	1
	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6034	Adult-Gerontology Primary Care I	3
	NURS 6205	Advanced Health Assessment Applications for Adult-Gerontology Primary Care NP	1
<b>Spring 2</b>	NURS 6215	Adult-Gerontology Primary Care Nurse Practitioner Clinical I	4
	NURS 6234	Adult-Gerontology Primary Care II	3
<b>Summer 2</b>	NURS 6231	Essential Procedures for the Primary Care Provider	2
	NURS 6295	Adult-Gerontology Primary Care Nurse Practitioner Clinical II	4
<b>Total Hours</b>			<b>40</b>

## Adult-Gerontology Primary Care Nurse Practitioner Sample Curriculum Plan for Post-Master's Certificate

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning Lab	1
	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6034	Adult-Gerontology Primary Care I	3
	NURS 6205	Advanced Health Assessment Applications for Adult-Gerontology Primary Care NP	1
<b>Spring</b>	NURS 6032	Advanced Practice Nursing in the Primary Care of the Woman	1
	NURS 6215	Adult-Gerontology Primary Care Nurse Practitioner Clinical I	4
	NURS 6234	Adult-Gerontology Primary Care II	3
	NURS 6236	Advanced Concepts in the Care of the Elderly	2
<b>Summer</b>	NURS 6031	Advanced Practice Nursing in Primary Care of the Adolescent	1
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
	NURS 6231	Essential Procedures for the Primary Care Provider	2
	NURS 6295	Adult-Gerontology Primary Care Nurse Practitioner Clinical II	4
<b>Total Hours</b>			<b>31</b>

\*Sample Only. Submit MSN transcript and resume to Leslie Welch Hopkins, AGPCNP Specialty Director for portfolio analysis to outline program of studies.

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## Family Nurse Practitioner Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall</b>	NURS 6010	Advanced Pathophysiology	3	42			42
	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2	28			28
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1			28	28
	NURS 6020	Advanced Pharmacotherapeutics	3	42			42
	NURS 6030	Advanced Practice Nursing In Primary Care of the Adult	3	42			42
	NURS 6031	Advanced Practice Nursing in Primary Care of the Adolescent	1	14			14
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28			28
	NURS 6505	Advanced Health Assessment Applications for the FNP	1			28	28
<b>Semester Total</b>		<b>16</b>	<b>196</b>	<b>0</b>	<b>0</b>	<b>56</b>	<b>252</b>
<b>Spring</b>	NURS 6032	Advanced Practice Nursing in Primary Care of the Woman	1	14			14
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42			42
	NURS 6521	The Context of Primary Care: FNP Domains & Core Competencies for Practice	2	28			28
	NURS 6531	Advanced Practice Nursing in Primary Care of the Child	2	28			28
	NURS 6532	Advanced Practice Nursing in Primary Care of the Elderly	1	14			14
	NURS 6555	Practicum in Primary Health Care of the Family	4			280	280
	<b>Semester Total</b>		<b>13</b>	<b>126</b>	<b>0</b>	<b>280</b>	<b>0</b>
<b>Summer</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56			56
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1	14			14
	NURS 6565	Practicum in Primary Health Care of the Family	1			70	70
	NURS 6575	Clinical Decision Making for FNP	1		22	14	36
	NURS 6585	FNP Preceptorship	4			280	280
	<b>Semester Total</b>		<b>11</b>	<b>70</b>	<b>22</b>	<b>364</b>	<b>0</b>
<b>Program Total</b>		<b>40</b>	<b>392</b>	<b>22</b>	<b>644</b>	<b>56</b>	<b>1114</b>

## Family Nurse Practitioner 2-Year, Part-Time Curriculum Plan

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
<b>Spring 1</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 6080	Interdisciplinary Topics in Global Health <i>Elective (optional)</i>	1
	NURS 6521	The Context of Primary Care: FNP Domains & Core Competencies for Practice	2
<b>Summer 1</b>	NURS 6031	Advanced Practice Nursing in Primary Care of the Adolescent	1
	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
<b>Fall 2</b>	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1
	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6030	Advanced Practice Nursing In Primary Care of the Adult	3
	NURS 6505	Advanced Health Assessment Applications for the FNP	1
<b>Spring 2</b>	NURS 6032	Advanced Practice Nursing in Primary Care of the Woman	1
	NURS 6531	Advanced Practice Nursing in Primary Care of the Child	2
	NURS 6532	Advanced Practice Nursing in Primary Care of the Elderly	1
	NURS 6555	Practicum in Primary Health Care of the Family	4
<b>Summer 2</b>	NURS 6565	Practicum in Primary Health Care of the Family	1
	NURS 6575	Clinical Decision Making for the Family Nurse Practitioner	1
	NURS 6585	Family Nurse Practitioner Preceptorship	4
<b>Total Hours</b>			<b>43</b>



## Family Nurse Practitioner 3-Year, Part-Time Curriculum Plan: VUMC Employees Only

<b>Semester</b>	<b>Course Number and Name</b>		<b>Credit Hours</b>
<b>Fall 1</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
<b>Spring 1</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
<b>Fall 2</b>	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
	NURS 6031	Advanced Practice Nursing in Primary Care of the Adolescent	1
<b>Spring 2</b>	NURS 6032	Advanced Practice Nursing in Primary Care of the Woman	1
	NURS 6521	The Context of Primary Care: FNP Domains & Core Competencies for Practice	2
	NURS 6532	Advanced Practice Nursing in Primary Care of the Elderly	1
<b>Summer 2</b>	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
<b>Fall 3</b>	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1
	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6030	Advanced Practice Nursing In Primary Care of the Adult	3
	NURS 6505	Advanced Health Assessment Applications for the FNP	1
<b>Spring 3</b>	NURS 6531	Advanced Practice Nursing in the Primary Care of the Child	2
	NURS 6555	Practicum in Primary Health Care of the Family	4
<b>Summer 3</b>	NURS 6565	Practicum in Primary Health Care of the Family	1
	NURS 6575	Clinical Decision Making for the Family Nurse Practitioner	1
	NURS 6585	Family Nurse Practitioner Preceptorship	4
<b>Total Hours</b>			<b>40</b>

## Family Nurse Practitioner Sample Curriculum Plan for Post Master's Certificate

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1
	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6030	Advanced Practice Nursing In Primary Care of the Adult	3
	NURS 6031	Advanced Practice Nursing in Primary Care of the Adolescent	1
	NURS 6505	Advanced Health Assessment Applications for the FNP	1
<b>Spring</b>	NURS 6032	Advanced Practice Nursing in Primary Care of the Woman	1
	NURS 6521	The Context of Primary Care: FNP Domains & Core Competencies for Practice	2
	NURS 6531	Advanced Practice Nursing in Primary Care of the Child	2
	NURS 6532	Advanced Practice Nursing in Primary Care of the Elderly	1
	NURS 6555	Practicum in Primary Health Care of the Family	4
<b>Summer</b>	NURS 6565	Practicum in Primary Health Care of the Family	1
	NURS 6575	Clinical Decision Making for the Family Nurse Practitioner	1
	NURS 6585	Family Nurse Practitioner Preceptorship	4
<b>Total Hours</b>			<b>30</b>

\*Sample Only. Submit MSN transcript and resume to Courtney Pitts, FNP Specialty Director for portfolio analysis to outline program of studies.

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## Healthcare Leadership Specialty Curriculum Plan and Required Hours

<i>Course Number and Name</i>		<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Total Clock Hours</i>
NURS 6401	Organizational Behavior	3	42			42
NURS 6040	Introduction to Health Informatics	3	42			42
NURS 6402	Leadership	3	42			42
NURS 6025	Continuous Quality Improvement and Outcome Measures	2	14		70	84
NURS 6404	Directed Reading	2	28			28
NURS 6041	Health Care Financial Management	3	42			42
NURS 6485	Management Practicum I	3			210	210
NURS 6495	Management Practicum II	4			280	280
NURS 6408	Management Strategies for Health Care Systems	3	42			42
NURS 6409	Health Care Management of Populations	3	42			42
NURS 6070	Advanced Practice Nurse Role within the US Health Care Delivery System	3	42			42
NURS 6050	Scientific Underpinnings for Advanced Nursing Practice	3	28	28		56
NURS 6060	Conceptualization and Integration of Evidence for Advanced Nursing Practice	3	28	28		56
<b>Program Total</b>		<b>38</b>	<b>392</b>	<b>56</b>	<b>560</b>	<b>1008</b>

## Healthcare Leadership Specialty Curriculum Plan and Required Hours, continued

<b>Full-Time Study (Must enter in the Fall only)</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
NURS 6040	NURS 6025	NURS 6060
NURS 6041	NURS 6050	NURS 6070
NURS 6401	NURS 6402	NURS 6408
NURS 6409	NURS 6404	NURS 6495
	NURS 6485	
12	14	13

<b>Part-Time Study Plans (Fall Entry)</b>		
<b>Fall 1</b>	<b>Fall 1</b>	<b>Fall 1</b>
NURS 6040	NURS 6040	NURS 6040
NURS 6041	NURS 6041	NURS 6041
NURS 6401	NURS 6401	NURS 6401
9	9	9
<b>Fall 2</b>	<b>Spring 2</b>	<b>Fall 2</b>
NURS 6409	NURS 6404	NURS 6409
NURS 6485	NURS 6495	NURS 6485
6	6	6

<b>Part- Time Study (Spring Entry)</b>		
<b>Spring 1</b>	<b>Spring 1</b>	<b>Spring 1</b>
NURS 6025	NURS 6025	NURS 6025
NURS 6050	NURS 6050	NURS 6050
NURS 6402	NURS 6402	NURS 6402
9	9	9
<b>Spring 2</b>	<b>Spring 2</b>	<b>Spring 2</b>
NURS 6404	NURS 6404	NURS 6404
NURS 6485	NURS 6485	NURS 6485
5	5	5

<b>Vanderbilt Employee Course of Studies Plan</b>		
<b>Fall 1</b>	<b>Fall 1</b>	<b>Fall 1</b>
NURS 6041	NURS 6041	NURS 6041
NURS 6401	NURS 6401	NURS 6401
6	6	6
<b>Fall 2</b>	<b>Spring 2</b>	<b>Summer 2</b>
NURS 6040	NURS 6025	NURS 6408
NURS 6409	NURS 6404	
6	5	5
<b>Fall 3</b>	<b>Spring 3</b>	
NURS 6485	NURS 6495	
NURS 6409		
6	4	

## Neonatal Nurse Practitioner Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic</i>	<i>Seminar</i>	<i>Clinical</i>	<i>Lab</i>	<i>Total</i>	
			<i>Clock Hours</i>	<i>Clock Hours</i>	<i>Clock Hours</i>	<i>Clock Hours</i>	<i>Clock Hours</i>	
<b>Fall</b>	NURS 6010	Advanced Pathophysiology	3	42			42	
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28			28	
	NURS 6602	Developmental and Neonatal Physiology	2	28			28	
	NURS 6605	Advanced Neonatal Health Assessment	3	28	70		98	
	NURS 6610	Neonatal Nursing Birth Through 2 Years of Age	2	28			42	
	NURS 6614	Neonatal Pathophysiology and Management I	3	42			42	
	<b>Semester Total</b>		<b>15</b>	<b>196</b>	<b>0</b>	<b>70</b>	<b>0</b>	<b>280</b>
<b>Spring</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42			42	
	NURS 6615	Neonatal Practicum	3		210		210	
	NURS 6620	Essential Components of Neonatal Intensive Care Nursing and Introduction to Advanced Practice Neonatal Nursing Skills	3	14		56	70	
	NURS 6621	Advanced Neonatal Pharmacotherapeutics	3	42			42	
	NURS 6624	Neonatal Pathophysiology and Management II	3	42			42	
	<b>Semester Total</b>		<b>15</b>	<b>140</b>	<b>0</b>	<b>210</b>	<b>56</b>	<b>406</b>
	<b>Summer</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56			56
NURS 6695		Neonatal Preceptorship	6		420		420	
<b>Semester Total</b>		<b>10</b>	<b>56</b>	<b>0</b>	<b>420</b>	<b>0</b>	<b>476</b>	
<b>Program Total</b>		<b>40</b>	<b>392</b>	<b>0</b>	<b>700</b>	<b>56</b>	<b>1162</b>	

## Neonatal Nurse Practitioner 2-Year, Part-Time Curriculum Plan

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6602	Developmental and Neonatal Physiology	2
	NURS 6610	Neonatal Nursing Birth Through 2 Years of Age	2
<b>Spring 1</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 6621	Advanced Neonatal Pharmacotherapeutics	3
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	<i>Elective</i>	<i>Elective * (2 hours optional)</i>	
<b>Fall 2</b>	NURS 6605	Advanced Neonatal Health Assessment	3
	NURS 6614	Neonatal Pathophysiology and Management I	3
<b>Spring 2</b>	NURS 6615	Neonatal Practicum	3
	NURS 6620	Essential Components of Neonatal Intensive Care Nursing and Intro To Advanced Practice Neonatal Nursing Skills	3
	NURS 6624	Neonatal Pathophysiology and Management II	3
<b>Summer 2</b>	NURS 6695	Neonatal Preceptorship	6
<b>Total Hours</b>			<b>40</b>

\* For students who need to maintain 6 credits for financial aid.

## Neonatal Nurse Practitioner 3-Year, Part-Time Curriculum Plan: VUMC Employees Only

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
<b>Spring 1</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 6621	Advanced Neonatal Pharmacotherapeutics	3
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
<b>Fall 2</b>	NURS 6605	Advanced Neonatal Health Assessment	2
	NURS 6614	Neonatal Pathophysiology and Management I	3
<b>Spring 2</b>	NURS 6620	Essential Components of Neonatal Intensive Care Nursing and Intro to Advanced Practice Neonatal Nursing Skills	3
	NURS 6624	Neonatal Pathophysiology and Management II	3
<b>Summer 2</b>			
<b>Fall 3</b>	NURS 6605	Neonatal Health Assessment	3
	NURS 6614	Neonatal Nursing Birth Through 2 Years of Age	2
<b>Spring 3</b>	NURS 6615	Neonatal Practicum	3
<b>Summer 3</b>	NURS 6695	Neonatal Preceptorship	6
<b>Total Hours</b>			<b>40</b>

## Neonatal Nurse Practitioner Sample Curriculum Plan for Post Master's Certificate

<b>Semester</b>	<b>Course Number and Name</b>	<b>Credit Hours</b>
<b>Fall</b>	NURS 6010    Advanced Pathophysiology	3
	NURS 6602    Developmental and Neonatal Physiology	2
	NURS 6605    Advanced Neonatal Health Assessment	3
	NURS 6610    Neonatal Nursing Birth Through 2 Years of Age	2
	NURS 6614    Neonatal Pathophysiology and Management I	3
<b>Spring</b>	NURS 6615    Neonatal Practicum	3
	NURS 6620    Essential Components of Neonatal Intensive Care Nursing and Intro to Advanced Practice Neonatal Nursing Skills	3
	NURS 6621    Advanced Neonatal Pharmacotherapeutics	3
	NURS 6624    Neonatal Pathophysiology and Management II	3
<b>Summer</b>	NURS 6695    Neonatal Preceptorship	6
<b>Total Hours</b>		<b>31</b>

Possible transfer of credits based on transcripts and/or course syllabus of similar courses taken.

Sample plan only. Submit MSN Transcript and resume to Karen D'Apolito, NNP Specialty Director, at (615) 343-2682 for portfolio analysis to outline program of studies.

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## Nurse-Midwifery Specialty Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>	
<b>Fall 1</b>	NURS 6010	Adv. Pathophysiology	3	42			42	
	NURS 6011	Adv. Health Assessment and Clinical Reasoning	2	28			28	
	NURS 6011L	Adv. Health Assessment and Clinical Reasoning	1			28	28	
	NURS 6045	Professional Formation I: Roles, Contexts Adv. Nursing Practice	2	28			28	
	NURS 6805	Adv. Health Assessment Applications for the NMW	1			35	14	49
	NURS 6810	Women's Health for Advanced Practice Nursing	3	42			42	
	NURS 6811	Reproductive Anatomy and Physiology	2	28			28	
	NURS 6812	Evolution of Midwifery in America	2	28			28	
<b>Semester Total</b>		<b>16</b>	<b>196</b>	<b>0</b>	<b>35</b>	<b>42</b>	<b>273</b>	
<b>Spring 1</b>	NURS 6020	Adv. Pharmacotherapeutics	3	42			42	
	NURS 6030	Adv. Practice Nursing In Primary Care of the Adult	3	42			42	
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42			42	
	NURS 6545	Practicum in Primary Health Care of the Adult	2			140	140	
	NURS 6815	Nurse-Midwifery Practicum I	2			140	140	
	NURS 6821	Antepartal Care for NMW	3	42			42	
<b>Semester Total</b>		<b>16</b>	<b>168</b>	<b>0</b>	<b>280</b>	<b>0</b>	<b>448</b>	
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56			56	
	NURS 6831	Skills for NMW	1			28	28	
	NURS 6835	Practicum Intrapartum/ Postpartum/Neonatal Nurse-Midwifery Care	4			280	280	
	NURS 6836	Intrapartum Care for NMW	3	42			42	
	NURS 6838	Nurse-Midwifery Care of the Mother-Baby Dyad	2	28			28	
<b>Semester Total</b>		<b>14</b>	<b>126</b>	<b>0</b>	<b>280</b>	<b>28</b>	<b>434</b>	
<b>Fall 2</b>	NURS 6841	NMW Role Synthesis, Exploration, and Analysis	2	28			28	
	NURS 6895	Adv. Clinical Integration Experience for Nurse-Midwifery	5			350	350	
	<b>Semester Total</b>		<b>7</b>	<b>28</b>	<b>0</b>	<b>350</b>	<b>0</b>	<b>378</b>
<b>Program Total</b>		<b>53</b>	<b>518</b>	<b>0</b>	<b>945</b>	<b>70</b>	<b>1533</b>	

## Nurse-Midwifery Part-Time Curriculum Plan

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6812	Evolution of Midwifery in America	2
<b>Spring 1</b>	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 6838	Nurse-Midwifery Care of the Mother-Baby Dyad	2
<b>Fall 2</b>	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1
	NURS 6805	Advanced Health Assessment Applications for the NMW	1
	NURS 6810	Women's Health for Advanced Practice Nursing	3
	NURS 6811	Reproductive Anatomy and Physiology	2
<b>Spring 2</b>	NURS 6030	Advanced Practice Nursing in Primary Care of the Adult	3
	NURS 6545	Practicum in Primary Health Care of the Adult	2
	NURS 6815	Nurse-Midwifery Practicum I	2
	NURS 6821	Antepartal Care for Nurse-Midwifery	3
<b>Summer 2</b>	NURS 6831	Skills for NMW	1
	NURS 6835	Practicum Intrapartum/Postpartum/Neonatal Nurse-Midwifery Care	4
	NURS 6836	Intrapartum Care for Nurse-Midwifery	3
<b>Fall 3</b>	NURS 6841	NMW Role Synthesis, Exploration, and Analysis	2
	NURS 6895	Advanced Clinical Integration Experience for Nurse-Midwifery	5
<b>Total Hours</b>			<b>53</b>

## Nurse-Midwifery Sample Curriculum Plan for Post Master's Certificate

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1
	NURS 6805	Advanced Health Assessment Applications for the NMW	1
	NURS 6811	Reproductive Anatomy and Physiology	2
	NURS 6810	Women's Health for Advanced Practice Nursing	3
	NURS 6812	Evolution of Midwifery in America	2
<b>Spring 1</b>	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6030	Advanced Practice Nursing in Primary Care of the Adult	3
	NURS 6545	Practicum in Primary Health Care of the Adult	2
	NURS 6815	Nurse-Midwifery Practicum I	2
	NURS 6821	Antepartal Care for Nurse-Midwifery	3
<b>Summer 1</b>	NURS 6831	Skills for NMW	1
	NURS 6835	Practicum Intrapartum/Postpartum/Neonatal Nurse-Midwifery Care	4
	NURS 6836	Intrapartum Care for Nurse-Midwifery	3
	NURS 6838	Nurse-Midwifery Care of the Mother-Baby Dyad	2
<b>Fall 2</b>	NURS 6841	NMW Role Synthesis, Exploration, and Analysis	2
	NURS 6895	Advanced Clinical Integration Experience for Nurse-Midwifery	5
<b>Total Hours</b>			<b>44</b>

Sample plan only. Submit MSN Transcript and resume to Michelle Collins, NMW Specialty Director, at (615) 936-0228 for portfolio analysis to outline Program of studies.

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## Nurse-Midwifery/Family Nurse Practitioner Specialty Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic</i>	<i>Seminar</i>	<i>Clinical</i>	<i>Lab</i>	<i>Total Clock Hours</i>
			<i>Clock Hours</i>	<i>Clock Hours</i>	<i>Clock Hours</i>	<i>Clock Hours</i>	
<b>Fall 1</b>	NURS 6010	Advanced Pathophysiology	3	42			42
	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2	28			28
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1			28	14
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28			28
	NURS 6805	Advanced Health Assessment Applications for the NMW	1		35	14	49
	NURS 6810	Women's Health for Advanced Practice Nursing	3	42			42
	NURS 6811	Reproductive Anatomy and Physiology	2	28			28
	NURS 6812	Evolution of Midwifery in America	2	28			28
	<b>Semester Total</b>		<b>16</b>	<b>196</b>	<b>0</b>	<b>35</b>	<b>42</b>
<b>Spring 1</b>	NURS 6020	Advanced Pharmacotherapeutics	3	42			42
	NURS 6030	Advanced Practice Nursing In Primary Care of the Adult	3	42			42
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42			42
	NURS 6545	Practicum in Primary Health Care of the Adult	2		140		140
	NURS 6815	Nurse-Midwifery Practicum I	2		140		140
	NURS 6821	Antepartal Care for NMW	3	42			42
<b>Semester Total</b>		<b>16</b>	<b>168</b>	<b>0</b>	<b>280</b>	<b>0</b>	<b>448</b>
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56			56
	NURS 6831	Skills for NMW	1			28	28
	NURS 6835	Practicum Intrapartum/ Postpartum/ Neonatal Nurse-Midwifery Care	4		280		280
	NURS 6836	Intrapartum Care for NMW	3	42			42
	NURS 6838	Nurse-Midwifery Care of the Mother-Baby Dyad	2	28			28
	<b>Semester Total</b>		<b>14</b>	<b>126</b>	<b>0</b>	<b>280</b>	<b>28</b>

**Fall 2 and Spring 2 Curriculum Plans continued on next page**

## Nurse-Midwifery/Family Nurse Practitioner Specialty Curriculum Plan and Required Hours, continued

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall 2</b>	NURS 6031	Advanced Practice Nursing in the Primary Care of the Adolescent	1	14			14
	NURS 6841	NMW Role Synthesis, Exploration, and Analysis	2	28			28
	NURS 6895	Advanced Clinical Integration Experience for Nurse-Midwifery	5			350	350
	<b>Semester Total</b>		<b>8</b>	<b>42</b>	<b>0</b>	<b>350</b>	<b>0</b>
<b>Spring 2</b>	NURS 6521	The Context of Primary Care: FNP Domains & Core Competencies for Practice	2	28			28
	NURS 6531	Advanced Practice Nursing in the Primary Care of the Child	2	28			28
	NURS 6532	Advanced Practice Nursing in Primary Care of the Elderly	1	14			14
	NURS 6555	Practicum in Primary Health Care of the Family	2			140	140
	NURS 6585	Family Nurse Practitioner Preceptorship	4			280	280
	<b>Semester Total</b>		<b>11</b>	<b>70</b>	<b>0</b>	<b>420</b>	<b>0</b>
<b>Program Total</b>		<b>65</b>	<b>602</b>	<b>0</b>	<b>1365</b>	<b>70</b>	<b>2023</b>

## Nurse-Midwifery/Family Nurse Practitioner Part-Time Curriculum Plan

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6010    Advanced Pathophysiology	3
	NURS 6812    Evolution of Midwifery in America	2
	NURS 6045    Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
<b>Spring 1</b>	NURS 6020    Advanced Pharmacotherapeutics	3
	NURS 6055    Professional Formation II: Evidence Based Change in Healthcare Environments	3
<b>Summer 1</b>	NURS 6838    Nurse-Midwifery Care of the Mother-Baby Dyad	2
	NURS 6065    Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
<b>Fall 2</b>	NURS 6011    Advanced Health Assessment and Clinical Reasoning	2
	NURS 6011L    Advanced Health Assessment and Clinical Reasoning	1
	NURS 6805    Advanced Health Assessment Applications for the NMW	1
	NURS 6810    Women's Health for Advanced Practice Nursing	3
	NURS 6811    Reproductive Anatomy and Physiology	2
<b>Spring 2</b>	NURS 6030    Advanced Practice Nursing in Primary Care of the Adult	3
	NURS 6545    Practicum in Primary Health Care of the Adult	2
	NURS 6821    Antepartal Care for Nurse-Midwifery	3
	NURS 6815    Nurse-Midwifery Practicum I	2
<b>Summer 2</b>	NURS 6831    Skills for NMW	1
	NURS 6835    Practicum Intrapartum/Postpartum/Neonatal Nurse-Midwifery Care	4
	NURS 6836    Intrapartum Care for Nurse-Midwifery	3
<b>Fall 3</b>	NURS 6031    Advanced Practice Nursing in the Primary Care of the Adolescent	1
	NURS 6841    NMW Role Synthesis, Exploration, and Analysis	2
	NURS 6895    Advanced Clinical Integration Experience for Nurse-Midwifery	5
<b>Spring 3</b>	NURS 6531    Advanced Practice Nursing in the Primary Care of the Child	2
	NURS 6532    Advanced Practice Nursing in the Primary Care of the Elderly	1
	NURS 6555    Practicum in Primary Health Care of Family	2
	NURS 6585    Family Nurse Practitioner Preceptorship	4
<b>Total Hours</b>		<b>63</b>

## Nursing Informatics Specialty Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall</b>	NURS 6025	2	14		70		84
		Continuous Quality Improvement and Outcomes Measurement					
	NURS 6040	3	42				42
		Introduction to Health Informatics					
	NURS 6041	3	42				42
		Health Care Financial Management					
	NURS 6070	3	42				42
	Advanced Practice Nurse Role within the US Health Care Delivery System						
NURS 6711	2	28				28	
	Technology Components of Informatics						
NURS 6712	1	14				14	
	Desktop Maintenance						
<b>Semester Total</b>		<b>14</b>	<b>182</b>	<b>0</b>	<b>70</b>	<b>0</b>	<b>252</b>
<b>Spring</b>	NURS 6050	3	28	28			56
		Scientific Underpinnings for Advanced Nursing Practice					
	NURS 6715	2			140		140
		Clinical Informatics Practicum I					
	NURS 6722	2	28				28
		Consumer Health Informatics					
	NURS 6723	3	42				42
	Informatics of Clinical Practice						
NURS 6725	3	28		70		98	
	Web Development for Health Care Applications						
<b>Semester Total</b>		<b>13</b>	<b>126</b>	<b>28</b>	<b>210</b>	<b>0</b>	<b>364</b>
<b>Summer</b>	NURS 6060	3	28	28			56
		Conceptualization and Integration of Evidence for Advanced Nursing Practice					
	NURS 6731	3	42				42
		Informatics of Evidence-Based Practice					
	NURS 6732	2	28				28
		Project Management					
	NURS 6735	2	14		70	28	112
	Database Design for Health Care Applications						
NURS 6795	2			140		140	
	Clinical Informatics Practicum II						
<b>Semester Total</b>		<b>12</b>	<b>112</b>	<b>28</b>	<b>210</b>	<b>28</b>	<b>378</b>
<b>Program Total</b>		<b>39</b>	<b>420</b>	<b>56</b>	<b>490</b>	<b>28</b>	<b>994</b>

## Nursing Informatics 2-Year, Part-Time Curriculum Plan

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6041	Health Care Financial Management	3
	NURS 6070	Advanced Practice Nurse Role within the US Health Care Delivery System	3
	NURS 6712	Desktop Maintenance	1
<b>Spring 1</b>	NURS 6050	Scientific Underpinnings for Advanced Nursing Practice	3
	NURS 6722	Consumer Health Informatics	2
	NURS 6725	Web Development for Health Care Applications	3
<b>Summer 1</b>	NURS 6060	Conceptualization and Integration of Evidence for Advanced Nursing Practice	3
	NURS 6735	Database Design for Health Care Applications	2
<b>Fall 2</b>	NURS 6025	Continuous Quality Improvement and Outcomes Measurement	2
	NURS 6040	Introduction to Health Informatics	3
	NURS 6711	Technology Components of Informatics	2
<b>Spring 2</b>	NURS 6715	Clinical Informatics Practicum I	2
	NURS 6723	Informatics of Clinical Practice	3
<b>Summer 2</b>	NURS 6731	Informatics of Evidence-Based Practice	3
	NURS 6732	Project Management	2
	NURS 6795	Clinical Informatics Practicum II	2
<b>Total Hours</b>			<b>39</b>



## Nursing Informatics 3-Year, Part-Time Curriculum Plan: VUMC Employees Only

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6025	Continuous Quality Improvement and Outcomes Measurement	2
	NURS 6041	Health Care Financial Management	3
<b>Spring 1</b>	NURS 6050	Scientific Underpinnings for Advanced Nursing Practice	3
<b>Summer 1</b>	NURS 6060	Conceptualization and Integration of Evidence for Advanced Nursing Practice	3
<b>Fall 2</b>	NURS 6040	Introduction to Health Informatics	3
	NURS 6712	Desktop Maintenance	1
<b>Spring 2</b>	NURS 6722	Consumer Health Informatics	2
	NURS 6725	Web Development for Health Care Applications	3
<b>Summer 2</b>	NURS 6731	Informatics of Evidence-Based Practice	3
	NURS 6735	Database Design for Health Care Applications	2
<b>Fall 3</b>	NURS 6711	Technology Components of Informatics	2
	NURS 6070	Advanced Practice Nurse Role within the US Health Care Delivery System	3
<b>Spring 3</b>	NURS 6715	Clinical Informatics Practicum I	2
	NURS 6723	Informatics of Clinical Practice	3
<b>Summer 3</b>	NURS 6732	Project Management	2
	NURS 6795	Clinical Informatics Practicum II	2
<b>Total Hours</b>			<b>39</b>

## Nursing Informatics Sample Curriculum Plan for Post Master's Certificate

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>
<b>Fall</b>	NURS 6025 Continuous Quality Improvement and Outcomes Measurement	2
	NURS 6040 Introduction to Health Informatics	3
	NURS 6041 Health Care Financial Management	3
	NURS 6711 Technology Components of Informatics	2
	NURS 6712 Desktop Maintenance ( <i>Strongly Recommended</i> )	1
<b>Spring</b>	NURS 6715 Clinical Informatics Practicum I	2
	NURS 6722 Consumer Health Informatics	2
	NURS 6723 Informatics of Clinical Practice	3
	NURS 6725 Web Development for Health Care Applications	3
<b>Summer</b>	NURS 6731 Informatics of Evidence-Based Practice	3
	NURS 6732 Project Management	2
	NURS 6735 Database Design for Health Care Applications	2
	NURS 6795 Clinical Informatics Practicum II	2
<b>Total Hours</b>		<b>30</b>

Sample plan only. Submit MSN Transcript and resume to Trish Trangenstein, NI Specialty Director, for portfolio analysis to outline Program of studies.

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## Pediatric Nurse Practitioner - Acute Care Specialty Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall</b>	NURS 6010	Advanced Pathophysiology	3	42			42
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28			28
	NURS 7011	Health Promotion of Behavior Development: Birth through Adolescence	3	28	28		56
	NURS 7012	Advanced Practice Nursing in Pediatric Primary Care, Part I	3	42			42
	NURS 7013	Advanced Health Assessment and Clinical Reasoning	2	14			28
	NURS 7025	Advanced Health Assessment Applications for the Acute Care Pediatric Nurse Practitioner	1			35	14
<b>Semester Total</b>		<b>14</b>	<b>154</b>	<b>28</b>	<b>35</b>	<b>42</b>	<b>259</b>
<b>Spring</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42			42
	NURS 7022	Advanced Practice Nursing in Pediatric Acute Care, Part I	3	28	28		56
	NURS 7024	Advanced Pharmacotherapeutics	3	28	28		56
	NURS 7045	Practicum in Acute Health Care of Children	4			280	280
	<b>Semester Total</b>		<b>13</b>	<b>98</b>	<b>56</b>	<b>280</b>	<b>0</b>
<b>Summer</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56			56
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1	14			14
	NURS 7031	Advanced Practice Nursing in Pediatric Acute Care, Part II	3	28	28		56
	NURS 7095	Advanced Pediatric Acute Care Preceptorship	5			350	350
	<b>Semester Total</b>		<b>13</b>	<b>98</b>	<b>28</b>	<b>350</b>	<b>0</b>
<b>Program Total</b>		<b>40</b>	<b>350</b>	<b>112</b>	<b>665</b>	<b>42</b>	<b>1169</b>

## Pediatric Nurse Practitioner - Acute Care Specialty Track 2-Year, Part-Time Curriculum Plan

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 7011	Health Promotion of Behavior Development: Birth through Adolescence	3
<b>Spring 1</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 7024	Advanced Pharmacotherapeutics	3
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice <i>Elective (1 hour)</i>	1
<b>Fall 2</b>	NURS 7012	Advanced Practice Nursing in Pediatric Primary Care, Part I	3
	NURS 7013	Advanced Health Assessment and Clinical Reasoning	2
	NURS 7025	Advanced Health Assessment Applications for the Acute Care Pediatric Nurse Practitioner	1
<b>Spring 2</b>	NURS 7022	Advanced Practice Nursing in Pediatric Acute Care, Part I	3
	NURS 7045	Practicum in Acute Health Care of Children	4
<b>Summer 2</b>	NURS 7031	Advanced Practice Nursing in Pediatric Acute Care, Part II	3
	NURS 7095	Advanced Pediatric Acute Care Preceptorship	5
<b>Total Hours</b>			<b>40</b>

**Pediatric Nurse Practitioner - Acute Care Specialty Track 3-Year, Part-Time Curriculum Plan:  
VUMC Employees Only**

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
<b>Spring 1</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
<b>Fall 2</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 7013	Advanced Health Assessment and Clinical Reasoning	2
	NURS 7025	Advanced Health Assessment Applications for the Acute Care Pediatric Nurse Practitioner	1
<b>Spring 2</b>	NURS 7024	Advanced Pharmacotherapeutics	3
<b>Summer 2</b>	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
<b>Fall 3</b>	NURS 7011	Health Promotion of Behavior Development: Birth through Adolescence	3
	NURS 7012	Advanced Practice Nursing in Pediatric Primary Care, Part I	3
<b>Spring 3</b>	NURS 7022	Advanced Practice Nursing in Pediatric Acute Care, Part I	3
	NURS 7045	Practicum in Acute Health Care of Children	4
<b>Summer 3</b>	NURS 7031	Advanced Practice Nursing in Pediatric Acute Care, Part II	3
	NURS 7095	Advanced Pediatric Acute Care Preceptorship	5
<b>Total Hours</b>			<b>40</b>

For specific information regarding this program, please contact the PNP-Acute Care Specialty Coordinator:

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## Pediatric Acute Care Nurse Practitioner Sample Post Master's Certificate Curriculum Plan for the Primary Care Pediatric Nurse Practitioner

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>
<b>Spring</b>	NURS 7022    Advanced Practice Nursing in Pediatric Acute Care, Part I	3
	NURS 7024    Advanced Pharmacotherapeutics	3
	NURS 7045    Practicum in Acute Health Care of Children	4
<b>Summer</b>	NURS 7031    Advanced Practice Nursing in Pediatric Acute Care, Part II	3
	NURS 7095    Advanced Pediatric Acute Care Preceptorship	5
<b>Total Hours</b>		<b>18</b>

**Must have 1 year of practice as an RN in Pediatric Acute Care. It is highly recommended that this experience be within the last two years.**

**This Post Masters is designed for the PNP-PC working in an acute care setting or who has an acute care pediatrics background and is interested in meeting the qualifications for PNP-AC certification.**

All Post-Masters students will have an individualized curriculum plan based on a gap analysis completed by the Program Director. The Gap Analysis compares the academic transcript to course requirements necessary to qualify for PNCB certification by exam. Nurse Practitioners who have limited or no pediatric content (i.e., Adult Acute Care NPs, FNPs), who want to complete a Post-Masters Certificate in Pediatric Acute Care will need a full year of part-time study commencing in the fall semester.

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**Pediatric Acute Care Nurse Practitioner Sample Post Master's Certificate for Nurse Practitioners with Limited Pediatric Content**

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall</b>	NURS 7011	Health Promotion of Behavior Development: Birth through Adolescence	3
	NURS 7012	Advanced Practice Nursing in Pediatric Primary Care, Part I	3
	NURS 7025	Advanced Health Assessment Applications for the Acute Care Pediatric Nurse Practitioner	1
<b>Spring</b>	NURS 7022	Advanced Practice Nursing in Pediatric Acute Care, Part I	3
	NURS 7024	Advanced Pharmacotherapeutics	3
	NURS 7045	Practicum in Acute Health Care of Children	4
<b>Summer</b>	NURS 7031	Advanced Practice Nursing in Pediatric Acute Care, Part II	3
	NURS 7095	Advanced Pediatric Acute Care Preceptorship	5
<b>Total Hours</b>			<b>25</b>

**Must have at least 1 year of practice as an RN in Pediatric Critical Care or emergency department. It is highly recommended that this experience be within the last two years.**

All Post-Masters students will have an individualized curriculum plan based on a gap analysis completed by the Program Director. The Gap Analysis compares the academic transcript to course requirements necessary to qualify for PNCB certification by exam. **Nurse Practitioners who have limited or no pediatric content (i.e., Adult Acute Care NPs, FNPs), who want to complete a Post-Masters Certificate in Pediatric Acute Care will need a full year of part-time study commencing in the fall semester.**

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## Pediatric Nurse Practitioner - Primary Care Specialty Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>	
<b>Fall</b>	NURS 6010	Advanced Pathophysiology	3	42			42	
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28			28	
	NURS 7011	Health Promotion of Behavior Development: Birth through Adolescence	3	28	28		56	
	NURS 7012	Advanced Practice Nursing in Pediatric Primary Care, Part I	3	42			42	
	NURS 7013	Advanced Health Assessment and Clinical Reasoning	2	28			28	
	NURS 7015	Advanced Health Assessment Applications for the Primary Care Pediatric Nurse Practitioner	1				28	28
<b>Semester Total</b>			<b>14</b>	<b>168</b>	<b>28</b>	<b>0</b>	<b>28</b>	<b>224</b>
<b>Spring</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42			42	
	NURS 7021	Advanced Practice Nursing in Pediatric Primary Care, Part II	3	42			42	
	NURS 7023	Advanced Pharmacotherapeutics	3	42			42	
	NURS 7035	Practicum in Primary Health Care of Children	4			280	280	
	<b>Semester Total</b>			<b>13</b>	<b>126</b>	<b>0</b>	<b>280</b>	<b>0</b>
<b>Summer</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56			56	
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1	14			14	
	NURS 7032	Current Issues in the Delivery of Advanced Pediatric Care	3	28	28		56	
	NURS 7085	Advanced Pediatric Primary Care Preceptorship	5			350	350	
	<b>Semester Total</b>			<b>13</b>	<b>98</b>	<b>28</b>	<b>350</b>	<b>0</b>
<b>Program Total</b>			<b>40</b>	<b>392</b>	<b>56</b>	<b>630</b>	<b>28</b>	<b>1106</b>



## Pediatric Nurse Practitioner - Primary Care Specialty Track 2-Year, Part-Time Curriculum Plan

<b>Semester</b>	<b>Course Number and Name</b>	<b>Credit Hours</b>
<b>Fall 1</b>	NURS 6010 Advanced Pathophysiology	3
	NURS 6045 Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 7011 Health Promotion of Behavior Development: Birth through Adolescence	3
<b>Spring 1</b>	NURS 6055 Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 7023 Advanced Pharmacotherapeutics	3
<b>Summer 1</b>	NURS 6065 Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 7032 Current Issues in the Delivery of Advanced Pediatric Care	3
<b>Fall 2</b>	NURS 7012 Advanced Practice Nursing in Pediatric Primary Care, Part I	3
	NURS 7013 Advanced Health Assessment and Clinical Reasoning	2
	NURS 7015 Advanced Health Assessment Applications for the Primary Care Pediatric Nurse Practitioner	1
<b>Spring 2</b>	NURS 7021 Advanced Practice Nursing in Pediatric Primary Care, Part II	3
	NURS 7035 Practicum in Acute Health Care of Children	4
<b>Summer 2</b>	NURS 7085 Advanced Pediatric Primary Care Preceptorship	5
	NURS 6075 Professional Formation IV: Transition to Advanced Nursing Practice	1
<b>Total Hours</b>		<b>40</b>

**Pediatric Nurse Practitioner - Primary Care Specialty Track 3-Year, Part-Time Curriculum  
Plan: VUMC Employees Only**

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
<b>Spring 1</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
<b>Fall 2</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 7011	Health Promotion of Behavior Development: Birth through Adolescence	3
<b>Spring 2</b>	NURS 7023	Advanced Pharmacotherapeutics	3
<b>Summer 2</b>	NURS 7032	Current Issues in Delivery of Advanced Pediatric Care	3
<b>Fall 3</b>	NURS 7012	Advanced Practice Nursing in Pediatric Primary Care, Part I	3
	NURS 7013	Advanced Health Assessment and Clinical Reasoning	2
	NURS 7015	Advanced Health Assessment Applications for the Primary Care Pediatric Nurse Practitioner	1
<b>Spring 3</b>	NURS 7021	Advanced Practice Nursing in Pediatric Primary Care, Part II	3
	NURS 7035	Practicum in Primary Health Care of Children	4
<b>Summer 3</b>	NURS 7085	Advanced Pediatric Primary Care Preceptorship	5
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
<b>Total Hours</b>			<b>40</b>

For specific information regarding this program, please contact the PNP-Primary Care Specialty Coordinator:

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## Pediatric Primary Care Nurse Practitioner Sample Post Master's Certificate Curriculum Plan

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>
<b>Fall</b>	NURS 7013    Advanced Health Assessment and Clinical Reasoning	2
	NURS 7015    Advanced Health Assessment Applications for the Primary Care Pediatric Nurse Practitioner	1
	NURS 6010    Advanced Pathophysiology	3
	NURS 7011    Health Promotion of Behavior Development: Birth through Adolescence	3
	NURS 7012    Advanced Practice Nursing in Pediatric Primary Care, Part I	3
<b>Spring</b>	NURS 7023    Advanced Pharmacotherapeutics	3
	NURS 7021    Advanced Practice Nursing in Pediatric Primary Care, Part II	3
	NURS 7035    Practicum in Acute Health Care of Children	4
<b>Summer</b>	NURS 7032    Current Issues in the Delivery of Advanced Pediatric Care	3
	NURS 7085    Advanced Pediatric Primary Care Preceptorship	5
<b>Total Hours</b>		<b>30</b>

Sample plan only. Submit MSN transcript and resume to Brittany Nelson, Specialty Director, for gap analysis to determine program of studies. The Gap Analysis compares the academic transcript to course requirements necessary to qualify for PNCB certification by exam.

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## Psychiatric-Mental Health Nurse Practitioner (Lifespan) Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall</b>	NURS 6010	Advanced Pathophysiology	3	42			42
	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2	28			28
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1			28	28
	NURS 6020	Advanced Pharmacotherapeutics	3	42			42
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28			28
	NURS 7212	Models and Theories of Psychiatric Mental Health Nursing	2	28			28
	NURS 7215	Theoretical Foundations and Practicum for Psychiatric-Mental Health Nursing Across the Lifespan	3	14		70	28
<b>Semester Total</b>		<b>16</b>	<b>182</b>	<b>0</b>	<b>70</b>	<b>56</b>	<b>308</b>
<b>Spring</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42			42
	NURS 7205	Advanced Health Assessment Applications for the Psychiatric-Mental Health Nurse Practitioner	1		10	60	70
	NURS 7221	Neuroscience for Mental Health Practitioners	3	42			42
	NURS 7222	Psychopharmacology	2	28			28
	NURS 7225	Practicum in Psychiatric-Mental Health Nursing with Individuals, Groups and Families	4		14	245	259
<b>Semester Total</b>		<b>13</b>	<b>112</b>	<b>24</b>	<b>305</b>	<b>0</b>	<b>441</b>
<b>Summer</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	42			42
	NURS 7231	Population-Based Mental Health Care Across the Lifespan	2	28			28
	NURS 7232	Advanced Psychopharmacology	2				
	NURS 7295	Psychiatric-Mental Health Nurse Practitioner Preceptorship	4		14	245	259
	<b>Semester Total</b>		<b>12</b>	<b>70</b>	<b>14</b>	<b>245</b>	<b>0</b>
<b>Program Total</b>		<b>41</b>	<b>364</b>	<b>38</b>	<b>620</b>	<b>56</b>	<b>1078</b>

## Psychiatric-Mental Health Nurse Practitioner (Lifespan) 2-Year, Part-Time Curriculum Plan

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
<b>Spring 1</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 7221	Neuroscience for Mental Health Practitioners	3
	NURS 7222	Psychopharmacology	2
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 7232	Advanced Psychopharmacology	2
<b>Fall 2</b>	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1
	NURS 7212	Models and Theories of Psychiatric Mental Health Nursing	2
	NURS 7215	Theoretical Foundations and Practicum for Psychiatric-Mental Health Nursing Across the Lifespan	3
<b>Spring 2</b>	NURS 7205	Advanced Health Assessment Applications for the Psychiatric-Mental Health Nurse Practitioner	1
	NURS 7225	Practicum in Psychiatric-Mental Health Nursing with Individuals, Groups and Families <i>Elective (optional 1-2 credits)</i>	4
<b>Summer 2</b>	NURS 7231	Population-Based Mental Health Care Across the Lifespan	2
	NURS 7295	Psychiatric-Mental Health Nurse Practitioner Preceptorship	4
<b>Total Hours</b>			<b>41</b>

## MSN in Psychiatric-Mental Health Nursing (without Nurse Practitioner Foundation) Sample Post Master's Certificate Plan

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1
	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 7212	Models and Theories of Psychiatric Mental Health Nursing	2
	NURS 7215	Theoretical Foundations and Practicum for Psychiatric-Mental Health Nursing Across the Lifespan	3
<b>Spring</b>	NURS 7205	Advanced Health Assessment Applications for the Psychiatric-Mental Health Nurse Practitioner	1
	NURS 7221	Neuroscience for Mental Health Practitioners	2
	NURS 7222	Psychopharmacology	2
	NURS 7275	Psychiatric-Mental Health Nurse Practitioner Preceptorship with Child and Adolescent Focus	3
<b>Summer</b>	NURS 7231	Population-Based Mental Health Care Across the Lifespan	2
	NURS 7232	Advanced Psychopharmacology	2
	NURS 7295	Psychiatric-Mental Health Nurse Practitioner Preceptorship	4
<b>Total Hours</b>			<b>30</b>

**This program of study is designed for individuals who have completed a Master of Science in Psychiatric-Mental Health Nursing and who have current ANCC certification as a Clinical Nurse Specialist in Psychiatric-Mental Health Nursing (either Adult or Child-Adolescent focus).** This program of study prepares a Psychiatric-Mental Health Clinical Nurse Specialist to take the ANCC Psychiatric Mental Health Nurse Practitioner-Family exam. Additional courses or clinical practice may be required based on portfolio review and Gap Analysis.

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## Psychiatric-Mental Health Nurse Practitioner (Lifespan) Sample Post Master's Certificate for MSN with Nurse Practitioner Foundation Curriculum Plan

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall</b>	NURS 7212	Models and Theories of Psychiatric Mental Health Nursing	2
	NURS 7215	Theoretical Foundations and Practicum for Psychiatric-Mental Health Nursing Across the Lifespan	3
<b>Spring</b>	NURS 7221	Neuroscience for Mental Health Practitioners	2
	NURS 7222	Psychopharmacology	2
	NURS 7225	Practicum in Psychiatric-Mental Health Nursing with Individuals, Groups and Families	4
<b>Summer</b>	NURS 7231	Population-Based Mental Health Care Across the Lifespan	2
	NURS 7232	Advanced Psychopharmacology	2
	NURS 7295	Psychiatric-Mental Health Nurse Practitioner Preceptorship	4
<b>Total Hours</b>			<b>21</b>

\*Course of Studies individualized based on portfolio review and Gap Analysis. **Sample for applicants with Nurse Practitioner background but no psychiatric-mental health course work.**

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## Women's Health Nurse Practitioner Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall</b>	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2	28				28
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1				28	28
	NURS 6020	Advanced Pharmacotherapeutics	3	42				42
	NURS 6034	Adult-Gerontology Primary Care I	3	28	28			56
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28				28
	NURS 7305	Advanced Health Assessment Applications for the WHNP	1				28	28
	NURS 7310	Women's Health for Advanced Practice Nursing I	3	42				42
<b>Semester Total</b>			<b>15</b>	<b>168</b>	<b>28</b>	<b>0</b>	<b>56</b>	<b>252</b>
<b>Spring</b>	NURS 6010	Advanced Pathophysiology	3	42				42
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42				42
	NURS 7315	Practicum in Woman's Health	4			280		280
	NURS 7320	Women's Health for Advanced Practice Nursing II	3	42				42
	<b>Semester Total</b>			<b>13</b>	<b>126</b>	<b>0</b>	<b>280</b>	<b>0</b>
<b>Summer</b>	NURS 6031	Advanced Practice Nursing in Primary Care of the Adolescent	1	14				14
	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56				56
	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1	14				14
	NURS 7330	Women's Health Issues	1	14				14
	NURS 7395	Preceptorship in Women's Health	5			350		350
	<b>Semester Total</b>			<b>12</b>	<b>98</b>	<b>0</b>	<b>350</b>	<b>0</b>
<b>Program Total</b>			<b>40</b>	<b>392</b>	<b>28</b>	<b>630</b>	<b>56</b>	<b>1106</b>



## Women's Health Nurse Practitioner 2-Year, Part-Time Curriculum Plan

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 7310	Women's Health for Advanced Practice Nursing I	3
<b>Spring 1</b>	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 7320	Women's Health for Advanced Practice Nursing II	3
<b>Fall 2</b>	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1
	NURS 6034	Adult-Gerontology Primary Care I	3
	NURS 7305	Advanced Health Assessment Applications for the Women's Health Nurse Practitioner	1
<b>Spring 2</b>	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
	NURS 7315	Practicum in Women's Health	4
	NURS 7330	Women's Health Issues	1
<b>Summer 2</b>	NURS 6031	Advanced Practice Nursing in the Primary Care of the Adolescent	1
	NURS 7395	Preceptorship in Women's Health	5
<b>Total Hours</b>			<b>40</b>

**Women's Health Nurse Practitioner 3-Year, Part-Time Curriculum Plan: VUMC Employees  
Only**

<b>Semester</b>	<b>Course Number and Name</b>		<b>Credit Hours</b>
<b>Fall 1</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
<b>Spring 1</b>	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 7330	Women's Health Issues	1
<b>Fall 2</b>	NURS 7310	Women's Health for Advanced Practice Nursing I	3
<b>Spring 2</b>	NURS 6020	Advanced Pharmacotherapeutics	3
<b>Summer 2</b>	NURS 6031	Advanced Practice Nursing in the Primary Care of the Adolescent	1
	NURS 7320	Women's Health for Advanced Practice Nursing II	3
<b>Fall 3</b>	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1
	NURS 6034	Adult-Gerontology Primary Care I	3
	NURS 7305	Advanced Health Assessment Applications for the Women's Health Nurse Practitioner	1
<b>Spring 3</b>	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
	NURS 7315	Practicum in Women's Health	4
<b>Summer 3</b>	NURS 7395	Preceptorship in Women's Health	5
<b>Total Hours</b>			<b>40</b>

## Women's Health Nurse Practitioner Sample Curriculum Plan for Post Master's Certificate

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall</b>	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1
	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6034	Adult-Gerontology Primary Care I	3
	NURS 7305	Advanced Health Assessment Applications for the Women's Health Nurse Practitioner	1
	NURS 7310	Women's Health for Advanced Practice Nursing I	3
<b>Spring</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 7315	Practicum in Women's Health	4
	NURS 7320	Women's Health for Advanced Practice Nursing II	3
<b>Summer</b>	NURS 6031	Advanced Practice Nursing in the Primary Care of the Adolescent	1
	NURS 7330	Women's Health Issues	1
	NURS 7395	Preceptorship in Women's Health	5
<b>Total Hours</b>			<b>30</b>

## Women's Health Nurse Practitioner/Adult-Gerontology Primary Care Nurse Practitioner Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall 1</b>	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2	28			28
	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1			28	28
	NURS 6020	Advanced Pharmacotherapeutics	3	42			42
	NURS 6034	Adult-Gerontology Primary Care I	3	42			42
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28			28
	NURS 6205	Advanced Health Assessment Applications for the Adult-Gerontology Primary Care Nurse Practitioner	1			28	28
	NURS 7305	Advanced Health Assessment Applications for the WHNP	1			28	28
	NURS 7310	Women's Health for Advanced Practice Nursing I	3	42			42
	<b>Semester Total</b>		<b>16</b>	<b>182</b>	<b>0</b>	<b>0</b>	<b>84</b>
<b>Spring 1</b>	NURS 6010	Advanced Pathophysiology	3	42			42
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42			42
	NURS 6215	Adult-Gerontology Primary Care Nurse Practitioner Clinical I	4			280	280
	NURS 6234	Adult-Gerontology Primary Care II	3	42			42
	NURS 6236	Advanced Concepts in Care of the Elderly	2	28			28
	<b>Semester Total</b>		<b>15</b>	<b>154</b>	<b>0</b>	<b>280</b>	<b>0</b>
<b>Summer 1</b>	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56			56
	NURS 6231	Essential Procedures for the Primary Care Provider	2	28			28
	NURS 7315	Practicum in Woman's Health	4			280	280
	NURS 7320	Women's Health for Advanced Practice Nursing II	3	42			42
	<b>Semester Total</b>		<b>13</b>	<b>126</b>	<b>0</b>	<b>280</b>	<b>0</b>

**Fall 2 and Spring 2 Curriculum Plans continued on next page**

**Women's Health Nurse Practitioner/Adult-Gerontology Primary Care Nurse Practitioner  
Curriculum Plan and Required Hours, continued**

<i>Semester</i>	<i>Course Number and Name</i>	<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
<b>Fall 2</b>	NURS 6031 Advanced Practice Nursing in the Primary Care of the Adolescent	1	14				14
	NURS 6075 Professional Formation IV: Transition to Advanced Nursing Practice	1	14				14
	NURS 6295 Adult-Gerontology Primary Care Nurse Practitioner Clinical II	4			280		280
<b>Semester Total</b>		<b>6</b>	<b>28</b>	<b>0</b>	<b>280</b>	<b>0</b>	<b>308</b>
<b>Spring 2</b>	NURS 7330 Women's Health Issues	1	14				14
	NURS 7395 Preceptorship-Women's Health	5			350		350
	<b>Semester Total</b>		<b>6</b>	<b>14</b>	<b>0</b>	<b>350</b>	<b>0</b>
<b>Program Total</b>		<b>56</b>	<b>504</b>	<b>0</b>	<b>1190</b>	<b>84</b>	<b>1778</b>

## Women's Health Nurse Practitioner/Adult-Gerontology Primary Care Nurse Practitioner Part-Time Curriculum Plan

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
<b>Fall 1</b>	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
	NURS 6034	Adult-Gerontology Primary Care I	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
<b>Spring1</b>	NURS 6010	Advanced Pathophysiology	3
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
<b>Summer 1</b>	NURS 6031	Advanced Practice Nursing in the Primary Care of the Adolescent	1
	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 6231	Essential Procedures for the Primary Care Provider	2
<b>Fall 2</b>	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1
	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6205	Advanced Health Assessment Applications for Adult-Gerontology Primary Care Nurse Practice	1
	NURS 7305	Advanced Health Assessment Applications for the Women's Health Nurse Practitioner	1
	NURS 7310	Women's Health for Advanced Practice Nursing	3
<b>Spring 2</b>	NURS 6215	Adult-Gerontology Primary Care Nurse Practitioner Clinical I	4
	NURS 6234	Adult-Gerontology Primary Care II	3
<b>Summer 2</b>	NURS 7315	Practicum in Women's Health	4
	NURS 7320	Women's Health for Advanced Practice Nursing II	3
<b>Fall 3</b>	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
	NURS 6236	Advanced Concepts in the Care of the Elderly	2
	NURS 6295	Adult-Gerontology Primary Care Nurse Practitioner Clinical II	4
<b>Spring 3</b>	NURS 7330	Women's Health Issues	1
	NURS 7395	Preceptorship in Women's Health	5
<b>Total Hours</b>			<b>56</b>