



2020-2021 STUDENT HANDBOOK

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



VANDERBILT UNIVERSITY SCHOOL OF NURSING
NASHVILLE, TENNESSEE

Amendments to the 2020-2021 VUSN Student Handbook

- 1) September 11, 2020- The following amendment was made to section *Occupational Exposure Charges* on page 37 of this handbook.

Managing Charges for Testing and Treatment after BBF and Other Exposures:

- During clinical experiences, there is a risk for exposure to BBF (Blood and Body Fluids) and other harms. VUSN offers assistance with out of pocket direct costs when the academic experience results in an exposure.
- If charges are incurred from Occupational Health, Student Health, or a hospital other than Vanderbilt, students should allow their personal health insurance to be billed. In an educational placement, students are not eligible for worker's compensation.
- The Vanderbilt School of Nursing will pay for any charges that are not covered by the student's health insurance. Invoices for remaining balances should be sent to the Assistant Dean for Student Affairs for payment. The payment directly to the provider is a means of supporting the student to reduce/eliminate out of pocket costs in the case of an exposure while in the program.
- Students should not pay the invoices directly.
- Notify Tamika Hudson, Assistant Dean for Student Affairs at tamika.s.hudson@vanderbilt.edu or by phone at 615.343.3334 or Allie Saxon, Program Coordinator II at allie.saxon@vanderbilt.edu or by phone at 615.322.2814.

- 2) The following section has been added to page 68 of this handbook effective December 4, 2020.

Change in Program of Studies for NM/FNP MSN Students

Students admitted to the NM/FNP program have an option to complete MSN degree requirements at the end of December and change their program of study to progress seamlessly into the FNP Post-Masters certificate.

By November 1 , the student must:

- 1) Contact Kristie Smith, Director of Financial Services to investigate how, or if, the aid/loan package will change
 - a. MSN scholarships cannot be used for Post-Masters study.
 - b. Federal loans can be applied to Post-Masters study
- 2) Notify NM and FNP Specialty Directors of the intent to take this option
- 3) Two forms must be completed:
 - a. Complete the Change of Specialty Form to drop FNP and complete the MSN in December, and complete the FNP program as a Postmaster Certificate
 - i. Form at: <https://nursing.vanderbilt.edu/students/current/pdf/status.pdf>

- b. Complete the Quick Admit form
<https://divinity.vanderbilt.edu/admissions/Quick%20Admit%20Application.pdf>
Send to VUSN registrar (sara.a.donahoe@vanderbilt.edu)
- 4) Register for Spring classes by November 30th
- 5) **Implications for Commencement, Investiture & Pinning Ceremonies**
 - a. **Pinning – Student:**
 - i. Will be invited to attend the December Pinning with other December MSN graduates
 - ii. Will be invited to attend May Pinning ceremony to receive the FNP Postmaster Certificate
 - iii. May defer attending pinning until May and receive both the pin and certificate concurrently
 - b. **Investiture and Commencement ceremonies:** MSN graduates are listed in the official Commencement program within the specialty completed. Completion of a specialty in the Postmasters Certificate program, in this case FNP, will not be listed in the Commencement program.

3) December 21, 2020- The following amendment was made to section **Veritas Reporting System** on page 64 of this handbook. *(See next page for details)*

Origami Risk - VUSN Incident Reporting

VANDERBILT UNIVERSITY

Report a New Incident

Please indicate what was involved in this incident:

Are you reporting an injury or illness of a person? *

Was property damaged?

Did something else happen? Yes

Use "Report Other Occurrence" To Report:

- Environmental Events
- Network Security Events
- Safety & Security Concerns
- Complaints & Misconduct Events
- Any Other Event Not Otherwise Listed

Report Other Occurrence

The reporting system is used (similar to the legacy Veritas system) to report any risk, professional liability or safety 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, student injury or near miss when in a clinical setting, bullying, incivility, and discrimination. There are other VUSN and VU resources available to resolve concerns related to programs of study and courses. Additional resources are listed in the *VUSN Student Handbook* section entitled VUSN: Academic Policies.

All reports entered into Origami Risk will be reviewed within a 48-hour period by VU risk management personnel and certain reports will trigger notification to additional departments, for example, Student Access Services, Equal Opportunity and Access, or Title IX. An aggregate report of VUSN incidents will be provided to Dean Linda Norman.

It is important that all students, staff and faculty feel safe reporting any incident they desire without fearing retribution. It is the goal of the university to encourage reporting to best respond to perceived and actual risk occurrences. The VU Risk Management Office is available by emailing riskandinsurance@vanderbilt.edu or should you have any immediate questions, [contact us](#).

TO ENTER THE ORIGAMI RISK SYSTEM—

- Go to <https://www.vanderbilt.edu/riskmanagement/> and click on “Report a University Occurrence” on the right Quick Links.
- The system does not require sign in.
- Any anonymous report may limit the ability for follow up if additional information is needed.

TO COMPLETE A VUSN INCIDENT

- From the Welcome Page, select “Submit a New Incident.” The first incident page will ask a series of questions designed to direct you to the appropriate type of report.
- If reporting an adverse occurrence or outcome in a clinical setting (patient), if there was an injury, select **yes** “Are you reporting an injury or illness...” and follow the prompts for selecting Employee or Non-Employee.
- If the reporter (student) experienced an injury or exposure in a clinical setting, select “yes” for injury. Faculty and Staff of VU will report work related injury (worker’s compensation) by selecting the checkbox “yes” for VU employee injury.
- On the Injury incident detail page, under “Specific Incident Type,” there is an option to select “**VUSN Incident**.” And in the injury type, multiple options including – *Maternal/Childbirth* (where applicable)
- If reporting an incident involving no bodily injury risk, select “No” and “YES” for “Did something else happen.” This will show the “other” incident type and then select the box.

Please enter a complete description of the event. This helps the Risk Management team assess and respond.

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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

ACADEMIC CALENDAR FOR 2020-2021

School of Nursing Fall Semester 2020	
August 19, 20 (Wed -Thurs)	MSN PreSpecialty Level New Student Orientation
August 19, 20 (Wed - Thurs)	ASN-MSN Level New student orientation
August 21 (Fri)	ASN-MSN Level – 1 st day of class
August 21 (Fri)	MSN PreSpecialty Level classes begin
August 24, 25 (Mon - Tues)	MSN Specialty Level orientation (BSN and MSN entry)
August 26 (Wed)	MSN Specialty Level classes begin <i>Important: Please check your specialty class schedule for specific information on start dates for required classes</i>
August 31 – Sept. 3 (Mon - Thurs)	DNP student orientation and intensive
October 3 (Sat)	MSN and DNP Fall Open House
November 20 (Fri)	Last day of on campus classes
November 21– 29 (Sat – Sun)	Thanksgiving Break
December 11 (Friday)	Last Day of Fall Semester
December 11 (Friday)	December Pinning Ceremony
Spring Semester 2021	
January 4 (Mon)	First day of Spring semester for PreSpecialty & Specialty Courses <i>Important: Please check your specialty class schedule for specific information on start dates for required classes</i>
January 11 - 14 (Mon – Thurs)	PhD and DNP Intensive
January 18 (Mon)	MLK Holiday for all students – No VUSN classes
March 6 (Sat)	MSN and DNP Spring Open House
April 23 (Fri)	Last Day of Spring Semester
Summer Semester 2021	
May 3 (Mon)	First Day of Summer Semester for PreSpecialty and Specialty level students <i>Important: Please check your specialty class schedule for specific information on start dates for required classes</i>
May 13 (Thurs)	May Pinning Ceremony and Reception
May 14 (Fri)	Commencement
May 17 – 20 (Mon – Thurs)	PhD and DNP intensive
May 31 (Mon)	Memorial Day Holiday – No VUSN classes
July 4 (Sun)	July 4 holiday – No VUSN classes
August 6 (Fri)	Last Day of Summer Semester
August 8 (Sun)	Pinning Ceremony for Summer, 2021 Graduates

ABOUT THE SCHOOL

ACCREDITATION

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: <https://www.aacnnursing.org/CCNE>

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 (ACME)

c/o American College of Nurse-Midwives

8403 Colesville Rd., Ste. 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

Commission on Colleges

1866 Southern Lane

Decatur, Georgia 30033-4097

Phone: 404.679.4500 ext. 4504

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, 2nd Floor
Nashville, TN 37243
Phone: 615.532.5166
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

EQUITY, DIVERSITY, AND INCLUSION

Equity, diversity, and inclusion are integral component of Vanderbilt University School of Nursing's purpose to promote excellence and innovation in education, practice, and research. The overarching goal of the VUSN diversity and inclusion strategic plan is "to transform diversity and inclusion within VUSN by enhancing the cultural climate across academics, faculty practice, research, and informatics among faculty, staff, and students." VUSN's diversity and inclusivity statement reflects the school's commitment to equity, diversity, and inclusion.

VUSN's Diversity and Inclusivity Statement:

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.

HISTORY

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 PreSpecialty 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"](#) (2021) ranked the Vanderbilt School of Nursing #9 for its Master's Program and #5 for its DNP Program in the Best Nursing Schools in the country.

MISSION STATEMENT

The mission of Vanderbilt University School of Nursing is to lead in education, evidence-based practice, scholarship, and research in order to provide optimal health care to diverse communities through innovation, inclusion, and compassion.

SKILLS AND SIMULATION LAB

The Skills and Simulation Lab is located on the 3rd Floor of the School of Nursing building. 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: pre-brief, scenario, and debrief. During pre-brief, 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 nurse informaticist, 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.

ACADEMICS

ACADEMIC SUPPORT SERVICE FOR STUDENTS

Senior Associate Dean for Academics



Mavis Schorn, PhD, APRN, CNM, CNE, FACNM, FAAN, FNAP, 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.

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

Office Location: 278 School of Nursing

Email: mavis.schorn@vanderbilt.edu

Administrative Associate: Carolyn Schettler, Manager (SON 277)

Appointments with Dr. Schorn can be scheduled by contacting Carolyn Schettler at 615.343.3241 or carolyn.schettler@vanderbilt.edu.

Senior Associate Dean for Informatics



Patricia Sengstack, DNP, RN-BC, CPHIMS, FAAN, 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.

Office Location: 260 Frist Hall

Email: patricia.r.sengstack@vanderbilt.edu

Administrative Associate: Christy Carrigg, FNIC Program Coordinator (FH 258)

Appointments with the Dr. Sengstack can be scheduled by contacting Christy Carrigg at 615.322.4110 or christy.carrigg@vanderbilt.edu.

Assistant Dean for Academics and Assistant Dean for Equity, Diversity, and Inclusivity



Rolanda Johnson, PhD, MSN, 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 Equity, Diversity, and Inclusivity, 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.

Office Location: 275 School of Nursing

Email: rolanda.johnson@vanderbilt.edu

Administrative Associate: Beth Sims, Program Coordinator (SON 276)

Appointments with Dr. Johnson can be scheduled by contacting Beth Sims at 615.322.2515 or beth.sims@vanderbilt.edu.

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.

Office Location: 310 Godchaux Hall

Email: brian.widmar@vanderbilt.edu

Phone: 615.875.8799

Administrative Associate: Keith Wade, Program Coordinator II (GH 304)

Appointments with Dr. Widmar can be scheduled by contacting Keith Wade at 615.322.7398 or keith.wade@vanderbilt.edu.

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.

Office Location: 544 School of Nursing

Email: mary.a.jessee@vanderbilt.edu

Phone: 615.343.1629

Administrative Associate: Mia Wells, Operational Support Specialist (SON 542)
Appointments with Dr. Jesse can be scheduled by contacting Mia Wells at 615.343.6745 or mia.s.wells@vanderbilt.edu.

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.

Office Location: 223 Godchaux Hall

Email: terri.allison@vanderbilt.edu

Phone: 615.343.7732

Administrative Associate: Pam Pettis, Administrative Manager (GH 223)

Appointments with Dr. Allison can be scheduled by contacting Pam Pettis at 615.343.8419 or pam.pettis@vanderbilt.edu.

Responsibilities of the Assistant Deans for Academics 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 Recruitment and Enrollment Management



Paddy Peerman, MS, RN, serves as Director of Admissions and as a liaison between the School of Nursing and the University Registrar's Office.

Responsibilities of Recruitment include:

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

Office Location: 176 School of Nursing

Email: paddy.peerman@vanderbilt.edu

Appointments with Mrs. Peerman can be scheduled by contacting her at 615.322.3800 or paddy.peerman@vanderbilt.edu.

Assistant Dean for Student Affairs



Tamika Hudson, DNP, APRN, FNP-C, 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. Dr. Hudson 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.

Responsibilities of the Assistant Dean for Student Affairs include:

1. Advising 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

Office Location: 179 School of Nursing

Email: tamika.s.hudson@vanderbilt.edu

Phone: 615.343.3334 (You may leave a message on voice-mail 24 hours a day.)

Administrative Associate: Allie Saxon, Program Coordinator II (SON 175)

Appointments with the dean can be scheduled by contacting Allie Saxon at 615.322.2814 or allie.saxon@vanderbilt.edu.

Academic Coaching Services



Rolanda Johnson, PhD, MSN, RN, serves as additional faculty resources for students who need supplemental academic support. Dr. Johnson is available to assist 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>.

Office Location: 275 School of Nursing

Email: rolanda.johnson@vanderbilt.edu

Administrative Associate: Beth Sims, Program Coordinator (SON 276)

Appointments with Dr. Johnson can be scheduled by contacting Beth Sims at 615.322.2515 or beth.sims@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 a student's plan for success if the student receives a mid-term deficiency or is placed on probation
5. Making recommendations to the Senior Associate Dean for Academics if a 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

Assistant University Registrar and Director of Nursing Student Records, Office of Enrollment Services



Sara Donahoe, M. Ed, 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. Please visit our web site for more information: <https://nursing.vanderbilt.edu/students/current/enrollment/>. Enrollment related approval forms are available online at

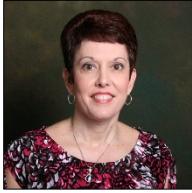
https://nursing.vanderbilt.edu/students/current/enrollment/student_forms.php

Office Location: 173 School of Nursing

Email: sara.a.donahoe@vanderbilt.edu or yusn-studentrecords@vanderbilt.edu

Appointments with Mrs. Donahoe can be scheduled by calling 615.343.3411 or by e-mail.

Program Coordinator – Nursing Student Records, Office of Enrollment Services



Terry Walker serves as the assistant to the Assistant University Registrar and Director of Nursing Student Records, Sara Donahoe. She is available to assist with issues related to education/enrollment verification forms and letters, transcripts, document notarization, and any enrollment issues.

Responsibilities of the Enrollment Services 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

Office Location: 172 School of Nursing

Email: terry.walker@vanderbilt.edu or vusn-studentrecords@vanderbilt.edu

You may contact Mrs. Walker by calling 615.875.1118 or by email.

Director of Student Financial Aid Services



Kristie Smith, MEd, 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.

Office Location: 180 School of Nursing

Email: kristie.l.smith@vanderbilt.edu

Appointments with Ms. Smith can be scheduled by calling 615.322.8986 or by e-mail.

CLINICAL PLACEMENT

Senior Director of Clinical Placement



Elizabeth Rapisarda, MBA, and 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](#).

Office Locations for the Clinical Placement staff: 281-287 School of Nursing
You can reach Mrs. Rapisarda at 615.322.3684 or elizabeth.rapisarda@vanderbilt.edu.

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.

PreSpecialty Year Rotations

Students during their PreSpecialty 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.

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 not install software on lab computers.

V-mail Access and Help

V-mail Outlook Web Access <https://outlook.live.com/owa/> is the e-mail system used by the School of Nursing students. Use your Vanderbilt email address for access. You may contact, Tim Groves at 615.875.9069 or Ryan McNew at 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:

- V-mail, the University's e-mail system
- Brightspace, the Web-based course management system that allows instructors to post course-related information for students online in a secure environment
- YES (Your Enrollment Services), single login for student services
- VU network and Internet access
- 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 Knowledge Base](#), where you will find information about configuring your computer and setting up necessary accounts.

Wireless Internet at VUSN

Your laptops, tablets, and phones can wirelessly connect to 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 Manager	615.322.4110
Megan Clancy	Web Designer/Developer II	615.875.8633
Olivia Dorris	Tech Support Specialist	615.875.5634
Mazo Freeman	Program Coordinator	615.343.3950
Tim Groves	Manager, FNIC Support Services	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 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:

1. Either a Windows or Mac computer
 - 1.1 Windows Computer (minimum requirements)
 - A. Processor of i5 or better
 - B. 8GB RAM or better, 250 GB hard drive or better
 - 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
 - 1.2 Apple (minimum requirements)
 - A. Processor of i5 or better (Turbo m3 not recommended)
 - B. 8GB RAM or better
 - C. 256 GB hard drive or better (128GB not recommended)
 - D. OS Sierra (10.13 or better)
2. Cable or DSL Internet service required (3G or 4G cellular cards, and satellite connections are **not** supported)
3. Shareware/free software:
 - A. Google Chrome, Firefox 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. Skype for Business
(https://nursing.vanderbilt.edu/tools/computer_support.php#lyncskype)
- E. Other resources:
- Critical:** See our Program Technology Requirements Web page (<http://www.nursing.vanderbilt.edu/tools/tehtable.html>)***
 - Personal USB drive (thumb drive) for moving files from computer to computer
 - A printer (optional)

VUSN LOCATION OF ADMINISTRATIVE OFFICES

Dean of the School of Nursing	Linda Norman	112 Godchaux
Senior Associate Dean for Academics	Mavis Schorn	278 School of Nursing
Senior Associate Dean for Clinical & Community Partnerships	Pam Jones	215 Godchaux Hall
Senior Associate Dean for Research, Postdoctoral Fellowship Director	Mariann Piano	415 Godchaux Hall
Senior Associate Dean for Informatics	Patricia Sengstack	260 Frist Hall
Senior Associate Dean for Administration and Operations	Becky Keck	105 Godchaux Hall
Assistant Dean for Academics & Assistant Dean for Equity, Diversity, and Inclusivity	Rolanda Johnson	275 School of Nursing
Assistant Dean for Academics, Advanced Nursing Practice	Brian Widmar	310 Godchaux Hall
Assistant Dean for Academics, Generalist Nursing Practice	Mary Jessee	544 School of Nursing
Assistant Dean for Academics, Doctoral Nursing Practice	Terri Allison	224 Godchaux Hall
Assistant Dean for Enrollment Management	Paddy Peerman	176 School of Nursing
Assistant Dean for Student Affairs	Tamika Hudson	179 School of Nursing
Assistant Director of FNIC	Ryan McNew	263 Frist Hall
Senior Director of Clinical Placement	Elizabeth Rapisarda	285 School of Nursing
Director of PhD Program	Sheila Ridner	525 Godchaux Hall
Office of VUSN Financial Services	Kristie Smith	180 School of Nursing
Assistant University Registrar & Director of Nursing Student Records in the Office of Enrollment Services	Sara Donahoe	173 School of Nursing

GENERAL INFORMATION FOR ALL NURSING STUDENTS

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. Unless it is an emergency, faculty will typically respond to messages within 48 hours.

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. It is of utmost importance that you be diligent in informing caregivers where you are each day of the week.

Faculty/Staff Mailboxes: Mailboxes for faculty and staff are located in the mailroom directly across from the elevator on the first floor of the School of Nursing building in room 182.

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.

CONTINUING STUDENT REQUIREMENTS

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.

Additional Clinical Site Requirements and Restrictions: Additional immunizations, titers, TB testing, drug screening, and/or additional background checks may be required by some clinical, observation and project sites. Once enrolled, the student may complete immunizations, titers and TB testing at Student Health (<https://www.vumc.org/student-health/>). A student who plans to use Student Health should call 615.322.2427 to schedule an appointment. The student should bring a copy of their *VU Nursing Immunization and TB Testing form* and any required documentation to the appointment. Students are 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.

Background Check Required for Readmission: Students returning from a break in enrollment must complete a new background check through Castle Branch prior to registration by using the *Package Code* specified on the *Current MSN/Post Master's Certificate/DNP Student Requirements* webpage: <https://nursing.vanderbilt.edu/clinicalplacement/currentstudents.php>. Returning students must submit up-to-date documentation to their myCB account requirements prior to registration.

Clearing the VUSN Continuing Student, Nursing Requirement Hold for Registration: The continuing student must maintain up-to-date documentation through their myCB account by submitting the documentation specified under the requirement’s drop-down. The readmitted student must have satisfactory completion of a new background check in addition to maintaining up-to-date documentation through their myCB account. The *Nursing Requirement*

Hold in Your Enrollment Services (YES) account is automatically cleared (allow 10-business days) when the student's myCB requirements show as 'Complete' by their Renewal Date.

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, TB Testing, Annual Flu Vaccination, Training, Licensing and Certification Requirements: While enrolled, continuing full and part-time, MSN, Post-Master's Certificate, and DNP 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*.) Students maintaining the Magnus Immunization Tracker through Castle Branch have an annual \$20 fee.

Please note: Students who fail to maintain their Castle Branch (myCB) account's To-Do-List requirements with up-to-date documentation will not be allowed to begin/continue clinical course work and/or register for additional courses.

VUSN Requirements to Maintain for Registration:

1. All students are required to have current health insurance coverage either through the University's student health insurance plan or by another policy while enrolled (monthly issued insurance is not acceptable). Clinical sites require students to have health insurance to cover any illness or injury that they may incur during the clinical training experience.

Students who wish to be covered by a personal policy must complete a waiver EACH YEAR to decline the University's student insurance plan by January 1 for spring admits and August 1 for fall, Maymester and summer admits by submitting proof of coverage at, www.gallagherstudent.com/vanderbilt. If a waiver is not completed by the appropriate date, the student is automatically billed and enrolled in the Gallagher Student Health Insurance plan. Students must maintain current documentation of health insurance coverage through their Castle Branch (myCB) account. Documentation of the University's student health plan can be pulled each academic year, the first week of August at, <https://www.gallagherstudent.com/students/>. Students who change providers during enrollment must provide current documentation of their coverage by contacting the VUSN Compliance Officer at: lisa.boyer@vanderbilt.edu or call 615.343.3294.

2. Annual tuberculin skin test (PPD) or blood test (IGRA= QFT-Plus, QFT-GIT and T-Spot). If the student has been consecutively enrolled and a clear chest x-ray was submitted to myCB in the year(s) prior, complete the Annual Post-Chest X-ray TB Questionnaire (https://nursing.vanderbilt.edu/clinicalplacement/pdf/tbscreening_questionnaire.pdf), to confirm the absence of symptoms (healthcare provider signature required).
 - 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: AHA Pediatric Advanced Life Support (PALS) is required by PNP-AC and ENP. AHA Advanced Cardiac Life Support (ACLS) is required by AGACNP and ENP. NNP specialty requires the Neonatal Resuscitation Program (NRP) certification. Advanced Trauma Life Support (ATLS) or Trauma Nurse Core Course (TNCC), required by ENP. Other specialties may require additional CPR certifications at specific stages of enrollment.
4. HIPAA and OSHA safety training is required annually by academic year through BrightSpace (VUnetID required). Instructions to complete the online training are available under the Castle Branch (myCB) requirement's drop-down. Additional training may be required for particular clinical sites.
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 student must obtain an approved exemption through Vanderbilt University's Student Health Center by submitting a request by October 1st, prior to each flu season at, <https://www.vumc.org/student-health/influenza-vaccinations-students>. Medical provider documentation of a contraindication to the seasonal influenza vaccine is required for exemption approval. (Note: Minor side effects, such as low-grade fever, cold symptoms, or muscle aches, are not considered a medical contraindication to the influenza vaccine.)

In addition, students unable to receive an annual flu vaccination must also obtain an approved exemption (per site specifications) prior to placement at each clinical, observation or project site.

NEW STUDENT REQUIREMENTS

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.

Additional Clinical Site Requirements and Restrictions: Additional immunizations, titers, TB testing, drug screening, and/or additional background checks may be required by some clinical, observation and project sites. Once enrolled, the student may complete immunizations, titers and TB testing at Student Health (<https://www.vumc.org/student-health/>). 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 *VU Nursing Immunization and TB Testing form* (https://nursing.vanderbilt.edu/clinicalplacement/pdf/health_questionnaire.pdf) and any required documentation to the appointment. Students are 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.

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 students admitted to a MSN, Post-Master's Certificate or DNP program must complete a background check through Castle Branch using the package code specified under the *New Student Compliance Requirements* section of the VUSN Admitted Student webpage (<https://nursing.vanderbilt.edu/students/admitted/index.php>) for their entry type. Enrollment is contingent upon satisfactory evaluation of the results of the background check.

Background Check Required for Readmission: Students returning from a break in enrollment must complete a new background check through Castle Branch by using the package code specified on the *Current MSN/Post Master's Certificate/DNP Student Requirements* webpage, <https://nursing.vanderbilt.edu/clinicalplacement/currentstudents.php>. All returning students must submit up-to-date documentation to their myCB account requirements prior to registration.

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.

New Student Compliance Requirements: The State of Tennessee requires certain immunizations for all students (including distance graduate and professional students) prior to registration. The University's *Immunization Hold* on registration is automatically cleared from Your Enrollment Services (YES) account (allow 10-business days) after the student has satisfactorily met the state-mandated requirements through the Student Health Portal.

In addition, all full- and part-time MSN, Post-Master's Certificate, and DNP students are required to meet the VUSN requirements for registration through Castle Branch. The *Nursing Requirement Hold* on registration is automatically cleared from Your Enrollment Services (YES) account (allow 10-business days) after the requirements for the student's entry type are satisfactorily completed through Castle Branch.

Students should use the process indicated on the VUSN Admitted Student webpage (<https://nursing.vanderbilt.edu/students/admitted/index.php>) under *New Student Compliance Requirements* to meet the state-mandated and VUSN student requirements for registration.

Please note: If the new student fails to provide acceptable documentation of requirements, she/he will not be allowed to attend orientation and/or classes.

How to Meet the VUSN New Student Compliance Requirements: Place an order through Castle Branch (https://www.castlebranch.com/online_submission/package_code.php) for the background check and medical document manager package by using the package code and classification for your entry type specified on the VUSN Admitted Student webpage (<https://nursing.vanderbilt.edu/students/admitted/index.php>) under *New Student Compliance Requirements*.

Placing this order creates your "myCB" account, which is an online document manager for the immunizations/titers, TB testing, training, 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. Documentation can be submitted by file upload, fax, or mail. The student must click on the drop-down for each requirement in the *To-Do-List* to view instructions and download required forms. The documentation submitted must resemble a photocopy of the original with all dates and information clear and readable.

Complete the *VU Nursing Immunization and TB Testing form* (https://nursing.vanderbilt.edu/clinicalplacement/pdf/health_questionnaire.pdf) to meet the requirements listed below. Documentation of previously completed immunizations, titers and/or TB testing must be from the following sources for approval: official medical, state, county, or international immunization records (English required).

Non-RN entries (PreSpecialty students) also receive a drug screen as part of their Castle Branch background check and document manager package and should follow the instructions provided through their myCB account.

VUSN Immunization/Titer, TB Testing, CPR Certification, Health Insurance, Licensure and Certification Requirements for Registration:

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 VU Nursing Immunization and TB Testing form at, https://nursing.vanderbilt.edu/clinicalplacement/pdf/health_questionnaire.pdf. (Also, downloadable from the requirement's drop-down in your myCB account.)
2. Measles, Mumps, Rubella: Two (2) MMR vaccinations given at least 28-days apart OR if no vaccination records available, lab evidence of immunity (positive titer results) for each Measles (Rubeola), Mumps, and Rubella. At least one of two MMR booster vaccinations are required prior to registration following a negative or equivocal titer result.
3. Varicella: Two varicella vaccines given at least 28 days apart OR if no vaccination records available, lab evidence of varicella immunity (positive titer). At least one of two Varicella booster vaccinations is required prior to registration following a negative or equivocal titer result.
4. Hepatitis B: A Hepatitis B vaccination series completed following the guidelines for dosing intervals published by the Centers for Disease Control and Prevention (CDC) OR if no vaccination records available, lab evidence of immunity (positive anti-HBs or HBsAb surface antibody). A Hepatitis B booster vaccination series is required prior to observation or clinical following a negative or equivocal titer result. DNP students with no patient contact can choose to sign the Hepatitis B Waiver form (download from the myCB requirement's drop-down).
5. Tetanus-Diphtheria-Pertussis (Tdap): Documentation of vaccination within last ten years. (DTP/DTaP and Td/TD vaccines do not meet this requirement.)
6. All newly admitted students are required to submit a tuberculin skin test (PPD) completed within 12-months of program start. In addition to a PPD completed within 12-months of start, the PreSpecialty (non-RN) entry type is required to submit a second PPD completed within 3-months of program start. Alternatively, all newly admitted entry types may opt to complete one TB blood test (IGRA= QFT-Plus, QFT-GIT and T-Spot) in-place of the PPD(s), completed within 3-months of program start.
 - If reading(s) is/are negative, repeat one- PPD or TB blood test annually.
 - If positive, medical evaluation and documentation of a clear chest x-ray completed within 3-months of program start (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 after completing a chest x-ray, the Annual Post-Chest X-ray TB Questionnaire (https://nursing.vanderbilt.edu/clinicalplacement/pdf/tbscreening_questionnaire.pdf), must be completed and signed by a healthcare provider.
7. Influenza: Annual flu vaccination is required or student must obtain an approved exemption through Vanderbilt University's Student Health Center by submitting a request by October 1st, prior to each flu season at, <https://www.vumc.org/student-health/influenza-vaccinations->

[students](#). Medical provider documentation of a contraindication to the seasonal influenza vaccine is required for exemption approval. (Note: Minor side effects, such as low-grade fever, cold symptoms, or muscle aches, are not considered to be a medical contraindication to the influenza vaccine).

In addition, students unable to receive an annual flu vaccination must also obtain an approved exemption (per site specifications) prior to placement at each clinical, observation or project site.

8. All students are required to have current health insurance coverage either through the University's student health insurance plan or by another policy while enrolled (monthly issued insurance is not acceptable). Clinical sites require students to have health insurance to cover any illness or injury that they may incur during the clinical training experience.

Students who wish to be covered by a personal policy must complete a waiver EACH YEAR to decline the University's student insurance plan by January 1 for spring admits and August 1 for fall, Maymester and summer admits by submitting proof of coverage at: www.gallagherstudent.com/vanderbilt. If a waiver is not completed by the appropriate date, the student is automatically billed and enrolled in the Gallagher Student Health Insurance plan.

Newly admitted VUSN students must also submit documentation to their Castle Branch account (myCB) of either the University's student health insurance coverage (proof available the first week of August at, <https://www.gallagherstudent.com/students/>) or of their approved personal insurance with a copy (front & back) of their insurance card or a letter verifying coverage. More information on the University's student health insurance is provided at, <https://www.vumc.org/student-health/requirements>.

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: AHA Pediatric Advanced Life Support (PALS) is required by PNP-AC and ENP. AHA Advanced Cardiac Life Support (ACLS) is required by AGACNP and ENP. NNP specialty requires the Neonatal Resuscitation Program (NRP) certification. Advanced Trauma Life Support (ATLS) or Trauma Nurse Core Course (TNCC), required by ENP. 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 available under the Castle Branch requirement's drop-down. Additional training may be required for particular clinical sites.
12. Honor Code and Plagiarism Tutorial. Read letter regarding plagiarism from the Senior Associate Dean for Academics

(<https://nursing.vanderbilt.edu/students/admitted/pdf/plagiarism.pdf>) and follow instructions under the Castle Branch requirement's drop-down to complete the latest version of a tutorial developed by Indiana University Bloomington.

Clearing the VUSN, Nursing Requirement Hold for Registration: The newly admitted student must satisfactorily complete the Castle Branch background check and all of their myCB account, *To-Do-List* requirements with a July 1st *Due Date* must show as 'Complete'. Additionally, students admitted to the PreSpecialty program (non-RN) must satisfactorily complete a drug screen through Castle Branch. Once the requirements for the student's entry type are satisfactorily completed, the *Nursing Requirement Hold* is automatically cleared from Your Enrollment Services (YES) account (allow 10-business days).

How to Meet the State-Mandated Immunization Requirements for New Students at Vanderbilt University:

Follow instructions on the Vanderbilt Student Health Center's *Immunization Requirements* webpage (<https://www.vumc.org/student-health/immunization-requirements-new-students>) to enter dates and submit documentation of the following state-mandated requirements through the *Vanderbilt Student Health Immunization Portal* (<https://vanderbilt.studenthealthportal.com/Account/Logon?ReturnUrl=%2f>). 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), or the *VU Nursing Immunization and TB Testing form* (https://nursing.vanderbilt.edu/clinicalplacement/pdf/health_questionnaire.pdf) completed and signed by a healthcare provider.

Vanderbilt University's State-Mandated Immunization and/or Titer Requirements for Registration:

1. Measles, Mumps, Rubella: Two (2) MMR vaccinations given at least 28-days apart OR if no vaccination records available, lab evidence of immunity (positive titer results) for each Measles (Rubeola), Mumps, and Rubella. At least one of two MMR booster vaccinations are required prior to registration following a negative or equivocal titer result.
2. Varicella: Two varicella vaccines given at least 28 days apart OR if no vaccination records available, lab evidence of varicella immunity (positive titer). At least one of two Varicella booster vaccinations is required prior to registration following a negative or equivocal titer result.
3. Hepatitis B: A Hepatitis B vaccination series completed following the guidelines for dosing intervals published by the Centers for Disease Control and Prevention (CDC) OR if no vaccination records available, lab evidence of immunity (positive anti-HBs or HBsAb surface antibody). A Hepatitis B booster vaccination series is required prior to observation or clinical following a negative or equivocal titer result. DNP students with no patient contact can choose to sign the Hepatitis B Waiver form (download from the myCB requirement's drop-down).

4. Tetanus-Diphtheria-Pertussis (Tdap): Documentation of vaccination within last ten years. (DTP/DTaP and Td/TD vaccines do not meet this requirement.)
5. All newly admitted students are required to submit a tuberculin skin test (PPD) completed within 12-months of program start. In addition to a PPD completed within 12-months of start, the PreSpecialty (non-RN) entry type is required to submit a second PPD completed within 3-months of program start. Alternatively, all newly admitted entry types may opt to complete one TB blood test (IGRA= QFT-Plus, QFT-GIT and T-Spot) in-place of the PPD(s), completed within 3-months of program start.
 - If reading(s) is/are negative, repeat one- PPD or TB blood test annually.
 - If positive, medical evaluation and documentation of a clear chest x-ray completed within 3-months of program start (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 after completing a chest x-ray, the Annual Post-Chest X-ray TB Questionnaire https://nursing.vanderbilt.edu/clinicalplacement/pdf/tbscreening_questionnaire.pdf, must be completed and signed by a healthcare provider.
6. Influenza: Annual flu vaccination is required or student must obtain an approved exemption through Vanderbilt University's Student Health Center by submitting a request by October 1st, prior to each flu season at: <https://www.vumc.org/student-health/influenza-vaccinations-students>. Medical provider documentation of a contraindication to the seasonal influenza vaccine is required for exemption approval. (Note: Minor side effects, such as low-grade fever, cold symptoms, or muscle aches, are not considered to be a medical contraindication to the influenza vaccine).
In addition, students unable to receive an annual flu vaccination must also obtain an approved exemption (per site specifications) prior to placement at each clinical, observation or project site.
7. All students are required to have current health insurance coverage either through the University's student health insurance plan or by another policy while enrolled (monthly issued insurance is not acceptable). Clinical sites require students to have health insurance to cover any illness or injury that they may incur during the clinical training experience.
Students who wish to be covered by a personal policy must complete a waiver EACH YEAR to decline the University's student insurance plan by January 1 for spring admits and August 1 for fall, Maymester and summer admits by submitting proof of coverage at, www.gallagherstudent.com/vanderbilt. If a waiver is not completed by the appropriate date, the student is automatically billed and enrolled in the Gallagher Student Health Insurance plan.
Newly admitted VUSN students must also submit documentation to their Castle Branch account (myCB) of either the University's student health insurance coverage (proof available the first week of August at, <https://www.gallagherstudent.com/students/>) or of their approved personal insurance with a copy (front & back) of their insurance card or a letter verifying coverage. More information on the University's student health insurance is provided at, <https://www.vumc.org/student-health/requirements>.

Clearing the State-Mandated, VU Immunization Requirement Hold for Registration: The University's *Immunization Hold* is automatically cleared from Your Enrollment Services (YES) account when a message of compliance is received through your *Student Health Immunization Portal* (allow 10-business days).

EXPOSURE TO CONTAGIONS OR HEALTH EMERGENCIES

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 Student Actions Following Exposure*

- Wash the exposed area immediately with soap and water.
- Flush eyes or mouth with tap water for 15 minutes.
- Remove contacts immediately if eyes are exposed.
- 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.
- Notify your clinical supervisor and clinical course coordinator immediately.
- File a report in the [Origami Risk Incident Reporting System](#).
- Notify Tamika Hudson, Assistant Dean for Student Affairs at tamika.s.hudson@vanderbilt.edu or by phone at 615.343.3334 or Allie Saxon, Program Coordinator II at allie.saxon@vanderbilt.edu or by phone at 615.322.2814.

2. *Important Notification and Documentation Procedure*

When On Campus:

- Report in person immediately to the Vanderbilt Occupational Health Clinic (OHC) Monday-Friday, 7:30 a.m. - 5:30 p.m., 6th Floor, Suite 640 of the Medical Arts Building (MAB).
- When the Vanderbilt Occupational Health Clinic is closed, report immediately to the Vanderbilt Adult Emergency Department for the initial assessment and treatment. Notify OHC by calling 615.936.0955 to report the exposure. This phone is answered 24 hours a day, 7 days a week.
- 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.
- Notify your clinical supervisor and clinical course coordinator immediately.
- File a report in the [Origami Risk Incident Reporting System](#).
- Notify Tamika Hudson, Assistant Dean for Student Affairs at tamika.s.hudson@vanderbilt.edu or by phone at 615.343.3334 or Allie Saxon, Program Coordinator II at allie.saxon@vanderbilt.edu or by phone at 615.322.2814.

Assessment and Treatment of Your Exposure

The Occupational Health Service and/or the Vanderbilt Adult Emergency Department will:

- 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.
- Occupational Health will follow-up on all lab studies, advise you of the results and provide recommendations for any further treatment.

When Off Campus:

- Should an exposure occur off campus, follow the agency/facility protocol for OSHA blood borne pathogen emergency treatment.
- 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.
- Notify your clinical supervisor and clinical course coordinator immediately.
- File a report in the [Origami Risk Incident Reporting System](#).
- Notify Tamika Hudson, Assistant Dean for Student Affairs at tamika.s.hudson@vanderbilt.edu or by phone at 615.343.3334 or Allie Saxon, Program Coordinator II at allie.saxon@vanderbilt.edu or by phone at 615.322.2814.

Respiratory and Other Non-Bloodborne Pathogens (such as TB, lice, meningitis, measles, COVID-19, and others)

When On Campus:

- 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.
- Notify your clinical supervisor and clinical course coordinator immediately.
- File a report in the [Origami Risk Incident Reporting System](#).
- Notify Tamika Hudson, Assistant Dean for Student Affairs at tamika.s.hudson@vanderbilt.edu or by phone at 615.343.3334 or Allie Saxon, Program Coordinator II at allie.saxon@vanderbilt.edu or by phone at 615.322.2814.

Assessment and Treatment of Your Exposure

Student Health will:

- 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.
- Student Health will follow-up on all lab studies, advise you of the results and provide recommendations for any further treatment.

When Off Campus:

- Student should 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.
- Notify your clinical supervisor and clinical course coordinator immediately.

- File a report in the [Origami Risk Incident Reporting System](#).
- Notify Tamika Hudson, Assistant Dean for Student Affairs at tamika.s.hudson@vanderbilt.edu or by phone at 615.343.3334 or Allie Saxon, Program Coordinator II at allie.saxon@vanderbilt.edu or by phone at 615.322.2814.

Occupational Exposure Charges:

Please see the amendment section at the beginning of this handbook for changes to this section, effective September 11, 2020.

- If charges are incurred from Occupational Health or a hospital other than Vanderbilt, students should allow their personal health insurance to be billed. Students are not eligible for worker’s compensation.
- 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.
- Notify Tamika Hudson, Assistant Dean for Student Affairs at tamika.s.hudson@vanderbilt.edu or by phone at 615.343.3334 or Allie Saxon, Program Coordinator II at allie.saxon@vanderbilt.edu or by phone at 615.322.2814.

In The Event Of A Serious Health Concern Or An Emergency:

For life-threatening emergency call 911 immediately.

- For non-life-threatening health situations, 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. If closed, report to the Vanderbilt Adult Emergency Department for the initial assessment and treatment.
- Notify Tamika Hudson, Assistant Dean for Student Affairs at tamika.s.hudson@vanderbilt.edu or by phone at 615.343.3334 or Allie Saxon, Program Coordinator II at allie.saxon@vanderbilt.edu or by phone at 615.322.2814.

FORMS FOR ENROLLMENT CHANGES

Vanderbilt University School of Nursing forms may be found on the VUSN Web site at https://nursing.vanderbilt.edu/students/current/enrollment/student_forms.php.

LICENSURE AND CERTIFICATION

Registered Nurse (RN) Licensure

Students are eligible to apply to the National Council on Licensure Examination (NCLEX-RN®) 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 PreSpecialty 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-RN® 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-RN®. An assessment test is administered to students during the last semester of the PreSpecialty 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 a delay in being able to participate in clinical courses. Additional semester(s) will be required to complete clinical courses.

Reporting NCLEX-RN® results: Students must notify their Specialty Director and Senior Associate Dean for Academics of their NCLEX-RN® results **within 48 hours** of receiving results (pass or fail). A copy of their RN License must be submitted to CastleBranch. Students who fail the NCLEX-RN® will not be allowed to participate in any specialty-level clinical courses until after they have successfully passed the NCLEX-RN®. **Failure to notify the Specialty Director and Senior Associate Dean for Academics of failure of the NCLEX-RN® 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-RN® second taking.

Preparation for the NCLEX-RN® includes but is not limited to:

1. NCLEX-RN® style exam questions and strategies for success are incorporated throughout the curriculum.
2. All students will complete the NCLEX-RN® 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-RN® 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-RN®.

The Pre

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

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

The NCLEX-RN® 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-RN® 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 for specific application requirements. Applying in a state other than Tennessee may prolong the application approval process.

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 \(NCHL\)](#)

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.

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 Conway-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 \$15.00/day. 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 permit

is virtual so you will not be receiving a physical sticker. VUSN students will be issued a parking permit for [Zone 2 parking](#). Please park in Zone 2 during orientation.

VUSN Students who are Vanderbilt Employees: Those students who are 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.

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.

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.

STUDENT ORGANIZATIONS AND AFFINITY GROUPS

American Assembly for Men In Nursing; Middle Tennessee Chapter at Vanderbilt

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 personal experiences as minorities within the health care system to give a voice to Asian American and Pacific Islander clients and their communities by increasing awareness of the health disparities unique to these populations. This organization will advocate for this population 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](#).

Black Student Nurses Affinity Group

The Black Student Nurses Organization was founded in the 1990s by a group of VUSN African American students who felt a need for an organization that focused on the socio-cultural needs of African American nursing students. Part of its core activity includes an emphasis on mentoring of first-year nursing students by second-year students. It also hosts activities to assist students in exploring the role of advanced practiced nurses in health care and serves as a resource network for students. Each academic year culminates with BSNO sponsoring VUSN Diversity Day. The organization is also associated with the Nashville chapter of the National Black Nurses Association. For more information, contact [Dr. Jannyse Starks](#) or [Dr. Julia Steed](#).

Graduate Student Council

The Graduate Student Council (GSC) of Vanderbilt University serves currently enrolled graduate students. It is a representative body consisting of one representative from each graduate department of the University. As an organization, *we have two primary goals.*

- We coordinate academic, social, and other activities significant to the graduate community. We strive to promote community among graduate students, as well as

graduate student integration into the university community. All graduate students are welcome to attend and participate in GSC meetings, parties, and academic events.

- We work to ascertain and represent graduate student opinions and concerns, facilitating communication between graduate students, administration, and faculty.

Hispanic/Latinx Student Nurses Affinity Group

The Hispanic/Latinx Student Nurses Affinity Group (HLSNAG) inaugural meeting was held fall semester of 2018. The HLSNAG focuses on the health care needs of individuals of Hispanic and Latino populations. As future advanced practice nurses, one of the missions of HLSNAG 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 HLSNAG members. For more information, contact [Dr. Shelza Rivas](#).

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 PreSpecialty 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. For additional information go to this [link](#).

<https://nursing.vanderbilt.edu/students/current/honorcouncil.php>

Iota Chapter of Sigma Theta Tau International (STTI)

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 nursing curriculum
2. Grade point average of at least 3.5 on a 4.0 scale (via official transcript)
3. Meet the expectation of academic integrity

The application deadline for membership in Iota chapter is in spring and will be announced.

<https://iota.sigmanursing.org/home>.

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.

Goals of MCF:

- Offer opportunities for spiritual growth and fellowship while in school and training with other health care students through bible study, opportunities to address difficult questions and engagement with church and other para church organizations.
- Facilitate relationships with Christian health care providers in the community and at Vanderbilt for encouragement and learning opportunities.
- Learn alongside Nashville community faith-based clinics, providers and students while doing service projects focusing on the refugee community.
- Offer opportunities for faith-based medical/nursing mission trips to Nicaragua and other international opportunities

Military/Veterans Student Nurses Affinity 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 meetings times and location is published in the weekly Student E-Newsletter. For more information, contact [Dr. Travis Dunlap](#) or [Dr. Mary Lambert](#).

Nurses for Sexual and Reproductive Health

The Vanderbilt chapter of Nurses for Sexual and Reproductive Health (NSRH) is a national non-profit organization dedicated to reproductive health advocacy. NSRH 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 <https://www.nsrh.org/>.

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.

VCGNE Objectives:

1. Support and mentor students, fellows, and faculty for research, teaching, practice, and informatics.
2. Disseminate scholarly work through professional meetings, conferences and professional literature.
3. Promote interprofessional geriatric focused partnerships in the community.

Vanderbilt Institute for Global Health

The Vanderbilt Institute for Global Health (VIGH) builds capacity through interdisciplinary [global health education and training programs](#), conducts implementation science and research, and provides technical assistance service to government and civil sector organizations in countries supported by the President's Emergency Plan for HIV/AIDS Relief ([PEPFAR](#)) through an affiliated organization, [Friends in Global Health \(FGH\)](#).

As a leader in international education and research, VIGH seeks to improve health and well-being of people living in low-resource settings. Our work reflects this commitment.

Vanderbilt Nursing Student Environmental and Planetary Health Working Group

The Student-led Environment 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.

Vanderbilt Nursing Student Global Health Club

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 send email announcements monthly about our meetings.

VUSN Pride Student Affinity Group

VUSNPride provides support for LGBTQ+ students and allies at VUSN while promoting a welcoming and inclusive culture at VUSN for LGBTQ+ students and allies. It facilitates education of faculty and students on LGBTQI issues and promotes inclusion of LGBTQ+ health content in the curriculum at VUSN. The group also seeks to serve the LGBTQ+ community in Nashville and is actively involved in activities that support all these initiatives. For information, contact [Dr. Tom Christenbery](#) or [Dr. Michael Gooch](#). For more information, please visit <https://nursing.vanderbilt.edu/advantage/organizations/lgbt/index.php>.

TRADITIONS: GRADUATION, HONORS, INVESTITURE, PINNING, AND STUDENT EVENTS AT VUSN

Class Picture – Composite MSN & DNP

Students who intend to graduate from an academic degree program in August or December of 2020, or May 2021 will be eligible to have their pictures taken for the master composite which hangs in the Nursing Annex.

A photographer will be on campus between mid-November 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 \$26.50 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 Tamika Hudson in 179 School of Nursing or by calling 615.343.3334.

Graduation, Honors, Investiture, and 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.

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.

Honors and Awards

Amy Frances Brown Prize for MSN Excellence in Writing

This prize is given to a student completing the program. The papers are judged on creativity, scientific merit and writing. The prize is awarded only if there is a paper judged to be excellent and worthy of recognition. Papers are eligible if written to meet nursing course requirements at the master's level. Nursing care plan, SOAP notes and simple case studies are ineligible for review. Evidenced based papers, and analytical reflective, creative, and scholarly works are encouraged. This award is presented at the Pinning Ceremony.

Dean Luther Christman Award for Clinical Excellence in the PreSpecialty Year

This award is given to the student who demonstrated excellence in implementation of client centered care that integrates theoretical knowledge into clinical practice; sound clinical judgment, effective communication, client advocacy, and reflective of professional nursing throughout the PreSpecialty clinical experiences. This award is presented at the completion of the PreSpecialty year.

Dean's Award for DNP Excellence in Writing

This award was established in 2013 by Dean Colleen Conway-Welch and is presented to a student with a publication that has been submitted to a peer reviewed journal as the first author during the student's academic time. The submitted publication must be reflective of work while in a student capacity at VUSN. The paper's contribution to the practice arena will be considered. This award is presented at the fall semester intensive.

Founder's Medal

The Founder's Medal, signifying first honors, was endowed by Commodore Cornelius Vanderbilt as one of his gifts to the University. Conferred upon the graduating student who, in the judgment of faculty, has achieved the strongest record in the areas of professional and academic performance in meeting the requirements for the MSN or DNP degrees part of their VUSN program of study. All graduates who have a 3.95 grade point average upon completion of the program are asked to apply for the Founder's Medal. This award is presented at Commencement Exercises.

Pillar Awards

This award is given to the student or group of students who through school and/or community engagement demonstrate excellence in one or more of the VUMC Pillar Goals of People, Service, Quality, Growth & Finance, and Innovation. This award is presented at the completion of the PreSpecialty year.

Specialty Awards

The awards are based on academic achievement, excellence in clinical practice, demonstrated leadership, community service, and potential for future contributions in the nursing profession. The awards are presented at the semester specialty finishes.

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. The award is presented at the August Pinning Ceremony.

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 Tamika Hudson, room 179, School of Nursing 615.343.3334 or the Commencement Office at <http://www.vanderbilt.edu/commencement/>.

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.

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, also referred to as the Graduate Council Nursing Prom, 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, staff, and faculty are invited to participate in an array of activities including lectures, debates, and symposiums throughout Vanderbilt University. Each member of the VU community are also encouraged to participate in community service projects throughout Nashville, TN.

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.

VANDERBILT UNIVERSITY: RESOURCES

BARNES AND NOBLE AT VANDERBILT UNIVERSITY BOOKSTORE

The Barnes and Noble at Vanderbilt Bookstore is located at 2501 West End Avenue. The bookstore 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.

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 <https://vanderbilt.bncollege.com/shop/vanderbilt/home>.

BEN SCHULMAN CENTER FOR JEWISH LIFE

The 10,000-square-foot Ben Schulman Center for Jewish Life is the home of Vanderbilt Hillel and is located at 2421 Vanderbilt Place. 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 Cafe, 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

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 a triweekly email newsletter that includes a calendar of events as well as articles of interest. More information about myVU can be found at www.vanderbilt.edu/myvu.

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 VUSN Newsletter: The Office of Student Affairs prepares a weekly electronic newsletter that offers a listing of VUSN events, lectures, scholarships, 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
Non-Emergency	615.322.2745 (2-2745 from campus extension)
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. VUPS 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, Medical Center, and One Hundred Oaks.

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

An emergency response can also be received by dialing 911 from any campus phone. Cell phone users can use 615.421.1911 to summon an emergency response on campus. Cell phone users should dial 911 for off campus emergencies. All callers should be prepared to state their location.

VandySafe: [VandySafe](#) (previously 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 VUPD, text VUPD, or call 911. When you select to either call or text VUPD, Communications Officers will be able to see your GPS location when enabled on your phone. These options allow VUPD to provide quick and professional service to its community even when the user is unable to give their location.

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

Walking Escort Service: Vanderbilt University Police Department provides walking escorts to students, faculty, and staff walking to and from any locations on campus during the nighttime hours. The telephone number to call for a walking escort is 615.421.8888 (off campus) or 1-8888 (on campus).

VUPD provides additional services including property registration (for bikes, laptops, etc.) lost and found, weapons safekeeping, and submit a Crime Tip. Additional information on security measures and crime statistics for Vanderbilt is available from the VUPS, 111 28th Avenue South, Nashville, TN 37212.

Information on available program and services, along with crime statistics, is 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 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/>

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://cft.vanderbilt.edu/> or call 615.322.7290, Monday – Friday between 8 a.m. – 4:30 p.m.

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, 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.

DISABILITY DISCRIMINATION AND GRIEVANCES

If at any time a student feels they have been discriminated against due to their disability, they should contact [Title IX and Student Discrimination](#). If a student needs to file a grievance with SAS, they can complete the process listed on the [SAS home page](#).

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 Annette and Irwin Eskind Family Biomedical Library and Learning Center supports the education, research, and patient care mission of Vanderbilt University and the Vanderbilt

University Medical Center. The library is open 7 days a week, with a current VU badge required during restricted hours. For more information, visit www.library.vanderbilt.edu/biomedical/about/ or www.library.vanderbilt.edu/biomedical/policies/. 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, 2304E Vanderbilt Place. For more information, please visit www.vanderbilt.edu/lgbtqi.

MARGARET CUNINGGIM WOMEN'S CENTER

As part of the Provost's Office for Inclusive Excellence, 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 in Franklin House (2304D

Vanderbilt Place). For more information, please call 615.322.4843 or visit www.vanderbilt.edu/womenscenter.

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 Rand Hall, Suite 305.

PARKING, VEHICLE REGISTRATION, AND ALTERNATIVE TRANSPORTATION

Parking space on campus is limited. All motor vehicles operated on campus at any time by students, faculty, or staff must be registered with VUPD Parking Services located at 111 28th Avenue South in the 2800 Building. Registration can be completed online and a fee is charged. Parking regulations are published annually and are strictly enforced. Bicycles should be registered with Vanderbilt University Police Department. More information is available at www.vanderbilt.edu/parking.

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 2304 H Vanderbilt Place (West Side Row Cumberland House), 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.

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:

Monday – Friday: 7am-9pm

Weekends: 8am-9pm

Students have 24/7 card access during all other hours.

Hours subject to change during the summer and academic 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. 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 the Sarratt Box Office at 615.343.3361 for information regarding upcoming events. For more information, go to <https://www.vanderbilt.edu/studentcenters/explore/virtual-tour/>.

STUDENT ACCESS SERVICES

Vanderbilt University strives to provide an accessible environment for all students; however, some barriers may arise for students with disabilities. If students anticipate needing a reasonable accommodation, they should visit [Student Access Services](#) and create an online profile via the Commodore Access Portal. Please note, only students who have accepted their admittance to Vanderbilt are able to request through the portal. On average, the process takes 5-10 business days; the process will be delayed if the student provides insufficient information. Detailed information regarding the process and information needed is below. Students may also visit the [Student Access webpage](#) or email us at studentaccess@vanderbilt.edu. We are located in the Baker Building, Suite 108 and open 8:00 am – 5:00 pm Monday – Friday.

Reasonable Accommodation Request Process: To request reasonable accommodations, students should submit their request via the Commodore Access Portal on the [SAS webpage](#). The portal will guide the student in completing the connection form (demographic information, accommodation request(s), and previous accommodation history) and request supporting documentation, if necessary. An Access Specialist will then review the connection form and documentation. Once reviewed, the Access Specialist will follow-up with the student to either request more information or request an orientation meeting. The orientation meeting usually lasts an hour and introduces the student to the SAS team and reviews student responsibilities and procedures. During the meeting, the access specialist will also show the student how to request an accommodation letter through the Commodore Access Portal. The letter will be sent electronically to the instructors of the students' choosing. The student must log in and send the letters each semester.

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 be implemented until the letter has been sent to, and discussed with, the instructor.

Accommodations: Student Access Services provides a wide range of reasonable accommodations to students with disabilities at Vanderbilt University. Accommodations are determined on an individual, case-by-case basis. Examples of accommodations include, but are not limited to, extra time on exams, technology for note-taking, priority registration, and alternate format class materials. In addition to academic accommodations, SAS also provides housing, dining, and transportation accommodations.

Documentation Guidelines: Student Access Services (SAS) provides reasonable accommodations based on the functional limitations a student experiences due to their disability and the barriers presented in the educational environment. Documentation varies based on diagnosis, medical professional, and disability type. Student Access requests that documentation submitted contain diagnostic information (such as date of original and most recent diagnosis, severity, and treatment, if appropriate) and the functional limitations, or how this diagnosis affects the student in a specific environment. Reasonable accommodations are

determined individually, and on a case-by-case basis. Documentation should adequately verify the nature and extent of the disability in accordance with current professional standards and techniques. If the nexus is not made between the accommodation and the limitation, SAS will request additional documentation from the student. All documentation should be on letterhead and signed by the diagnosing professional.

Note: An Individual Education Plan (IEP) or 504 Plan from high school may show a history of accommodations; however, it does not typically provide the needed information such as diagnosis and functional limitations.

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 Support Services: Vanderbilt students who experience impairments that will temporarily restrict them on campus (broken bone, concussion, adjustment disorders, etc.), can contact [Student Access Services](#). Depending on the nature of the impairment, the student may be referred to their Dean or may be asked to provide verifying documentation (if the disability is not easily visible).

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, 2020 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. International students are not eligible to waive insurance.

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, 2020 to August 11, 2021. 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@vumc.org or 615.343.4688.

STUDENT HEALTH SERVICES

The Student Health Center provides primary care services for students and is staffed by physicians, nurse practitioners, nurses, and lab technicians. 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.

The Student Health Center is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Students can schedule an appointment by calling 615.322.2427 or go online to www.vumc.org/student-health/online-appointments. 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/>.

TITLE IX AND SEXUAL MISCONDUCT

Vanderbilt prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, interpersonal violence, and stalking. The University will take prompt and effective action to address all allegations of sexual misconduct and harassment.

Vanderbilt encourages anyone who has witnessed, experienced, or has information about possible sexual harassment or sexual misconduct to [report](#) the conduct to the [Title IX and Student Discrimination Office](#). If in a position to do so, persons may take action to prevent or stop such actions, including direct intervention when it is safe and reasonable to do so. If involved in an emergency situation or to report a crime, contact the Vanderbilt University Police Department (VUPD) at 615.322.2745.

Complaint procedures and information can be found [here](#).

Student Discrimination

Vanderbilt University is committed to encouraging and sustaining a learning and work community that is free from prohibited discrimination, harassment, and retaliation. In compliance with federal law, including the provisions of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended by the Jobs for Veterans Act, and the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, Vanderbilt University does not discriminate against individuals on the basis of their race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, military service, covered veterans status, or genetic information in its administration of educational policies, programs, or activities; admissions policies; scholarship and loan programs; athletic or other University-administered programs; or employment. In addition, the University does not discriminate against individuals on the basis of their gender expression.

Vanderbilt encourages anyone who has witnessed, experienced, or has information about possible discrimination to [report](#) the conduct to the [Title IX and Student Discrimination Office](#). If, in a position to do so, persons may take action to prevent or stop such actions, including direct intervention when it is safe and reasonable to do so. If involved in an emergency

situation or to report a crime, contact the Vanderbilt University Police Department (VUPD) at 615.322.2745.

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 [satellite services](#) ranging from drop-in consultations to workshops.

- 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, please call 615.322.2571 or drop in during crisis care hours (M-F, 10am to 4pm).
- For immediate crisis support after business hours and on weekends, please call 615.322.2571 and press option #2 to speak with an on-call counselor.

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 six (6) cents per page for standard black and white printing. Standard color printing is twenty-five (25) cents per page.

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.

VANDERBILT RECREATION AND WELLNESS CENTER

The Recreation and Wellness Center 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 center is 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/>.

VERITAS REPORTING SYSTEM (Replaced by Origami Risk)

Change in REPORTING SYSTEM:

Please see the Amendment section at the beginning of this handbook for information regarding **Origami Risk-VUSN Incident Reporting**, which has replaced Veritas Reporting System, effective December 21, 2020.

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 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](https://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.

VUSN: ACDEMIC POLICIES/REGULATIONS

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. Accommodations for observance of a religious holiday will be allowed but should be requested prior to the holiday. Students will be given the appropriate accommodation to complete the work missed within a reasonable time after the absence. As a rule, students incur no administrative penalties for 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 jeopardy 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 and/or participation in a face-to-face class.

In the event of illness influencing a student's ability to participate in class or meet course requirements, communication with faculty is essential. 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.

AUDITING COURSES

Students may wish to audit courses in the School of Nursing for which they will receive no credit. Auditing courses requires registration and is subject to the following conditions:

1. Consent of the instructor must be obtained.
2. The instructor sets the conditions under which a course may be audited. Failure to meet those conditions is justification for withdrawal of the audit designation.
3. Auditing students are able to observe and listen during class. Online material is available for review.

4. Auditing students are not allowed to participate in class. This includes, but is not limited to, asking questions of the professor during or after class about the course, participating in group discussions (in class or online), or access to tests.
5. Audits carry no credit.

CHANGE OF COURSE

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. The Clinical Placement Office works collaboratively with faculty, program directors, and students to ensure all students have a productive clinical experience. 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).

Steps

To request a change from MTA to OMTA or vice versa, the student is expected to:

- First discuss the request for a change with their specialty director and clinical faculty.
- If approved by the faculty, complete a change in status form <https://nursing.vanderbilt.edu/students/current/pdf/status.pdf>
- The student's clinical placement site is then updated in the student registration system and the clinical placement system. System changes typically occur within 48-72 hours.

Change of Enrollment Status (Full-time vs Part-time):

Policy

A student may change status of enrollment based on the following conditions.

- The enrollment status requested is available in the student's plan of study.
- The proposed change must be approved by the applicable Academic Director or Assistant Dean.

Steps

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

- Meet with their faculty adviser.

- Submit a Change of Status Form to the Academic Director or Assistant Dean.
<https://nursing.vanderbilt.edu/students/current/pdf/status.pdf>
- If the request is approved, the signed form is forwarded through other administrative channels for signatures.
- The student's status is updated by the Office of Enrollment Services.

Change in Program of Studies for NM/FNP MSN Students:

Please see the Amendment section at the beginning of this handbook for this change that took place effective December 4, 2020.

Change of Specialty (MSN/PMC):

Students are admitted to specific specialties in the MSN and PMC programs. Requests for a change in specialty are evaluated on a case by case basis, and a change in specialty is not guaranteed.

Steps

1. No requests are considered until **at least one semester of coursework 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@vanderbilt.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. Student must obtain the specialty director's signature. Retain a copy of this form to be used in step 4.
4. By March 1, schedule an appointment with the **requested** specialty director to discuss career goals and obtain a signature confirming the discussion.
5. By 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.

Required Documents

- Revised statement of purpose for the **newly requested** specialty
- If applicable, indicate preference for clinical. If so, give tentative agency and city/state of the desired distance clinical site. Do not contact the agency.
- If no full-time space is available, indicate willingness to change to part-time status or take a leave of absence.
- 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 Assistant Dean for Enrollment Management is acceptable.
- Submit all of the documents at the same time in one packet.
- Every effort will be made to notify students by April 1 regarding whether the requested change has been approved.

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.

Dropping a Course

Policy

- 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 the student change period.
- 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:

Policy Overview

- Students may withdraw from courses and receive the grade W (withdrawal) prior to the date published in the School of Nursing Calendar for each semester which is less than half of the course completion.
- If a Vanderbilt course is taken outside the School of Nursing, grade regulations of the appropriate school will apply.

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 letter grades are counted in the computation of grade point averages. F grades are counted in the computation of grade point averages, unless the course is repeated and completed with a passing grade.

Academic Standing:

All enrolled students are required to maintain good academic standing. Good academic standing is defined as all of the following:

- a semester GPA of 3.0 or higher
- a cumulative GPA of 3.0 or higher
- all grades B- or higher, and
- all grades Satisfactory

Academic standing may also be altered by failure to maintain up-to-date documentation of student enrollment requirements (e.g., license, health requirements) or by unlawful conduct during enrollment.

Please note that students who receive federal student financial aid may be required to meet different or additional requirements of “satisfactory academic progress” for financial aid purposes. For more information, please see: <https://www.vanderbilt.edu/enrollmentbulletin/financial-information/satisfactory-academic-progress-standards/>.

Certification in DNP Program:

DNP students who are APRNs must be certified in their APRN specialty prior to enrolling in NURS 8105: DNP Integrative Application of Evidence-Based Practice. Nursing Healthcare Leadership and Nursing Informatics specialties do not require certification.

Clinical Course Grades:

- Clinical performance must be at the passing level regardless of grades on other course assignments. If a clinical performance is evaluated as failing, the overall course grade will be failing regardless of other course assignment grades.
- A student who has not satisfactorily completed a clinical course for a period of more than two semesters must successfully complete a one-credit hour clinical independent study to ensure clinical competence and readiness before being permitted re-entry into clinical. The requirement for the one-credit hour independent study does not apply to students enrolled in the Nursing and Healthcare Leadership or Nursing Informatics specialties.

Incomplete Course Grade:

Policy

An incomplete grade noted as an “I” is a temporary grade for a student who meets the following criteria:

- Requires additional time to complete course work after the conclusion of a course. All course requirements must be submitted for grading no later than the end of the next enrolled semester or the grade will automatically be converted to an F. (If a Leave of Absence is taken in the following semester, the grade of “I” must be removed by the end of the next enrolled semester.)
- Demonstrates ongoing and timely communication during the course with course coordinator.

- Obtains approval from the course coordinator for an incomplete grade (see steps below). Petitions for an incomplete course grade must be submitted to the course coordinator prior to grades being due for the semester.
- Completes a new contract with the course coordinator if an extension of the original contract is necessary.
- Understands that a pending incomplete grade in a prerequisite course for a course in the next semester may result in a change of progression.

Steps

To petition for an incomplete grade, the student must complete the following steps:

1. Submit a petition (written request) that: (a) Presents the unforeseen and/or extenuating circumstances that have prevented them from completing course work on time to the course coordinator, and (b) Demonstrates to the course coordinator that a substantial portion of the course and the course work have been completed and of passing quality. Whether to grant a request is in the discretion of the course coordinator.
2. If approved by the course coordinator, confer with the course coordinator to determine an agreed upon date to complete all course work and submit the Contract for Incomplete Grade to the Office of Enrollment Services. The form is located at: http://nursing.vanderbilt.edu/students/current/enrollment/student_forms.php.
3. The student must submit all course assignments by the contract expiration date or complete a new contract with the course coordinator if an extension of the original contract is necessary.
4. The course coordinator calculates the final grade and completes the electronic Change of Grade to replace the “I” with the final course grade. Note that of course work assures no specific grade for the course (or any individual assignment).

Incomplete Grade in Clinical Courses:

Students receiving a grade of an I in a clinical course must register for zero hours of NURS 5999 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, DNP Integrative Application of Evidence-based Practice.

Pass/Fail or Satisfactory/Unsatisfactory Grades:

The grades Pass/Fail and Satisfactory/Unsatisfactory are not counted toward grade point averages.

Repeat Coursework:

Students are required to earn a grade of B– or higher or a grade of Satisfactory in all required courses (including elective courses required within a program of study). If a grade of less than B- or a grade of Unsatisfactory is earned, the course must be repeated.

- Only one nursing course may be repeated one time. 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 (and the student may be subject to dismissal from the program). Course withdrawals count in the number of times a student may register for a course.
- Only the latest grade counts in calculation of the grade point average.
- If a grade less than a B- is earned in a required elective course and another (different) elective course may be taken to replace a required elective, the grade of the initial elective will continue to average in the GPA.
- A course taken at VUSN may not be repeated outside VUSN for credit toward the degree.
- Due to the sequential nature of nursing courses, repeating a course may necessitate dropping to a part-time program of study.
- 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.
- Students may not repeat a course already successfully completed in attempt to improve their grade.

Late Submissions:

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 a zero unless an extension has been granted in advance. 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.

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.

Probation/Dismissal:

The academic performance of students is reviewed by the MSN and DNP Student Admission and Academic Affairs (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 BSN to DNP or a PMC during a DNP program of studies will be reviewed by the DNP SAAA committee.

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.

Students will be placed on probation if:

- A semester GPA less than a 3.0 is earned.

- For DNP students only: a grade of Unsatisfactory or a grade less than a B- is earned, regardless of the effect of that grade on the student's semester or cumulative GPA.
- For MSN and PMC students only: if a grade of Unsatisfactory or a grade less than a B- is earned, but at least a 3.0 semester and/or cumulative GPA is maintained, the course must be repeated (refer to good academic standing policy) but will not result in probation.
- A student may be placed on probation only once during the entire program of study.

Students will be dismissed if:

- Previously placed on probation and the student's record warrants another probation. A student may be placed on probation only once during their entire program of studies.
- A second course grade is less than a B- or an Unsatisfactory grade.
- Two or more grades earned during the program are less than a B- or Unsatisfactory.
- Unsatisfactory progress toward the degree is being made and improvement is judged unlikely.

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 in a subsequent semester will give the student at least a 3.0 cumulative grade point average.

Time Frame for Completion of Program:

Degree requirements must be satisfied within a specified time period regardless of full- or part-time status and including leaves of absence. Please see [VUSN catalog](#) for details.

REGULATIONS: 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 (i.e., probation or dismissal) may petition for a review of the determination based on at least one of 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.

Steps

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, and
- Copies of all evidence the petitioner asks the reviewer to consider.

Written petitions should not exceed five (5) double-spaced pages with one (1) inch margins and twelve (12) point font and may include attachments.

2. When the Senior Associate Dean for Academics receives a petition, he/she will notify the SAAA Committee Chair of the petition.
3. The Senior Associate Dean for Academics will designate an appellate reviewer who has served as a past chair or previous member of SAAA and is not currently serving on the SAAA committee. 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 relevant portions of the VUSN Catalog and Student Handbook, and the petitioner's VUSN academic record.
4. 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 were implemented after the SAAA Committee decision cannot be considered in the appeal. The appellate reviewer will conduct his or her review with all deliberate speed to determine whether the petition sets forth a basis sufficient to provide the relief sought by the petitioner.
5. The reviewer sends their written decision to the Senior Associate Dean for Academics.
 - 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 additional consideration.
 - If the reviewer finds insufficient evidence for appeal, the reviewer will affirm the findings of the SAAA Committee.
6. Upon receiving the response from the reviewer, the Senior Associate Dean for Academics notifies the petitioner and the SAAA Chair of the appellate reviewer's decision and the reasons for its decision.
 - If the appellate reviewer affirms the SAAA Committee decision, no further action is taken.
 - If the appellate reviewer remands the case back to the SAAA Committee, the SAAA Chair will present the case to the Committee for additional review and decision. The SAAA Chair will provide the Committee's decision to the Senior Associate Dean for Academics. The Senior Associate Dean will notify the petitioner of the decision.
7. The petitioner may escalate 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 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 decision is being appealed).

Readmission:

- A student who has previously withdrawn or been dismissed may apply for readmission after an intervening period of at least one semester. The student applying for readmission will complete a new online application available at <https://apply.vanderbilt.edu/apply/>. An applicant for readmission should address the reason(s) that they left Vanderbilt and present a plan specifying changes that they made in order to ensure academic success.
- The Student Admissions and Academic Affairs (SAAA) Committee will consider an application for readmission on presentation of substantial evidence of a responsible and successful period of work or study during the intervening period.
 - There is no guarantee that a student will be readmitted. Readmission will depend on (a) evaluation of the likelihood of the applicant’s successful performance in succeeding work; (b) the strength of the application; and (c) available program space.
 - If the applicant’s prior record warrants, they will be readmitted on probation.
 - If additional course(s) have been completed since the applicant was last enrolled at VUSN, the applicant must provide an official transcript of all completed course(s).
- Readmitted students must complete a new background check upon return.

Progression Requirements:

- 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. This means that a student may not be permitted to take any other coursework until the course has been successfully completed.
- 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.

Change in Level

To progress from the MSN generalist component to the MSN specialist nursing component, students who entered with a degree in a field other than nursing must:

- Complete all required courses with grades B– or higher
- Earn at least a 3.0 cumulative grade point average.
- Must pass the NCLEX-RN® exam before taking specialty level clinical courses
- Specialty students must pass the NCLEX-RN® exam by the end of the second semester of the specialty curriculum (whether full- or part-time)

Specialty students who do not pass the NCLEX-RN® exam by the end of the spring semester must take a Leave of Absence (LOA). The student can return after passing the NCLEX-RN® exam and in accordance with the LOA policy.

Students who entered with an A.D.N., an A.S.N., or a hospital diploma, must:

- Complete all required courses with grades B- or higher and
- Earn at least a 3.0 cumulative grade point average

COMPLAINT PROCESS

One of the goals of VUSN is to provide an environment that promotes learning and fair treatment. Situations may arise where a student (or former student) believes they have not been given fair treatment or has a complaint about the performance, action, or inaction of a member of the staff or faculty affecting the student during the period of their enrollment. Faculty and staff members welcome the opportunity to work with a student or former student who has a concern or complaint.

Complaints addressed under this VUSN Complaint Process may be categorized as being: 1) **grade-related**; or 2) **non-grade** related complaints, in each case that are not addressed through other processes at the University. Students should refer to the [University Student Handbook](#) for a list of decisions and student concerns that are not addressed under this VUSN Complaint Process because they may be addressed through other processes at the University.

Early identification and communication often result in timely and effective resolution. School of Nursing resources, such as the student's faculty advisor, academic director, Academic Assistant Deans, Assistant Dean for Student Affairs, Assistant Dean for Enrollment Management or Assistant Dean for Diversity and Inclusion are available to discuss student concerns or refer students to the appropriate school or university resource(s). Students may also choose to report complaints in the VERITAS reporting system electronically; refer to the "Veritas Reporting System" section in the VUSN [Student Handbook](#) for more information.

When a complaint is not addressed through other University processes, students who decide to proceed with a complaint within VUSN should follow the **complaint process** described below.

At no point during any processes should the student fear any form of retaliation. If a possible concern related to safety or retaliation arises, the student may submit an oral or written complaint directly to the Office of the Senior Associate Dean for Academics.

Steps

1. In most cases, students should direct complaints to the person or persons whose actions or inactions have given rise to the complaint. The complaint may be communicated verbally or in writing (including via email). Written documents should not exceed five

(5) double-spaced pages with one (1) inch margins and twelve (12) point font and may include attachments.

2. Timeline for initiating a complaint:
 - *Grade-related academic complaints* must be initiated within 10 calendar days of the date the grade in question is posted.
 - *Non-grade related complaints* must be submitted no later than 90 days after the event occurred or 10 calendar days after the last day of the exam period in which the event occurred, whichever is later.
3. The person or persons notified of the complaint should make every effort to resolve the problem fairly and promptly (usually within 30 calendar days) and will issue a written decision to the student.
4. If the student's complaint cannot be resolved, the student may request further review of the complaint by the next appropriate academic or administrative leadership person. A graphic representation of academic or administrative leadership progression within VUSN is depicted in Figures 1 and 2. A request to appeal the complaint to the next academic or administrative leadership person should be submitted in writing (email is acceptable) within 10 calendar days of the decision. The request for review should generally be no more than five (5) double-spaced pages with one (1) inch margins and twelve (12) point font and may include attachments (such as the original complaint and associated documentation). The VUSN administrator will request any relevant documentation from the previous process. The administrator should make every effort to resolve the issue fairly and promptly (usually within 30 calendar days) and will issue a written decision to the student.
5. If the student timely seeks further review, Step 4 may be repeated at each successive academic or administrative leadership level within VUSN (see Figures 1 and 2). At each level, the relevant administrator will confirm that the student has exhausted the previous process steps before reviewing the complaint. If the complaint ultimately is escalated to the Provost, the decision of the Provost is final with the exception of complaints that are subject to the [University Grievance Procedure](#) described in the University Student Handbook.

Figure 1. Grade-Related Academic Complaints

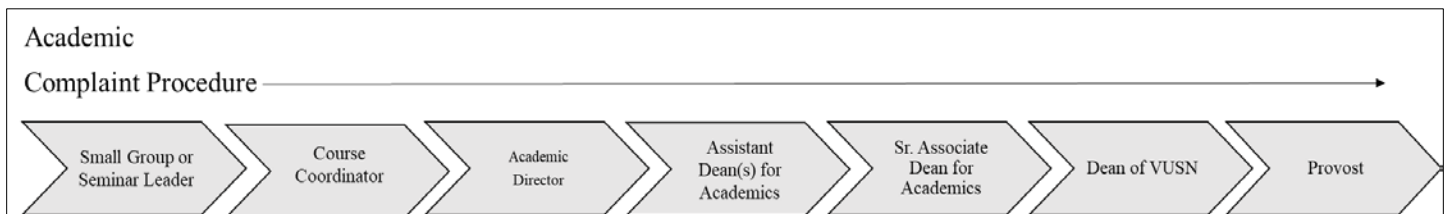
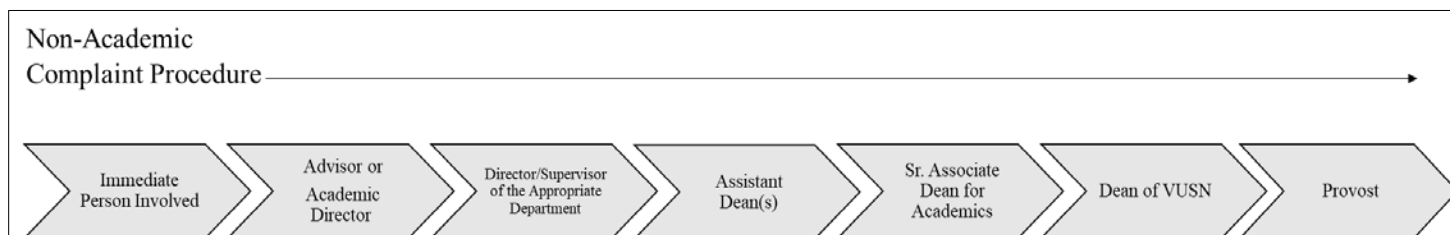


Figure 2. Non-grade Academic Complaint Process



A student or former student who believes that they have not received appropriate redress through the VUSN Complaint Process may file a grievance with the Office of the Chancellor on certain grounds set out in the University's Student Grievance Procedure. Refer to the [University Student Handbook](#) for details about that procedure.

LEAVE OF ABSENCE POLICY

A student may request to take a leave of absence (LOA) from their course of study.

Policy Overview:

- A LOA is granted for a minimum of one semester. The total length of time on leave may not exceed three semesters during the plan of study. Approved LOA semesters can be sequential or non-sequential.
- A LOA is approved by the Academic Director and the Senior Associate Dean for Academics.
- Time spent on LOA is included in the total time taken to complete the degree.
- Students in any academic program at VUSN must take a 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 a LOA).
- 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. The requirement for the one- credit hour independent study does not apply to students enrolled in the Nursing and Healthcare Leadership or Nursing Informatics specialties or the DNP Program.
- A student on a LOA is required to notify the VUSN Office of Enrollment Services of plans to return to school.
- Students who do not comply with the Leave of Absence policy may be administratively withdrawn from Vanderbilt University School of Nursing.

Steps

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

- Contact the Academic Director and the Director of Student Financial Services to discuss implications of taking a LOA

- Submit a Leave of Absence Form to the Academic Director <https://nursing.vanderbilt.edu/students/current/pdf/leave.pdf>

Leave of Absence Re-Entry:

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

- At least sixty days prior to a LOA re-entry, the student contacts the Academic Director to determine or verify the remaining course-of-study.
- The Academic Director e-mails the student and the Office of Enrollment Services the remaining course-of-study.
- The student updates all school compliance requirements with the VUSN Compliance Officer. <https://nursing.vanderbilt.edu/clinicalplacement/currentstudents.php>
- The student registers for classes.
- The student contacts the Director of Financial Services as needed.

MEDICAL LEAVE OF ABSENCE POLICY

Students may experience life situations, or medical, and/or psychological conditions that significantly interfere with their academic and personal success. A medical leave of absence is intended to provide students with the opportunity to fully attend to their health and wellbeing, away from the stress associated with campus and academic life. 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.

Steps

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/>
- 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.
- The Office of Student Care Coordination acknowledges the student's approval for a MLOA.

Medical Leave of Absence Re-Entry:

In addition to the LOA re-entry, students on a MLOA are expected to complete the steps outlined at the following VU website: <https://www.vanderbilt.edu/carecoordination/sample-page/medical-leave-of-absence/>

MEETINGS WITH FACULTY AND ADMINISTRATORS

Faculty and administration welcome the opportunity to meet and discuss academic practices and progress with students. To maintain focus on the student's academic experience, third

parties such as spouses, partners, parents, family members, friends, or other students typically will not be allowed to attend. No audio or video recordings of these meetings are allowed. Students may be permitted to have an adviser present 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 university's Student Access Services office as a request for a reasonable accommodation:
<https://www.vanderbilt.edu/student-access/>.

TRANSFER OF CREDIT

Policy:

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 for which the transfer credit would replace begins. Courses are evaluated for transfer credit only after the student has been admitted to a degree or certificate program. 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 the student earned a B- or higher. If VUSN grants transfer credit, only the credit hour value, and not the grade, will be posted to the student's Vanderbilt transcript. Transfer credit is evaluated based on VUSN course equivalent content (for required courses), credit allotment, and satisfactory completion. The faculty course coordinator and the academic director of the student's program approve transfer credit.

Courses completed to satisfy degree requirements in a previous program of study cannot be used to satisfy degree requirements for the current MSN, PMC, or DNP program.

For transfer credit, the course work must be:

- Completed within the last five years
- Prior to enrollment at VUSN
- At the same academic level (equivalent master's or equivalent doctoral level), and
- From a regionally accredited institution or from an ACEN- or CCNE-accredited institution

Steps

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

1. The student e-mails the Assistant University Registrar and Director of Nursing Student Records all of the following:
 - signed and completed petition indicating the information is truthful and accurate. <https://nursing.vanderbilt.edu/students/current/pdf/transfercrredit.pdf>

- course syllabus (must include course content) from the semester and year enrolled.
 - official transcript showing the final course grade of a B- or higher.
2. The Office of Enrollment Services will petition the faculty who coordinates the VUSN equivalent course for the petitioned credit and oversee the remainder of this process.
 3. Following review of the evaluation process, the Office of Enrollment Services will e-mail the student the petition form and add the course credit to the student's VUSN transcript, if approved.

VANDERBILT UNIVERSITY HONOR CODE

NOTE: During the 2020-2021 academic year, the University will be establishing and operating under guidelines and protocols to reduce the spread of COVID-19, which may change over time in light of the evolving nature of the pandemic. These guidelines and protocols will be communicated to students through other mechanisms and not through the *Student Handbook*. Students are expected to abide by any and all University guidelines and protocols to reduce the spread of COVID-19. In some circumstances, these guidelines and protocols may supersede provisions in the *Student Handbook*.

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

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

The Honor Code is only one of the elements provided to Vanderbilt students to aid in the development of creative thinking, intellectual maturity, and personal accountability, with 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 Code through the information in the School of Nursing [VUSN Student Handbook](#).

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. **Ignorance of the Honor Code is not a valid excuse for violating it.**

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

Nursing students are expected to become familiar with the [VUSN Student Handbook](#), available online prior to the beginning of fall semester classes, 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 and/or if sufficient evidence of misconduct 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/part-iii-university-principles-and-policies/ch9-honor-system/>

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. **Material found on websites or other Internet sources can—and should be—cited. Students should consult a citation manual or the course instructor for the appropriate format.** For further information about citation styles, refer to the Jean and Alexander Heard Library’s online guide to [Plagiarism, Citation, Copyright, and Fair Use](#).

All nursing students are required to provide documentation of satisfactory completion of the Plagiarism Tutorial as part of new student requirements.

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, EXAMINATIONS, 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 obtain permission from 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 course syllabi 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 and assignments 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 permissible. If a student 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 Code 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 take one of these actions:

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

Draft as of August 13, 2020. The final approved version will be updated in the VUSN Student Handbook after the Honor Council votes on the bylaws at their September meeting.

HONOR COUNCIL OF THE SCHOOL OF NURSING BYLAWS

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 the School of Nursing at Vanderbilt University. The Honor Council aims to secure justice for any student under suspicion of dishonesty, to vindicate the student’s name if dishonesty is not proved, and to protect the honor and standing of the remaining students by imposing penalties as shall be set forth in the bylaws if dishonesty is proved. It proposes to do this in accordance with the procedures, rules, and organization hereinafter set forth.

Article III – Jurisdiction:

Nursing students (MSN, post-master’s certificate, DNP and non-degree seeking students enrolled in a nursing course) are subject to the jurisdiction of the Honor Council of the School of Nursing.

Article IV – Membership, Elections, and Vacancies:

Membership on the Nursing Honor Council consists of at least four (4) Pre-Specialty students, four (4) Masters level Specialty students, and at least one (1) member from the Doctor of Nursing Practice program. The Honor Council shall consist of a minimum of nine (9) and a maximum of thirty-one (31) members.

The Honor Council solicits members through a self-nomination process. Interested students are encouraged to complete a self-nomination form. Self-nomination forms are available at new student orientation.

All members of the Honor Council shall serve a term of one (1) calendar year beginning September and ending in August. Honor Council members must be students in good academic standing as defined in the [VUSN Student Handbook](#) and may be called for duty at any time during their term.

In the event of a membership less than nine (9), another call for self-nominations will be made.

Article V – Duties of Officers and Members:

The Council shall elect 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. Consulting with the Honor Council adviser to determine whether to notify the Office of Student Accountability, Community Standards and Academic Integrity (OSACSAI) to appoint an Investigator;
3. Determining (in consultation with the Honor Council adviser) whether a hearing will be held based on the investigative report;
4. Appointing a member of Honor Council to serve as Presiding Officer at the hearing in the event the President is unable to attend the hearing;
5. Performing all duties common to the office.

The duties of the Vice President shall include:

1. Serving 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 placing in Honor Council electronic archive;
2. Prepares a summary of the proceedings immediately following a hearing. If the Recording Secretary is not present at the hearing, a member of the hearing panel will be appointed to serve in this capacity.
3. Sending Honor Council decision letters. If the Recording Secretary is not present at the hearing, a member of the hearing panel will be appointed to serve in this capacity.
4. Keeping a roster of Honor Council members and placing in Honor Council electronic archive.
5. Updating the Honor Council [web page](#)

The duties of all members of the Council shall include:

1. Attending all meetings and hearings as requested;
2. Maintaining confidentiality of all Honor Council matters.
3. At least five (5) members will agree to serve in the role of student advisers. Names of advisers will be posted on the Vanderbilt School of Nursing Honor Council website.

The duties of the Student Adviser:

Every accused student will have the option to select a student adviser from the Vanderbilt University School of Nursing Honor Council. A list of all possible student advisers will be on the Honor Council [website](#) . The adviser will serve during the investigation and 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. The adviser will refer the accused student to the Vanderbilt University School of Nursing Student Handbook for procedures of the Honor Council regarding investigations, hearings, and the possible penalties. 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. The student adviser does not participate in the deliberations and does not vote.

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, 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 (1) 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 (1) 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. 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. The faculty adviser prepares an annual report following guidance provided by the Office of Student Accountability, Community Standards, and Academic Integrity (OSACSAI).

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 the Honor Code are cause for disciplinary actions imposed by the Honor Council.

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 suspected violation should be reported using the Office of Student Accountability, Community Standards, and Academic Integrity's [online portal](#).

Possible violations include but are not limited to the following:

1. Giving and/or receiving unauthorized aid on an assignment, report, paper, exercise such as simulation, problem, test, examination, tape, film, recordings 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, 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 can be found in the [Vanderbilt University Student Handbook](#).
3. Failure to report a known or suspected violation of the Honor Code in the manner prescribed in the individual student responsibility section of the [Vanderbilt University Student Handbook](#).
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.
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/or 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. **Altering a grade on a previously graded examination or test.**

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 quorum shall exist when six (6) of the representatives on Honor Council attend the hearing either virtually or in person.

Persons related to the accused or who have formal legal training are not eligible to serve on the Hearing Panel. A member may also exclude their self from serving on the Hearing Panel related to a conflict of interest. The President and/or the Presiding Officer has the ability to exclude someone from the Hearing Panel 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. The presumptive penalty for a **first** offense is failure in the course. A vote of two-thirds of the members of the Hearing Panel will be required to administer this penalty. A grade of “F” will be administered automatically to the student’s record. The course may be repeated; however, course offerings will not be altered.
2. At the discretion of the Hearing Panel, a **first** offense penalty can be reduced to failure of the work involved. The work may not be repeated.
3. 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.
4. 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. The penalty of multiple semester suspension requires a vote of two-thirds of the members of the Hearing Panel.
5. 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.
6. 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.)

Article XI – Appeals:

Appeals of decisions made by the Honor Council must follow the procedure outlined by the [University Appellate Review Board](#).

Article XII – Amendments:

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

Draft as of August 13, 2020. The final approved version will be updated in the VUSN Student Handbook after the Honor Council votes on the bylaws at their September meeting.

PROCEDURES OF THE VANDERBILT SCHOOL OF NURSING HONOR COUNCIL

Proceedings of the Honor Council – investigations, interviews with potential witnesses, hearings, 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 (OSACSAI) 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 accused student will have the option to select 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 website, and an adviser may be selected from it during the investigation. 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 and may not participate in the hearing. An adviser may accompany (either in person or remotely) the accused student to investigative meetings and the hearing and refer 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. The 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.
- 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 has the option to wait for a period following the presentation of the Statement of Charges. The accused student should not be able to review the evidence against the student until the student is prepared to give a formal 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 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 student understands the charges, possible penalties if found guilty, the procedures to be followed, and that the student 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 give an account of the events surrounding the alleged violation. The accused may also provide relevant documentation or information to support the student's 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 the witness has previously given a statement to the investigator. The accused may also have one (1) 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 the attendance of the witness.
- 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, with the Council advisor, will determine whether sufficient evidence exists to warrant a hearing by the Council. At least twenty-four (24) hours before the hearing, the accused student will be presented with a copy of the investigator's report via Vanderbilt email so that the student 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 and Council advisor determine that there is sufficient evidence to warrant a formal hearing, the president will send official notification to the accused that a hearing will be scheduled held. 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 members of the hearing panel, 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 the character witness. The hearing should not be held earlier than seventy-two (72) hours after the investigator has met initially with the accused unless an earlier time is agreed to by the accused.

Hearings may be conducted with participants gathered in a location on campus, online or in a hybrid of in person and online participation.

Attendance at 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 the student will not attend the hearing and submit a written statement regarding the charges prior to the hearing date.

Withdrawal from the University before the 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 all parties stating that the student 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: 1) participate in the hearing either in person or by video conference, 2) waive the right to give testimony personally (thereby acknowledging that the hearing may proceed in his/her/their absence), or 3) waive the right to appear and send a written, signed statement to be presented on his/her/their behalf at the hearing. Failure by the accused to respond will be considered a waiver of the right to appear.

During the time prior to the hearing, a notation will be placed on the academic record of 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.

A six (6) member-hearing panel (consisting of a presiding officer and five (5) Council members) will hear the evidence in the case. A faculty adviser will also be present and may ask questions and participate in the discussion, but the faculty adviser *does not* have a vote in the outcome. For training purposes, faculty or student observers may be allowed to be present, but may not speak or take part in the proceedings.

Order of Events for Hearing

1. Presentation of the investigative report.
 - a. The investigator is sworn in by the recording secretary (or designee).

- 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(s) (if in attendance) and the accuser(s) are allowed to be present during the presentation of all testimony. If witnesses are to testify in person, by written attestation or virtually, 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, the presiding officer will invite a general account of the events in question. The Honor Council may then direct its questions to the accuser. The investigator may question the accuser, after the Honor Council has concluded its questioning, to clarify points that may have been obscured. The accused may also direct questions to the accuser, after the Honor Council and the investigator have concluded their questioning. In the case of the accuser's absence, the Honor Council will proceed to the testimony of the witness(es).
 - 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(es). The investigator may question material witnesses, after the Honor Council has concluded its questioning, to clarify points that may have been obscured. The accuser and the accused may also direct questions to the material witnesses after the Honor Council has concluded their questioning.
 - c. Character Witness. One (1) character witness may answer questions concerning the background of the accused. If a character witness cannot attend the hearing in person or by remote technology, the character witness 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 violation. 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?"
 - d. Accused Student. The presiding officer presents to the accused the charge(s) and asks if the student is familiar with the charge(s), the evidence, and the possible penalties if found guilty. The accused student enters a plea of guilty or not guilty. The presiding officer asks the accused to give an account of the events in question. The student adviser may confer with the accused during the hearing, but may not speak directly with Honor Council members on the panel during the

hearing. After the student testifies, the Honor Council may then direct its questions to the accused. The investigator may question the accused, once the Honor Council has concluded its questioning, to clarify points that may have been obscured. The accuser may also direct questions to the accused, once the Honor Council and the investigator have concluded their questioning.

PENALTIES FOR AN HONOR CODE VIOLATION

When the Honor Council is satisfied that all pertinent testimony has been received, the accused student, 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 (6) 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 (3) factors are ranked on a scale of low, medium, or high.
2. The specific penalty chosen is limited to one of the following alternatives:
 - a. The presumptive penalty for a **first** offense is failure in the course. A vote of two-thirds of the members of the Hearing Panel will be required to administer this penalty. A grade of “F” will be administered automatically to the student’s record. The course may be repeated; however, course offerings will not be altered.
 - b. At the discretion of the Hearing Panel, a **first** offense penalty can be reduced to failure of the work involved. The work may not be repeated.
 - c. 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.
 - d. 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. The penalty of multiple semester suspension requires a vote of two-thirds of the members of the Hearing Panel.
 - e. 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.

- f. 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.)
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 (if applicable) are brought back into the hearing room either in person or virtually for of the Honor Council's decision. As part of the verbal notification, the presiding officer will inform the accused about the right of appeal.

APPEAL PROCESS

Decisions of the Council are subject to appeal through the Appellate Review Board. Requests for appeal must be submitted by the petitioning student using the online [Petition for Appeal](#) form by no later than 5pm on the tenth (10th) calendar day following the date that the student is formally notified of the determination of the Honor Council. Refer to [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 the VUSN Honor Council's electronic file.
- If the accused student is found guilty, written notice of the decision is sent to the following parties: (a) the accused student, (b) the accuser, (c) the senior associate dean for academic programs, (d) staff in the Office of University Registrar, (e) the Office of Student Accountability, Community Standards, and Academic Integrity, and (f) other relevant University personnel. A copy of the notice must also be kept in the electronic files of the Honor Council.
- Following a hearing, the Recording Secretary or another member of the hearing panel will prepare a summary of the proceedings and place it in the Honor Council files.
- The Honor Council adviser maintains records of Honor Council proceedings and investigations in accordance with the University'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.

VUSN: OTHER GUIDELINES, POLICIES AND PROCEDURES

ALCOHOL, CONTROLLED SUBSTANCE, AND SMOKING POLICY

Smoking is not permitted on any School of Nursing property. 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 concerning alcohol and controlled substances can be found in the University Student Handbook at https://www.vanderbilt.edu/student_handbook/alcoholic-beverage-and-controlled-substances-policies/

ANIMALS

Students are prohibited from keeping or providing for any animals on University property, including in University residences. 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. Refer to the VU Student Handbook for the policy and other details at https://www.vanderbilt.edu/student_handbook/university-policies-and-regulations/#assistance-animals. 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.

CHILDREN IN THE SCHOOL

Children are restricted from the School of Nursing except in unusual circumstances. Children should not accompany 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.

CODE FOR NURSES

The School of Nursing adheres to the American Nurses Association Code for Nurses. Refer to <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/> for more details.

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://www.vumc.org/infoprivacysecurity/>. Contact the Privacy Office by phone at 615.936.3594 or via email at privacy.office@vumc.org for any Privacy Office requests or concerns.

CONDUCT POLICY

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. Vanderbilt University School of Nursing students are under the jurisdiction of Vanderbilt University Student Conduct Policies. Refer to http://www.vanderbilt.edu/student_handbook/student-conduct.

DRESS CODE

Classroom Dress Guideline:

- In class students may wear comfortable clothes, 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.
- Student IDs will display given first and last names (no nicknames) and no titles.

General Clinical Requirements:

- In all clinical settings (for orientation, patient assignments, or clinic visits) students will wear professional dress (no jeans), closed toe shoes, lab coat with nursing patch sewn on left shoulder, and identification badge clipped to the lapel or neck and NOT at the waistline. Students are expected to be well groomed and in neat, clean attire at all times.

PreSpecialty Clinical Experiences:

- Students will wear black scrubs with nursing patch sewn on left shoulder, black or dark brown full leather or non-canvas, full heeled shoes, black or white socks and identification badge. A plain white or black short sleeved or ¾ length sleeve T-shirt may be worn under the scrubs.
- Uniforms should be clean and pressed. Lab coats are worn over the uniform to and from the unit but should not be worn during the clinical experience.
- Long hair must be off the collar.
- Fingernails should be short, clean and without polish. Acrylic nails are not allowed.
- Only a single plain band ring, watch, and one small pair of stud earrings in the ear lobes may be worn during client care.
- All visible piercings other than in the earlobes should be removed.
- Minimize visible tattoos. Any tattoos that could be perceived as offensive should be covered.
- If a student is outside the hospital or off the unit dressed in their uniform, a lab coat should be worn.
- Uniforms should be worn to and from clinical only.
- If assigned to an institution outside VUMC, follow the dress code for that facility. If conflicting guidelines are present, contact clinical faculty for direction.

Psych/Mental Health Clinical-Additional Guidelines:

- Students will wear professional dress (no jeans), closed toe shoes, lab coat with nursing patch sewn on left shoulder, and identification badge clipped to the lapel or neck and NOT at the waistline.
- To ensure safety and comfort of students and patients in the psych clinical setting, students must NOT wear high heels, open toed shoes, skirts or dresses, low cut shirts, cropped pants, or scarfs or ties around the neck.

Community Health Clinical-Additional Guidelines:

- The type of clothing and requirement of lab coat vary with each clinical site and instructor.

Specialty Clinical:

- Requirements for type of clothing and lab coat 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.

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.

- Students should ask permission of the course coordinator to record classroom discussions, lectures, demonstrations, and/or simulations.
- Any recorded instructional media, whether provided by the school or recorded by the student, and handouts should:
 - Be used for educational purposes of the course only.
 - **Not** be shared with students not enrolled in the course.
 - 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 $\frac{3}{4}$ " 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/> (You must sign up to receive alerts.)

Procedure:

Cancellation/Delay of Start Time for a Clinical Rotation:

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

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

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

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

Brightspace

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

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

In the event of inclement weather, students are required to check the Brightspace site of each of the classes they are enrolled. 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 including but not limited to email, discussion board postings, chats, wikis, and 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. Refer to the VU Student Conduct Policy <https://www.vanderbilt.edu/studentaccountability/>

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
- Use of formal, clear, concise, appropriate language
- Use of proper titles and preferred pronouns 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: Social media platforms 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 VUSN policy is a set of expected standards of conduct for all VUSN students. Students are expected to respect themselves and others, to act responsibly, and to be accountable for their actions. The Vanderbilt University student accountability system addresses student violations of University policy through fair, consistent, and confidential procedures. Any policy violation is subject to investigation by Vanderbilt University and may result in disciplinary action.

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 email addresses, and are purely about personal matters.

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, Instagram, LinkedIn, Tiktok, and YouTube.

Procedure/Specific Information: Because of the constantly evolving 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. Instagram
4. LinkedIn
5. Twitter
6. Blogs
7. Google docs or other shared workspace

Guidelines for Online Professional or Personal Activity: These guidelines apply to VUSN students who identify themselves with VUSN and/or use their Vanderbilt email 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 email 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 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.
 7. Vanderbilt University has a robust social media handbook. While some of its information is geared to staff and faculty, the best practices section contains valuable information that is applicable for all social media users:
<https://social.vanderbilt.edu/handbook/best-practices.php>.
 8. If you have questions about social media or how to respond to comments on your account, please contact Nancy Wise, Director of Communications. She can offer insight, support, and if necessary, connect you with Vanderbilt University's web experts.

STUDENT RECORDS – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Vanderbilt University is committed to the protection and confidentiality of student education records, adhering closely to the guidelines established by the Family Educational Rights and Privacy Act.

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

Refer to the VU Registrar Office website for details: <https://registrar.vanderbilt.edu/ferpa/>

VUSN: DOCTOR OF NURSING PRACTICE (DNP) PROGRAM

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 National Academy of Medicine (formally Institute of Medicine [IOM]) and other national organizations, the American Association of Colleges of Nursing (AACN) 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 to the DNP Advanced Clinical Practice Track with an MSN Degree in Advanced Nursing

Practice: 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.

Entry to the DNP Advanced Systems Track:

This track has three entry options:

1. Applicants with an MSN in healthcare leadership, nursing administration, or nursing informatics may enter the advanced systems track or the Executive Leadership track (see below). National certification in the area of specialty is preferred.
2. Applicants with a BSN and a master’s in a non-nursing, business- or health-related field to the Advanced Systems 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.). <https://www.aonl.org/initiatives/cenp>
 - American Nurses Credentialing Center (A.N.C.C.) Nurse Executive (NE-BC). <https://www.nursingworld.org/our-certifications/nurse-executive>
 - American Nurses Credentialing Center Nurse Executive, Advanced (NEA-BC). www.nursingworld.org/our-certifications/nurse-executive-advanced/
 - Healthcare Information and Management Systems Society (HIMSS) Certified Professional in Health Information & Management Systems (CPHIMS). www.himss.org/resources-certification/cphims
 - American Nurses Credentialing Center (A.N.C.C.) Informatics Nursing Certification (R.N.-BC) and have three years of informatics experience, with two of those years in a health care setting. <https://www.nursingworld.org/our-certifications/informatics-nurse/>

Applicants may be awarded up to 500 clinical hours upon enrollment dependent on portfolio review, systems practice experience, and national certification relevant to advanced systems practice.

3. Applicants with an MSN in Nursing Education to the Advanced Systems track with an MSN or MN in Nursing Education must complete additional MSN level courses in Nursing and Healthcare Leadership as part of the DNP program and prior to enrollment in DNP courses, which lengthens the program of studies. A gap analysis will be conducted to evaluate completion of graduate level courses in Leadership, Finance, and

Quality Improvement. The program length will be based on the individual gap analysis. After completing the MSN level courses, the student continues in DNP courses. Applicants with MSN or MN in Nursing Education to the advanced systems practice 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.). <https://www.aonl.org/initiatives/cenp>
- American Nurses Credentialing Center (A.N.C.C.) Nurse Executive (NE-BC). www.nursingworld.org/our-certifications/nurse-executive/
- American Nurses Credentialing Center Nurse Executive, Advanced (NEA-BC). www.nursingworld.org/our-certifications/nurse-executive-advanced/
- Healthcare Information and Management Systems Society (HIMSS) Certified Professional in Health Information & Management Systems (CPHIMS). www.himss.org/resources-certification/cphims
- American Nurses Credentialing Center (A.N.C.C.) Informatics Nursing Certification (R.N.-BC) and have three years of informatics experience, with two of those years in a health care setting. <https://www.nursingworld.org/our-certifications/informatics-nurse/>

Applicants may be awarded up to 500 clinical hours upon enrollment dependent on portfolio review, prior MSN clinical hours, systems practice experience, and national certification relevant to advanced systems practice.

Entry to DNP Executive Leadership Track:

This track has four entry options:

1. MSN in healthcare leadership or in nursing administration. Applicants may be awarded up to 500 clinical hours upon enrollment dependent on portfolio review, prior MSN clinical hours, systems practice experience, and national certification relevant to advanced systems practice
2. MSN in other advanced nursing practice specialties
3. BSN with a master's in a non-nursing, business- or health-related field (e.g. MBA, MPH, MHA, MMHC). Applicants may be awarded up to 500 clinical hours upon enrollment dependent on portfolio review, prior MSN clinical hours, systems practice experience, and national certification relevant to executive leadership practice.
4. MSN in Nursing Education: Applicants with an MSN or MN in Nursing Education must complete additional MSN level courses in Nursing and Healthcare Leadership as part of the DNP program and prior to enrollment in DNP courses, which lengthens the program of studies. A gap analysis will be conducted to evaluate completion of graduate level courses in Leadership, Finance, and Quality Improvement. The program length will be based on the individual gap analysis. After completing the MSN level courses, the student continues in DNP courses. Applicants may be awarded up to 500 clinical hours upon enrollment dependent on portfolio review, prior MSN clinical hours, systems practice experience, and national certification relevant to executive leadership practice.

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.) <https://www.aonl.org/initiatives/cenp>
- American Nurses Credentialing Center (A.N.C.C.) Nurse Executive (NE-BC) www.nursingworld.org/our-certifications/nurse-executive/
- American Nurses Credentialing Center Nurse Executive, Advanced (NEA-BC) www.nursingworld.org/our-certifications/nurse-executive-advanced/
- American College of Healthcare Executives (ACHE). Fellow of the American College of Healthcare Executives (FACHE). www.ache.org/fache

Entry with MSN Adding Post-Master’s Certificate: 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 an advanced clinical practice specialty (Nurse-Midwifery or a Nurse Practitioner) 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, if required by the specialty, and continue in DNP courses. Applicants pursuing a new specialty should address their career goals for the new specialty as part of the DNP statement of professional goals.

Entry to BSN to DNP

The BSN to DNP track is available for the following specialties: Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) or Family Nurse Practitioner/Emergency Nurse Practitioner (FNP/ENP). The BSN entry to the DNP integrated program prepares students to provide an advanced level of evidence-based care to acute and critical care patient populations (AGACNP) or emergency care across the lifespan for all acuities (FNP/ENP). 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 the selected patient population. The program prepares students to serve as leaders in their area of practice. AGACNP students may build upon their program of study by additional specialization in one of the optional areas of focus: Hospitalist or Intensivist.

The BSN entry to the DNP program gives registered nurses with a 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 entry to DNP program requires the completion of 65-67 (AGACNP) or 79 (FNP/ENP) semester credit hours. The program is structured so that students complete nurse practitioner specialty and core DNP coursework first, and then transition into DNP-specific practice courses. Students will be eligible to take the specialty certification exam upon completion of specialty-specific course work and will be doctoral-prepared adult-gerontology acute care or family nurse practitioner/emergency nurse practitioners upon graduation. BSN entry to DNP students will complete a minimum of 1000 clinical/practice hours.

The DNP curriculum 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.

DNP PROGRAM ADMINISTRATION

Assistant Dean for Academics, Doctoral Nursing Practice



Terri L. Allison, DNP, ACNP-BC, FAANP
Office Location: 224 Godchaux Hall
Appointments with Dr. Allison may be scheduled by calling 615.343.7732 or by e-mail at terri.allison@vanderbilt.edu.

DNP Program Assistant Director



Karen Hande, DNP, ANP-BC, CNE, FAANP
Office Location: 221 Godchaux Hall
Appointments with Dr. Hande may be scheduled by calling 615.875.8713 or by e-mail at karen.a.hande@vanderbilt.edu.

DNP Program Administrative Manager



Pam Pettis
Office Location: 223 Godchaux Hall
Telephone: 615.343.8419
E-mail: pam.pettis@vanderbilt.edu

DNP Program Department Program Coordinator II



Kimberly Harrison, MS
Office Location: 222 Godchaux Hall
Telephone: 615.343.5859
E-mail: kimberly.harrison@vanderbilt.edu

DNP DEGREE REQUIREMENTS

DNP Advanced Clinical Practice Track, Advanced Systems Practice Track, and Executive Leadership Track.

There are three post-master's entry tracks for the DNP degree. 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 3-4 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 2-3 hours, but less than 6 hours;
- Less than half time: Registered for at least 1 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	1
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 (required for Executive Leadership Track)	
NURS 8052	Health Policy	2
NURS 8054	Legal and Ethical Environment	3
NURS 8105	Integrative Application of Evidence-Based Practice	4
NURS 8069	Lean Methodology (required for Executive Leadership Track)	2
	Elective Courses	2/4
	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. Students entering the program with a BSN and a Master's in a non-nursing, business- or health-related field or with an MSN in Nursing Education to the Advanced Systems or Executive Leadership track may be awarded practice hours prior to enrollment in DNP courses if certified by the American Association of Nursing Leadership (AONL), the American Nurses Credentialing Center (ANCC), Healthcare Information and Management Systems Society (HIMSS), or the American College of Healthcare Executives (ACHE). Students entering with a BSN to the DNP Advanced Clinical Practice track in a specialty area will complete a total minimum of 1000 hours in the program of study. 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
- 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 reflects 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-master's is required.

Most students complete practice hours at their site of employment as an advanced practice nurse, health system leader, or nurse informaticist. If required by the practice site or 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 or prior to enrollment in NURS 8105, *Integrative Application to Evidence-Based Practice*. Practice mentors and/or agencies may require 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.

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.

2020-21 Intensive Dates

Fall: August 31-September 3, 2020 (Monday-Thursday)

Spring: January 11-14, 2021 (Monday-Thursday)

Summer: May 17-19, 2021 (Monday-Thursday)

VUSN: DNP CURRICULUM PLANS

5 Semester Plan

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§ N8105§ (Course # corrected on 12/4/2020)	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

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 Credits/Hours		(6)	Total Semester Credits/Hours		(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

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 <i>OR</i> Advanced Healthcare Economics and Finance	3
N8064	Scholarly Writing	1	N8069	Lean Methodology in Healthcare <i>- May be taken spring or summer</i>	2	N8069	Lean Methodology in Healthcare <i>- May be taken spring or summer</i>	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

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 - <i>May be taken spring or summer</i>	3	N8032 or N8034*	Healthcare Economics and Finance <i>OR</i> Advanced Healthcare Economics and Finance	3 May be taken Year 1 or Year 2
N8064	Scholarly Writing	1	N8069	Lean Methodology in Healthcare - <i>May be taken spring or summer</i>	2	N8069	Lean Methodology in Healthcare - <i>May be taken spring or summer</i>	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 <i>OR</i> 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.

BSN ENTRY TO DNP ADVANCED CLINICAL PRACTICE TRACKS

BSN Entry to Advanced Clinical Practice DNP: AGACNP Specialty

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

- [Hospitalist](#)
- [Intensivist](#)

The hospitalist and intensivist foci require completion of 1-2 additional credit hours beyond the total listed in the BSN-DNP curriculum plan.

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 Entry 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	
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 ³	4
	NURS 8022	Evidence-Based Practice II: Evaluating and Applying Evidence	3
	NURS 8105	Integrative Application of Evidence-Based Practice ⁴	1
		Elective 1 (specialty required) ¹	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 8105	Integrative Application of Evidence-Based Practice	1
		Semester Total	6
Fall Year 3	NURS 8012	Informatics for Scholarly Practice	2
	NURS 8105	Integrative Application of Evidence-Based Practice	1
	NURS 8044	Management of Organizations and Systems	3
	NURS 6099	Clinical Elective ²	2
		Semester Total	6 - 7
Spring Year 3	NURS 8105	Integrative Application of Evidence-Based Practice	1
	NURS 8052	Health Policy	2
		Semester Total	3
		Program Total	65–67

¹Four elective credit hours are required for the DNP degree. Elective 1 may be MSN or DNP level, as designated by the chosen specialty/foci. The elective may be 2 or 3 credits, but must be at least 2 credits.

²This 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.

³AGACNP requires 630 specialty clinical hours; 500 direct clinical practice hours are required for board examination eligibility; specialty clinical hours are based upon a 1:5 ratio.

⁴DNP requires a minimum of 1000 practice hours post BSN. BSN to DNP students complete a minimum of 500 practice hours. DNP practice hours are based upon a 1:9 ratio.

BSN Entry to Advanced Clinical Practice DNP: FNP/ENP Specialty

BSN ENTRY to DNP: FNP/ENP Curriculum Plan and Required Hours			
Semester	Course Number and Name		Credit Hours
Fall Year 1	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 6045	Professional Formation 1: Roles and Contexts for Advanced Nursing Practice	2
	NURS 8064	Scholarly Writing	1
		Semester Total	
Spring Year 1	NURS 6032	Advanced Practice Nursing in the Primary Care of the Woman	1
	NURS 6036	Advanced Practice Nursing in the Primary Care of the Child & Adolescent	3
	NURS 6521	The Context of Primary Care: FNP Domains and Core Competencies for Practice	2
	NURS 6532	Advanced Practice Nursing in the Primary Care of the Elderly	1
	NURS 8014	Statistics in Health Sciences	3
	NURS 8054	Legal and Ethical Environment	3
		Semester Total	
Summer Year 1	NURS 6143	Fundamentals of Point of Care Ultrasound for the Advanced Practice Provider	2
	NURS 8024	Epidemiology	3
	NURS 8032	Health Care Economics and Finance	3
		Semester Total	
Fall Year 2	NURS 6030	Advanced Practice Nursing in Primary Care of the Adult	3
	NURS 6305	Advanced Health Assessment Applications for the Emergency NP	1
	NURS 6535	Practicum in Primary Care of the Adult Dual Specialty	3
	NURS 8010	Evidence-Based Practice I: The Nature of Evidence	2
	NURS 8042	Quality Improvement and Patient Safety	3
		Semester Total	
Spring Year 2	NURS 6301	Concepts of Advanced Emergency Nursing	3
	NURS 6385	Practicum in Emergency Care I ³	1

	NURS 6525	Practicum in Primary Health Care of the Child and Adolescent	2
	NURS 6595	FNP Preceptorship for AGACNP/FNP Dual Specialty	3
	NURS 8022	Evidence-Based Practice II: Evaluating and Applying Evidence	3
	NURS 8105	Integrative Application of Evidence-Based Practice ⁴	1
Semester Total			13
Summer Year 2	NURS 6361	Pathophysiology & Collaborative Management in Emergent and Critical Care	3
	NURS 6365	Trauma, Emergency & Critical Care Clinical I	3
	NURS 6395	Practicum in Emergency Care II	1
	NURS 8105	Integrative Application of Evidence-Based Practice I	1
Semester Total			8
Fall Year 3	NURS 6099	Clinical Elective ¹	2
	NURS 8012	Informatics for Scholarly Practice	2
	NURS 8044	Management of Organizations and Systems	3
	NURS 8105	Integrative Application of Evidence-Based Practice	1
Semester Total			8
Spring Year 3	NURS 8052	Health Policy	2
	NURS 8105	Integrative Application of Evidence-Based Practice	1
		Elective ²	2
Semester Total			5
Program Total			79

¹Elective is not required to meet the specialty requirements for certification. Course offers an opportunity for students to obtain more in-depth clinical experience in an area of interest.

²Four elective credit hours are required for the DNP degree. Electives may be MSN or DNP level, as designated by chosen specialty. Electives may be 2 or 3 credits, but must be at least 2 credits.

³FNP/ENP requires 980 specialty clinical hours (MSN clinical hours are based upon a 1:5 ratio)

⁴DNP requires a minimum of 1000 practice hours post BSN. BSN to DNP students complete a minimum of 500 practice hours. DNP practice hours are based upon a 1:9 ratio.

VUSN: MASTER OF SCIENCE IN NURSING (MSN) PROGRAM

ENTRY INTO MSN PROGRAM

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

MSN PreSpecialty

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 PreSpecialty 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 PreSpecialty 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 PreSpecialty component of the program must also meet transitional objectives upon completion of the PreSpecialty 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 P.M.C. 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 P.M.C. in the new

specialty area. Completion of the requirements for the P.M.C. is posted on the student’s official Vanderbilt University transcript. Students who complete a P.M.C. 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
Emergency Nurse Practitioner	Dr. Jennifer Wilbeck
Family Nurse Practitioner	Dr. Courtney Pitts
Family/Emergency Practitioner	Dr. Jennifer Wilbeck
Neonatal Nurse Practitioner	Dr. Karen D’Apolito
Nurse-Midwifery	Dr. Julia Phillippi
Nurse-Midwifery/Family Nurse Practitioner – Dual Focus	Dr. Julia Phillippi & Dr. Courtney Pitts
Nursing and Health Care Leadership	Dr. Debra Arnow
Nursing Informatics	Dr. Patricia Sengstack
Pediatric Nurse Practitioner - Acute Care	Dr. Sheree Allen
Pediatric Nurse Practitioner - Primary Care	Dr. Brittany Nelson
Psychiatric Mental Health Nurse Practitioner (Lifespan)	Dr. Marci Zsamboky
Women’s Health Nurse Practitioner	Dr. Ginny Moore
Women’s Health/Adult-Gerontology Primary Care Nurse Practitioner – Dual Focus	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.

VUSN: MSN AND PMC CURRICULUM PLANS

PRESPECIALTY LEVEL



Mary A. Jessee, PhD, RN
 Assistant Dean for Academics, Generalist Nursing Practice
 Director, PreSpecialty Level
 544 School of Nursing
 Phone: 615.343.1629
 E-mail: mary.a.jessee@vanderbilt.edu

PreSpecialty Component PreSpecialty Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
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 TO MSN LEVEL



Sarah C. Fogel, PhD, RN, FAAN
 Director, ASN to MSN
 350 Frist Hall
 Phone: 615.343.0098
 E-mail: sarah.fogel@vanderbilt.edu

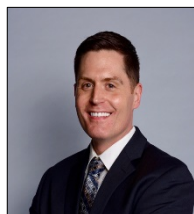
ASN-MSN Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
Fall	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
	NURS 5406	Human Experience of Health and Illness Across the Lifespan III	4	56				56
	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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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 5403	Health Care Systems & the Role of the Nurse as Facilitator of Learning	3
	NURS 5406	Human Experience of Health & Illness Across the Lifespan III	4
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 (AGACNP)



S. Brian Widmar, PhD, RN, ACNP-BC, CCRN, FAANP
 Assistant Dean for Academics, Advanced Nursing Practice
 Director, Adult-Gero Acute Care NP Specialty,
 310 Godchaux Hall
 Phone: 615.875.8799
 E-mail: brian.widmar@vanderbilt.edu

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	<i>Elective (2 hours required for degree)</i>	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	<i>Elective (2 hours required for degree)</i>	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)	2
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 – 42

**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	<i>Elective (2 hours required for degree)</i>	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 **

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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	<i>Elective (2 hours required for degree)</i>	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.

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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)	2
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 – 43

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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)	2
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 Intensivist Practicum	4
	NURS 6170	Advanced Critical Care Simulation	1
Total Hours			42 – 44

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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 (AGPCNP)



Leslie W. Hopkins, DNP, APRN, BC, FNP-BC, ANP-C
 Director, Adult-Gerontology Primary Care NP Specialty
 384 Frist Hall
 Phone: 615.322.3029
 E-mail: leslie.hopkins@vanderbilt.edu

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
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
<p>• 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:</p> <p>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.</p> <p>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.</p> <p>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.</p>			

EMERGENCY NURSE PRACTITIONER



Jennifer Wilbeck, DNP, ACNP-BC, FNP-BC, ENP-C, FAANP
 Director, Emergency NP Specialty
 308 Godchaux Hall
 Phone: 615.322.4195
 E-mail: jennifer.wilbeck@vanderbilt.edu

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
Fall	NURS 6361	Pathophysiology and Collaborative Management in Emergent and Critical Care	3	42				42
	NURS 6365	Trauma, Emergency and Critical Care Clinical I	3			210		210
Semester Total			6	42	0	210	0	252
Spring	NURS 6301	Concepts in Advanced Emergency Nursing	3	28		14		42
	NURS 6375	Trauma, Emergency and Critical Care Clinical II	3			210		210
Semester Total			6	28	0	224	0	252
Program Total			12	70	0	434	0	504

EMERGENCY NURSE PRACTITIONER (FNP/ENP Dual Focus)



Jennifer Wilbeck, DNP, ACNP-BC, FNP-BC, ENP-C, FAANP
 Director, Emergency NP Specialty
 308 Godchaux Hall
 Phone: 615.322.4195
 E-mail: jennifer.wilbeck@vanderbilt.edu

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
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
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 & Critical Care Clinical I	3			210		210
Semester Total			6	42	0	210	0	252
Program Total			51	490	0	980	42	1512

Family / Emergency Nurse Practitioner Curriculum Plan, Part-Time

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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
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 Ultrasound	2
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
	NURS 6532	Advanced Practice Nursing in Primary Care of the Elderly	1
Summer 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 (FNP)



Courtney J. Pitts, DNP, MPH, FNP-BC

Director, Family NP Specialty

352 Frist Hall

Phone: 615.875.4008

E-mail: courtney.i.pitts@vanderbilt.edu

Family Nurse Practitioner Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
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
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
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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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
		<i>Elective (optional)</i>	
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

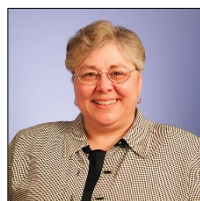
Family Nurse Practitioner 3-Year, Part-Time Curriculum Plan: VUMC Employees Only

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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
<p>• 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:</p> <p>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.</p> <p>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.</p> <p>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.</p>			

NEONATAL NURSE PRACTITIONER (NNP)



Karen D'Apolito, PhD, NNP-BC, FAAN

Director, Neonatal NP Specialty

348 Frist Hall

Phone: 615.343.2682

E-mail: karen.dapolito@vanderbilt.edu

Neonatal Nurse Practitioner Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
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	<i>Elective * (2 hours optional)</i>	
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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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

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 Pathophysiology. All post-master's students are required to take the neonatal specific health assessment and pharmacology courses. Whether or not a PMC student needs to retake the Advanced Pathophysiology course is determined based on the guidelines below:

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

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

c. If a non-APRN certified student has previously taken an Advanced Pathophysiology course 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.

NURSE-MIDWIFERY (NM)



Julia Phillippi, PhD, CNM, FACNM, FAAN
 Director, Nurse-Midwifery Specialty
 517 Godchaux Hall
 Phone: 615.343.2683
 E-mail: julia.phillippi@vanderbilt.edu

Nurse-Midwifery Specialty Curriculum Plan and Required Hours

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
Fall 1	NURS 6010	Advanced Pathophysiology	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6811	Reproductive Anatomy and Physiology	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 6812	Evolution of Midwifery in America	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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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
<p>• 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:</p> <p>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.</p> <p>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.</p> <p>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.</p>			

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



Julia Phillippi, PhD, CNM, FACNM, FAAN
 Director, Nurse-Midwifery Specialty
 603D Godchaux Hall
 Phone: 615.343.2683
 E-mail: julia.phillippi@vanderbilt.edu



Courtney J. Pitts, DNP, MPH, FNP-BC
 Director, Family Nurse Practitioner Specialty
 352 Frist Hall
 Phone: 615.875.4008
 Email: courtney.j.pitts@vanderbilt.edu

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
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
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

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
Fall 1	NURS 6010	Advanced Pathophysiology	3
	NURS 6045	Professional Formation I: Roles and Contexts for Advanced Nursing Practice	2
	NURS 6811	Reproductive Anatomy and Physiology	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 6812	Evolution of Midwifery in America	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 (NHCL)



Debra Arnow, DNP, RN, NEA-BC
 Director, Nursing and Health Care Leadership Specialty
 220 Godchaux Hall
 Phone: 615.343.4056
 E-mail: debra.a.arnow@vanderbilt.edu

Nursing and Health Care Leadership

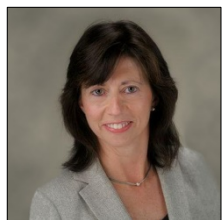
Semester	Course Number and Name		Credit Hours
Fall 1	NURS 6411	Foundations of Leadership	3
	NURS 6710	Fundamentals of Nursing Informatics – Nursing Informatics Professional Formation I	3
Spring 1	NURS 6041	Principles of Healthcare Finance	3
	NURS 6055	Professional Formation II: Application of Evidence in Healthcare Environments	3
Summer 1	NURS 6408	Strategic Planning	2
	NURS 6410	Design Thinking and Innovation Health	3
Fall 2	NURS 6025	Applied Quality Improvement and Patient Safety	3
	NURS 6414	Organizational Behavior in Complex Health Care Systems	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			35

Nursing and Health Care Leadership

Note: Program of study for students who entered the NHCL program of study, fall 2019, only.

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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	3
	NURS 6414	Organizational Behavior in Complex Health Care Systems	3
Spring 2	NURS 6417	Advanced Leadership and Human Capital	3
	NURS 6485	Practicum I	3
Summer 2	NURS 6404	Directed Reading	1
	NURS 6495	Practicum II	4
Total Hours			35

NURSING INFORMATICS (NI)



Patricia Sengstack, DNP, RN-BC, CPHIMS, FAAN
 Director, Nursing Informatics Specialty
 272 School of Nursing
 Phone: 615.343.4930
 E-mail: patricia.r.sengstack@vanderbilt.edu

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

PEDIATRIC NURSE PRACTITIONER - ACUTE CARE (PNP-AC)



Sheree H. Allen, DNP, APRN, CPNP-AC/PC
 Director, Pediatric NP-Acute Care Specialty
 307 Godchaux Hall
 Phone: 615.343.4385
 E-mail: sheree.allen@vanderbilt.edu

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
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				28	28
Semester Total			14	154	28	0	56	238
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	630	56	1148

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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**

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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:			

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
<p>*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.</p>			
<p>* 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.</p>			
<p>• 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:</p> <p>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.</p> <p>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.</p> <p>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.</p>			

PEDIACTRIC NURSE PRACTITIONER - PRIMARY CARE (PNP-PC)



Brittany Nelson, DNP, CPNP-PC
 Director, Pediatric NP-Primary Care Specialty
 303 Godchaux Hall
 Phone: 615.322.8267
 E-mail: brittany.h.nelson@vanderbilt.edu

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
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	28	28			56
	NURS 7035	Practicum in Primary Health Care of Children	4			280		280
Semester Total			13	112	28	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 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	378	84	630	28	1120

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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:			

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
<p>• 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:</p> <p>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.</p> <p>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.</p> <p>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.</p>			

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



Marci Zsamboky, DNP, PMHNP/CNS-BC, CNE
 Director, Psychiatric Mental Health NP (Lifespan) Specialty
 210 Godchaux Hall
 Phone: 615.875.0433
 E-mail: marci.l.zsamboky@vanderbilt.edu

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
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 7214	Diagnostic Reasoning for the Psychiatric Mental Health Nurse Practitioner (Part I)	2	28				28
	NURS 7215	Theoretical Foundations and Practicum for Psychiatric-Mental Health Nursing Across the Lifespan	1			70		70
	Semester Total			16	196	0	70	28
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			70		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	14	315	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	378	28	630	28	1064

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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 7214	Diagnostic Reasoning for the Psychiatric Mental Health Nurse Practitioner (Part I)	2
	NURS 7215	Theoretical Foundations and Practicum for Psychiatric-Mental Health Nursing Across the Lifespan	1
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
		<i>Elective (optional 1-2 credits)</i>	
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

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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 7214	Diagnostic Reasoning for the Psychiatric Mental Health Nurse Practitioner (Part I)	2
	NURS 7215	Theoretical Foundations and Practicum for Psychiatric-Mental Health Nursing Across the Lifespan	1
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 7225	Practicum in Psychiatric-Mental Health Nursing with Individuals, Groups and Families Use this course title instead	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
<p>• 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:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Note: Determination of equivalency does not mean that VUSN transfer credit has been awarded. Equivalent courses will not appear on the VU transcript.</p>			

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
Fall	NURS 7212	Models and Theories of Psychiatric Mental Health Nursing	2
	NURS 7214	Diagnostic Reasoning for the Psychiatric Mental Health Nurse Practitioner (Part I)	2
	NURS 7215	Theoretical Foundations and Practicum for Psychiatric-Mental Health Nursing Across the Lifespan	1
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.			

WOMEN'S HEALTH NURSE PRACTITIONER (WHNP)



Ginny Moore, DNP, WHNP-BC
 Director, Women's Health NP Specialty
 603-B Godchaux Hall
 Phone: 615.875.4005
 E-mail: ginny.moore@vanderbilt.edu

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
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			280	280
	NURS 7320	Women's Health for Advanced Practice Nursing II	3	42			42
	Semester Total		13	126	0	280	0
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			350		350
		Semester Total	12	98	0	350	0	448
		Program Total	40	406	0	630	56	1092

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>
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

• 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.

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



Ginny Moore, DNP, WHNP-BC
 Director, Women's Health NP Specialty
 603-B Godchaux Hall
Phone: 615.875.4005
E-mail: ginny.moore@vanderbilt.edu



Leslie W. Hopkins, DNP, APRN, BC, FNP-BC, ANP-C
 Director, Adult-Gerontology Primary Care NP Specialty
 384 Frist Hall
Phone: 615.322.3029
E-mail: leslie.hopkins@vanderbilt.edu

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

<i>Semester</i>	<i>Course Number and Name</i>		<i>Credit Hours</i>	<i>Didactic Clock Hours</i>	<i>Seminar Clock Hours</i>	<i>Clinical Clock Hours</i>	<i>Lab Clock Hours</i>	<i>Total Clock Hours</i>
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			280		280
	NURS 7330	Women's Health Issues	1	14				14
		Semester Total	15	154	0	280	0	434
Fall 2	NURS 6295	Adult-Gerontology Primary Care Nurse Practitioner Clinical II	4			280		280
	NURS 7395	Preceptorship-Women's Health	5			350		350
		Semester Total	9	308	0	630	0	630
		Program Total	56	812	0	1190	84	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