VANDERBILT UNIVERSITY | School of Nursing

2019-2020 STUDENT HANDBOOK

MASTER OF SCIENCE IN NURSING • POST MASTER'S CERTIFICATE

DOCTOR OF NURSING PRACTICE

SCHOOL OF NURSING

VANDERBILT UNIVERSITY SCHOOL OF NURSING | NASHVILLE, TENNESSEE

VANDERBILT UNIVERSITY

SCHOOL OF NURSING

MSN, POST-MASTER'S CERTIFICATE

and DNP PROGRAM

STUDENT HANDBOOK

2019-2020

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 anticipate 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 2019-2020

Fall Semester 2019	
August 14, 15 (Wed -Thurs)	MSN Pre-Specialty Level New Student Orientation
August 14, 15 (Wed - Thurs)	ASN-MSN Level New student orientation
August 16 (Fri)	ASN-MSN Level – 1st day of class
August 16 (Fri)	MSN Pre-Specialty Level classes begin
August 19, 20 (Mon - Tues)	MSN Specialty Level Orientation (BSN and MSN entry)
August 20 (Tues)	Orientation for MSN students progressing to the MSN Specialty Level (afternoon only)
August 19 – 23 (Mon – Friday)	PhD Student Orientation and Intensive
August 21 (Wed)	MSN Specialty Level classes begin-*Important: Please check the class schedule for specific information on start dates for required classes.*
August 26 – August 29 (Mon - Thurs)	DNP Student Orientation and Intensive
August 30 (Fri)	End of Student Change Period
September 2 (Mon)	Labor Day – No VUSN classes
October 4 (Fri)	Last day to withdraw with a "W"
October 5 (Sat)	MSN and DNP Fall Open House
October 17 – 19 (Thurs-Sat)	Vanderbilt Homecoming/Reunion
November 23 – December 1 (Sat – Sun)	Thanksgiving Break – No VUSN classes
December 6 (Fri)	Last day of classes for all students
December 6 (Fri)	December Pinning Ceremony
December 9, 10, 11 (Mon – Wed)	Final Exams
Spring Semester 2020	
January 6 (Mon)	First day of Spring semester for Pre-Specialty & Specialty Courses *Important: Please check your specialty class schedule for specific information on start dates for required classes*
January 13 - 16 (Mon – Thurs)	PhD and DNP Intensive
January 17 (Fri)	End of Student Change period
January 20 (Mon)	MLK Day for all students – No VUSN classes
February 19 (Wed)	Last Day to withdraw with a "W"
February 29 – March 8 (Sat – Sun)	Spring Break
February 29 (Sat)	MSN and DNP Spring Open House
April 17 (Fri)	Classes end
April 20, 21, 22 (Mon – Wed)	Final Exams
IMPORTANT: MSN Pre-Specialty Clinical continues during the week of final exams	
Summer Semester 2020	
May 4 (Mon)	First Day of Summer Semester for **Pre-Specialty and Specialty level students** *Important: Please check the class schedule for your specialty to confirm your first day of class.*
May 7 (Thurs)	Reception for Graduates May Pinning Ceremony
May 8 (Fri)	Commencement
May 11-14 (Mon – Thurs)	PhD and DNP intensive
May 14 (Thurs)	End of Student Change period
May 25 (Mon)	Memorial Day – No VUSN classes
June 5 (Fri)	Last day to withdraw with a "W"
July 4 (Sat)	July 4 holiday – No VUSN classes
August 2 (Sun)	Pinning Ceremony for Summer, 2020 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 278 School of Nursing. Her Administrative Associate, Carolyn Schettler, is located in School of Nursing, room 277. 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 Program Manager, Carolyn Schettler, at (615) 343-3241 and located in 277 SON. 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 258 Frist Hall.

ASSISTANT DEAN FOR ACADEMICS and ASSISTANT DEAN FOR DIVERSITY & INCLUSION

As Assistant Dean for Academics, Rolanda Johnson, PhD, RN assists with academic planning, program review, development and implementation of VUSN policies relative to academic affairs. She also assists students who have special curriculum needs or those who are experiencing academic difficulty.

As Assistant Dean for Diversity and Inclusion, Dr. Johnson, is responsible for the oversight of diversity and inclusion initiatives within VUSN. These include but are not limited to the evaluation of the learning environment and collaboration with the admissions office to continue to promote a more diverse and inclusive VUSN community. Dr. Johnson may be reached via e-mail at rolanda.johnson@vanderbilt.edu or at (615) 343-7879 and is located in School of Nursing, room 276. Her administrative associate is located in room 276 of the School of Nursing and can be reached at 615-322-2515.

ASSISTANT DEAN FOR ACADEMICS, ADVANCED NURSING PRACTICE

As Assistant Dean for Academics, Advanced Nursing Practice, Brian Widmar, PhD, RN, ACNP-BC, CCRN, CNE, FAANP, assists with academic planning, program review, development and implementation of VUSN policies relative to advance practice nursing education. He also assists students who have special curriculum needs or those who are experiencing academic difficulty.

Dr. Widmar may be reached via e-mail at brian.widmar@vanderbilt.edu or at (615) 875-8799 and is located in Godchaux Hall, room 310. His administrative associate is located in Godchaux Hall, room 304 and can be reached at 615-322-7398.

ASSISTANT DEAN FOR ACADEMICS, GENERALIST NURSING PRACTICE

As Assistant Dean for Academics, Generalist Nursing Practice, Mary A. Jessee, PhD, RN, assists with academic planning, program review, development and implementation of VUSN policies relative to generalist nursing education. She also assists students who have special curriculum needs or those who are experiencing academic difficulty.

Dr. Jessee may be reached via e-mail at mary.a.jessee@vanderbilt.edu or at (615) 343-1629 and is located in School of Nursing, room 544. Her administrative associate is located in room 542 of the School of Nursing and can be reached at 615-343-6745.

ASSISTANT DEAN FOR ACADEMICS, DOCTORAL NURSING PRACTICE

As Assistant Dean for Academics, Doctoral Nursing Practice, Terri L. Allison, DNP, ACNP-BC, FAANP, assists with academic planning, program review, development and implementation of VUSN policies relative to nursing practice doctorate education. She also assists students who have special curriculum needs or those who are experiencing academic difficulty.

Dr. Allison may be reached via email at terri.allison@vanderbilt.edu or at (615) 343-7732 and is located in Godchaux Hall, room 224. Her administrative associate is located in room 223 of Godchaux Hall and can be reached at 615-343-8419.

Responsibilities include:

1. Long-range academic planning, program review, development and implementation of academic policies.
2. Monitor academic progression of students and assist with academic coaching.
3. Collaboration with the VUSN Diversity and Inclusion Committee regarding VUSN diversity initiatives and activities for faculty, staff, and students.
4. Development and oversight of the VUSN diversity and inclusion strategic plan.
5. Foster alignment of VUSN diversity and inclusion goals with those of Vanderbilt University.

ASSISTANT DEAN FOR STUDENT AFFAIRS

The Assistant Dean for Student Affairs, Sarah Ramsey, is located in room 179, School of Nursing. 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. You may also contact her administrative associate, Allie Saxon, at 615-322-2814 or in 175 School of Nursing.

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 (University Counseling Center, Student Health, Equal Opportunity, Affirmative Action, and Disability Services Department, 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 RECRUITMENT AND ENROLLMENT MANAGEMENT

The Assistant Dean for Recruitment and Enrollment Management, Paddy Peerman, is located in School of Nursing, room 176. The administrative assistant for the admissions office, Bernie Rimgale, is located in room 170. She 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 Recruitment include:

1. Identifying prospective students
2. Overseeing the recruitment process from initial inquiry to enrollment
3. Coordinating change in specialty.

ASSISTANT UNIVERSITY REGISTRAR AND DIRECTOR OF NURSING STUDENT RECORDS

The Assistant University Registrar and Director of Nursing Student Records, Sara Donahoe, is located in the School of Nursing, room 173. 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.a.donahoe@vanderbilt.edu.

PROGRAM COORDINATOR – OFFICE OF THE REGISTRAR

The Program Coordinator for the Office of the Registrar, Terry Walker is located in room 172 School of Nursing. She serves as the assistant to the Assistant University Registrar and Director of Nursing Student Records, Sara Donahoe. She is available to provide assistance with issues related to education/enrollment verification forms and letters, transcripts, document notarization, and any enrollment issues. You may contact Terry at her office (615) 875-1118 or via email at terry.walker@vanderbilt.edu.

Responsibilities of the Student Records Office 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

ACADEMIC COACHING SERVICES

Dr. Rolanda Johnson serves as additional faculty resources for students who need supplemental academic support. Dr. Johnson is available to provide assistance with study, test-taking, and writing skills. Students who experience academic difficulty should contact the course faculty and Dr. Johnson 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 in the School of Nursing, room 275, by phone at (615) 343-7879, or by e-mail at rolanda.johnson@vanderbilt.edu.

DIRECTOR OF STUDENT FINANCIAL AID SERVICES

The Director of Student Financial Aid Services, Kristie Smith, is located in School of Nursing, room 180. 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.

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 Coaching Services, Equal Opportunity, Affirmative Action, and Disability Services Department, Counseling Center, Student Health Services, Senior Associate Dean for Academics

SENIOR DIRECTOR OF CLINICAL PLACEMENT

Elizabeth Rapisarda. The Clinical Placement team is located in the School of Nursing, rooms 281-287. The Clinical Placement staff work with faculty to support students in securing appropriate clinical rotations during their time at VUSN. The staff are also responsible for negotiating affiliation agreements between agencies and Vanderbilt, and ensuring students have met all the necessary requirements before beginning their rotations. More information about Clinical Placement is available here. You can reach Ms. Rapisarda at 615.322.3684 or elizabeth.rapisarda@vanderbilt.edu.

LOCATION OF ADMINISTRATIVE OFFICES

Dean of the School of Nursing	Linda Norman	111 Godchaux
Senior Associate Dean for Academics	Mavis Schorn	278 School of Nursing
Senior Associate Dean for Clinical & Community Partnerships	Pam Jones	215 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 & Assistant Dean for Diversity and Inclusion	Rolanda Johnson	275 School of Nursing

Assistant Dean for Academics, Advanced Nursing Practice	Brian Widmar	310 Godchaux
Assistant Dean for Academics, Generalist Nursing Practice	Mary Jessee	544 School of Nursing
Assistant Dean for Academics, Doctoral Nursing Practice	Terri Allison	224 Godchaux
Assistant Dean for Enrollment Management	Paddy Peerman	176 School of Nursing
Assistant Dean for Student Affairs	Sarah Ramsey	179 School of Nursing
Manager, FNIC Support	Ryan McNew	264 Frist Hall
Center for Research Development & Scholarship	Mariann Piano	415 Godchaux
Senior Director of Clinical Placement	Elizabeth Rapisarda	285 School of Nursing
Director of PhD Program	Sheila Ridner	525 Godchaux
Office of VUSN Financial Services	Kristie Smith	180 School of Nursing
Assistant University Registrar and Director of Nursing Student Records	Sara Donahoe	173 School of Nursing

DNP PROGRAM ADMINISTRATION

ASSISTANT DEAN FOR ACADEMICS, DOCTORAL NURSING PRACTICE

The Assistant Dean for Academics, Doctoral Nursing Practice, Terri L. Allison, DNP, ACNP-BC, FAANP, is located in 224 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.

DNP PROGRAM ASSISTANT DIRECTOR

The Doctor of Nursing Practice Program Assistant Director, Karen Hande, DNP, ANP-BC, CNE, FAANP, is located in 221 Godchaux Hall. Appointments with the DNP program assistant director may be scheduled by calling (615) 875-8713 or by e-mail at karen.a.hande@vanderbilt.edu.

DNP PROGRAM ADMINISTRATIVE MANAGER

The DNP Program Administrative Manager, Pam Pettis, is located in 223 Godchaux Hall.
Telephone: (615) 343-8419
E-mail: pam.pettis@vanderbilt.edu

DNP PROGRAM DEPARTMENT PROGRAM COORDINATOR II

The DNP Program Department Program Coordinator II, Kimberly Harrison, is located in 222 Godchaux Hall.
Telephone: (615) 343-5859
E-mail: kimberly.harrison@vanderbilt.edu

MSN PROGRAM ADMINISTRATION

PRESPECIALTY
Assistant Dean for Academics, Generalist Nursing Practice, Mary A. Jessee, PhD, RN
544 School of Nursing
PHONE: 615-343-1629
E-mail: mary.a.jessee@vanderbilt.edu

ASN to MSN

Director, ASN-MSN, Sarah C. Fogel, PhD, RN, FAAN
350 Frist Hall
PHONE: 615-343-0098
E-mail: sarah.fogel@vanderbilt.edu

ADULT-GERONTOLOGY ACUTE CARE NURSE PRACTITIONER (AGACNP)

Director, Adult-Gero Acute Care NP Specialty, S. Brian Widmar, PhD, RN, ACNP-BC, CCRN, FAANP
310 Godchaux Hall
Phone: 615-875-8799
E-mail: brian.widmar@vanderbilt.edu

ADULT-GERONTOLOGY PRIMARY CARE NURSE PRACTITIONER (AGPCNP)

Director, Adult-Gerontology Primary Care Nurse Practitioner Specialty, Leslie W. Hopkins, DNP, APRN, BC, FNP-BC, ANP-C
384 Frist Hall
Phone: 615-322-3029
E-mail: leslie.hopkins@vanderbilt.edu

EMERGENCY NURSE PRACTITIONER (FNP/AGACNP Dual Focus)

Associate Professor of Nursing & Emergency Nurse Practitioner (ENP) Coordinator, Jennifer Wilbeck   DNP, ACNP-BC, FNP-BC, ENP-C, FAANP
308 Godchaux Hall, Phone: 615-322-4195
E-mail: jennifer.wilbeck@vanderbilt.edu

FAMILY NURSE PRACTIONER (FNP)

Director, Family NP Specialty, Courtney J. Pitts, DNP, MPH, FNP-BC, Assistant Professor of Nursing
352 Frist Hall
Phone: 615-875-4008 E-mail: courtney.j.pitts@vanderbilt.edu

NEONATAL NURSE PRACTITIONER (NNP)

Director, Neonatal NP Specialty, Karen D'Apolito, PhD, NNP-BC, FAAN
348 Frist Hall
Phone: 615-343-2682
E-mail: karen.dapolito@vanderbilt.edu

NURSE-MIDWIFERY (NM)

Director, Nurse-Midwifery Specialty Professor of Nursing, Julia Phillippi, PhD, CNM, FACNM, FAAN
517 Godchaux Hall
Phone: 615-343-2683
E-mail: julia.phillippi@vanderbilt.edu

NURSE-MIDWIFERY/FAMILY NURSE PRACTITIONER DUAL FOCUS (NM/FNP)

Director, Nurse-Midwifery Specialty Professor of Nursing, Julia Phillippi, PhD, CNM, FACNM, FAAN
Director, Family NP Specialty, Courtney J. Pitts, DNP, MPH, FNP-BC Assistant Professor of Nursing
E-mail: julia.phillippi@vanderbilt.edu & courtney.j.pitts@vanderbilt.edu

NURSING AND HEALTH CARE LEADERSHIP (NHCL)

Interim Director, Nursing and Health Care Leadership Specialty, Rick Watters, PhD, RN
218 Godchaux Hall
PHONE: 615-875-8691
E-mail: richard.watters@vanderbilt.edu

NURSING INFORMATICS (NI)

Director, Nursing Informatics Specialty, Patricia Sengstack, DNP, RN-BC, CPHIMS, FAAN
272 School of Nursing
PHONE: 615-343-4930
E-mail: patricia.r.sengstack@vanderbilt.edu

PEDIATRIC NURSE PRACTITIONER - ACUTE CARE (PNPAC)

Director, Pediatric NP-Acute Care Specialty, Sheree H. Allen, DNP, APRN, CPNP-AC/PC
307 Godchaux Hall
Phone: 615-343-4385
E-mail: sheree.allen@vanderbilt.edu

PEDIACTRIC NURSE PRACTITIONER - PRIMARY CARE (PNPPC)

Director, Pediatric NP-Primary Care Specialty, Brittany Nelson, DNP, CPNP-PC
303 Godchaux Hall
Phone: 615-322-8267
E-mail: brittany.h.nelson@vanderbilt.edu

PSYCHIATRIC-MENTAL HEALTH NURSE PRACTITIONER (Lifespan) (PMHNP)

Director, Psychiatric Mental Health Nurse Practitioner (Lifespan) Specialty,
Dawn Vanderhoef, PhD, DNP, PMHNP/CS-BC
210 Godchaux
Phone: 615-322-0848
E-mail: dawn.m.vanderhoef@vanderbilt.edu

WOMEN'S HEALTH NURSE PRACTITIONER (WHNP)

Director, Women's Health NP Specialty, Ginny Moore, DNP, WHNP-BC
603 B Godchaux Hall
Phone: 615-875-4005
E-mail: ginny.moore@vanderbilt.edu

WOMEN'S HEALTH NURSE PRACTITIONER/ADULT GERONTOLOGY PRIMARY CARE NURSE PRACTITIONER (WHNP/AGPCNP)

Director, Women's Health NP Specialty, Ginny Moore, DNP, WHNP-BC
Director, Adult-Gerontology Primary Care Nurse Practitioner Specialty, Leslie W. Hopkins, DNP, APRN, BC, FNP-BC, ANP-C
E-mail: ginny.moore@vanderbilt.edu & leslie.hopkins@vanderbilt.edu

VUSN: SCHOOL OF NURSING BUILDING

VUSN SKILLS AND SIMULATION LAB

Simulation Lab – 3rd Floor of School of Nursing

VUSN houses a center for achieving and advancing skills in nursing science in a student-forward environment. From the acquisition of tactical skills to the application of progressing clinical reasoning, students are able to explore in a setting that is safe to grow and develop their nursing foundations. This space allows for students to be exposed to a variety of challenges in current healthcare settings through high-fidelity simulation and augmented or virtual reality environments. Students have the opportunity to test clinical reasoning and tactical skill that may not be experienced during their intensive training. From foundation refinement to specialty-specific competency building, the lab is a robust learning environment.

Opened in January 2019, the space consists of 13 bays equipped with the latest technology in simulation capture, advanced manikin simulators, and a variety of skill task trainers. Scenarios are

brought to life by faculty working behind the scenes in "control rooms" who manage the variables consistent with diagnostic patterns for the application of knowledge, reasoning and skills. Each simulation session has three primary parts: prebrief, scenario, and debrief. During prebrief, students are prepped with learning objectives, scenario back story, and general participant expectations. With the help of suspended disbelief, the scenario and environment allow for the students to care for a person in the clinical setting. The scenario may be recorded or broadcast to students in classrooms for observation. At the end of the scenario, participants gather for a debriefing of the event. This allows for student-led deeper learning, discussion and reflection.

Simulation is a team sport, as is healthcare. The current simulation team consists of simulation nurses, simulation researcher, simulation technician, and a lab director. The team is guided by the standards set forth by the International Nursing Association for Clinical Simulation and Learning and the Society for Simulation in Healthcare. The team is dedicated to advancing the mission, vision, and values of the school and its students.

VUSN: COMPUTING SERVICES

COMPUTING-RELATED INFORMATION

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. You may bring your headphones, if desired. 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.

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.

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.

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, School of Nursing 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 <u>not</u> install software on lab computers.

V-mail Access and Help: V-mail Outlook Web Access https://email.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.

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. 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.) If you receive a VUMC VUNetID, it expires on a yearly basis and if needed will have to be extended for each additional required year with a request from the student.

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.

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 personal files, because such activity will limit availability to others, or for transfer of patient information, for security reasons.

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:

Antonio Allen	Lan Technician	615-343-2724
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	Tech Support Specialist	615-875-5634
Mazo Freeman	Program Coordinator	615-343-3950
Tim Groves	Lead Technical Support	615-875-9069
Scot Loerch	Sr. LAN Manager	615-343-5623 or 615-491-2547
Ryan McNew	Assistant Director	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 II	615-875-9673
Carrie Sennett	Academic Instructional Designer	615-875-8152
Clay Sturgeon	Manager, Media Services	615-343-3332 or 615-491-2887
Caroline Taylor	Sr. Graphics Designer	615-343-5696
Greg Tipton	Media Producer/Director	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 six (6) cents a page in black and white, twenty-five (25) cents per page for color. (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) devices. The computers 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.

REMOTE PROCTOR

Remote Proctor from Software Secure Inc. (www.softwaresecure.com) is an online exam proctoring technology that enables online and distance learning students to take proctored exams from the comfort and convenience of their own home or office.

The process identifies a student and records video and audio and screen capture throughout the student's exam, which is simultaneously communicated to SSI's restricted-access secure servers. The video, audio, and screen capture are used for the purpose of ensuring academic integrity during the testing process. The purpose of this technology is to better comply with evolving accreditation standards. The remote proctor policy can be accessed at https://nursing.vanderbilt.edu/knowledge-base/knowledgebase/remote-proctor-testing-policy/. Each student is responsible for reading and following this policy during examinations and reviews.

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 U-verse service offered by AT&T. Satellite (HughesNet) or 3G or 4G 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.

Requirements for Student Home Computer and Other Resources:

Either a Windows or Mac computer

1A. Windows Computer
  a. Processor of i5 or better
  b. 8GB RAM or better, 250 GB hard drive or better, CDRW/DVDRW drive
  c. A sound card and speakers
  d. 65,000-color video display card set to display at least 1024x768 or higher
  e. An Ethernet card (built-in, wireless capability is also recommended)
  f. Windows 10 or better
  g. Microsoft Office (the latest version)
    (may be obtained FOR FREE from the Vanderbilt Software Store. https://it.vanderbilt.edu/software-store/)
  h. A Web cam may be required for some specialties

1B. Apple (if your laptop can not handle the new OS it is NOT SUPPORTED)
  a. Processor of i5 or better (Turbo m3 not recommended)
  2. 8GB RAM or better
  3. 256 GB hard drive or better (128GB not recommended)
  4. OS Sierra (10.12 or better)

1. Cable or DSL Internet service required (3G or 4G 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/techtools.html for updates)
  b. Adobe Acrobat Reader (current version)
    (http://www.adobe.com/prodindex/acrobat/readstep.html)
  c. Microsoft Security Essentials (Windows Only)
    (http://www.nursing.vanderbilt.edu/tools/techtools.html)
  d. Adobe Flash Player (http://www.adobe.com)
  e. QuickTime Player (http://www.apple.com/quicktime/download/)
  f. Skype for Business
    (https://nursing.vanderbilt.edu/tools/computer_support.php#lyncskype)
  g. Other resources:
    i. **Critical:** See our Program Technology Requirements Web page (http://www.nursing.vanderbilt.edu/tools/techtable.html)***
    ii. Personal USB drive (thumb drive) for moving files from computer to computer
    iii. A printer (optional)

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.

COMMUNICATING WITH THE SCHOOL OF NURSING

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.

Faculty/Staff Mailboxes: Please give mail for faculty and staff to the receptionist at the front desk in the atrium.

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.

FORMS

Vanderbilt University School of Nursing forms may be found on the VUSN Web site at MSN & DNP Enrollment Action Forms.

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 Colleen Welch Atrium.

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, School of Nursing, and Frist Hall by contacting Ellen Smogur via e-mail at ellen.smogur@vanderbilt.edu or at (615) 322-4400.

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. 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 $200 plus applicable fees.

Registration Hold: 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 classes in their advisees' enrollment cart.

How to Register: Log in to YES (Your Enrollment Services), then click on the student registration link on your landing page.

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 their 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.a.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.

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 enroll for specialty-level courses. For more information go to [TN Board of Nursing](#).

Students who are not Registered Nurses are required to take examinations to prepare for the NCLEX. An assessment test is administered to students during the last semester of the Pre-Specialty level.

Students who are not successful on the first writing of the NCLEX–RN are subject to withdrawal from specialty level courses with a clinical component. The student cannot attend clinical practica until the R.N. license is obtained. The program of study for full-time students will be altered because of delay in being able to participate in clinical courses. Additional semester(s) will be required to complete 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 CastleBranch. 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 University 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 their 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)
American Association of Critical Care Nurses (AACN)

Adult-Gerontology Primary Care Nurse Practitioner
American Nurses Credentialing Center (ANCC)
American Association of Nurse Practitioners (AANP)

Emergency Nurse Practitioner
American Association of Nurse Practitioners (AANP)

Family Nurse Practitioner
American Nurses Credentialing Center (ANCC)
American Association of Nurse Practitioners (AANP)

* Informatics
American Nurses Credentialing Center (ANCC)

* Healthcare Leadership
National Center for Healthcare Leadership

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 (PNCB)

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)

* Graduates of the Nursing and Health Care Leadership and Nursing Informatics specialties are not required to obtain Advanced Practice Registered Nurse licensure.

OTHER CAMPUS RESOURSES

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 615-343-2665 or visit www.vubookstore.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

MYVU: This is an online service at 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.

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 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 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.

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.

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.

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.

CAMPUS SECURITY

Vanderbilt University Public Safety: http://publicsafety.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

Vanderbilt University Public Safety (VUPS), (615) 322-2745, is a professional law enforcement agency dedicated to the protection and security of Vanderbilt University and its diverse community.

Vanderbilt University Public Safety 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 VUPS 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 Public Safety 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 VUPS, text VUPS, or call 911. When you select to either call or text VUPS, Communications Officers will be able to see your GPS location when enabled on your phone. These options allow VUPS 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 VUPS, view information about Vandy Vans, assign a contact to monitor your safety at your request, view VUPS 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 VUPS 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).

VUPS 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://publicsafety.vanderbilt.edu/.

Additional information on security measures and crime statistics for Vanderbilt is available from the VUPS, 111 28th Avenue South, Nashville, TN 37212. Information is also available at https://publicsafety.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-family-center/, provides additional information concerning child care, elder care, summer camps, tutoring services, and school-age child care.

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

EQUITY, DIVERSITY AND INCLUSION OFFICE

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/.

LIBRARIES

Library	Location	Phone
Biomedical	Eskind Biomedical Library 2209 Garland Avenue Nashville, TN 37232-8340	(615) 936-1410

Arts & Sciences	Central Library 419 21st Avenue South Nashville, TN 37203-2427	(615) 322-2800
Divinity	Divinity Library 419 21st Avenue South Nashville, TN 37203-2427	(615) 322-2865
Education	Peabody Library 230 Appleton Place Nashville, TN 37203	(615) 322-8098
Law	Alyne Queener Massey Law Library 131 21st Avenue South Nashville, TN 37203	(615) 322-2568
Management	Walker Management Library 401 21st Avenue South Nashville, TN 37203	(615) 322-2970
Music	Anne Potter Wilson Music Library 2400 Blakemore Avenue Nashville, TN 37212	(615) 322-7695
Science & Engineering	Sarah Shannon Stevenson Science & Engineering Library 419 21st Avenue South Nashville, TN 37203-2427	(615) 322-2775
Special Collections and University Archives	419 21st Avenue South Nashville, TN 3720	615-322-2807

The Eskind Biomedical Library building has been closed for renovation in the 2017-18 school year and will reopen in July 2018. During the renovation, the Eskind library staff was relocated and distributed among the other campus libraries. They 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 Central Library. For more information, visit www.library.vanderbilt.edu.

The holdings of the Jean and Alexander Heard Libraries system of nine libraries 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.

LGBTQI LIFE OFFICE

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.

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.

PARKING, VEHICLE REGISTRATION, AND ALTERNATIVE TRANSPORTATION

Parking space on campus is limited. Motor vehicles operated on campus at any time by students, faculty, or staff must be registered with VUPD Parking Services located at 28th Avenue South in the 2800 Building. A fee is charged. Parking regulations are published annually and are strictly enforced. More information is available at www.vanderbilt.edu/parking.

Bicycles must be registered with Vanderbilt University Public Safety.

All graduate and professional students can ride to and from the Vanderbilt campus free of charge on Nashville's Metropolitan Transit Authority buses. To use this service, a valid student ID card is required for boarding the bus.

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 harassment and intimate partner violence and engages the campus community in bystander intervention efforts and sexual misconduct prevention.

Project Safe offers bystander intervention training, an online prevention education module, and a variety of programs and presentations on consent, healthy relationships, sexual harassment and assault, dating/domestic violence, and stalking prevention. 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.

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 aware-ness, 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 Cafe, Nashville's only kosher and vegetarian restaurant. For further information about the Schulman Center, please call (615) 322-8376 or email hillel@vanderbilt.edu.

STUDENT ACCESS SERVICES

To receive reasonable accommodations for a disability at Vanderbilt University, students are to apply for services through Student Access Services (SAS) http://www.vanderbilt.edu/student-access/. 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 SAS 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 SAS 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 SAS 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 SAS to arrange an orientation meeting. The meeting 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 SAS 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 their accommodation letter to the instructor, and then later changes their mind, the accommodation will not begin until the letter has been given to the instructor.

Types of Services: Student Access Services 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 included, but are not limited to:

1. Note-takers or access to class notes
2. Readers and scribes
3. Textbooks and materials in alt. format
4. Exam accommodations
5. Sign language interpreter
6. Communication Access Realtime Translation (CART)
7. Attendance consideration
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: Student Access Services (SAS) has written criteria for documentation used to assess a student's request for reasonable accommodations. The SAS 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 SAS and submit their documentation to verify eligibility of services under the Americans with Disabilities Act (ADA) of 1990, the ADAAA and Section 504 of the Rehabilitation Act of 1973.

To establish that an individual is covered under the ADAAA, 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 Student Access Services 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 OF STUDENT CARE COORDINATION (OSCC)

The Office of Student Care Coordination is committed to supporting undergraduate, graduate, and professional students in successfully navigating life events related to academic stress and/or medical, mental health, and/or other personal concerns that may interfere with a student's ability to achieve their academic and personal goals. This team of Care Coordinators is the central and first point of contact for students to help identify needs and determine the most appropriate resources in Vanderbilt's Student Care Network and in the Nashville community to address concerns. Student Care Coordinators work collaboratively with students to develop a student success plan, share education about and facilitate connections to appropriate on and off-campus resources, and provide accountability through supportive follow-up meetings. Our goal is for students to have the right support, in the right place, at the right time. In addition, the Office of Student Care Coordination coordinates support for students returning from medical leaves of absence. Though staff typically have a background in mental health services, it is important to understand that work with a Student Care Coordinator is **not** counseling or therapy.

Many students face challenges during their educational experiences and each situation is unique. The Office of Student Care Coordination is the first step to determine where to go for the most appropriate support for your needs. Students are encouraged to visit www.vanderbilt.edu/carecoordination to complete an initial assessment and schedule an appointment to meet with a Student Care Coordinator. Students may also call (615) 343-WELL (9355) or drop in to see a Student Care Coordinator, Monday-Friday 8 a.m. to 5 p.m. The Office of Student Care Coordination is located in Sarratt Student Center, Suite 100.

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 Care Network

The Student Care Network is the holistic network of services and resources available to Vanderbilt University students pertaining to health and wellness. As an online resource portal, the Student Care Network website allows students to identify and access the services that best meet their needs. Resources are included for undergraduate, graduate, and professional students, as well as postdoctoral fellows. In addition to housing health and wellness resources, the website also contains detailed information about student health insurance and campus health and wellness initiatives. The Student Care Network is available to students to support their wellbeing and their care. www.vanderbilt.edu/studentcarenetwork.

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 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, 2019 (September 7, 2019, 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, 2019 to August 11, 2020. 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 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.

THE CENTER FOR TEACHING

The mission of the Center for Teaching is to promote university teaching that leads to meaningful student learning. The services of the center are available to all graduate students, including those teaching at Vanderbilt as teaching assistants (TAs) and instructors of record, as well as those who anticipate that teaching will be a part of their future careers. See the catalog for further details. For more information and other services, please visit the https://wp0.vanderbilt.edu/cft/ or call (615) 322-7290

TITLE IX AND STUDENT DISCRIMINATION OFFICE

Vanderbilt prohibits all forms of sexual misconduct and harassment. The University will take prompt and effective action to address all allegations of sexual misconduct and harassment. All forms of sexual and gender-based harassment, sexual misconduct, sexual violence, and stalking, [1] are prohibited. The University is committed to taking prompt and effective action when allegations of sexual harassment or misconduct are made.

Vanderbilt encourages anyone who has witnessed, experienced, or has information about possible sexual harassment and/or sexual misconduct to take reasonable actions to prevent or stop such actions. This may include reporting the behavior, direct intervention when it is safe and reasonable to do so, contacting law enforcement or other means.

Complaint procedures and information can be found here.

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.

UNIVERSITY COUNSELING CENTER

As a key component of Vanderbilt's Student Care Network, the UCC provides mental health assessment, support, and treatment for all students enrolled at Vanderbilt, including undergraduate, graduate, and professional students.

Highly skilled and multi-disciplinary teams of professionals offer crisis intervention, substance abuse counseling, short-term individual counseling, group therapy, biofeedback, ADHD and learning disorder assessments, and psychiatric assessment and pharmacologic treatment. Treatment plans are tailored to each individual's unique background and needs. UCC

professionals support the University's mission of fostering inclusive excellence through cultural awareness and competence. In addition to regular hours and evening/weekend crisis response, the UCC offers various "Let's Talk" locations and campus outreach activities.

To access UCC services, visit the Office of Student Care Coordination's website at www.vanderbilt.edu/carecoordination or call the OSCC at 615-343-WELL (9355). For immediate crisis support during the day or to speak with an on-call counselor at the UCC after business hours, call the UCC at 615-322-2571.

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.

VERITAS REPORTING SYSTEM

The Veritas Reporting System is used to report any occurrence observed by or involving a Vanderbilt University School of Nursing student, staff, or faculty member. Any type of incident may be reported including but not limited to risk management issues such as clinical related occurrences, bullying, incivility, and discrimination.   There are other VUSN and VU resources available to resolve concerns related to programs of study and courses, which you are always welcomed and encouraged to use. Additional resources are listed in the *VUSN Student Handbook* section entitled VUSN: Academic Policies. It is important that all members of the VUSN community feel safe reporting any incident they desire without fearing retribution. The link to the Veritas Guide and policy is https://nursing.vanderbilt.edu/students/current/pdf/veritas.pdf

WRITING STUDIO

Writers need readers, and the Writing Studio offers graduate students the opportunity to meet individually with trained consultants to talk about any writing project or concern. Synchronous online writing consultations are now available upon request for students enrolled in distance-based learning programs. Scheduling an appointment is quick and easy through the Writing Studio's website (**Vanderbilt.edu/writing**), as is the process for requesting an online session (click "Distance Learner Scheduling" on our homepage for details).

Writing consultations are 50-minutes long, but dissertation writers may request extended two-hour appointments after first holding a standard-length consultation to discuss the project. To request an extended appointment, email **writing.studio@vanderbilt.edu**. For additional

information, including weekly graduate writing groups, our dissertation writers retreat series and other programs for graduate students, visit the Writing Studio online at **vanderbilt.edu/writing**.

VANDERBILT UNIVERSITY: EXTRACURRICULAR ACTIVITIES

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

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.

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. For more information contact Dr. Ginny Moore or Dr. Rolanda Johnson.

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.

GLOBAL HEALTH AND ENVIRONMENTAL JUSTICE

The student-led VUSN Global Health Club meets monthly. Please come and join us as we listen, learn and debate about ethics and operational issues surrounding global health initiatives and health policy issues. Please email Dr. Carol Ziegler for more information or to request to be placed on the roster to present. We will continue to send email announcements monthly about our meetings.

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, and 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. 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.

HISPANIC/LATINO STUDENT NURSES ORGANIZATION

The Hispanic/Latino Student Nurses Organization (HLSNO) inaugural meeting was held fall semester of 2018. The HLSNO focuses on the health care needs of individuals of Hispanic and Latino populations. As future advanced practice nurses, one of the missions of HLSNO is to educate peers and faculty about the health needs, disparities and evidence-based solutions for Hispanic and Latino populations while providing networking and support for HLSNO members. For more information, contact Dr. Shelza Rivas or Mariah Ramirez.

HONOR COUNCIL

The Honor Council serves to educate the student body about their responsibilities outlined in the written code, to conduct investigations and hearings regarding reported violations of the code, and to decide the nature of penalties deemed appropriate for such violations. The membership consists of student representatives from pre-specialty and specialty levels of the M.S.N. program, the post-master's certificate program, and the D.N.P. program. Representatives serve for one year from September through August. Officers of the council must be students in good standing. Alternates may also be elected to serve in the absence of representatives.

MEDICAL CHRISTIAN FELLOWSHIP

Medical Christian Fellowship is an inter-denominational, student-led organization of both nursing and medical students from Vanderbilt and surrounding schools. Our mission is: Encouraging and equipping students in the health professions to follow Jesus Christ and participate in His healing work. All are welcome to attend our weekly or semi-annual gatherings. Please contact Elizabeth Alexander, Advisor at elizabeth.h.alexander@vanderbilt.edu for more information.

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 is published in the weekly Student E-Newsletter.

NURSING STUDENT ENVIRONMENTAL AND PLANETARY HEALTH WORKING GROUP

The Student-led Environmental Health Working Group is a branch of the Global Health club for students with an interest in planetary health and climate change and other environmental health related issues. Students in this club have participated in local community environmental health projects and put together events and discussions around planetary health issues. Please contact Dr. Carol Ziegler if you would like more information.

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/.

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.

VANDERBILT CENTER FOR GERONTOLOGICAL NURSING EXCELLENCE

The Vanderbilt University School of Nursing Center for Gerontological Nursing Excellence (VCGNE) consists of educators, researchers, and clinicians who are committed to providing excellent health care to older adults in the middle Tennessee area and beyond. VCGNE is proud to be a member of the National Hartford Centers of Gerontological Nursing Excellence

(NHCGNE). The mission of the VCGNE is to promote the development of nursing clinical leaders, faculty, and researchers to enhance gerontological nursing across the continuum of care.

VUSN PRIDE

VUSNPride is a vibrant and influential community that fosters social engagement, networking and a sense of belonging. We provide support and mentorship for VUSN applicants and students across all programs, and strive to create a culture of safety for all LGBTQ+ students. We are an avenue for addressing any issues that may arise for the community and we are a place to call home. For more information, please visit https://nursing.vanderbilt.edu/advantage/organizations/lgbt/index.php.

VUSN: TRADITIONS

STUDENT EVENTS

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

All-School Graduate Student Party: VUSN hosts an all-school party sponsored by the MSN Graduate Student Council. The party is traditionally held in January.

Brown-Bag Lunches: Throughout the school year, the Dean and student organizations will host brown-bag lunches with featured speakers.

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. Students also participate in community service projects throughout the city on MLK Day.

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 MSN & DNP

Students who intend to graduate in August or December of 2019, or May 2020 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. Regalia will be provided for the purpose. For additional information, contact Sarah Ramsey, room 179, School of Nursing (615) 343-3334.

GRADUATION, HONORS, INVESTITURE, PINNING AT VUSN

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 pins and DNP pin guards will be awarded in May, August, and December at the pinning ceremonies. 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.

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.

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 on the 2nd Friday 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, room 179, School of Nursing (615) 343-3334 or the Commencement Office at http://www.vanderbilt.edu/commencement/.

HONORS AND AWARDS

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.

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 Founders Medal, the Graduate must attend Commencement and Investiture.

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 Relations Committee reviews nominations and selects the award recipient with approval of the Dean.

Vusn: HISTORY AND ACCREDITATION

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 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. The "U.S. News and World Report" ranks the Vanderbilt School of Nursing as #8 in the Top Schools of Nursing in the country.

DIVERSITY AND INCLUSION

Diversity is an integral component of Vanderbilt University School of Nursing's (VUSN) purpose to promote excellence and innovation in education, practice and research. Diversity and inclusion are embedded in each of these components. VUSN's diversity and inclusivity statement reflects the school's commitment to diversity, inclusion and equity.

VUSN's diversity and inclusivity statement is:

At Vanderbilt University School of Nursing (VUSN), we are intentional about and assume accountability for fostering advancement and respect for equity, diversity, and inclusion for all students, faculty, and staff. We support our efforts with respect for the inherent dignity, worth, and unique attributes of every person. To bring to life our vision of inclusive excellence, we seek to recruit, admit, hire, retain, promote, and support diverse and underrepresented groups of students, staff, and faculty. We value social justice and human rights. We embrace the plurality of humanity that composes our community including, but not limited to, age, race, ethnic origin, gender identity, sexual orientation, and religion. We affirm the inherent worth of each individual in order to protect, promote, and optimize the health and abilities of all people. As educators of advanced practice nurses, nurse scholars, nurse leaders, and nurse faculty, we accept the responsibility to foster and graduate highly educated, culturally sensitive health care professionals who mirror the diverse populations they serve.

The Daisy Award: The Daisy (Diseases Attacking the Immune SYstem) Award is an international recognition program that honors and celebrates the skillful, compassionate care nurses provide every day. The DAISY Foundation was established by the family of J. Patrick Barnes after he died from complications of the auto-immune disease ITP in 1999. During his hospitalization, they deeply appreciated the care and compassion shown to Patrick and his entire family. When he died, they felt compelled to say "thank you" to nurses in a very public way.

The DAISY Award for Extraordinary Nursing Students is presented at the pinning ceremony.

Commission on Collegiate Nursing Education
The master's, post-master's certificate and Doctor of Nursing Practice programs at Vanderbilt University School of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE).

Commission on Collegiate Nursing Education
655 K Street NW, Suite 750
Washington, DC 20001
Phone: 202-887-6791
Website: www.ccneaccreditation.org

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).

Midwifery Programs

The nurse-midwifery program is accredited by the Accreditation Commission for Midwifery Education (ACME).

Accreditation Commission for Midwifery Education
8403 Colesville Road, Suite 1550
Silver Spring, MD 20910
Phone: 240.485.1800
Website: www.midwife.org/acme

Southern Association of Colleges and Schools Commission on Colleges

Vanderbilt University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, doctorate and professional degrees.

Contact SACSCOC for questions about accreditation of Vanderbilt University:
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097
Phone: 404-679-4500
Website: www.sacs.org

Tennessee Board of Nursing

The Masters for Initial Licensure and the Masters Nursing Program are fully approved by the Tennessee Board of Nursing.

State of Tennessee Department of Health
Bureau of Health Licensure and Regulation
Division of Health Related Boards
665 Mainstream Drive
Nashville, TN 37243
Website: http://tennessee.gov/health

U.S. Department of Education

Contact the U.S. Department of Education at:
400 Maryland Avenue, SW
Washington, D.C. 20202
Phone: 1-800-872-5327
Website: www.ed.gov

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 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 36 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 a pre-specialty component of the program must also meet transitional objectives upon completion of the pre-specialty nursing courses.

DUAL MSN/MTS, MSN/MDIV PROGRAMS

The MSN/MTS and MSN/MDiv degrees represent the Master of Science in Nursing, Master of Theological Studies and Master of Divinity. 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

The purpose of the Post-Master's Certificate (P.M.C.) program is to provide, for nurses who already hold a master's degree in nursing, an educational route to specialization in an area other than that obtained in their master's program. The program is designed to strengthen or broaden the clinical capabilities of master's-prepared nurses who are planning a role expansion or role change. Post-master's certificate students are expected to master the same outcome criteria as M.S.N. advanced practice nursing students.

Post-master's certificate students must successfully complete all didactic and clinical requirements of the desired area of practice. In order to obtain a post-master's certificate in a nurse practitioner specialty, students are required to complete a minimum of 500 supervised hours in direct patient care.

The program of study includes academic and clinical courses, and completion results in awarding a certificate of academic achievement of post-master's study. Students do not complete a second M.S.N., but only the necessary courses to earn the post-master's certificate in the new specialty area. Completion of the requirements for the post-master's certificate is posted on the student's official Vanderbilt University transcript. Post-master's certificate students are not awarded a Vanderbilt University School of Nursing pin—the pin is presented only to students who complete the M.S.N

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 and electronic data 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
Family/Emergency Practitioner	Dr. Jennifer Wilbeck
Emergency Nurse Practitioner	Dr. Jennifer Wilbeck
Neonatal Nurse Practitioner	Dr. Karen D'Apolito
Nurse-Midwifery	Dr. Julia Phillippi
Nurse-Midwifery/Family Nurse Practitioner	Dr. Julia Phillippi & Dr. Courtney Pitts
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

Program of Studies

The specialty director develops an individualized program of studies for a P.M.C. student based on evaluation of the student's prior academic work and a gap analysis of courses/ experiences needed to qualify for advanced practice certification in the student's desired specialty. The student's program of study will contain didactic and clinical experiences sufficient to allow the student to master the competencies and meet the criteria for national certification in the population focused area of practice. Each student's record contains documentation of credit granted for prior didactic and clinical experiences through a gap analysis. The transcript for a P.M.C. advanced practice nurse graduate shows educational preparation for the advanced practice nurse role and at least one (1) population focus. Completion of the APRN clinical core courses (advanced physiology/pathophysiology, advanced health assessment, and advanced pharmacology) is required. Documentation of previous completion or need to complete the clinical core courses must be on the gap analysis. No transfer credit is awarded; all required courses must be taken at Vanderbilt. Twelve credit hours is the usual minimum amount of course work for a post-master's certificate, however, exceptions can be granted dependent on the gap analysis.

DOCTOR OF NURSING PRACTICE

The DNP (Doctor of Nursing Practice) The Doctor of Nursing Practice program prepares leaders in advanced nursing practice to bring evidence-based knowledge into the practice arena, improve health care outcomes and strengthen the leadership role in guiding complex care delivery and nursing education.

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 Healthcare Leaders. 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 Assistant Dean for Academics, Doctoral Nursing Practice. Dr. Karen Hande is the assistant 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 practice expertise and patient values to facilitate healthcare decision making. The goals of the DNP program are to prepare nurse scholars 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: For students who have completed an advanced clinical practice program, this entry requires APRN certification as either a NP, CNM, CNS or CRNA. For students who are progressing seamlessly from VUSN's MSN program, certification must be obtained prior to enrolling in NURS 8105: DNP Integrative Application of Evidence-Based Practice. Applicants may also enter with an MSN in nursing administration or nursing informatics as students in advanced systems practice. 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 an MSN or MN in majors such as nursing education or clinical nurse leader must complete a Post-Master's Certificate in Nurse-Midwifery or a Nurse Practitioner specialty 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 DNP Executive Leadership Track: This track has three entry options:

- MSN in healthcare leadership or in nursing administration
- MSN in other advanced nursing practice specialties
- BSN with a master's in a non-nursing, health-related field (e.g. MBA, MPH, MHA, MMHC,)

Applicants to the Executive Leadership track must be certified or eligible for certification in one of the following:

- American Organization for Nursing Leadership (A.O.N.L.) Certified in Executive Nursing Practice (C.E.N.P.) www.aone.org/initiatives/certification.shtml
- American Nurses Credentialing Center (A.N.C.C.) Nurse Executive (NE-BC) www.nursecredentialing.org/NurseExec-Eligibility.aspx
- American Nurses Credentialing Center Nurse Executive, Advanced (NEA-BC) www.nursecredentialing.org/NurseExecAdv-Eligibility.aspx

Entry into BSN to DNP: AGACNP

The integrated BSN to DNP AGACNP program prepares students to provide an advanced level of evidence-based care to acute and critical care patient populations. The program emphasizes the implementation and evaluation of evidence, systems-level thinking, care quality and safety,

and the development of meaningful interventions that may improve outcomes of care for acute and critically ill and clinically complex patients. The program prepares students to serve as leaders of multidisciplinary acute care teams. . Students may build upon their program of study by additional specialization in one of our optional areas of focus, including our hospitalist and intensivist tracks.

The BSN to DNP AGACNP program gives registered nurses with Bachelor of Science in Nursing degree the ability to earn a Doctorate of Nursing Practice degree in eight semesters, without first obtaining a masters-level nursing degree. The BSN to DNP program requires the completion of 65-67 semester credit hours. The program is structured so that students complete AGACNP and core DNP coursework first, and then transition into DNP-specific practice courses. Students will be eligible to take the AGACNP certification exam upon completion of specialty-specific course work and will be doctorally-prepared adult-gerontology acute care nurse practitioners upon graduation.

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: CLINICAL PLACEMENT

The Clinical Placement Office works collaboratively with faculty, program directors, and students to ensure all students have a productive clinical experience. Clinical sites and preceptors are chosen for their ability to provide students with clinical experiences consistent with course and certification requirements and the mission of the school. Due to regulatory requirements or a lack of available and appropriate preceptors, VUSN may not be able to accommodate clinical placements in all areas of the country. Please discuss your preferences with your specialty faculty to be sure you understand all possible options.

Pre-Specialty Year Rotations

Students during their pre-specialty year will be placed in group clinical experiences. These group experiences may be in a hospital or community setting.

Placements within the Greater Middle Tennessee Area – Specialty Year

For students admitted as MTA (Greater Middle Tennessee Area) students, the Clinical Placement Office works with the specialty faculty to secure clinical sites. Clinical sites located within a 150-mile radius from the School of Nursing are considered to be within this area. As a result, students may have rotations in Kentucky, Alabama, and east or west Tennessee, depending on the appropriateness of the site. Faculty take into consideration a number of

factors in assigning students to sites, including home address, specialty needs, and clinical interests.

Given the large number of health profession students in the area and the competition for sites, agencies and providers have asked that all Greater Middle Tennessee area VUSN placements be coordinated by a school representative. Students are not to reach out to local sites to arrange their own placements. If you identify a possible local placement, please contact your specialty director or course coordinator first; they will work with the Clinical Placement office staff to see if a placement is possible.

Placements outside the Greater Middle Tennessee Area – Specialty Year

For students admitted as OMTA (outside the Greater Middle Tennessee Area), students, faculty, and the Clinical Placement staff work collaboratively to locate OMTA sites. Students are encouraged to develop a list of possible sites, as they often have a better knowledge of the area and can use personal networks and connections to identify a potential rotation.

The Clinical Placement office will research the area and share information on agencies and practices where VUSN either has an existing relationship or where a previous student has precepted. The Clinical Placement office also coordinates with the Alumni Relations office to share information on alumni in the area who might be able to assist.

Once the student has secured agreement from a preceptor for a rotation, s/he must submit information through the Clinical Placement system. This enables the faculty to vet the preceptor and ensure the experience is appropriate and will meet both the specialty requirements and the student's educational needs.

Once the faculty has vetted the preceptor, the Clinical Placement office is responsible for ensuring all appropriate agreements are in place and all agency requirements met, before a student may begin their rotation. Vanderbilt requires an agreement with all sites where a student will obtain experience. This includes the practice site as well as any ancillary sites, such as hospitals, surgery centers, and nursing homes. A student may not go with the preceptor to a site where the school does not have an active affiliation agreement. Even when Vanderbilt has an agreement with the site, the Clinical Placement office is required to confirm it is still valid.

Students are strongly encouraged to plan ahead. Given the competition for clinical placements in some parts of the country, securing a preceptor and negotiating and finalizing the necessary agreements can take several months, and in some cases up to a year. In rare cases, Vanderbilt is unable to come to an agreement with an agency, or a particular area may not have an appropriate site or preceptor available; the Clinical Placement staff communicates on a regular basis with the faculty to allow sufficient time for a student to secure another placement, if necessary.

Faculty must approve any additional sites for the student's clinical experience to ensure that the sites are necessary or appropriate to the student's clinical objectives. The number of sites and contracts will be limited per student. Due to the large number of placements each term,

requests for rotations for a minimal number of hours (typically less than 80) must be reviewed and approved on a case-by-case basis by the faculty before an agreement is initiated.

Clinical Requirements – MTA and OMTA

For clinicals at the specialty level, an active and unencumbered RN license, valid for the state in which the student is doing the rotation, is required. Depending on the clinical placement location, students may be required to obtain additional state licenses. Due to regulatory requirements or a lack of available preceptors, VUSN cannot accommodate clinical placements in all areas of the country.

All requirements for enrollment must be completed and on file (see **Registration**) at the time of enrollment and must be kept current throughout the student's clinical practica. Clinical preceptors and/or agencies may require a drug screening, fingerprinting, additional criminal background checks, or other requirements specific to that site. Costs associated with these processes are the responsibility of the student. The Clinical Placement office will notify students of any additional requirements associated with their rotation.

Students may not begin their clinical rotations until they have met all the site requirements and have received confirmation from their faculty and the Clinical Placement office that they are cleared to start.

Transportation and Lodging

Students are responsible for their lodging and transportation to and from all clinical facilities and field trips. 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. MSN and PMC students should be prepared to travel 150 miles from the school of nursing.

VUSN: ACADEMIC POLICIES

The following academic policies apply to all VUSN students. Academic regulations can be found in the VUSN Catalog at this link, https://www.vanderbilt.edu/catalogs/documents/nursing.pdf

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.

Changing/Dropping/Withdrawing 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. 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.

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. Students interested in requesting a change in specialty should contact Paddy Peerman, Assistant Dean for Enrollment Management paddy.peerman@vanderbiltl.edu for the required form.
> 3. After February 1, notify the **current** specialty director that 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 form. To proceed, be sure to keep the signed form.

4. By March1, Schedule an appointment with the *requested* academic director to discuss career goals and obtain a signature. Keep the signed form.
5. March 1, Submit signed form & documents listed below to Assistant Dean Paddy Peerman, room 176, School of Nursing, 461 21st Ave South, Nashville, TN 37240.

   - Revised statement of career goals for the *newly requested* specialty
   - If applicable, indicate whether clinical hours will be completed OMTA (150 miles from the School of Nursing). 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 recommendation form provided by Dean Peerman is acceptable.
   - Submit all of the documents at the same time in one packet.
6. Every effort will be made to notify students by *April 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.

Change of Clinical Placement Site:

Policy
Clinical sites are chosen for their ability to provide students with clinical experiences consistent with course requirements and the mission of the school. Due to regulatory requirements or availability of preceptors, VUSN may not be able to accommodate clinical placements in all areas of the country. Some specialty clinical courses offer clinical placement sites outside of a 150-mile radius of the School of Nursing. These sites are referred to as located outside of middle Tennessee area (or OMTA) and require that students indicate their preferred state. At the time of application, prospective students indicate whether they are requesting an OMTA or MTA (middle Tennessee area) clinical placement.
Any change to MTA or OMTA status must be approved by the specialty faculty. Due to the competition for local placements, it is rare that students are allowed to switch to within the 150-mile radius (MTA status) if they have been admitted as located outside the Middle Tennessee area (OMTA status).

Process
To request a change from MTA to OMTA or vice versa, the student is expected to:
1. First discuss the request for a change with their specialty director and clinical faculty.
2. If approved by the faculty, complete a change in status form https://nursing.vanderbilt.edu/students/current/pdf/status.pdf

3. Once the academic signs the request, the signed form is emailed by the faculty to the School of Nursing Registrar and the Clinical Placement Senior Director.
4. The student's status is then updated in the student registration system and the clinical placement system. System changes typically occur within 48-72 hours.

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 and PMC students only.
2. A change of status may prevent a student from taking courses in the planned sequence.
3. A DNP student meets with their faculty adviser during the first DNP intensive session to discuss their program of study.
4. A student who is on academic probation and who wishes to alter their program of study must have the proposed program approved by the Academic Director.

Process
To request a change of status, the student is expected to complete the following steps:
1. Meet with their 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 VU/VUSN officials (adviser, Academic Director, Student Financial Services, and Student Accounts).

Changes in Program of Studies: Students who need or wish to make an alternative program of studies must be approved by the academic director. The registrar will need a copy of a revised plan of study.

Completion of Program: All D.N.P. students, including those completing a post-master's certificate as part of their program of studies, must complete all requirements within five years. Leaves of absence are counted in this time frame.

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

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 "Changing/Dropping/Withdrawing a Course" section.)
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).
8. If the student has a grade of incomplete on the academic record at the time of withdrawal from Vanderbilt, the I grade will remain on the student's academic record.

Appeal Process for MSN or 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 (10th) 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. The SAAA Committee Chair will determine whether the petition for appeal meets one of the grounds for appeal. This response will be made available to the petitioner. 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 their 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(s) for appeal. The petition for appeal must be received no later than five o'clock pm on the tenth (10th) 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 their 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 their 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.

<u>Leave of Absence:</u> A student who is temporarily unable to continue their 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 <u>and</u> 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. Students who have not satisfactorily completed a course with a clinical component for more than two semesters must take a 1-credit-hour clinical independent study when the student returns from LOA in order to ensure clinical competence. Applies to MSN only.
7. 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.
8. 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, VUSN Compliance Office, 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.
4. The student updates all school compliance requirements with the VUSN Compliance Officer. https://nursing.vanderbilt.edu/clinicalplacement/currentstudents.php
5. The Registrar registers the student for the semester's courses.
6. 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 their course-of-study due to a medical reason must request a medical leave of absence (MLOA) from VUSN.

<u>*Medical Leave of Absence Process:*</u>

In addition to the LOA process, the following steps are required for a MLOA approval: (Dean of Students MLOA process https://www.vanderbilt.edu/carecoordination/sample-page/medical-leave-of-absence/

1. The Senior Associate Dean for Academics approves the MLOA request and forwards the signed form to the student, the Office of Student Care Coordination, and the Academic Director.
2. The Office of Student Care Coordination acknowledges the student's approval for a MLOA.

<u>*Medical Leave of Absence Re-Entry*</u>
In addition to the LOA re-entry, students on a MLOA, are expected to complete the following steps:

Before you may resume your studies, you must submit the following documents to the Office of Student Care Coordination by [**August 1** for Fall; **December 1** for Spring; **April 1** for Summer] for review (international students should contact International Student and Scholar Services as additional documentation may be required and deadlines may vary):

- Treatment Provider Report(s) and Release(s) of Information (available at https://www.vanderbilt.edu/carecoordination/mloaforms/);

- A narrative describing your activities while on leave of absence; and

- A Student Success Plan (available at https://www.vanderbilt.edu/carecoordination/mloaforms/) that outlines your goals to make your subsequent enrollment successful, strategies to achieve those goals, and the support services you intend to utilize upon your return to campus.

    Please note that failure to submit the required documents by the deadline may result in your inability to return to Vanderbilt until the next term pending submission and approval of new documents.

    The Office of Student Care Coordination, in consultation with the Dean's Office, will review the paperwork and determine whether the condition requiring the medical withdrawal has been corrected sufficiently to allow you to resume your academic career at Vanderbilt successfully.

    More specifically, the paperwork will be reviewed to determine:

- **Medical readiness:** We expect that you will seek medical treatment or participate in a therapeutic program to address the physical or psychological conditions that have affected your ability to succeed academically.

- **Academic and social readiness:** We expect that you will demonstrate the ability to cope emotionally and socially when you return to Vanderbilt and that you will be able to engage successfully in your studies. You can accomplish this while you are on leave by engaging in community service, maintaining a job, and/or participating in educational programs. We expect that you will be able to perform well in a work or study environment that is similar to the one you know at Vanderbilt.

    If cleared, the Office of Student Care Coordination will notify the Dean's Office, and the Dean's Office will give final approval for class registration. Returning students are also required to complete a re-entry meeting with a Student Care Coordinator to implement the Student Success Plan. The Office of Student Care Coordination will be in touch with you about this requirement.

    In addition to clearance from the Office of Student Care Coordination, these steps must also be taken by all students returning from a Leave of Absence as stated under the Leave of Absence Re-Entry section of this handbook, which include:

1. Meeting with the Academic Director to determine or verify the remaining course-of-study.
2. Updating/maintaining all school compliance requirements in your [myCB](#) (Castle Branch) account:
   https://nursing.vanderbilt.edu/clinicalplacement/currentstudents.php.

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 SAS as a request for a reasonable accommodation. https://www.vanderbilt.edu/student-access/

Student Complaint and Grade Grievance Procedure:

Complaint Procedure
Situations may arise where a student believes they have not been given fair treatment by the university or has a complaint about the performance, action, or inaction of a member of the staff or faculty. Faculty and staff members welcome the opportunity to work with a student who has a concern or complaint. Early identification and communication often result in timely and effective resolution.

Each situation may require different processes. Students are encouraged to seek assistance from the office of the senior associate dean in cases involving courses, grades, or faculty members; the Office of the University Registrar in cases of unauthorized release of student educational records; and the Dean of Students office for release of accountability records or other matters; or, in regard to complaints of unlawful or prohibited discrimination, the Equal Opportunity, Affirmative Action, and Disabilities Services Department. Decisions of the Appellate Review Board, and decisions of appellate officers for cases of sexual misconduct, are not subject to the Complaint and Grievance Procedure. See the University Student Handbook for details: https://www.vanderbilt.edu/student_handbook/university-policies-and-regulations/#complaint-and-grievance-procedures

School of Nursing resources, such as the student's faculty advisor, academic director, Assistant Dean for Student Affairs, or Assistant Dean for Diversity and Inclusivity, are available to discuss the concern or refer the student to the appropriate school or university resource(s). Retaliation against the student who pursues a complaint will not be permitted.

Grade Grievance Procedure

A student who believes their academic performance has not been evaluated reasonably or fairly should discuss their concern(s) with the course instructor. The student should redress the concern(s) about the grade within ten calendar days after the grade is posted. Every effort should be made to resolve the problem fairly and promptly with the course instructor. The student must provide specific examples or data to support their concern(s).

If the student's concern(s) cannot be resolved at the course instructor level, the student should request further review of the concern(s) in question by their academic director. The request to meet with the director and rationale for the concern(s) should be submitted in writing (email is acceptable) within ten calendar days.

If the student's concern(s) is not resolved at the academic director level, within ten calendar days the student may initiate a formal grade grievance through the academic leadership starting with the assistant dean and progressing to senior associate dean and dean as warranted. The student must electronically submit a written grade grievance with supporting documents including evidence or data specific to the how their work was not graded reasonably or fairly.

At each stage of a grade grievance, an investigation will be conducted with the intent of a timely resolution. Upon completing an investigation of the grievance, the student will be notified in writing of the findings and next steps. If the student is dissatisfied with the outcome or resolution, within ten calendar days, the student has the right to elevate the decision to the next senior academic leader.

Retaliation against the student who pursues a grievance will not be permitted. This procedure does not eliminate or limit the student's filing of other kinds of complaints.

For further information please refer to the "Complaint and Grievance Procedure" at http://www.vanderbilt.edu/student_handbook/university-policies-and-regulations/.

Resources

If a student has other concerns, there are resources available to assist you. These include but are not limited to:

Sarah Ramsey, Assistant Dean for Student Affairs
Rolanda Johnson, Assistant Dean for Academics; Assistant Dean for Diversity and Inclusion
Academic Coaching Services
Academic Advisors
Academic Directors
SAS Office   (Add URL)   (https://www.vanderbilt.edu/student-access/)
Project Safe   (Add URL)   (https://www.vanderbilt.edu/projectsafe/)
University Counseling Center   (www.vanderbilt.edu/ucc)
VU Center for Well-being   (https://www.vanderbilt.edu/healthydores/)

Additional VU services are listed in the section entitled Vanderbilt University: Campus Support Services of the VUSN Student Handbook.

VUSN: GRADES

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 <u>one</u> course, <u>one</u> 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- in the same or another course, will result in a dismissal from the program. If you have any questions or concerns, please speak directly to your academic director.

Grade in Clinical Course: A student's clinical performance must be at the passing level regardless of grades on other course assignments. If the student's clinical grade on performance is evaluated as failing, the student will fail the course regardless of other course assignment grades.

A final grade recorded by the University Registrar may be changed only upon written request of the instructor.

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.

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. A DNP student who earns a grade less than a B-, regardless of GPA, are placed on academic probation.

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.
8. If a student takes an approved Leave of Absence in the following semester, the grade of I must be removed in the next enrolled semester.
9. An incomplete grade in a prerequisite course for a course in the next semester may result in a change of progression.

Process
To petition for an incomplete grade, the student is expected to:
1. Present the unforeseen circumstances that have prevented them 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 completes the Change of Grade Form to replace the "I" with the final course grade.

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 if the student is not

otherwise enrolled. Tuition is charged at a rate of $200. This charge does not apply to NURS 8105.

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.

Pass/Fail Courses: Only elective courses may be taken Pass/Fail. Grades of B- or above are recorded as Pass. The grade Pass is not counted toward grade point averages. The grade of F applies as in any other course; although an F earns zero hours, the hours attempted are counted in calculating the grade point average. A student who has a choice about taking a course for a grade or Pass/Fail may register on a Pass/ Fail basis or may change to Pass/Fail basis within one month of the first day of classes. After this time, one may change from a Pass/Fail to a letter grade basis according to the dates published in the university calendar, but not vice-versa.

Probation/Dismissal: All students are expected to maintain a 3.0 grade point average each semester. Students who have not maintained a 3.0 grade point average are placed on academic probation. DNP students who have earned a grade less than a B- regardless of GPA are placed on academic probation. 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 students completing a PMC aspect of DNP program of studies 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 their 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.

1. Clinical: A student's clinical performance must be at the passing level regardless of other course assignments. If the student's clinical grade on performance is evaluated as failing, the student will fail the course regardless of other course assignment grades. Students must earn a B– in any course with a clinical component. If a student earns less than a B–, they must repeat the course and will not be able to progress in the clinical sequence until a B– or higher grade is earned. Students who have not satisfactorily completed a clinical for more than two semesters must take a 1 credit hour clinical independent study to ensure clinical competence. The requirement for the one credit hour independent study does not apply to students enrolled in the health care leadership or informatics specialty.

2. Change in level: To progress from the generalist component to the specialist nursing component, students who entered with a degree in a field other than nursing must (a) complete 43 hours of the generalist component with no grade less than B– and (b) earn at least a 3.0 cumulative grade point average. Students who entered with an A.D.N., an A.S.N., or a hospital diploma must (a) complete 26 semester hours with no grade below B– and (b) earn at least a 3.0 cumulative grade point average. Students must hold an active Tennessee nursing license or an unencumbered Registered Nurse's license in the state where the student is completing specialty clinical training

Students must hold an active Tennessee nursing license or an unencumbered Registered Nurse's license in the state where the student is completing specialty clinical training. A student admitted contingent upon NCLEX-RN results who does not pass the exam will have their admission offer rescinded. The student will need to reapply for admission after obtaining RN licensure.

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.

Repeat Courses: (applies to all students): Students are required to earn a grade of B– or higher in all required courses. If a grade less than B– is earned, the course must be repeated. Students are not able to repeat a course already successfully completed.
1. A course taken in the School of Nursing may not be repeated outside the school for credit toward the degree.
2. Nursing courses may be repeated only once.
3. A student may only register for the same course twice. If the course is not successfully completed after the second registration, a third registration is not permitted. Course withdrawals count in the number of times a student may register for a course.
4. 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.
5. Only the latest grade counts in calculation of the grade point average.
6. Due to the sequential nature of nursing courses, repeating a course is likely to necessitate dropping to a part-time program of study.

Transfer of Credit

Policy
In order to be eligible for transfer credit, the course work must be completed (a) within the last five years, (b) prior to enrollment at VUSN, (c) at the same academic level (equivalent master's or equivalent doctoral level), and (d) from a regionally accredited institution or from an ACEN- or CCNE-accredited institution. (Courses completed to satisfy degree requirements in a previous program of study cannot be used to satisfy degree requirements for the current M.S.N., post-master's certificate, or D.N.P. program.)

Only the credit hour value, and not the grade point average, will be posted to the student's Vanderbilt transcript. Courses are evaluated for transfer credit only after the student has been admitted to a degree or certificate program. A student who seeks transfer credit must submit the request to the assistant university registrar/director of nursing student records at least six

weeks before the course begins. Transfer credit is granted on a course-by-course basis, approved for a maximum of six credit hours and considered only for courses in which student earned a B– or better. Transfer credit is evaluated based on VUSN course equivalent content (for required courses), credit allotment, and satisfactory completion of courses. The faculty course coordinator and the academic director of the student's program approve transfer credit

1. 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.
2. 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) the:
    a. signed and completed petition indicating the information is truthful and accurate. https://nursing.vanderbilt.edu/students/current/pdf/transfercredit.pdf
    b. course syllabus (must include course content) from the semester and year enrolled.
    c. 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 their decision.
    d. e-mails the petition form to the Academic Director.
4. The Academic Director:
    a. indicates their 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.

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 themselves 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 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 accepted 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 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. Refer to Faculty Manual https://www.vanderbilt.edu/faculty-manual/.

HONOR CODE APPLIED TO PREPARATION OF PAPERS

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/. 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 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
3. Inform the instructor in the course of the suspicions and identify, if possible, the person(s) 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, 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 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. 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 them until they are prepared to give their statement to the investigator. 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 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 their own account of the events surrounding the alleged violation. The accused may also provide relevant documentation or information to support their account of events. The accused will ultimately be asked to enter a plea of guilty or not guilty prior to the hearing.
- 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 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 whether sufficient evidence exists to warrant a hearing by the Council. 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, 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. 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 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) will hear the evidence in the case. A faculty adviser will also be present. For training purposes, observers may be allowed to be present, but may not speak or take part in the proceedings.)

1. *Presentation of the investigative report.*

   a. The investigator is sworn in by the recording secretary.
   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. At no time does the investigator express an opinion as to whether the accused is guilty or not guilty.

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.

   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.

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 their plea of guilty or not guilty. The presiding officer asks the accused to state 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 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.

2. The presumptive penalty 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 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 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. 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.

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.
-   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, 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 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. 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, 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 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 their absence), or waive the right to appear and send a written, signed statement to be presented on 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 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

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 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 their name if the suspicion of dishonesty is disproved, and to protect the honor and standing of the remaining students by 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 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, 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
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.
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.
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 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. It 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.
3. Council members are not allowed to serve as character witnesses in any cases.

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:

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/.
3. Failure to report a known or suspected violation of the Code in the manner prescribed.
4. Any action designed to deceive 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 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 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.

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 them self from serving on the Hearing Committee related to a conflict of interest. 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 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 the decision and the penalty, if any.

Article X – Penalties:

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 information 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

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 September 25, 2017

VUSN: NEW STUDENT REQUIREMENTS

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.

Background Check Requirement: Upon acceptance, 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. Enrollment is contingent upon satisfactory evaluation of the results of the background check.

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.

Immunization and Certification Requirements: The State of Tennessee requires certain immunizations for all students (including distance graduate and professional students). In addition, VUSN has requirements to meet prior to class registration. All full- and part-time MSN, Post-Master's Certificate, and DNP students are required to submit documentation of the new student requirements (immunizations/titers, TB testing, certifications and licensure) through

the Student Health Portal and the Castle Branch, Medical Document Manager using the process indicated on the VUSN Admitted Student webpage (https://nursing.vanderbilt.edu/students/admitted/index.php) under New Student Requirements. Registration will be held for those not in compliance with the state-mandated or VUSN student requirements.

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 VUSN Student Requirements: Place an order at CastleBranch.com for the background check and medical document manager package using the package code and entry type classification specified on the VUSN Admitted Student webpage (https://nursing.vanderbilt.edu/students/admitted/index.php) under New Student Requirements, to register for classes:

Placing this order creates your "myCB" account, which is an online document manager for the immunizations/titers, TB testing, certifications and licensure required as a VUSN student. Submit documentation of the following to each requirement in your myCB account's To-Do-List prior to July 1 for fall, and December 1, for spring. These requirements must be completed to register, unless otherwise specified by the requirement's description in myCB. Documentation is submitted by file upload, fax (print each requirement's coversheet), or mail. The student must click on each requirement in their To-Do-List in order to download required forms, view approval guidelines, and view instructions for document submission. The documentation submitted must be in *black & white* with clear, readable dates and information.

1. Physical examination within six months of acceptance to the program, authenticated by a physician, an APRN, PA, or a DO documenting evidence of the student's physical and mental capability to carrying out assignments in a nursing school program. Use the VUSN Health Questionnaire form. (Downloadable forms available in your myCB.CastleBranch.com account, To-Do-List.)
2. Measles, Mumps, Rubella: Two (2) MMR vaccines OR lab evidence of immunity (positive titer results) for each Measles (Rubeola), Mumps, and Rubella. At least one of two MMR vaccinations is required following a negative titer result.
3. Varicella: Two varicella vaccines given at least 28 days apart OR lab evidence of varicella immunity (positive titer).
4. Hepatitis B: A complete Hepatitis B vaccine series OR lab evidence of immunity (positive anti-HBs or HBsAb surface antibody).The Hepatitis B vaccination series must be completed following the guidelines for dosing intervals published by the Centers for Disease Control and Prevention (CDC). DNP students with no patient contact can choose to sign the Hepatitis B Waiver form.
5. Tetanus-Diphtheria-Pertussis (Tdap): Documentation of vaccination within last ten years. (DTP/DTaP and Td/TD vaccines do not meet this requirement.)

6. Initial two-step tuberculin skin test (Results of two TB skin tests, each read 48-72 hours after injection and placed as early as 1-week apart but no more than-3-weeks apart) or a TB blood test (IGRA= QFT-Plus, QFT-GIT and T-Spot). Documentation of previously completed two-step testing *plus* a one-step TB completed *within the year* is also acceptable.

    ➢ If both readings are negative, repeat one-step TB skin test or blood test annually.
    ➢ If positive, medical evaluation and documentation of a clear chest x-ray given on or after May 1, 2019 (lab report OR physician verification of results required). If there is evidence of a positive chest x-ray and/or symptoms of TB, the student must notify their Program Director and follow up with a medical evaluation and if needed, treatment. For each consecutive year of enrollment post-chest x-ray provide the Annual Past-Positive TB Questionnaire, completed and signed by healthcare provider.

7. Influenza: Annual flu vaccination is required or student must obtain an approved exemption through Vanderbilt University's Student Health Center. Exemptions are allowed for sincerely held religious 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, by October 1st. Beliefs may change over time, medical conditions change, and new types of vaccine become available. To apply for an exemption, contact Student Health at (615) 322-2427 and notify the VUSN Compliance Office at, lisa.boyer@vanderbilt.edu or call (615) 343-3294.

8. Current health insurance coverage either through the university's student health insurance plan or by another policy (monthly issued insurance is not acceptable). Students covered by another policy must submit proof by July 1 for fall entry and December 1 for spring entry. Students covered by the university's plan must submit proof prior to orientation (proof available the first week of August at: https://www.gallagherstudent.com/students/). For more information on student health insurance, visit: https://www.vumc.org/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.

9. Current American Heart Association (AHA) Basic Life Support (BLS) CPR certification is required by all entry levels and specialties. BLS provided by the AHA is the only BLS card accepted. In addition to the AHA BLS, additional CPR certifications are required by the following specialties: Pediatric Advanced Life Support (PALS) is required by PNP-AC and ENP. Advanced Cardiac Life Support (ACLS) is required by AGACNP and ENP. NNP specialty requires the Neonatal Resuscitation Program (NRP) certification. Other specialties may require additional CPR certifications at specific stages of enrollment.

10. Copy of an unencumbered Registered Nurse's license in the state(s) where you reside/work and will be doing clinical training (if applicable). In addition, DNP students who are a NP, CNM or CRNA are required to submit an unencumbered Advance Practice Registered Nurse (APRN) designation in their state of residence and states of

clinical practice and hold national board certification in their area of specialty as appropriate.

11. HIPAA and OSHA safety training is required annually by academic year through BrightSpace (VUnetID required). Instructions to complete the online training are sent to your Vanderbilt email account prior to July 1. Additional training may be required for particular clinical sites.

12. Honor Code and Plagiarism Tutorial. Complete the latest version of the tutorial developed by Indiana University Bloomington and found at https://www.indiana.edu/%7Eacademy/firstPrinciples/index.html.

The student in clinical sites should be aware that some sites 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://www.vumc.org/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 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.

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

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.

How to Meet State-Mandated Immunization Requirements:

- Submit documentation of the state-mandated immunization requirements (MMR & Varicella) through the Student Health Portal (VUnetID required)
- Wait a minimum of twenty four hours after claiming your VUnetID (See the Computing-Related Information section for VUnetID instructions) to create a Student Health Portal account at:
  https://vanderbilt.studenthealthportal.com/Account/Logon?ReturnUrl=%2f
    - Click to Register, enter information, and a unique password will be emailed to you in minutes.
    - Log back into the portal once a password is received. Go to FORMS and enter your state-mandated immunization vaccination dates.
    - Scan and upload immunization records to the DOCUMENT UPLOAD tab. _(Be sure to save your hard copies.)_
    - Allow Student Health 7 business days to review documents and verify compliance. Student Health will send a confirmation message (via the portal) when records have been reviewed and accepted for compliance.
    - Once compliant, the University Registrar's office will then remove your class registration hold in the YES system.

Acceptable forms of documentation include; official state/county immunizations, official signed or certified medical records, Yellow Book/immunization card from county of origin (English required), the VUSN Health Questionnaire or Student Health's Immunization History form signed by a healthcare provider. Documentation of the following will meet student (including distance graduate and professional students) immunization requirements set by the State of Tennessee.

1. Measles, Mumps, Rubella: Two (2) MMR vaccines OR lab evidence of immunity (positive titers) for Measles (Rubeola), Mumps, and Rubella
2. Varicella: Two varicella vaccines given at least 28 days apart, lab evidence of varicella immunity (positive titer) OR history of disease (healthcare provider verification required). *Note*- VUSN cannot accept history of a varicella infection.

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 their myCB account (https://mycb.castlebranch.com/), To-Do-List by the requirement's Renewal Date. (Renewal requirements are generated 21-days prior to the Renewal Date.)

1. Vanderbilt University requires all students have current health insurance coverage either through the university's student health insurance plan or by another policy (monthly issued insurance is not acceptable). 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. For more information on university's student health insurance, visit; https://www.vumc.org/student-health/student-health-insurance. The student health plan's proof of coverage for the academic year is available the first week of August at https://www.gallagherstudent.com/students/. Students who change providers should contact lisa.boyer@vanderbilt.edu or call (615) 343-3294.

2. Annual one-step tuberculin skin test or blood test. For each consecutive year of enrollment post-chest x-ray provide the Annual Past-Positive TB Questionnaire (form available at https://nursing.vanderbilt.edu/clinicalplacement/pdf/tbscreening_questionnaire.pdf), confirming the absence of symptoms and signed by healthcare provider.
    a. If test is positive, medical evaluation and documentation of a clear chest x-ray (lab report OR physician verification of results required). If there is evidence of a positive chest x-ray and/or symptoms of TB, the student must notify their Program Director and follow up with a medical evaluation and if needed, treatment.
3. Current American Heart Association (AHA) Basic Life Support (BLS) CPR certification is required by all entry levels and specialties. BLS provided by the AHA is the only BLS card accepted. In addition to the AHA BLS, additional CPR certifications are required by the following specialties: Pediatric Advanced Life Support (PALS) is required by PNP-AC and ENP. Advanced Cardiac Life Support (ACLS) is required by AGACNP and ENP. NNP specialty requires the Neonatal Resuscitation Program (NRP) certification. Other specialties may require additional CPR certifications at specific stages of enrollment.
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5. Copy of an unencumbered Registered Nurse's license in the state(s) where you reside/work and will be doing clinical training (if applicable). In addition, DNP students who are a NP, CNM or CRNA are required to submit an unencumbered Advance Practice Registered Nurse (APRN) designation in their state of residence and states of clinical practice and hold national board certification in their area of specialty as appropriate.
6. Influenza: Annual flu vaccination is required or an approved exemption through Vanderbilt University's Student Health Center. 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, by October 1. Beliefs may change over time, medical conditions change, and new types of vaccine become available. To apply for an exemption contact: Student Health at (615) 322-2427 and notify the VUSN Compliance Office at, 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://www.vumc.org/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 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.

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.

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 breath, blood, or 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/. The School of Nursing does not allow smoking on any of its property.

ASSISTANCE ANIMALS

Students are prohibited from having pets or keeping or providing for any animals on University property, including in University residences, except that students with disabilities may use service animals and emotional support animals in accordance with the Americans with Disabilities Act of 1990, as amended and related laws, rules and regulations, including the Fair Housing Act. Students seeking approval for service animals or emotional support animals must comply with all University procedural requirements and animal responsibility standards.

Emotional Support Animals
An emotional support animal can be any animal that provides emotional support, well-being, or companionship that alleviates or mitigates symptoms of an individual's disability. Emotional support animals are only permitted in a student's residential living space if pre-approved by Student Access Services as a reasonable accommodation. Emotional support animals may not accompany students into any other buildings on University property, nor are they allowed in other controlled spaces on campus.

For more information on service animals and emotional support animals, please contact Student Access Services at 615-343-9727 or disabilityservices@vanderbilt.edu.

Pets
Visiting animals must be kept outdoors and leashed. Students who violate this policy are subject to corrective action through the University's accountability process, and will bear any associated costs in rooms where animals are found in violation of this policy. Fish may be kept in aquariums, but flesh-eating and dangerous fish (e.g., piranha) are prohibited.

Service Animals

Service animals are dogs trained to do work or perform a task for the benefit of an individual with a disability. Students may choose to have their service animal included as a reasonable accommodation on their disability service plan developed with the Student Access Services Office; however, this is not required for animals that meet the definition of a service animal.

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 IMC, 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:

<u>Preamble</u>: 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 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.

EDUCATIONAL RESOURCES AND MATERIALS PROTECTION

As a professional courtesy to the many who contribute expertise and effort to the creation of educational resources and materials for VUSN courses, please follow this policy regarding the appropriate use of materials as it relates to the course. Educational resources and materials include instructional media, lectures, and handouts, some of which may include copyrighted items.

A. Students should ask permission of the course coordinator to record classroom discussions, lectures, demonstrations, and/or simulations.
B. Any recorded instructional media, whether provided by the school or recorded by the student, and handouts should:
    a. Be used for educational purposes of the course only.
    b. **Not** be shared with students not enrolled in the course.
    c. Be deleted once the student graduates or otherwise ends the student relationship with Vanderbilt University School of Nursing.

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.

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 ¾" or larger hail, or both) is indicated on radar.

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.

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 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.

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/clinicals 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)
2. Assistant Dean for Student Affairs (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)
4. Technical Specialist – in the event class is being videotaped and technical support needs to be cancelled (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.

NET ETIQUETTE STATEMENT

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/)
- Creating and maintaining a culture of civility (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 their professionalism and competency by others. Behaviors that result in the best presentation of self-include: Authentic, honest, and kind communication of their 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

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) 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. Students, 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. Falsifying 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. Students may be asked to leave the clinical setting if they behave in an unprofessional, unsafe, or unprepared manner as determined by their supervising clinical faculty or preceptor.
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.

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 and PMC 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)

See the VUSN Catalog for information pertaining to FERPA.

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.

1. 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, 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 blood borne 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 B, Hepatitis 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: 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. For questions or clarification, please contact Sarah Ramsey at sarah.ramsey@vanderbilt.edu or her administrative associate, Allie Saxon, at allie.saxon@vanderbilt.edu or by phone 615-322-2814.

DNP DEGREE REQUIREMENTS

STUDENTS ENROLLED PRIOR TO FALL 2018

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 6 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 6 or more hours
- Three-quarter time: Enrolled in 4-5 credit hours
- Half time: Enrolled in 2-3 credit hours
- Less-than-half time: Registered in at least 1 hour

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

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* (AACN, 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 advanced 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 Essentials of Doctoral Education for Advanced Nursing Practic*e (AACN, 2006). A minimum of 1,000 hours post BSN or 500 hours post MSN is required.

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 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 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 required for successful completion of the DNP program.

2019-20 Intensive Dates
Fall: August 26-29, 2019 (Monday-Thursday)
Spring: January 13-16, 2020 (Monday-Thursday)
Summer: May 11-14, 2020 (Monday-Thursday)

DNP STUDENTS ENROLLED BEGINNING FALL 2018 OR LATER

The curriculum includes 36 hours of required coursework and can be completed over five or 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 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 6 hours per semester. The student's status is defined as follows:

- Full time: Registered for 6 or more hours;
- Half time: Registered for at least 3 hours, but less than 6 hours;
- Less than half time: Registered for at least I hour, but less than 3 hours.

CURRICULUM OVERVIEW

The program requires 36 credit hours of study. The 36 credit hours required for graduation are detailed below. Nurse Faculty Loan recipients may be required to take additional credit hours.

Required Courses		Credit Hours
NURS 8010	Evidence-Based Practice I: The Nature of Evidence	2
NURS 8012	Informatics for Scholarly Practice	2
NURS 8064	Scholarly Writing	I
NURS 8014	Statistics in Health Sciences	3
NURS 8022	Evidence-Based Practice II: Evaluating and Applying Evidence	3
NURS 8024	Epidemiology	3
NURS 8032	Health Care Economics and Finance	3
or **NURS 8034**	Advanced Health Economics and Finance	
NURS 8042	Quality Improvement and Patient Safety	3
NURS 8044	Management of Organizations and Systems	3
or **NURS 8045**	Evidence-Based Mgmt in Health Care Organizations and Systems	
NURS 8052	Health Policy	2
NURS 8054	Legal and Ethical Environment	3
NURS 8105	Integrative Application of Evidence-Based Practice	4
	Elective Courses	4
	Total	**36**

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* (AACN, 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 in the DNP Practice Hours Log.

Practical learning experiences are structured in a 4-credit Integrative Application course completed over 4 semesters that includes course objectives for meeting overall program outcomes. The course 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 advanced nursing practice.
- Practice hours are self-reported and documented in the student's DNP Practice Hours Log. Other evidence of progress in meeting program objectives is documented in the student's Project Status Report and Reflective Statements. These documents 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 Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006). A minimum of 1,000 hours post BSN or 500 hours post MSN is required.

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 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 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 required for successful completion of the DNP program.

2019-20 Intensive Dates
Fall: August 26-29, 2019 (Monday-Thursday)
Spring: January 13-16, 2020 (Monday-Thursday)
Summer: May 11-14, 2020 (Monday-Thursday)

DNP Executive Leadership Track Fall 2018 or Later

The curriculum includes 36 hours of required coursework and can be completed over five or 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 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 6 hours per semester. The student's status is defined as follows:

- Full time: Registered for 6 or more hours;
- Half time: Registered for at least 3 hours, but less than 6 hours;
- Less than half time: Registered for at least I hour, but less than 3 hours.

CURRICULUM OVERVIEW

The program requires 36 credit hours of study. The 36 credit hours required for graduation are detailed below. Nurse Faculty Loan recipients may be required to take additional credit hours.

Required Courses		Credit Hours
NURS 8010	Evidence-Based Practice I: The Nature of Evidence	2
NURS 8012	Informatics for Scholarly Practice	2
NURS 8064	Scholarly Writing	I
NURS 8014	Statistics in Health Sciences	3
NURS 8022	Evidence-Based Practice II: Evaluating and Applying Evidence	3
NURS 8024	Epidemiology	3
NURS 8032	Health Care Economics and Finance	3
or **NURS 8034**	Advanced Health Economics and Finance	
NURS 8042	Quality Improvement and Patient Safety	3
NURS 8045	Evidence-Based Mgmt in Health Care Organizations and Systems	3
NURS 8052	Health Policy	2
NURS 8054	Legal and Ethical Environment	3
NURS 8069	Lean Methodology in Healthcare	2
NURS 8105	Integrative Application of Evidence-Based Practice	4
	Elective Courses	2
	Total	**36**

PRACTICE HOURS

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* (AACN, 2006), practice experiences for postmaster's entry students are designed for opportunities to expand on proficiency and mastery of APN or systems competencies.

All 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. Students entering the program with a BSN and a Master's in a non-nursing, health-related field may be awarded practice hours prior to enrollment in DNP courses if certified by the American

Association of Nursing Leadership (AONL) or the American Nurses Credentialing Center (ANCC). 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 in the DNP Practice Hours Log.

Practical learning experiences are structured in a 4-credit Integrative Application course completed over four semesters that includes course objectives for meeting overall program outcomes. The course 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 advanced nursing practice.
- Practice hours are self-reported and documented in the student's DNP Practice Hours Log. Other evidence of progress in meeting program objectives is documented in the student's Project Status Report and Reflective Statements. These documents 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 Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006). A minimum of 1,000 hours post BSN or 500 hours post MSN is required.

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 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 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 required for successful completion of the DNP program.

2019-20 Intensive Dates
Fall: August 26-29, 2019 (Monday-Thursday)
Spring: January 13-16, 2020 (Monday-Thursday)
Summer: May 11-14, 2020 (Monday-Thursday)

VUSN: DNP AND MSN ENROLLMENT ACTION 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, Enrollment Action Forms: MSN & DNP."

VUSN: DNP CURRICULUM PLANS

Beginning fall 2018, students will choose between a 5 Semester and 6 Semester Plan. Students entering before fall 2018 will complete their existing Plan of Study.

BSN TO DNP: AGACNP TRACK

All students take the same core content, but we offer two optional focus areas which are specific educational tracks, including an elective and clinical experiences:

- Hospitalist

- Intensivist

Please note that the hospitalist and intensivist tracks will require completion of 1-2 additional credit hours beyond the total listed in the BSN-DNP curriculum plan.

Please note that acceptance into the intensivist focus requires residence in the Middle Tennessee/Nashville area prior to the start of the AGACNP clinical sequence. The hospitalist focus accepts both distance and local applicants.

BSN to DNP: AGACNP Curriculum Plan and Required Hours			
Semester	**Course Number and Name**		**Credit Hours**
Fall Year 1	NURS 6045	Professional Formation 1: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6102	Advanced Physiology and Pathophysiology	4
	NURS 6103	Advanced Pharmacotherapeutics	3
	NURS 6114	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology ACNP I	3
	NURS 8064	Scholarly Writing	1
		Semester Total	**13**
Spring Year 1	NURS 6124	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology ACNP II	3
	NURS 8014	Statistics in Health Sciences	3
	NURS 8054	Legal and Ethical Environment	3
		Semester Total	**9**
Summer Year 1	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology ACNP III	3
	NURS 8024	Epidemiology	3
	NURS 8032	Health Care Economics and Finance	3
		Semester Total	**9**
Fall Year 2	NURS 6101	Advanced Health Assessment and Clinical Reasoning	3
	NURS 6105	Advanced Health Assessment Applications for the Adult-Gerontology Acute Care Nurse Practitioner	1
	NURS 8010	Evidence-Based Practice I: The Nature of Evidence	2

	NURS 8042	Quality Improvement and Patient Safety	3
		Semester Total	**9**
Spring Year 2	NURS 6115	Adult-Gerontology Acute Care Nurse Practitioner Practicum	4
	NURS 8015	Integrative Application of Evidence-Based Practice I	1
	NURS 8022	Evidence-Based Practice II: Evaluating and Applying Evidence	3
		Elective 1 (specialty required)	2-3
		Semester Total	**10 -11**
Summer Year 2	NURS 6075	Professional Formation 4: Transition to Advanced Nursing Practice	1
	NURS 6195	Adult-Gerontology Acute Care Nurse Practitioner Preceptorship	4
	NURS 8015	Integrative Application of Evidence-Based Practice I	1
		Semester Total	**6**
Fall Year 3	NURS 8012	Informatics for Scholarly Practice	2
	NURS 8015	Integrative Application of Evidence-Based Practice I	1
	NURS 8044	Management of Organizations and Systems	3
		6099 - Clinical Elective**	2
		Semester Total	**6 - 7**
Spring Year 3	NURS 8015	Integrative Application of Evidence-Based Practice I	1
	NURS 8052	Health Policy	2
		Semester Total	**3**
		Program Total	**65–67**

Four elective credit hours are required for the DNP degree. Elective 1 may be a MSN or DNP level elective, as designated by your chosen specialty program. It may be for 2 or 3 credits, but it must be at least 2 credits.
**This elective is not required to meet the specialty requirements for certification. The course offers an opportunity for students to obtain more in depth clinical experience in an area of interest.*
AGACNP requires 630 clinical hours for the MSN degree; 500 direct clinical practice hours are required for board examination eligibility (MSN clinical hours are based upon a 1:5 ratio).
DNP requires a minimum of 1000 practice hours post BSN (or 500 post-MSN). (DNP practice hours are based upon a 1:9 ratio)

DNP CURRICULUM PLANS

Full-Time Track (Post Master's) For Students Entering Prior to 2018 Fall

	Course	Cr/Hr	Semester/Year Plan to Take	Semester/Year Completed	Comment
		(10)	**Semester I**		
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)	**Semester II**		
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)	**Semester III**		
N8025	Integrative Application of Evidence-Based Practice II	1	Summer		
N8032	Health Care Economics and Finance --	3 ------	Summer		
or	Advanced Health Care Economics and Finance	3			
N8034	***Experienced health care leaders should take N8034 instead of N8032)***				
N8044	Management of Organizations and Systems --	3 ------	Summer		
or	Evidence-Based Management in Health Care Organizations and Systems	3			
N8045	***(Experienced health care leaders should take N8045 instead of N8044)***				
	Elective	2	Summer		
		(7*)	**Semester IV**		
N8095	Integrative Application of Evidence-Based Practice III	2	Fall		
N8052	Health Policy	2	Fall		
N8054	Legal and Ethical Environment	3	Fall		
	TOTAL:	**35**			

Part-Time Track (Post Master's) For Students Entering Prior to 2018 Fall

	Course	Cr/Hr	Semester/Year Plan to Take	Semester/Year Completed	Comment
		(4)	**Semester I**		
N8010	Evidence-Based Practice I: The Nature of Evidence	2	Fall		
N8012	Informatics for Scholarly Practice	2	Fall		
		(6)	**Semester II**		
N8014	Statistics in Health Sciences	3	Spring		
N8022	Evidence-Based Practice II: Evaluating and Applying Evidence	3	Spring		
		(6)	**Semester III**		
N8024	Epidemiology	3	Summer		
N8042	Quality Improvement & Patient Safety	3	Summer		
		(4)	**Semester IV**		
N8055	Integrative Application of Evidence-Based Practice I	1	Fall		
N8032 *or* N8034	Health Care Economics and Finance --- Advanced Health Care Economics and Finance *(Experienced health care leaders should take N8034 instead of N8032)*	3 ------ 3	Fall		
		(6)	**Semester V**		
N8025	Integrative Application of Evidence-Based Practice II	1	Spring		
N8044 *or* N8045	Management of Organizations and Systems --- Evidence-Based Management in Health Care Organizations and Systems *(Experienced health care leaders should take N8045 instead of N8044)*	3 ------ 3	Spring		
N8052	Health Policy	2	Spring		
		(5)	**Semester VI**		
N8095	Integrative Application of Evidence-Based Practice III	2	Summer		
N8054	Legal and Ethical Environment	3	Summer		
		(4)	**Any**		
	Elective	2			*Electives may be taken any time during program of study.*
	Elective	2			
	TOTAL:	**35**			

5 Semester Plan - Students Entering Fall 2018 or After

Fall Year 1			Spring Year 1			Summer Year 1	
Semester 1	**Cr**		**Semester 2**	**Cr**		**Semester 3**	**Cr**
N8010 Evidence-Based Practice I: The Nature of Evidence	2	N8014	Statistics in Health Sciences	3	N8024	Epidemiology	3
N8042 Quality Improvement & Patient Safety	3	N8022	Evidence-Based Practice II: Evaluating and Applying Evidence	3	N8032	Health Care Economics and Finance	3
N8064 Scholarly Writing	1	N8105§	Integrative Application of Evidence-Based Practice	1	N8105§	Integrative Application of Evidence-Based Practice	1
						Elective*	2-3
Total Semester Credits/Hours	**(6)**	**Total Semester Credits/Hours**		**(7)**	**Total Semester Credits/Hours**		**(9-10)**
						Total Credits/Hours:	**22-23**

Fall Year 2			Spring Year 2				
Semester 4	**Cr**		**Semester 5**	**Cr**			
N8012 Informatics for Scholarly Practice	2	N8052	Health Policy	2			
N8044 Management of Organizations and Systems	3	N8054	Legal and Ethical Environment	3			
N8105§ Integrative Application of Evidence-Based Practice	1	N8085§	Integrative Application of Evidence-Based Practice	1			
			Elective*	2-3			
Total Semester Credits/Hours	**(6)**	**Total Semester Credits/Hours**		**(8-9)**			
			Total Credits/Hours:	**14-15**			
			Total Program Credits:	**36**			

*Electives may be taken any semester   Revised 9/20/2019

§N8105 is a cumulative course taken over four semesters. One credit each term, for a maximum of four credits, is earned until all course requirements are met. If more than 4 terms are required for completion, the student will earn 0 hours in those subsequent terms until completion of the sequence.

6 Semester Plan - Students Entering Fall 2018 or After

	Fall Year 1			Spring Year 1			Summer Year 1	
	Semester 1	Cr		Semester 2	Cr		Semester 3	Cr
N8010	Evidence-Based Practice I: The Nature of Evidence	2	N8014	Statistics in Health Sciences	3	N8024	Epidemiology	3
N8042	Quality Improvement & Patient Safety	3	N8022	Evidence-Based Practice II: Evaluating and Applying Evidence	3	N8032	Health Care Economics and Finance	3
N8064	Scholarly Writing	1				N8105§	Integrative Application of Evidence-Based Practice	1
Total Semester Credits/Hours		**(6)**	**Total Semester Credits/Hour (6)**			**Total Semester Credits/Hours**		**(7)**
						Total Credits/Hours:		**19**

	Fall Year 2			Spring Year 2			Summer Year 2	
	Semester 4	Cr		Semester 5	Cr		Semester 6	Cr
N8012	Informatics for Scholarly Practice	2	N8052	Health Policy	2		Elective	2-3
N8044	Management of Organizations and Systems	3	N8054	Legal and Ethical Environment	3		Elective	2-3
N8105§	Integrative Application of Evidence-Based Practice	1	N8105§	Integrative Application of Evidence-Based Practice	1	N8105§	Integrative Application of Evidence-Based Practice	1
Total Semester Credits/Hours		**(6)**	**Total Semester Credits/Hours**		**(6)**	**Total Semester Credits/Hours**		**(5-7)**
						Total Credits/Hours: 17-19		
						Total Program Credits: 36		

*Electives may be taken any semester   Revised 9/20/2019

§N8105 is a cumulative course taken over four semesters. One credit each term, for a maximum of four credits, is earned until all course requirements are met. If more than 4 terms are required for completion, the student will earn 0 hours in those subsequent terms until completion of the sequence.

5 Semester Plan - Executive Leadership - Students Entering Fall 2018 or After

	Fall Year 1			Spring Year 1			Summer Year 1	
	Semester 1	Cr		Semester 2	Cr		Semester 3	Cr
N8010	Evidence-Based Practice I: The Nature of Evidence	2	N8014	Statistics in Health Sciences	3	N8024	Epidemiology	3
N8042	Quality Improvement & Patient Safety	3	N8022	Evidence-Based Practice II: Evaluating and Applying Evidence	3	N8032 or N8034*	Healthcare Economics and Finance *OR* Advanced Healthcare Economics and Finance	3
N8064	Scholarly Writing	1	N8069	Lean Methodology in Healthcare *- May be taken spring or summer*	2	N8069	Lean Methodology in Healthcare *- May be taken spring or summer*	2
			N8105§	Integrative Application of Evidence-Based Practice	1	N8105§	Integrative Application of Evidence-Based Practice	1
Total Semester Credits/Hours		**(6)**	**Total Semester Credits/Hours**		**(9)**	**Total Semester Credits/Hours**		**(9)**
							Total Credits/Hours:	**24**

	Fall Year 2			Spring Year 2			Summer Year 2	
	Semester 4	Cr		Semester 5	Cr			
N8012	Informatics for Scholarly Practice	2	N8052	Health Policy	2			
N8045	Evidence-Based Leadership in Healthcare Organizations: Creating Sustainable Value in Health Care	3	N8054	Legal and Ethical Environment	3			
N8105§	Integrative Application of Evidence-Based Practice	1	N8105§	Integrative Application of Evidence-Based Practice	1			
Total Semester Credits/Hours		**(6)**	**Total Semester Credits/Hours (12-15)**					
							Total Credits/Hours: 12-15	
							Total Program Credits: 36	

*Choose N8032 or N8034 after discussion with advisor   Revised 9/20/2019

§N8105 is a cumulative course taken over four semesters. One credit each term, for a maximum of four credits, is earned until all course requirements are met. If more than 4 terms are required for completion, the student will earn 0 hours in those subsequent terms until completion of the sequence.

6 Semester Plan - Executive Leadership - Students Entering Fall 2018 or After

	Fall Year 1			Spring Year 1			Summer Year 1	
	Semester 1	Cr		Semester 2	Cr		Semester 3	Cr
N8010	Evidence-Based Practice I: The Nature of Evidence	2	N8014	Statistics in Health Sciences	3	N8024	Epidemiology	3
N8042	Quality Improvement & Patient Safety	3	N8022	Evidence-Based Practice II: Evaluating and Applying Evidence - *May be taken spring or summer*	3	N8032 or N8034*	Healthcare Economics and Finance OR Advanced Healthcare Economics and Finance	3 May be taken Year 1 or Year 2
N8064	Scholarly Writing	1	N8069	Lean Methodology in Healthcare - *May be taken spring or summer*	2	N8069	Lean Methodology in Healthcare *May be taken spring or summer*	2
						N8105§	Integrative Application of Evidence-Based Practice	1
Total Semester Credits/Hours		**(6)**	**Total Semester Credits/Hours**		**(8)**	**Total Semester Credits/Hours**		**(9)**
							Total Credits/Hours:	**23**

	Fall Year 2			Spring Year 2			Summer Year 2	
	Semester 4	Cr		Semester 5	Cr		Semester 6	Cr
N8012	Informatics for Scholarly Practice	2	N8052	Health Policy	2		Elective	1-3
N8045	Evidence-Based Leadership in Healthcare Organizations: Creating Sustainable Value in Health Care	3	N8054	Legal and Ethical Environment	3	N8032 or N8034*	Healthcare Economics and Finance OR Advanced Healthcare Economics and Finance	3 May be taken Year 1 or Year 2
N8105§	Integrative Application of Evidence-Based Practice	1	N8105§	Integrative Application of Evidence-Based Practice	1	N8105§	Integrative Application of Evidence-Based Practice	1
Total Semester Credits/Hours		**(6)**	**Total Semester Credits/Hours**		**(6)**	**Total Semester Credits/Hours**		**(5-7)**
							Total Credits/Hours: 17-19	
							Total Program Credits: 36	

*Choose N8032 or N8034 after discussion with advisor   Revised 9/20/2019

§N8105 is a cumulative course taken over four semesters. One credit each term, for a maximum of four credits, is earned until all course requirements are met. If more than 4 terms are required for completion, the student will earn 0 hours in those subsequent terms until completion of the sequence.

VUSN: MSN and PMC CURRICULUM PLANS

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

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall	NURS 5101	Legal and Ethical Accountability in Professional Nursing Practice	2	15	30			45
	NURS 5103	Human Experience of Health and Illness Across the Lifespan I	4	52.5	15			67.5
	NURS 5105	Enhancement of Community and Population Health I	3	22.5	22.5	40		85
	NURS 5106	Pharmacology for Nursing Care I	2	22.5	15			37.5
	NURS 5115	Fundamentals of Clinical Practice	5	35		140	40	215
		Semester Total	**16**	**147.5**	**82.5**	**180**	**40**	**450**
Spring	NURS 5201	Inquiry & Evidence in Professional Nursing Practice	2	14	28			42
	NURS 5203	Human Experience of Health and Illness Across the Lifespan II	5	56	28			84
	NURS 5205	Enhancement of Community and Population Health II	3	21	14	70		105
	NURS 5206	Pharmacology for Nursing Care II	2	21	14			35
	NURS 5215	Integration of Theoretical & Clinical Aspects of Nursing I	3			240		240
		Semester Total	**15**	**112**	**84**	**310**	**0**	**506**
Summer	NURS 5301	Leadership and Management in Professional Nursing Practice	2	14	28			42
	NURS 5303	Human Experience of Health and Illness Across the Lifespan III	4	49	14			63
	NURS 5305	Enhancement of Community and Population Health III	2	14		70		84
	NURS 5306	Pharmacology for Nursing Care III	1	7	14			21
	NURS 5315	Integration of Theoretical & Clinical Aspects of Nursing II	1			80		80
	NURS 5325	Capstone Clinical Practicum	2			140		140
		Semester Total	**12**	**84**	**56**	**290**	**0**	**430**
		Program Total	**43**	**343.5**	**222.5**	**780**	**40**	**1386**

ASN-MSN Curriculum Plan and Required Hours

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall	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
		Semester Total	**13**	**154**	**56**	**0**	**0**	**210**
Spring	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
		Semester Total	**13**	**168**	**28**	**105**	**28**	**329**
		Program Total	**26**	**322**	**84**	**105**	**28**	**539**

ASN-MSN Part Time Curriculum Plan

Semester	Course Number and Name		Credit Hours
Fall 1	NURS 5401	Critical Thinking, Supporting Evidence, & Communication I	3
	NURS 5402	Epidemiology and Population-Based Nursing	3
Spring 1	NURS 5501	Critical Thinking, Supporting Evidence, & Communication II	2
	NURS 5502	Ethics in Nursing Practice	2
	NURS 5515	Providing Care at the Community Level	3
Summer 1		No Coursework	
Fall 2	NURS 5303	Human Experience of Health & Illness Across the Lifespan III	4
	NURS 5403	Health Care Systems & the Role of the Nurse as Facilitator of Learning	3
Spring 2	NURS 5505	Health Assessment for the RN	3
	NURS 5506	Pharmacology for the RN	3
Summer 2		No Coursework	
		Total Hours	26

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

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall	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	3	42				42
		Semester Total	**16**	**196**	**0**	**70**	**28**	**294**
Spring	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 Adult-Gero ACNP II	3	42				42
	Elective	*Elective (2 hours required for degree)*	2	28				28
		Semester Total	**12**	**112**	**0**	**280**	**0**	**392**
Summer	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	3	42				42
	NURS 6195	Adult-Gerontology ACNP Preceptorship	4			280		280
		Semester Total	**12**	**112**	**0**	**280**	**0**	**392**
		Program Total	**40**	**420**	**0**	**630**	**28**	**1078**

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

Semester	Course Number and Name		Credit Hours
Fall 1	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6102	Advanced Physiology and Pathophysiology	4
Spring 1	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	Elective	*Elective (2 hours required for degree)*	2
Summer 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
	NURS 6143	Introduction to Point of Care Ultrasonography (optional)	1
Fall 2	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	3
Spring 2	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	3
Summer 2	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner III	3
	NURS 6195	Adult-Gerontology Acute Care Nurse Practitioner Preceptorship	4
		Total Hours	**40-41**

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

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

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

Semester	Course Number and Name		Credit Hours
Fall	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	3
Spring	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	3
	Elective	*Elective (2 hours required for degree)*	2
Summer	NURS 6085	Professional Formation 5: Role of the APN in Improving Delivery of Healthcare- Indiv. and Populations	2
	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner III	3
	NURS 6195	Adult-Gerontology Acute Care Nurse Practitioner Preceptorship	4
		Total Hours	**32**

• Sample only. All admitted post-master's students will have an individualized curriculum plan based on a gap analysis complete by the Academic Director of the program. As part of the post-master's certificate (PMC) application https://apply.vanderbilt.edu/apply/, all applicants are required to provide syllabi for previous master's level courses in advanced health assessment, advanced pathophysiology and advanced pharmacology. Whether or not a PMC student needs to retake one or all of these courses is determined based on the guidelines below:
a. APRN certified PMC applicants/students who have previously taken an equivalent Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology, and have maintained certification (reported on the application), will not be required to repeat these courses. Course equivalency will be determined by syllabi review.
b. Non-APRN certified PMC applicants/students will be required to take VUSN Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology courses unless they satisfy requirements specified in item c.
c. If a non-APRN certified student has previously taken one or more of these three courses in the last 5 years (5 years or less at the time of matriculation) the student must provide the syllabi to be reviewed for equivalency. If the course is determined to be equivalent to the VUSN course, was taken within the last 5 years and the grade earned was a B- or higher, the course may be waived. Note: Determination of equivalency does not mean that VUSN transfer credit has been awarded. Equivalent courses will not appear on the VU transcript.

** 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

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall	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 II	3	42				42
		Semester Total	**16**	**196**	**0**	**70**	**28**	**294**
Spring	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42				42
	NURS 6115	Adult-Gerontology ACNP Practicum	4			280		280
	NURS 6124	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gero ACNP II	3	42				42
	NURS 6148	Concepts of Diagnostics and Care for the for the Hospitalist AGACNP	2	28				28
	NURS 6165	Adv. Clinical Skills for the AGACNP Hospitalist	1				28	28
		Semester Total	**13**	**112**	**0**	**280**	**28**	**420**
Summer	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	3	42				56
	NURS 6195	Adult-Gerontology ACNP Intensivist Preceptorship	4			280		280
		Semester Total	**12**	**112**	**0**	**280**	**0**	**406**
		Program Total	**41**	**420**	**0**	**630**	**56**	**1120**

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

Semester	Course Number and Name		Credit Hours
Fall 1	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6102	Advanced Physiology and Pathophysiology	4
Spring 1	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
Summer 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
	NURS 6143	Introduction to Point of Care Ultrasonography (optional)	1
Fall 2	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	3
Spring 2	NURS 6124	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner II	3
	NURS 6115	Adult-Gerontology ACNP Practicum	4
Summer 2	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner III	3
	NURS 6195	Adult-Gerontology Acute Care Nurse Practitioner Preceptorship	4
		Total Hours	**41-42**

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

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall	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	3	42				42
		Semester Total	**16**	**196**	**0**	**70**	**28**	**294**
Spring	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	3	42				42
	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
		Semester Total	**13**	**126**	**0**	**280**	**0**	**406**
Summer	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	3	42				42
	NURS 6155	Adult-Gerontology ACNP Intensivist Practicum	4			280		280
	NURS 6170	Advanced Simulation Lab I	1				28	28
		Semester Total	**13**	**112**	**0**	**280**	**28**	**420**
		Program Total	**42**	**434**	**0**	**630**	**56**	**1120**

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

Semester	Course Number and Name		Credit Hours
Fall 1	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6102	Advanced Physiology and Pathophysiology	4
Spring 1	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 6149	Critical Care Concepts for the Adult-Gerontology ACNP Intensivist	3
Summer 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
	NURS 6143	Introduction to Point of Care Ultrasonography (optional)	1
Fall 2	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	3
Spring 2	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
Summer 2	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner III	3
	NURS 6155	Adult-Gerontology Acute Care Nurse Practitioner Intenstivist Practicum	4
	NURS 6170	Advanced Critical Care Simulation	1
		Total Hours	**42-43**

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

Semester	Course Number and Name		Credit Hours
Fall 1	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6102	Advanced Physiology and Pathophysiology	4
Spring 1	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
Summer 1	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
		Year 1 Total	13
Fall 2	NURS 6103	Advanced Pharmacotherapeutics	3
	NURS 6114	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner I	3
Spring 2	NURS 6124	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner II	3
	NURS 6149	Critical Care Concepts for the Adult-Gerontology ACNP Intensivist	3
Summer 2	NURS 6134	Pathophysiology and Collaborative Management in Acute Care for the Adult-Gerontology Acute Care Nurse Practitioner III	3
		Year 2 Total	15
Fall 3	NURS 6101	Advanced Health Assessment and Clinical Reasoning	3
	NURS 6105	Advanced Health Assessment Application	1
Spring 3	NURS 6135	Adult-Gerontology ACNP Practicum in Intensive Care	4
Summer 3	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
	NURS 6155	Adult-Gerontology Acute Care Nurse Practitioner Intensivist Practicum	4
	NURS 6170	Advanced Critical Care Simulation	1
		Year 3 Total	14
		Total Hours	42

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

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall	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	28
		Semester Total	**15**	**182**	**0**	**0**	**56**	**238**
Spring	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
		Semester Total	**13**	**126**	**0**	**280**	**0**	**406**
Summer	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
		Semester Total	**12**	**112**	**0**	**280**	**0**	**392**
		Program Total	**40**	**420**	**0**	**560**	**56**	**1036**

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

Semester	Course Number and Name		Credit Hours
Fall 1	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
Spring 1	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
Summer 1	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
Fall 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
Spring 2	NURS 6215	Adult-Gerontology Primary Care Nurse Practitioner Clinical I	4
	NURS 6234	Adult-Gerontology Primary Care II	3
Summer 2	NURS 6231	Essential Procedures for the Primary Care Provider	2
	NURS 6295	Adult-Gerontology Primary Care Nurse Practitioner Clinical II	4
		Total Hours	**40**

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

Semester	Course Number and Name		Credit Hours
Fall	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
Spring	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
Summer	NURS 6031	Advanced Practice Nursing in Primary Care of the Adolescent	1
	NURS 6085	Professional Formation 5: Role of the APN in Improving Delivery of Healthcare- Indiv. And Populations	2
	NURS 6231	Essential Procedures for the Primary Care Provider	2
	NURS 6295	Adult-Gerontology Primary Care Nurse Practitioner Clinical II	4
		Total Hours	**32**

• Sample only. All admitted post-master's students will have an individualized curriculum plan based on a gap analysis complete by the Academic Director of the program. As part of the post-master's certificate (PMC) application https://apply.vanderbilt.edu/apply/, all applicants are required to provide syllabi for previous master's level courses in advanced health assessment, advanced pathophysiology and advanced pharmacology. Whether or not a PMC student needs to retake one or all of these courses is determined based on the guidelines below:

a. APRN certified PMC applicants/students who have previously taken an equivalent Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology, and have maintained certification (reported on the application), will not be required to repeat these courses. Course equivalency will be determined by syllabi review.

b. Non-APRN certified PMC applicants/students will be required to take VUSN Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology courses unless they satisfy requirements specified in item c.

c. If a non-APRN certified student has previously taken one or more of these three courses in the last 5 years (5 years or less at the time of matriculation) the student must provide the syllabi to be reviewed for equivalency. If the course is determined to be equivalent to the VUSN course, was taken within the last 5 years and the grade earned was a B- or higher, the course may be waived. Note: Determination of equivalency does not mean that VUSN transfer credit has been awarded. Equivalent courses will not appear on the VU transcript.

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

Semester	Course Number and Name		Credit Hours
Fall	NURS 6361	Pathophysiology and Collaborative Management in Emergent and Critical Care	3
	NURS 6365	Trauma, Emergency and Critical Care Clinical I	3
Spring	NURS 6301	Concepts in Advanced Emergency Nursing	3
	NURS 6375	Trauma, Emergency and Critical Care Clinical II	3
		Total Hours	**12**

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Family / Emergency Nurse Practitioner Curriculum Plan and Required Hours

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall 1	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 6030	Advanced Practice Nursing in Primary Care of the Adult	3	42				42
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28				28
	NURS 6305	Advanced Health Assessment Applications for the Adult- Gerontology ACNP	1			70		70
		Semester Total	**15**	**182**	**0**	**70**	**28**	**280**
Spring 1	NURS 6032	Advanced Practice Nursing in the Primary Care of the Woman	1	14				14
	NURS 6036	Advanced Practice Nursing in Primary Care of the Child and Adolescent	3	42				42
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3	42				42
	NURS 6301	Concepts in Advanced Emergency Nursing	3	28			14	42
	NURS 6385	Practicum-Emergency Care I	1			70		70
	NURS 6521	The Context of Primary Care: FNP Domains and Core Comp for Practice	2	28				28
	NURS 6525	Practicum in Primary Health Care of the Child and Adolescent	2			140		140
	NURS 6532	Advanced Practice Nursing in Primary Care of the Elderly	1	14				14
		Semester Total	**16**	**168**	**0**	**210**	**14**	**392**
Summer 1	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 6143	Fundamentals of Point of Care Ultrasound for the Advanced Practice Provider	2	28				28
	NURS 6395	Practicum in Emergency Care II	1			70		70
	NURS 6535	Practicum in Primary Health Care of Adult for Dual Specialty	3			210		210
	NURS 6595	Family Nurse Practitioner Preceptorship for Dual Specialty	3			210		210
		Semester Total	**14**	**98**	**0**	**490**	**0**	**588**

Fall 2	NURS 6361	Pathophysiology and Collaborative Management in Emergent and Critical Care	3	42				42
	NURS 6365	Trauma, Emergency and Critical Care Clinical I	3	42				42
		Semester Total	**6**	**84**	**0**	**0**	**0**	**84**
		Program Total	**51**	**532**	**0**	**770**	**42**	**1344**

Family / Emergency Nurse Practitioner Curriculum Plan, Part-Time

Semester	Course Number and Name		Credit Hours
Fall 1	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
Spring 1	NURS 6032	Primary Care of Women	1
	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
	NURS 6532	Advanced Practice Nursing in Primary Care of the Elderly	1
Summer 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
Fall 2	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6030	Advanced Practice Nursing in Primary Care of the Adult	3
	NURS 6305	Advanced Health Assessment Application for Dual ACNP/FNP Specialty	1
	NURS 6535	Practicum in Primary Health Care of the Adult for Dual Specialty	3
	NURS 6011L	Advanced Health Assessment Lab	1
Spring 2	NURS 6036	Advanced Practice Nursing in Primary Care of the Child and Adolescent	3
	NURS 6301	Concepts in Advanced Emergency Nursing	3
	NURS 6385	Practicum in Emergency Care I	1
	NURS 6395	Practicum in Emergency Care II	1
	NURS 6525	Practicum in Primary Health Care of the Child and Adolescent	2
Summer 2	NURS 6143	Introduction to Point of Care Ultrasound	2
	NURS 6361	Pathophysiology and Collaborative Management in Emergent and Critical Care	3
	NURS 6365	Trauma, Emergency and Critical Care Clinical I	3
	NURS 6595	Family Nurse Practitioner Preceptorship for Dual Specialty	3
		Total Hours	**51**

Family Nurse Practitioner Curriculum Plan and Required Hours

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall	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 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
		Semester Total	**15**	**182**	**0**	**0**	**56**	**238**
Spring	NURS 6032	Advanced Practice Nursing in Primary Care of the Woman	1	14				14
	NURS 6036	Advanced Practice Nursing in Primary Care of the Child and Adolescent	3	42				42
	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 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
		Semester Total	**14**	**140**	**0**	**280**	**0**	**420**
Summer	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 the FNP	1		22	14		36
	NURS 6585	FNP Preceptorship	4			280		280
		Semester Total	**11**	**70**	**22**	**364**	**0**	**456**
		Program Total	**40**	**392**	**22**	**644**	**56**	**1114**

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

Semester	Course Number and Name		Credit Hours
Fall 1	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
Spring 1	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 6521	The Context of Primary Care: FNP Domains & Core Competencies for Practice	2
	NURS 6032	Advanced Primary Care of the Woman	1
		Elective (optional)	
Summer 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
Fall 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 6505	Advanced Health Assessment Applications for the FNP	1
Spring 2	NURS 6036	Advanced Practice Nursing in Primary Care of the Child and Adolescent	3
	NURS 6532	Advanced Practice Nursing in Primary Care of the Elderly	1
	NURS 6555	Practicum in Primary Health Care of the Family	4
Summer 2	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
		Total Hours	**40**

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

Semester	Course Number and Name		Credit Hours
Fall 1	NURS 6010	Advanced Pathophysiology	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
Spring 1	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
Summer 1	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
Fall 2	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
Spring 2	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
Summer 2	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
Fall 3	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
Spring 3	NURS 6036	Advanced Practice Nursing in Primary Care of the Child and Adolescent	3
	NURS 6555	Practicum in Primary Health Care of the Family	4
Summer 3	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
		Total Hours	**40**

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

Semester	Course Number and Name		Credit Hours
Fall	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 6505	Advanced Health Assessment Applications for the FNP	1
Spring	NURS 6032	Advanced Practice Nursing in Primary Care of the Woman	1
	NURS 6036	Advanced Practice Nursing in Primary Care of the Child and Adolescent	3
	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
	NURS 6555	Practicum in Primary Health Care of the Family	4
Summer	NURS 6085	Professional Formation 5: Role of the APN in Improv. Delivery of Healthcare	2
	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
		Total Hours	**32**

• Sample only. All admitted post-master's students will have an individualized curriculum plan based on a gap analysis complete by the Academic Director of the program. As part of the post-master's certificate (PMC) application https://apply.vanderbilt.edu/apply/, all applicants are required to provide syllabi for previous master's level courses in advanced health assessment, advanced pathophysiology and advanced pharmacology. Whether or not a PMC student needs to retake one or all of these courses is determined based on the guidelines below:
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b. Non-APRN certified PMC applicants/students will be required to take VUSN Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology courses unless they satisfy requirements specified in item c.
c. If a non-APRN certified student has previously taken one or more of these three courses in the last 5 years (5 years or less at the time of matriculation) the student must provide the syllabi to be reviewed for equivalency. If the course is determined to be equivalent to the VUSN course, was taken within the last 5 years and the grade earned was a B- or higher, the course may be waived. Note: Determination of equivalency does not mean that VUSN transfer credit has been awarded. Equivalent courses will not appear on the VU transcript.

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Neonatal Nurse Practitioner Curriculum Plan and Required Hours

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall	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
		Semester Total	**15**	**196**	**0**	**70**	**0**	**280**
Spring	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
		Semester Total	**15**	**140**	**0**	**210**	**56**	**406**
Summer	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
		Semester Total	**10**	**56**	**0**	**420**	**0**	**476**
		Program Total	**40**	**392**	**0**	**700**	**56**	**1162**

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

Semester	Course Number and Name		Credit Hours
Fall 1	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
Spring 1	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 6621	Advanced Neonatal Pharmacotherapeutics	3
Summer 1	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	Elective	*Elective * (2 hours optional)*	
Fall 2	NURS 6605	Advanced Neonatal Health Assessment	3
	NURS 6614	Neonatal Pathophysiology and Management I	3
Spring 2	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
Summer 2	NURS 6695	Neonatal Preceptorship	6
		Total Hours	**40**
* For students who need to maintain 6 credits for financial aid.			

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

Semester	Course Number and Name		Credit Hours
Fall 1	NURS 6010	Advanced Pathophysiology	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
Spring 1	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 6621	Advanced Neonatal Pharmacotherapeutics	3
Summer 1	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 6098	Independent Study, Non-Clinical	1 - 6
Fall 2	NURS 6602	Developmental/Neonatal Physiology	2
	NURS 6614	Neonatal Pathophysiology and Management I	3
Spring 2	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
Summer 2		No Coursework	
Fall 3	NURS 6605	Neonatal Health Assessment	3
	NURS 6610	Neonatal Nursing Birth Through 2 Years of Age	2
Spring 3	NURS 6615	Neonatal Practicum	3
Summer 3	NURS 6695	Neonatal Preceptorship	6
		Total Hours	**40**

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

Semester	Course Number and Name		Credit Hours
Fall	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
Spring	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
Summer	NURS 6085	Professional Formation 5: Role of the APN in Improv. Delivery of Healthcare	2
	NURS 6695	Neonatal Preceptorship	6
		Total Hours	**33**

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

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a. APRN certified PMC applicants/students who have previously taken an equivalent Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology, and have maintained certification (reported on the application), will not be required to repeat these courses. Course equivalency will be determined by syllabi review.
b. Non-APRN certified PMC applicants/students will be required to take VUSN Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology courses unless they satisfy requirements specified in item c.
c. If a non-APRN certified student has previously taken one or more of these three courses in the last 5 years (5 years or less at the time of matriculation) the student must provide the syllabi to be reviewed for equivalency. If the course is determined to be equivalent to the VUSN course, was taken within the last 5 years and the grade earned was a B- or higher, the course may be waived. Note: Determination of equivalency does not mean that VUSN transfer credit has been awarded. Equivalent courses will not appear on the VU transcript.

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Nurse-Midwifery Specialty Curriculum Plan and Required Hours

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall 1	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 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2	28				28
	NURS 6805	Advanced Health Assessment Applications for Nurse-Midwifery	1			35	14	49
	NURS 6810	Women's Health for Nurse-Midwifery	3	42				42
	NURS 6811	Reproductive Anatomy and Physiology	2	28				28
	NURS 6812	Evolution of Midwifery in America	2	28				28
		Semester Total	**16**	**196**	**0**	**35**	**42**	**273**
Spring 1	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 Nurse-Midwifery	3	42				42
		Semester Total	**16**	**168**	**0**	**280**	**0**	**448**
Summer 1	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56				56
	NURS 6831	Skills for Nurse-Midwifery	1				28	28
	NURS 6835	Practicum in Intrapartum, Postpartum and Newborn Nurse-Midwifery Care	4			280		280
	NURS 6836	Intrapartum Care for Nurse-Midwifery	3	42				42
	NURS 6838	Nurse-Midwifery Care of the Mother-Baby Dyad	2	28				28
		Semester Total	**14**	**126**	**0**	**280**	**28**	**434**
Fall 2	NURS 6841	Nurse-Midwifery Role Synthesis, Exploration, and Analysis	2	28				28

	NURS 6895	Advanced Clinical Integration Experience for Nurse-Midwifery	5			350		350
		Semester Total	**7**	**28**	**0**	**350**	**0**	**378**
		Program Total	**53**	**518**	**0**	**945**	**70**	**1533**

Nurse-Midwifery Part-Time Curriculum Plan

Semester	Course Number and Name		Credit Hours
Fall 1	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
Spring 1	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
Summer 1	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
Fall 2	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 Nurse-Midwifery	1
	NURS 6810	Women's Health for Nurse-Midwifery	3
	NURS 6811	Reproductive Anatomy and Physiology	2
Spring 2	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
Summer 2	NURS 6831	Skills for Nurse-Midwifery	1
	NURS 6835	Practicum in Intrapartum, Postpartum and Newborn Nurse-Midwifery Care	4
	NURS 6836	Intrapartum Care for Nurse-Midwifery	3
Fall 3	NURS 6841	NMW Role Synthesis, Exploration, and Analysis	2
	NURS 6895	Advanced Clinical Integration Experience for Nurse-Midwifery	5
		Total Hours	**53**

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

Semester	Course Number and Name		Credit Hours
Fall 1	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 Nurse-Midwifery	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
Spring 1	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
Summer 1	NURS 6085	Professional Formation 5: Role of the APN in Improv. Delivery of Healthcare	2
	NURS 6831	Skills for Nurse-Midwifery	1
	NURS 6835	Practicum in Intrapartum,Postpartum and Newborn Nurse-Midwifery Care	4
	NURS 6836	Intrapartum Care for Nurse-Midwifery	3
	NURS 6838	Nurse-Midwifery Care of the Mother-Baby Dyad	2
Fall 2	NURS 6841	NMW Role Synthesis, Exploration, and Analysis	2
	NURS 6895	Advanced Clinical Integration Experience for Nurse-Midwifery	5
		Total Hours	**46**

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

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall 1	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 Nurse-Midwifery	1			35	14	49
	NURS 6810	Women's Health for Nurse-Midwifery	3	42				42
	NURS 6811	Reproductive Anatomy and Physiology	2	28				28
	NURS 6812	Evolution of Midwifery in America	2	28				28
		Semester Total	**16**	**196**	**0**	**35**	**42**	**259**
Spring 1	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 Nurse-Midwifery	3	42				42
		Semester Total	**16**	**168**	**0**	**280**	**0**	**448**
Summer 1	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4	56				56
	NURS 6831	Skills for Nurse-Midwifery	1				28	28
	NURS 6835	Practicum in Intrapartum, Postpartum and Newborn Nurse-Midwifery Care	4			280		280
	NURS 6836	Intrapartum Care for Nurse-Midwfery	3	42				42
	NURS 6838	Nurse-Midwifery Care of the Mother-Baby Dyad	2	28				28

		Semester Total	**14**	**126**	**0**	**280**	**28**	**434**
Fall 2	NURS 6841	Nurse-Midwifery Role Synthesis, Exploration, and Analysis	2	28				28
	NURS 6895	Advanced Clinical Integration Experience for Nurse-Midwifery	5			350		350
		Semester Total	**7**	**28**	**0**	**350**	**0**	**378**
Spring 2	NURS 6036	Advanced Practice Nursing in Primary Care of the Child and Adolescent	3	42				42
	NURS 6521	The Context of Primary Care: FNP Domains & Core Competencies for Practice	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
		Semester Total	**12**	**84**	**0**	**420**	**0**	**504**
		Program Total	**65**	**602**	**0**	**1365**	**70**	**2023**

VUSN MSN, POST-MASTER'S CERTIFICATE and DNP Student Handbook 2019-2020

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

Semester	Course Number and Name		Credit Hours
Fall 1	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
Spring 1	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
Summer 1	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
Fall 2	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 Nurse-Midwifery	1
	NURS 6810	Women's Health for Nurse-Midwifery	3
	NURS 6811	Reproductive Anatomy and Physiology	2
Spring 2	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
Summer 2	NURS 6831	Skills for Nurse-Midwifery	1
	NURS 6835	Practicum in Intrapartum, Postpartum and Newborn Nurse-Midwifery Care	4
	NURS 6836	Intrapartum Care for Nurse-Midwifery	3
Fall 3	NURS 6841	Nurse-Midwifery Role Synthesis, Exploration, and Analysis	2
	NURS 6895	Advanced Clinical Integration Experience for Nurse-Midwifery	5
Spring 3	NURS 6036	Advanced Practice Nursing in Primary Care of the Child and Adolescent	3
	NURS 6521	The Context of Primary Care: FNP Domains & Core Competencies for Practice	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
		Total Hours	**65**

Nursing and Health Care Leadership

Semester	Course Number and Name		Credit Hours
Fall 1	NURS 6411	Foundations of Leadership	3
	NURS 6710	Fundamentals of Nursing Informatics – Nursing Informatics Professional Formation I	3
Spring 1	NURS 6041	Principles of Healthcare Finance	3
	NURS 6055	Professional Formation II: Application of Evidence in Healthcare Environments	3
Summer 1	NURS 6408	Strategic Planning	2
	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
Fall 2	NURS 6025	Applied Quality Improvement and Patient Safety	2
	NURS 6414	Organizational Behavior in Complex Health Care Systems	3
	Elective	*Elective*	2-3
Spring 2	NURS 6417	Advanced Leadership and Human Capital	3
	NURS 6485	Practicum I	3
Summer 2	NURS 6404	Directed Reading	2
	NURS 6495	Practicum II	4
		Total Hours	**37-38**

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Nursing Informatics Specialty Curriculum Plan and Required Hours (2-Year, Part Time)

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall 1	NURS 6411	Foundations of Leadership	3	42				42
	NURS 6710	NI Professional Formation I - Fundamentals of Nursing Informatics	3	42				42
		Semester Total	**6**	**84**	**0**	**0**	**0**	**84**
Spring 2	NURS 6720	NI Professional Formation II - Theories, Frameworks and Models Supporting Informatics Practice	3	42				42
	NURS 6732	Designing, Planning and Managing Scalable Projects	3	28		70		98
		Semester Total	**6**	**70**	**0**	**70**	**0**	**140**
Summer 1	NURS 6723	Nursing Informatics and the Information System Lifecycle	3	42				42
	NURS 6724	Leveraging Technology for Learning and Teaching in Healthcare	3	28		70		98
		Semester Total	**6**	**70**	**0**	**70**	**0**	**140**
Fall 2	NURS 6025	Applied Quality Improvement and Patient Safety	3	28		70		98
	NURS 6727	Data to Information 1	3	42				42
		Semester Total	**6**	**70**	**0**	**70**	**0**	**140**
Spring 2	NURS 6715	Nursing Informatics Practicum I	3	14		140		154
	NURS 6728	Data to Information II	3	42				42
		Semester Total	**6**	**56**	**0**	**140**	**0**	**196**
Summer 2	NURS 6730	NI Professional Formation 3: Advanced Concepts of Informatics	3	42				42
	NURS 6795	Nursing Informatics Practicum II	3	14		140		154
		Semester Total	**6**	**56**	**0**	**140**	**0**	**196**
		Program Total	**36**	**406**	**0**	**490**	**0**	**896**

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Pediatric Nurse Practitioner – Acute Care Specialty Curriculum Plan and Required Hours

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall	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	42
	NURS 7025	Advanced Health Assessment Applications for the Acute Care Pediatric Nurse Practitioner	1			35	14	49
		Semester Total	**14**	**154**	**28**	**35**	**42**	**259**
Spring	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	Advanced Practice Nursing in Pediatric Acute Care Practicum I	4			280		280
		Semester Total	**13**	**98**	**56**	**280**	**0**	**434**
Summer	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 Practice Nursing in Pediatric Acute Care Practicum II	5			350		350
		Semester Total	**13**	**98**	**28**	**350**	**0**	**476**
		Program Total	**40**	**350**	**112**	**665**	**42**	**1169**

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

Semester	Course Number and Name		Credit Hours
Fall 1	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
Spring 1	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 7024	Advanced Pharmacotherapeutics	3
Summer 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
Fall 2	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
Spring 2	NURS 7022	Advanced Practice Nursing in Pediatric Acute Care, Part I	3
	NURS 7045	Advanced Practice Nursing in Pediatric Acute Care Practicum I	4
Summer 2	NURS 7031	Advanced Practice Nursing in Pediatric Acute Care, Part II	3
	NURS 7095	Advanced Practice Nursing in Pediatric Acute Care Practicum II	5
		Total Hours	**40**

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

Semester	Course Number and Name		Credit Hours
Fall 1	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
Spring 1	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
Summer 1	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
Fall 2	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
Spring 2	NURS 7024	Advanced Pharmacotherapeutics	3
Summer 2	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
Fall 3	NURS 7011	Health Promotion of Behavior Development: Birth through Adolescence	3
	NURS 7012	Advanced Practice Nursing in Pediatric Primary Care, Part I	3
Spring 3	NURS 7022	Advanced Practice Nursing in Pediatric Acute Care, Part I	3
	NURS 7045	Advanced Practice Nursing in Pediatric Acute Care Practicum I	4
Summer 3	NURS 7031	Advanced Practice Nursing in Pediatric Acute Care, Part II	3
	NURS 7095	Advanced Practice Nursing in Pediatric Acute Care Practicum II	5
		Total Hours	**40**

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

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Pediatric Nurse Practitioners adding Acute Care* Post Master's Certificate Curriculum Plan

Semester	Course Number and Name		Credit Hours
Spring	NURS 7022	Advanced Practice Nursing in Pediatric Acute Care, Part I	3
	NURS 7024	Advanced Pharmacotherapeutics	3
	NURS 7045	Advanced Practice Nursing in Pediatric Acute Care Practicum I	4
Summer	NURS 6085	Professional Formation V	2
	NURS 7031	Advanced Practice Nursing in Pediatric Acute Care, Part II	3
	NURS 7095	Advanced Practice Nursing in Pediatric Acute Care Practicum II	5
		Total Hours	**20**

* 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.

• Sample only. All admitted post-master's students will have an individualized curriculum plan based on a gap analysis complete by the Academic Director of the program. As part of the post-master's certificate (PMC) application https://apply.vanderbilt.edu/apply/, all applicants are required to provide syllabi for previous master's level courses in advanced health assessment, advanced pathophysiology and advanced pharmacology. Whether or not a PMC student needs to retake one or all of these courses is determined based on the guidelines below:
a. APRN certified PMC applicants/students who have previously taken an equivalent Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology, and have maintained certification (reported on the application), will not be required to repeat these courses. Course equivalency will be determined by syllabi review.
b. Non-APRN certified PMC applicants/students will be required to take VUSN Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology courses unless they satisfy requirements specified in item c.
c. If a non-APRN certified student has previously taken one or more of these three courses in the last 5 years (5 years or less at the time of matriculation) the student must provide the syllabi to be reviewed for equivalency. If the course is determined to be equivalent to the VUSN course, was taken within the last 5 years and the grade earned was a B- or higher, the course may be waived. Note: Determination of equivalency does not mean that VUSN transfer credit has been awarded. Equivalent courses will not appear on the VU transcript.

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Pediatric Nurse Practitioners - Primary Care Specialty Curriculum Plan and Required Hours

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall	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
		Semester Total	**14**	**168**	**28**	**0**	**28**	**224**
Spring	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
		Semester Total	**13**	126	**0**	**280**	**0**	**406**
Summer	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
		Semester Total	**13**	**98**	**28**	**350**	**0**	**476**
		Program Total	**40**	**392**	**56**	**630**	**28**	**1106**

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

Semester	Course Number and Name		Credit Hours
Fall 1	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
Spring 1	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 7023	Advanced Pharmacotherapeutics	3
Summer 1	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
Fall 2	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
Spring 2	NURS 7021	Advanced Practice Nursing in Pediatric Primary Care, Part II	3
	NURS 7035	Practicum in Acute Health Care of Children	4
Summer 2	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
	NURS 7085	Advanced Pediatric Primary Care Preceptorship	5
		Total Hours	**40**

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

Semester	Course Number and Name		Credit Hours
Fall 1	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
Spring 1	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
Summer 1	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
Fall 2	NURS 6010	Pathophysiologic Concepts	3
	NURS 7011	Health Promotion of Behavior Development: Birth through Adolescence	3
Spring 2	NURS 7023	Advanced Pharmacotherapeutics	3
Summer 2	NURS 7032	Current Issues in Delivery of Advanced Pediatric Care	3
Fall 3	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
Spring 3	NURS 7021	Advanced Practice Nursing in Pediatric Primary Care, Part II	3
	NURS 7035	Practicum in Primary Health Care of Children	4
Summer 3	NURS 6075	Professional Formation IV: Transition to Advanced Nursing Practice	1
	NURS 7085	Advanced Pediatric Primary Care Preceptorship	5
		Total Hours	**40**

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

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Pediatric Nurse Practitioners adding Primary* Post Master's Certificate Curriculum Plan

Semester	Course Number and Name		Credit Hours
Fall	NURS 6010	Pathophysiologic Concepts	3
	NURS 7011	Health Promotion of Behavior Development: Birth through Adolescence	3
	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
Spring	NURS 7021	Advanced Practice Nursing in Pediatric Primary Care, Part II	3
	NURS 7023	Advanced Pharmacotherapeutics	3
	NURS 7035	Practicum in Acute Health Care of Children	4
Summer	NURS 6085	Professional Formation V	2
	NURS 7032	Current Issues in the Delivery of Advanced Pediatric Care	3
	NURS 7085	Advanced Pediatric Primary Care Preceptorship	5
		Total Hours	**32**

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a. APRN certified PMC applicants/students who have previously taken an equivalent Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology, and have maintained certification (reported on the application), will not be required to repeat these courses. Course equivalency will be determined by syllabi review.

b. Non-APRN certified PMC applicants/students will be required to take VUSN Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology courses unless they satisfy requirements specified in item c.

c. If a non-APRN certified student has previously taken one or more of these three courses in the last 5 years (5 years or less at the time of matriculation) the student must provide the syllabi to be reviewed for equivalency. If the course is determined to be equivalent to the VUSN course, was taken within the last 5 years and the grade earned was a B- or higher, the course may be waived. Note: Determination of equivalency does not mean that VUSN transfer credit has been awarded. Equivalent courses will not appear on the VU transcript.

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

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall	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	112
		Semester Total	**16**	**182**	**0**	**70**	**56**	**308**
Spring	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
		Semester Total	**13**	**112**	**24**	**305**	**0**	**441**
Summer	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
		Semester Total	**12**	**70**	**14**	**245**	**0**	**329**
		Program Total	**41**	**364**	**38**	**620**	**56**	**1078**

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

Semester	Course Number and Name		Credit Hours
Fall 1	NURS 6010	Advanced Pathophysiology	3
	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
Spring 1	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
	NURS 7221	Neuroscience for Mental Health Practitioners	3
	NURS 7222	Psychopharmacology	2
Summer 1	NURS 6065	Professional Formation III: Leading Collaborative Change: Improving Delivery of Healthcare to Patients and Populations	4
	NURS 7232	Advanced Psychopharmacology	2
Fall 2	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
Spring 2	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	4
		Elective (optional 1-2 credits)	
Summer 2	NURS 7231	Population-Based Mental Health Care Across the Lifespan	2
	NURS 7295	Psychiatric-Mental Health Nurse Practitioner Preceptorship	4
		Total Hours	**41**

VUSN MSN, POST-MASTER'S CERTIFICATE and DNP Student Handbook 2019-2020

MSN in Psychiatric-Mental Health Nurse Practitioner (Lifespan) Post Master's Certificate Option

Semester	Course Number and Name		Credit Hours
Fall	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
Spring	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
Summer	NURS 6085	Professional Formation 5: Role of the APN in Improv. Delivery of Healthcare	2
	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
		Total Hours	**32**

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a. APRN certified PMC applicants/students who have previously taken an equivalent Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology, and have maintained certification (reported on the application), will not be required to repeat these courses. Course equivalency will be determined by syllabi review.

b. Non-APRN certified PMC applicants/students will be required to take VUSN Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology courses unless they satisfy requirements specified in item c.

c. If a non-APRN certified student has previously taken one or more of these three courses in the last 5 years (5 years or less at the time of matriculation) the student must provide the syllabi to be reviewed for equivalency. If the course is determined to be equivalent to the VUSN course, was taken within the last 5 years and the grade earned was a B- or higher, the course may be waived. Note: Determination of equivalency does not mean that VUSN transfer credit has been awarded. Equivalent courses will not appear on the VU transcript.

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MSN in Psychiatric-Mental Health Nurse Practitioner with Nurse Foundation*
Post Master's Certificate Option

Semester	Course Number and Name		Credit Hours
Fall	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
Spring	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
Summer	NURS 6085	Professional Formation 5: Role of the APN in Improv. Delivery of Healthcare	2
	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
		Total Hours	**23**

*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

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall	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 7305	Advanced Health Assessment Applications for the WHNP	1				28	28
	NURS 7310	Women's Health for Advanced Practice Nursing I	3	42				42
		Semester Total	**15**	**182**	**0**	**0**	**56**	**238**
Spring	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			300		300
	NURS 7320	Women's Health for Advanced Practice Nursing II	3	42				42
		Semester Total	**13**	**126**	**0**	**300**	**0**	**426**
Summer	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			330		330
		Semester Total	**12**	**98**	**0**	**330**	**0**	**428**
		Program Total	**40**	**406**	**0**	**630**	**56**	**1092**

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

Semester	Course Number and Name		Credit Hours
Fall 1	NURS 6011	Advanced Health Assessment and Clinical Reasoning	2
	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
Spring 1	NURS 6010	Advanced Pathophysiology	3
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
Summer 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
	NURS 7330	Women's Health Issues	1
Fall 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
	NURS 7310	Women's Health for Advanced Practice Nursing I	3
Spring 2	NURS 7315	Practicum in Women's Health	4
	NURS 7320	Women's Health for Advanced Practice Nursing II	3
Summer 2	NURS 6031	Advanced Practice Nursing in the Primary Care of the Adolescent	1
	NURS 7395	Preceptorship in Women's Health	5
		Total Hours	**40**

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

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

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

Semester	Course Number and Name		Credit Hours
Fall	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
Spring	NURS 6010	Advanced Pathophysiology	3
	NURS 7315	Practicum in Women's Health	4
	NURS 7320	Women's Health for Advanced Practice Nursing II	3
Summer	NURS 6031	Advanced Practice Nursing in the Primary Care of the Adolescent	1
	NURS 6085	Professional Formation 5: Role of the APN in Improv. Delivery of Healthcare	2
	NURS 7330	Women's Health Issues	1
	NURS 7395	Preceptorship in Women's Health	5
		Total Hours	**32**

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c. If a non-APRN certified student has previously taken one or more of these three courses in the last 5 years (5 years or less at the time of matriculation) the student must provide the syllabi to be reviewed for equivalency. If the course is determined to be equivalent to the VUSN course, was taken within the last 5 years and the grade earned was a B- or higher, the course may be waived. Note: Determination of equivalency does not mean that VUSN transfer credit has been awarded. Equivalent courses will not appear on the VU transcript.

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

Semester	Course Number and Name		Credit Hours	Didactic Clock Hours	Seminar Clock Hours	Clinical Clock Hours	Lab Clock Hours	Total Clock Hours
Fall 1	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
		Semester Total	**16**	**182**	**0**	**0**	**84**	**266**
Spring 1	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 7320	Women's Health for Advanced Practice Nursing II	3	42				42
		Semester Total	**16**	**168**	**0**	**280**	**0**	**448**
Summer 1	NURS 6031	Advanced Practice Nursing in the 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 6236	Advanced Concepts in Care of the Elderly	2	28				28
	NURS 7315	Practicum in Woman's Health	4			300		300

	NURS 7330	Women's Health Issues	1	14				14
		Semester Total	**15**	**154**	**0**	**300**	**0**	**454**
Fall 2	NURS 6295	Adult-Gerontology Primary Care Nurse Practitioner Clinical II	4			280		280
	NURS 7395	Preceptorship-Women's Health	5			330		330
		Semester Total	**9**	**308**	**0**	**610**	**0**	**610**
		Program Total	**56**	**812**	**0**	**1190**	**1190**	**1778**

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

Semester	Course Number and Name		Credit Hours
Fall 1	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
Spring1	NURS 6020	Advanced Pharmacotherapeutics	3
	NURS 6055	Professional Formation II: Evidence Based Change in Healthcare Environments	3
Summer 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
	NURS 7330	Women's Health Issues	1
Fall 2	NURS 6011L	Advanced Health Assessment and Clinical Reasoning	1
	NURS 6034	Adult-Gerontology Primary Care I	3
	NURS 6205	Advanced Health Assessment Applications for the Adult-Gerontology Primary Care Nurse Practitioner	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
Spring 2	NURS 6215	Adult-Gerontology Primary Care Nurse Practitioner Clinical I	4
	NURS 6234	Adult-Gerontology Primary Care II	3
	NURS 7320	Women's Health for Advanced Practice Nursing II	3
Summer 2	NURS 6031	Advanced Practice Nursing in the Primary Care of the Adolescent	1
	NURS 6231	Essential Procedures for the Primary Care Provider	2
	NURS 6236	Advanced Concepts in Care of the Elderly	2
	NURS 7315	Practicum in Women's Health	4
Fall 3	NURS 6295	Adult-Gerontology Primary Care Nurse Practitioner Clinical II	4
	NURS 7395	Preceptorship in Women's Health	5
		Total Hours	**56**

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