



VANDERBILT
School of Nursing



2025-2026 STUDENT HANDBOOK

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

VANDERBILT UNIVERSITY SCHOOL OF NURSING | NASHVILLE, TENNESSEE

Contents

Letter from the Dean	11
About the School	12
Accreditation	12
Commission on Collegiate Nursing Education.....	12
Council on Accreditation of Nurse Anesthesia Educational Programs	12
Midwifery Programs.....	12
Southern Association of Colleges and Schools Commission on Colleges	12
Tennessee Board of Nursing	13
U.S. Department of Education	13
Culture and Connectedness	13
VUSN Culture and Connectedness Statement	13
History	14
Mission Statement.....	14
Vision	14
Core Values	14
Skills and Simulation Lab	14
Academic Support	16
Academic Support Service for Students	16
Vice Dean	16
Senior Associate Dean for Academics.....	16
Assistant Dean for Academics and Associate Dean for Culture and Connectedness.....	17
Assistant Dean for Academics, Master of Nursing Program	17
Assistant Dean for Academics, Doctoral Nursing Practice	17
Assistant Dean for Student Affairs	18
Associate Dean of Enrollment, Alumni, and Student Affairs	19
Assistant Dean of Clinical Affairs	19
Academic Coaching Services	20
Student Success Advisors	20
Faculty Advisers.....	20
Assistant University Registrar and Director of Nursing Student Records, Office of Enrollment Services	21
Program Coordinator Nursing Student Records, Office of Enrollment Services	22
Director, Financial Aid	22

Clinical Placement	23
Assistant Dean for Clinical Placement	23
MN and PreSpecialty (BA/BS in non-nursing field) Year Rotations	23
Specialty Year MSN, Post-Master's Certificate (PMC), BSN-DNP - Placements within the Greater Middle Tennessee Area	23
Specialty MSN, Post-Master's Certificate (PMC), BSN-DNP - Placements outside the Greater Middle Tennessee Area (OMTA)	24
Clinical Requirements.....	25
COVID-19 as a Clinical Requirement.....	25
Transportation and Lodging	25
Computing Services	26
Audiovisual Viewing and Additional Interactive Learning Tools	26
Brightspace	26
VUSN Testing Lab.....	26
Outlook Access and Help	26
VUnetID.....	26
VUSN Technology Overview Page.....	27
Wireless Internet at VUSN	27
VUSN Information Technology Resources	27
Support Services Staff.....	27
Student Computer Lab.....	27
Remote Proctor	28
Resources for Distance-Access Students	28
VUSN Location of Administrative Offices	29
General Information for All Nursing Students.....	30
Change of Address and Telephone Number	30
Communicating With the School of Nursing	30
Contacting a Member of the Faculty	30
Emergency Phone Calls.....	30
Faculty/Staff Mailboxes	30
Official University Communications.....	30
Voice Mail.....	31
Continuing Student Requirements	31
Background Check Required for Readmission	31
Disclosure of Offenses Post-background Check Completion	31

Maintaining Health Insurance, TB Testing, Annual Flu Vaccination, Training, Licensing, and Certification Requirements	31
VUSN Requirements to Maintain for Registration	32
About COVID-19.....	33
Clearing the Continuing Student, VUSN Student Requirements Hold for Registration.....	33
Additional Clinical Site Requirements and Restrictions	33
Accidents/Injury/Illnesses	34
New Student Requirements	34
Background Check Requirement	34
Disclosure of Offenses Post-Background Check Completion	34
New Student Compliance Requirements	34
How to Meet the VUSN New Student Compliance Requirements	35
VUSN Immunization/Titer, TB Testing, CPR Certification, Health Insurance, Licensure, and Certification Requirements for Registration.....	35
About COVID-19.....	37
Clearing the VUSN Student Requirements Hold for Registration.....	37
Additional Clinical Site Requirements and Restrictions	38
Accidents/Injury/Illnesses	38
How to Meet the State-Mandated Immunization Requirements for New Students at Vanderbilt University	38
Vanderbilt University’s State-Mandated Immunization and/or Titer Requirements for Registration	38
Clearing the State-Mandated, VU Immunization Requirement Hold for Registration.....	40
Exposure to Contagions or Health Emergencies.....	40
Blood and Body Fluids.....	40
Respiratory and Other Non-Bloodborne Pathogens (Such as TB, Lice, Meningitis, Measles, and Others)	41
Policy for VUSN Students with COVID-19-Type Symptoms	42
Occupational Exposure Charges.....	43
In The Event Of A Serious Health Concern Or An Emergency	43
Forms for Enrollment Changes.....	44
Licensure and Certification	44
Registered Nurse (RN) Licensure	44
Out of State RN Licensure	45
National Certification.....	45
Lost and Found.....	46

Registration.....	46
Registration Hold	46
How to Register.....	46
Late Registration	47
Dropping a Class.....	47
Grading Basis.....	47
Enrolling in a Variable Credit Class.....	47
Viewing Your Schedule	47
Room Reservations	47
Student Medical or Injury Occurrences Guidelines	47
Minor Medical Events and Injuries.....	47
Significant Medical Events and Serious Injuries	48
Student Organizations and Affinity Groups	49
Student Volunteer Work.....	49
Traditions: Composites, Graduation, Investiture, and Pinning.....	49
Class Picture – Composite MN, MSN, and DNP	49
Graduation, Investiture, and Pinning at VUSN	49
Graduation and Commencement	50
Investiture	50
Pinning Ceremony.....	50
Unresponsive Student	50
Vanderbilt University Resources	52
Campus Security.....	52
Vanderbilt University Public Safety.....	52
AlertVU.....	52
Emergency Phones	52
Operation ID	53
VandySafe	53
Walking Escort Service	53
Center for Spiritual and Religious Life.....	53
Center for Student Wellbeing	53
Disability, Discrimination, and Grievances.....	54
Libraries.....	54
News, Publications, and Media	55
Origami Risk - VUSN Incident Reporting.....	55

To Enter the Origami Risk System.....	56
To Complete a VUSN Incident.....	56
Parking, Vehicle Registration, and Alternative Transportation.....	56
Project Safe.....	57
Sarratt Student Center.....	57
Student Access Services	57
Reasonable Accommodation Request Process	58
Accommodations	58
Documentation Guidelines	58
Admissions Information	59
Temporary Support Services.....	59
Student Care Coordination (SCC).....	59
Student Care Network	59
Student Health Services	60
Title IX and Sexual Misconduct.....	60
University Counseling Center	61
Vanderbilt Card Services.....	61
Vanderbilt University Resources.....	61
VUSN Academic Policies/Regulations.....	62
Attendance and Absence Policy	62
Attendance Policy for Block Week/Intensives.....	62
Auditing Courses	62
Change of Course.....	63
Change of Clinical Placement Site	63
Change of Enrollment Status (e.g., Full-time vs Part-time).....	63
Change in Program of Studies for NM/FNP MSN Students	64
Change of Specialty (MSN/PMC/BSN-DNP).....	64
Dropping a Course	65
Withdrawing from a Course	65
Student Withdrawal from the School of Nursing	66
Core Technical and Performance Standards	66
Credit Hours to Clock Hours Ratio.....	67
Applied Science Laboratory.....	67
Clinical Conference	67
Clinical Experience	67

Clinical Independent Study	67
Didactic.....	67
Non-Clinical Independent Study.....	68
Advanced Practice Clinical Courses	68
DNP Practice Hours	68
Seminar.....	68
Grading System	68
Pass/Fail and Satisfactory/Unsatisfactory Grades:	69
Academic Standing:.....	69
Certification in Post-Master's DNP Program	70
Clinical Course Grades	70
Incomplete Course Grade	70
Incomplete Grade in Clinical Courses.....	71
Repeat Coursework.....	71
Late Submissions	72
Probation/Dismissal.....	72
Time Limit for Completion of Program	73
Regulations: Appeal Process for MN, MSN, or DNP SAAP Committee Probation / Dismissal	
Decisions.....	73
Grounds for Appeal	73
Steps for Submission of an Appeal.....	73
Readmission.....	74
Progression Requirements	75
Change in Level	75
Complaint Process	75
Leave of Absence Policy.....	77
Policy Overview.....	77
Steps to Request a Leave of Absence.....	78
Leave of Absence Re-Entry	78
Medical Leave of Absence Policy.....	78
Meetings With Faculty and Administrators	79
Transfer of Credit.....	79
Honor Code	81
Statement of the Honor Code	81
Honor Code Applied to Preparation of Papers.....	82

Honor Code Applied to Tests, Examinations, and Other Exercises	82
The Honor Code Application to Group Work	83
Tips for Success	83
Responsibility of the Individual Student.....	84
Honor Council	85
Honor Council School of Nursing Bylaws.....	85
Article I – Name.....	85
Article II – Purpose	85
Article III – Jurisdiction.....	85
Article IV – Membership, Elections, and Vacancies	85
Article V – Duties of Officers and Members.....	85
Article VI – Meetings	87
Article VII – Honor Council Adviser.....	87
Article VIII – Violations.....	87
Article IX – Hearing.....	88
Article X – Penalties	89
Article XI – Appeals	90
Article XII – Amendments	90
Procedures of the Vanderbilt School of Nursing Honor Council	90
Investigation.....	90
Hearings	92
Attendance at the Hearing by the Accused Student	92
Withdrawal from the University before the Hearing	92
Order of Events for Hearing.....	93
Penalties for a Honor Code Violation	94
Appeal Process	94
After the Hearing.....	95
Withdrawal From the University Before the Hearing.....	95
Other Guidelines, Policies, and Procedures	96
Alcohol, Controlled Substance, and Smoking Policy	96
Animals.....	96
Artificial Intelligence (AI)	96
Children in the School	96
Code for Nurses	96
Conduct Policy.....	97

COVID-19	97
Dress Code	97
Classroom Dress Guideline	97
Clinical Dress Code Guidelines	98
Prelicensure Clinical Experiences	98
Community Health Clinical-Additional Guidelines	98
Educational Resources and Materials Protection	99
Inclement Weather Policy	99
Key Definitions	99
Cancellation/Delay of Start Time for a Clinical Rotation	99
Cancellation/Delay of Start Time for Classes	100
Student Notification Instructions for Cancellation/Delay of Start Time for Classes	100
VUSN Online Behavior	100
Virtual Class and Meeting Etiquette	100
Respect and Courtesy	101
Participation and Collaboration	101
Presentation of Self	102
Social Media Policy	102
Policy	102
Definitions	102
Procedure/Specific Information	103
Guidelines for Online Professional or Personal Activity	103
Student Records – Family Educational Rights and Privacy Act (FERPA)	104
VUSN: Doctor of Nursing Practice (DNP) Program	105
DNP Program Goals	105
Post-Master’s DNP Entry Options	106
Entry to the DNP Advanced Clinical Practice Track with an MSN Degree in Advanced Nursing Practice	106
Entry to the DNP Advanced Systems Practice Track	106
Entry to DNP Executive Leadership Track	107
Entry with a Master of Science in Nursing or Master of Nursing Adding Post-Master’s Certificate	108
Entry to BSN to DNP Track	108
MN Seamless Entry to DNP + Post Master's Certificate	109
DNP Program Administration	109

Post-Master's DNP Degree Requirements.....	110
Post-Master's DNP Advanced Clinical Practice Track, Advanced Systems Practice Track, and Executive Leadership Track.	110
BSN to DNP, DNP + Post-Master's Certificate Degree Requirements	110
Practice Hours	110
Intensive Sessions	111
DNP Curriculum Plans.....	112
VUSN: Master of Nursing (MN) Program, MN to PMC, and MN to DNP+PMC	113
Entry Into MN Program	113
Program Overview	113
Master of Nursing Curriculum Plan.....	114
MN to PMC and MN to DNP+PMC Curriculum Plans (Full and Part Time)	114
Program Outcomes	114
VUSN: Master of Science in Nursing (MSN) and Post-Masters Certificate (PMC) Program	115
Entry Into MSN Program	115
MSN PreSpecialty	115
Transitional Objectives	115
BSN to MSN	115
MSN Program Goals.....	116
MSN Specialty programs prepares students:	116
Dual MSN/MTS, MSN/MDiv Programs.....	116
Post-Master's Certificate	116
Program of Studies for Post-Master's Certificates	117
Area of Specialty	118
MSN & PMC Curriculum Plans.....	118
PreSpecialty Level	118

VUSN Student Handbook

As members of Vanderbilt University School of Nursing, all students are held to the same values and expectations. The Student Handbook is designed not only to hold students accountable but to also serve as a set of guiding values for our students, faculty, staff, and administrators to ensure that all members of our community are informed about policies, procedures, rights, and privileges. We encourage all students to review the information in the Student Handbook to not only know what is expected of you as members of Vanderbilt University School of Nursing, but also to know your rights. The Student Handbook contains helpful information, guides, and directories that will make navigation of campus life easier. If, after reading through this Handbook, you have questions, please do not hesitate to contact Carolyn Schettler, Senior Administrative Officer in Academic Affairs, by email carolyn.schettler@vanderbilt.edu or by phone 615.343.3241.

Please note: The Student Handbook was last revised November 19, 2025, and is subject to change. The Handbook is posted in its entirety and a pdf copy will be also be posted under the archives section (see the Handbook Table of Contents) within 60 days after the start of the academic year. Please note the online version of the handbook is the official version; therefore, it is the most up to date version should an amendment be made to the handbook. The PDF copy will be updated as soon as possible following any amended changes to the online version.

Note: This Student Handbook applies to the MN, MSN, BSN-DNP, and DNP Programs and Post Master's Certificate students.

Students in the DNP Nurse Anesthesia Program should also reference the *Nurse Anesthesia Program Student Guide* located in SharePoint.

Students in the PhD in Nursing Program should also reference the  [PhD in Nursing Science Handbook](#)

Letter from the Dean



Dear Students:

It is with great pleasure that I welcome you to Vanderbilt University School of Nursing. Whether you're just beginning your journey in nursing or continuing your education, this marks an exciting new chapter filled with opportunity, purpose and growth.

As a valued member of our student body, your student experience at Vanderbilt will be filled with many diverse and exciting experiences for both professional and personal growth.

Opportunities for advanced practice nurses and registered nurses are changing faster than ever before, and you—our graduates—will be leaders and changemakers in increasing access, expanding quality and decreasing costs for patients and systems.

Please familiarize yourself with this handbook, as it will introduce you to our policies, procedures and resources. As a VUSN student, you are responsible for your interactions with the school and the greater Vanderbilt community: this handbook will be your guide. I encourage you to read and understand the information in it, especially our codes of conduct.

Again, welcome to VUSN during this transformational time for nursing, health care and higher education. Congratulations on taking another important step toward your future in nursing. We are excited to support you on this journey.

Pamela R. Jeffries PhD, RN, FAAN, ANEF, FSSH
Dean and Valere Potter Distinguished Professor of Nursing

About the School

Accreditation

Commission on Collegiate Nursing Education

The Master of Nursing (MN), Master of Science in Nursing (MSN), Post-Master's Certificate (PMC), and Doctor of Nursing Practice (DNP) programs at Vanderbilt University School of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE). www.ccneaccreditation.org

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).

Council on Accreditation of Nurse Anesthesia Educational Programs

The nurse anesthesia program is seeking accreditation by the Council on Accreditation of Nurse Anesthesia Educational Programs.

Council on Accreditation of Nurse Anesthesia Educational Programs

10275 W. Higgins Rd., Suite 906

Rosemont, IL 60018-5603

Phone: 224.275.9130

Website: www.coacrna.org

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. 1230

Silver Spring, MD 20910

Phone: 240.485.1800

Website: <https://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 bachelor's, master's, professional, and doctorate

degrees. Vanderbilt University also may offer credentials such as certificates and diplomas at approved degree levels.

Questions about the accreditation of Vanderbilt University may be directed in writing to:

Southern Association of Colleges and Schools Commission on Colleges

1866 Southern Lane

Decatur, GA 30033-4097

You may also call (404) 679-4500 or use the information available on SACSCOC's website (www.sacscoc.org).

Tennessee Board of Nursing

The programs offered by VUSN 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://tn.gov/health>

U.S. Department of Education

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202

Phone: 1.800.872.5327

Website: <https://www.ed.gov/>

Culture and Connectedness

Culture and Connected (CC) are integral components of Vanderbilt University School of Nursing's purpose to promote excellence and innovation in education, practice, and research. The overarching goal of the VUSN culture and connectedness strategic plan is "to transform belonging and civility within VUSN by enhancing the cultural climate across academics, faculty practice, research, and informatics among faculty, staff, and students." VUSN's statement reflects the school's commitment to culture and connectedness.

VUSN Culture and Connectedness Statement

At Vanderbilt University School of Nursing, our commitment to fostering a sense of belonging, collaboration, and growth is at the heart of our community. We value and celebrate differences, creating a space where every individual feels respected, supported, and empowered to reach their

full potential. By actively engaging with diverse populations and perspectives, we work together to build an inclusive environment that encourages shared growth for our students, faculty, and staff.

History

The Vanderbilt University School of Nursing opened in 1908, offering a three-year diploma program in nursing. The first Bachelor of Science degree was awarded in 1936, the first master's degree in nursing in 1958, and the first Doctor of Nursing Practice degree in 2010. The School of Nursing was 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 offers a curriculum that enables PreSpecialty students (those from diverse backgrounds and with bachelor degrees) to move into the master's level of study and prepare for careers in advanced practice nursing. The inaugural cohort for the school's new entry into nursing generalist program, Master of Nursing, matriculated in January 2023 and the first Master of Nursing degree was awarded May 2024. This professional degree results in a registered nurse prepared to meet the complex community and acute health needs. VUSN is regarded as one of the nation's top nursing schools, with its MSN graduate nursing program ranked as #4 among U.S. nursing programs and its DNP program ranked the nation's #17.

Mission Statement

Vanderbilt University School of Nursing advances nursing education, health equity, and well-being through scientific discovery, innovation, evidence-based care and lifelong learning.

Vision

Vanderbilt University School of Nursing will be the global leader in the transformation of health care and the nursing profession.

Core Values

- Excellence
- Kindness/civility
- Inclusivity
- Integrity/trust

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 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 tactile skills 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 streamed 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 operations specialist, simulation nurse informaticist, program manager, 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.

Academic Support

Academic Support Service for Students

Vice Dean



Ruth Kleinpell, PhD, ACNP-BC, FAAN, FAANP, FNAP, MCCM, oversees clinical affairs and compliance, school-wide evaluation, assessment, AI, new initiatives, opportunities in the school, and associate deans/leaders and the work of the school.

Dr. Kleinpell guides the strategic direction of the School to enhance educational offerings and research initiatives, collaborates with faculty to develop and implement innovative curricular that prepare nursing students for the evolving healthcare landscape, aims to advance nursing knowledge and improve healthcare practices, and fosters partnerships with clinical agencies and community organizations.

Office Location: 407 Godchaux Hall

Email: ruth.kleinpell@vanderbilt.edu

Senior Associate Dean for Academics



Kristina Thomas Dreifuerst, PhD, RN, CNE, ANEF, FAAN, 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: kristina.thomas.dreifuerst@vanderbilt.edu

Administrative Associate: Carolyn Schettler, Senior Administrative Officer (SON 277)

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

Assistant Dean for Academics and Associate Dean for Culture and Connectedness



Rolanda Johnson, PhD, MSN, RN, FAAN, assists with academic planning, program review, development, and implementation of VUSN policies relative to academic affairs. Dr. Johnson also assists students who have special curriculum needs or those who are experiencing academic difficulty. As Associate Dean for Culture and Connectedness, Dr. Johnson is responsible for the oversight of culture, belonging and environment 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 representative and cross-cultural VUSN community.

Office Location: 275 School of Nursing

Email: rolanda.johnson@vanderbilt.edu

Administrative Associate: Beth Sims, Program Manager for Culture and Connectedness (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, Master of Nursing Program



Desiree A. Díaz, PhD, APRN, FNP-BC, CNE, CHSE-A, ANEF, FSSH, FAAN, assists with academic planning, program review, development, and implementation of VUSN policies relative to generalist nursing education. Dr. Diaz also assists students who have special curriculum needs or those who are experiencing academic difficulty.

Office Location of Dr. Diaz: 544 School of Nursing

Email: desiree.diaz@vanderbilt.edu

Phone:

Administrative Associate: Mia Wells, Senior Program Manager (SON 542)

Appointments with Dr. Diaz 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. Dr. Allison 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

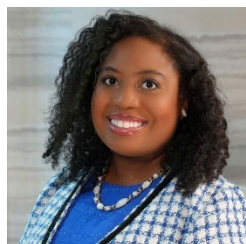
Administrative Associate: Haley Bush, Senior Program Manager (GH 223)

Appointments with Dr. Allison can be scheduled by contacting Haley Bush at 615.343.0587 or haley.bush@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 Culture and Connectedness Committee regarding related initiatives and activities for faculty, staff, and students
4. Development and oversight of the VUSN culture and connectedness strategic plan
5. Foster alignment of VUSN culture and connectedness goals with those of Vanderbilt University

Assistant Dean for Student Affairs



Feylyn M. Lewis, PhD, serves as a resource to students concerning nonacademic matters. She is available to assist students with a variety of activities and issues related to their student experience. Dr. Lewis 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

Tutoring

VUSN has a dedicated Assistant Dean of Student Affairs who coordinates services and acts as the advocate for non-academic activities and formal support services for students. In addition to the Assistant Dean of Student Affairs, VUSN has two dedicated Student Success Advisors who work with the Assistant Dean of Student Affairs and program leadership to support academic enrichment, act as liaison between faculty and students, coordinate mentorship with peers and alumni, and facilitate tutoring with volunteer alumni or adjunct faculty. The Student Success

Advisors also provide coaching, track students returning from a leave of absence, and meet individually with students who score below 80% on any exam or are struggling academically.

The VUSN Student Success Center was established to assist students who need additional help with test taking, time management, and scholarly writing skills. Students who experience academic difficulty work in concert with the course faculty and the Academic Enhancement faculty to initiate a plan for improvement.

Office Location: 179 School of Nursing

Email: feylyn.m.lewis@vanderbilt.edu

Phone: 615.343.3334 (You may leave a message by voicemail 24 hours a day.)

Administrative Associate: Allie Noote, Associate Director, Student Affairs (SON 172)

Appointments with Dr. Lewis can be scheduled by contacting Allie Noote at 615.322.2814

or allie.noote@vanderbilt.edu.

Associate Dean of Enrollment, Alumni, and Student Affairs



Ernie Rushing, PhD, MBA, assists with the recruitment planning and oversight of VUSN admissions and financial aid, and serves as a liaison between the School of Nursing and the University Registrar's Office.

Responsibilities of the Associate Dean for Strategic Enrollment include:

1. Identifying prospective students
2. Overseeing the recruitment process from initial inquiry to enrollment

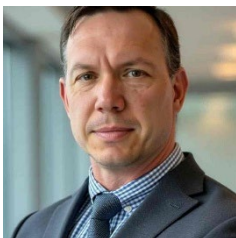
Office Location: 176 School of Nursing

Email: ernie.rushing@vanderbilt.edu

Appointments with Dr. Rushing can be scheduled by contacting him at 615.322.3800

or ernie.rushing@vanderbilt.edu.

Assistant Dean of Clinical Affairs



Joshua Faucett, DNP, JD, MBA, FNP-BC, CNE, serves as the director for clinical affairs and works with faculty and the clinical placement staff on student clinical placement matters.

Responsibilities of the Associate Dean for Strategic Enrollment include:

1. Oversee clinical affairs, educational contracts, and compliance with state regulatory and statutory regulations
2. Monitor changes in nursing accreditation standards and regulations

Office Location: 220 Godchaux Hall

Email: joshua.faucett@vanderbilt.edu

Appointments with Dr. Faucett can be scheduled by contacting him at joshua.faucett@vanderbilt.edu.

Academic Coaching Services



Rolanda Johnson, PhD, MSN, RN, FAAN, serves as additional faculty resources for students who need supplemental academic support. Dr. Johnson is available to provide assistance with study, test taking, and writing skills. Students who experience academic difficulty should contact the course faculty and Dr. Johnson as soon as possible to initiate a plan for improvement.

Office Location: 275 School of Nursing

Email: rolanda.johnson@vanderbilt.edu

Administrative Associate: Beth Sims, Program Manager for Culture and Connectedness (SON 276)

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

Student Success Advisors



Brandon Haskins, Ed.D. and Miss Melanie Carignan serve as Student Success Advisors for students. They can support students in navigating their academic pathway and provide academic coaching. Each VUSN student will be assigned to either Dr. Haskins or Ms. Carignan.

Office Location: 172 School of Nursing

Email: brandon.p.haskins@vanderbilt.edu and melanie.carignan@vanderbilt.edu

Phone: Dr. Haskins 615.343.0166 / Miss Carignan 615.343.0194

Appointments with Dr. Haskins and Ms. Carignan can be scheduled by contacting them directly.

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

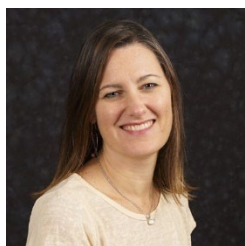
responsibility for their academic planning while advisers provide expertise and support with the planning effort.

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.

Responsibilities of Advisers 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 appropriate campus resources (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. Ms. Donahoe is the primary point of contact for issues related to student academic records and registration and coordinates the change in specialty process. 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. Ms. Donahoe also serves as a liaison between the School of Nursing and the University

Registrar's Office. [Please visit our web site for more information.](#) [Enrollment related approval forms](#) are available online.

Office Location: 173 School of Nursing

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

Appointments with Ms. 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. Ms. Walker 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. 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: 173 School of Nursing

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

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

Director, Financial Aid



Kristie Futrell, M. Ed, is available to assist students who need to discuss financial aid opportunities. Ms. Futrell 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: k.futrell@vanderbilt.edu

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

Clinical Placement

Assistant Dean for Clinical Placement



Melissa Carro and the Clinical Placement Office 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.](#)

Clinical Placement staff offices are located on the 2nd floor of the School of Nursing

The Clinical Placement Office works collaboratively with faculty, program directors, and students to ensure all students have a productive clinical experience. Faculty evaluate both clinical sites and preceptors to verify that clinical experiences are consistent with course and certification requirements as well as with VUSN's mission. 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.

Additional Information:

MN and PreSpecialty (BA/BS in non-nursing field) Year Rotations

During their MN program or PreSpecialty year of the MSN program, students will be placed in group clinical experiences. These group experiences may be in a hospital or community setting in the Greater Middle Tennessee area (MTA). If a student requests an alternate site assignment, assuming it is possible, such change may result in a delay in clinical progression.

VUSN cannot guarantee students will be able to complete clinical rotations unless all agency requirements are met. Once a clinical placement site assignment is made, students are expected to attend clinical at the assigned site.

Specialty Year MSN, Post-Master's Certificate (PMC), BSN-DNP - Placements within the Greater Middle Tennessee Area

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

Given the substantial number of health profession students in the area and the competition for sites, agencies and providers have asked that a school representative coordinate all Greater Middle Tennessee area VUSN placements. Therefore, students are not to reach out to local sites to arrange their own placements. If you identify a possible MTA 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.

Specialty MSN, Post-Master's Certificate (PMC), BSN-DNP - Placements outside the Greater Middle Tennessee Area (OMTA)

For students admitted as OMTA (Outside the Greater Middle Tennessee Area), students, faculty, and the clinical placement staff work collaboratively to identify OMTA sites. Students are encouraged to develop a list of possible sites, as they often have a better knowledge of their local area and can use personal networks and connections to identify a potential rotation. Clinical faculty and clinical placement staff will meet regularly with students to evaluate progress in identifying possible clinical sites and to brainstorm potential placements.

Faculty and clinical placement staff can provide guidance on which geographic areas may be easier or more difficult to find sites, based on past experience. To assist in search efforts, the Clinical Placement Office can research the geographic area of interest and share information on agencies and practices where VUSN either has an existing relationship or where a previous student has rotated. In addition, the Clinical Placement Office coordinates with the VUSN Alumni Relations Office to contact or provide information on alumni in the area who might be able to assist.

Once the student has a secured agreement from a preceptor for a rotation, the student must submit information through the clinical placement system, Exxat. This enables the faculty to vet the preceptor in accordance with accreditation requirements, and ensures the potential clinical experience is appropriate from a curriculum stance and meets both the specialty requirements and the student's educational needs.

Once the faculty has vetted the preceptor, the Clinical Placement Office ensures all appropriate agreements are in place and all agency requirements are met before a student may begin their rotation. Vanderbilt requires an affiliation agreement (contract) with all sites where a student will obtain experience. This includes the practice site and any ancillary sites, such as hospitals, surgery centers, and nursing homes, or outside agencies that employ preceptors, such as TeamHealth. 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 must 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, or more. 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.

Our accreditation requires that we offer a clinical placement that meets the curricular standards set by VUSN and the specific specialty. In the event an OMTA student does not have a request submitted into the Exxat system by the deadline set, then VUSN can find the student a placement. However, it will not necessarily be in the student's geographic location. If an alternate placement is offered to the student but the student declines it, a letter of declination must be signed, and VUSN is under no obligation to find another site.

Faculty must approve any secondary sites for the student's clinical experience to ensure that the sites are necessary or appropriate to the student's clinical objectives. VUSN limits the number of sites and contracts per student. Due to the substantial number of placements each term, faculty

review requests for rotations for a minimal number of hours (typically less than 80) on a case-by-case basis. If approved, the Clinical Placement Office will then begin the contract process.

Clinical Requirements

All requirements for enrollment must be completed and on file at the time of enrollment and must be kept current during the entire program of study. Clinical preceptors and/or agencies may require drug screening, fingerprinting, additional criminal background checks, or other requirements specific to that site. The Clinical Placement Office will notify students of any additional requirements associated with their rotation. Costs associated with these processes are the responsibility of the student.

VUSN cannot guarantee students will be able to complete clinical rotations unless all agency requirements are met. Once a clinical placement site assignment is made, students are expected to attend clinical at the assigned site. VUSN is under no obligation to honor a student's request for an alternate site, and where an alternate site assignment is possible, such change may result in a delay in clinical progression.

Students may not begin their clinical rotations until they have met all the site requirements and have received official confirmation from their faculty and the Clinical Placement Office that they are cleared to start. This will come in the form of a notification through the Exxat system.

Specialty clinicals of the MSN, PMC, and BSN-DNP programs require an active and unencumbered RN license, valid for the state in which the student is doing the rotation. It is the student's responsibility to ensure that their RN license remains active. 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.

COVID-19 as a Clinical Requirement

Many clinical placement sites require either documentation of a completed series of COVID-19 vaccinations or (in some cases) an approved exemption before allowing students to rotate at their facilities. Students are strongly encouraged to have the COVID-19 vaccine in anticipation of this requirement. VUSN will not assign clinical placement sites based on an individual student's preference about COVID-19 vaccination, and VUSN will not reassign a student to a different site because of a student's preference about COVID-19 vaccination.

Transportation and Lodging

Students are responsible for their lodging and transportation to and from all clinical rotations. Practice sites are chosen for their ability to provide experiences consistent with the program requirements, the school's mission, and individual student objectives. MSN and PMC students admitted for MTA clinical placement should be prepared to travel up to 150 miles one-way from the nursing school.

Computing Services

Audiovisual Viewing and Additional Interactive Learning Tools

We request that you bring your own headphones, if you are going to use any audio resources within the lab, and always use headphones when viewing videos if others are in the room or in adjacent rooms. Students enrolled in VUSN courses may watch class lectures streamed on the web in the lab; 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.

VUSN Testing Lab

The VUSN 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 VUSN computer labs.

Outlook Access and Help

Outlook Web Access is the e-mail system used by the School of Nursing students and should be accessed using your Vanderbilt email address. You may contact VUSNIT.Support@vanderbilt.edu 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 ID if you have clinical rotations in the Vanderbilt University Medical Center. It will be a different ID and e-password which is not used for academic work. The following essential services require a VUNetID and associated password:

- Outlook - the School of Nursing 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
- VUSN computer-lab printer card readers that allow user specified printing via VUNetID and password or Commodore Card swipe

All enrolled students will be assigned a VUNetID and obtain and manage their VUNetID. Students keep their VUNetID for as long as they are affiliated with Vanderbilt University.

- [Activate \(New Users\)](#)
- [Manage \(Current Users\)](#)

(VUNetID account holders should never share their VUNetID passwords with anyone else.)

If you receive a VUMC ID, 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 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 software patches on all of their wireless devices.

Vanderbilt University is part of eduroam, a global Wi-Fi service enabling VU students to obtain secure and fast internet connectivity while on Vanderbilt campus as well as other participating institutions using your VUNetID and e-password. For more information, please visit <http://wifi.vanderbilt.edu/>.

Please remember that these are university resources for university-related activities. Please refrain from using wireless resources for the transfer of patient information, due to security reasons, and for downloading large personal files which limits availability to others.

VUSN Information Technology Resources

Student Computer Lab – 240A 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.](#)

Support Services Staff

For a list of the various tech support services offered at VUSN, such as classroom support, building support, VUSN computers, Brightspace, IT, and Remote Proctor support, go to the [Support Services Directory](#).

Student Computer Lab

The VUSN student computer lab is equipped with Dell workstations, two multi-function printer/scanner/copier, and two additional stand-alone scanners. Use of VUSN labs is restricted to VUSN students, staff, and faculty. Word processing has the lowest priority in all VUSN computer labs; online testing has the highest priority. Laser printing of school-related materials may be purchased on a Commodore Card. Please go to this link for [more information about the cost of printing](#) in black and white, color, and letter or legal size pages. (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, 16 GB RAM, a 1TB hard drive, a 24" ViewSonic flat panel monitor, USB access for a personal thumb drive, and Windows 11 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 can access 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 lab contains an HP color scanner with a multi-page feeder and text-scanning software. Assistance from VUSN IT 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 VUSN IT.

Mind Lab

At VUSN, innovation is celebrated through projects like the MIND Lab, which offers immersive calming technology and meditation scenarios. Nurses, with their holistic approach to care, can benefit from these experiences, promoting wellness for both individuals and their patients. The MIND Lab aims to promote mental wellness using virtual reality, especially given the challenges highlighted by the pandemic. By creating this innovative infrastructure, we equip nursing students to explore prescribing technologies for their clients while emphasizing well-being and resilience through mindfulness and virtual reality experiences. This initiative is relevant for students, faculty, and staff in nursing education and practice.

Remote Proctor

[Remote Proctor from Software Secure Inc.](#) 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, 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 on the [Knowledge Base page](#). 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 all students to have high-speed Internet access, such as the services offered by cable companies (Comcast, Charter, Time-Warner, etc.). 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

For detailed information about your home computer and other technology resources, go to the [Technology Overview page](#).

VUSN Location of Administrative Offices

	Name	Location
Dean of the School of Nursing	Pamela Jeffries	112 Godchaux
Senior Associate Dean for Academics	Kristina Thomas Dreifuert	278 School of Nursing
Interim Senior Associate Dean for Research, Postdoctoral Fellowship Director	Ruth Kleinpell	407 Godchaux Hall
Associate Dean for Culture and Connectedness	Rolanda Johnson	275 School of Nursing
Associate Dean for Clinical and Community Partnerships	April Kapu	214 Godchaux Hall
Assistant Dean for Academics, Master of Nursing Program	Desiree Díaz	544 School of Nursing
Assistant Dean for Academics, Doctoral Nursing Practice	Terri Allison	224 Godchaux Hall
Assistant Dean for PhD in Nursing Science	Angela McNelis	524 Godchaux Hall
Associate Dean for Strategic Enrollment	Ernie Rushing	176 School of Nursing
Assistant Dean for Student Affairs	Feylyn Lewis	179 School of Nursing
Assistant Dean of Clinical Affairs	Joshua Faucett	220 Godchaux Hall
Assistant Dean of Clinical Placement	Melissa Carro	282 School of Nursing
Assistant University Registrar and Director of Nursing Student Records in the Office of Enrollment Services	Sara Donahoe	173 School of Nursing
Director of Student Financial Services	Kristie Futrell	180 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

Timely and respectful communication is an example of professionalism in nursing. Consistent with Vanderbilt University, the official mode of communication at VUSN is via email. Students, faculty, and staff are expected to regularly check VUSN email and respond, if needed, within 2 business days during normal business hours (8am – 5pm CST). Students are encouraged to follow up with faculty and staff if a response is not received within two business days.

Students must stay in close contact with their course faculty, faculty advisers, and program directors. The faculty are available to help with concerns relating to course content, examinations, and 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 or attend their office 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, the receptionist will have to make several internal calls to find out your schedule and determine whether you are in class or in clinical, and potentially several more calls to reach you if you are at your clinical site. All these calls can take time which is not advisable in an emergency. 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 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 email. Official electronic notifications, including those required by statutes, those required by University policy, and instructions from University officials, will be sent to students' Vanderbilt email 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 email (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 by email. Emails will be returned during regular business hours, and students are encouraged to follow up with faculty if a response is not received within two business days.

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

Background Check Required for Readmission

Students returning from a break in enrollment must complete a new background check prior to registration. Instructions to complete a new background check are provided on the [Current MN/MSN/Post Master's Certificate/DNP Student Requirements webpage](#).

A new background check is not required for students returning from a VUSN approved deferment or LOA. However, returning students must submit up-to-date documentation to their VUSN compliance portal requirements prior to registration.

Disclosure of Offenses Post-background Check Completion

Current full and part-time, MN, 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 their 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 MN, MSN, Post-Master’s Certificate, and DNP students are required to update the following date-dependent documentation in their VUSN compliance portal before the requirement's due/renewal date. The student may be required to pay a fee to maintain their VUSN compliance portal.

Please note: Students who fail to maintain their VUSN compliance portal 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 be covered by health insurance either through the University's Student health insurance plan (SHIP) <https://www.vanderbilt.edu/stuaccts/insurance/health-insurance.php> 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 (SHIP). To decline SHIP, the student must submit a waiver with proof of coverage at <https://www.vumc.org/student-health/student-health-insurance> by August 1 for the academic year. Students returning from an LOA for spring must complete a waiver by January 1 and summer returns must complete a waiver by June 1. If a waiver is not completed by the appropriate date, the student is automatically billed and enrolled in the University's SHIP.
Students must maintain current documentation of health insurance coverage through their VUSN compliance portal. Documentation of the University's SHIP can be downloaded each academic year, during the first two-weeks of August at: [https://www.vumc.org/student-health-insurance](https://www.vumc.org/student-health/student-health-insurance). 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. All continuing students are required to submit an 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 the VUSN compliance portal in the year(s) prior, complete the [Annual Post-Chest X-ray TB Questionnaire](#), to confirm the absence of symptoms (health care provider signature required).
 - If the test is positive, medical evaluation and documentation of a clear chest x-ray (lab report OR physician verification of results) are 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. Providers other than the AHA cannot be accepted, even if the course "follows AHA guidelines."
4. 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) -or- Advanced Trauma Care for Nurses (ATCN), required by ENP. Other specialties may require additional CPR certifications at specific stages of enrollment.
5. 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 requirement's drop-down in the VUSN Compliance portal. Additional training may be required for particular clinical sites.
6. 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 an 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.

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 a medical contraindication to the influenza vaccine.)
8. 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.

About COVID-19

The overwhelming majority of clinical placement sites require either documentation of a completed series of COVID-19 vaccinations or (in some cases) an approved exemption before allowing students to rotate at their facilities. Students are strongly encouraged to have the COVID-19 vaccine in anticipation of this requirement. VUSN will not assign clinical placement sites based on an individual student's preference about COVID-19 vaccination, nor will VUSN reassign a student to a different site because of a student's COVID-19 vaccination preference.

VUSN cannot guarantee students will be able to complete clinical rotations unless all agency requirements are met. You may not begin your clinical rotations until you have met all the site requirements and have received confirmation from your faculty and the Clinical Placement office that you are cleared to start.

Clearing the Continuing Student, VUSN Student Requirements Hold for Registration

The continuing student must maintain up-to-date documentation through their VUSN compliance portal 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 VUSN compliance portal. *The VUSN Student Requirements Hold in Your Enrollment Services (YES) account is automatically cleared (allow 10-business days) when all requirements applicable to the student's specialty show as 'Approved'/'Complete' in their VUSN compliance portal.*

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/welcome>). 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.

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.

New Student Requirements

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

Background Check Requirement

Upon acceptance, all full- and part-time students admitted to a MN, MSN, Post-Master's Certificate or DNP program must complete a background check as part of their VUSN compliance portal requirements. Instructions to complete the VUSN requirements are available under the *New Student Compliance Requirements* section of the [VUSN Admitted Student webpage](#) by student 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. Instructions to complete a new background check are provided on the [Current MN/MSN/Post Master's Certificate/DNP Student Requirements webpage](#).

A new background check is not required for students returning from a VUSN approved deferment or LOA. However, all returning students must submit up-to-date documentation to their VUSN compliance portal requirements prior to registration.

Disclosure of Offenses Post-Background Check Completion

Current full- and part-time MN, 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 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 agency included under the Nationwide Health Care Fraud and 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 MN, MSN, Post-Master's Certificate, and DNP students are required to meet the VUSN requirements for registration through the VUSN compliance portal. The

VUSN Student Requirements Hold on registration is automatically cleared from Your Enrollment Services (YES) account (allow 10-business days) after all requirements applicable to the student's entry type and/or specialty show as 'Approved'/'Complete' in their VUSN compliance portal.

Students should use the process indicated on the [VUSN Admitted Student webpage](#) 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, the student will not be allowed to attend orientation and/or classes.

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

How to Meet the VUSN New Student Compliance Requirements

The student must complete all requirements applicable to their entry type and/or specialty in the VUSN compliance portal. Instructions to complete the VUSN immunization, testing and certification requirements are provided on the [VUSN Admitted Student webpage](#) by entry type. Select the New Student Compliance Requirements drop-down.

Newly admitted students will use the Exxat platform to complete the VUSN background check and submit the immunization, certification and licensing documentation required prior to registration. Exxat provides students, faculty, and staff with one platform to access clinical site information, contractual agreements, clearance requirements and the ability to document clinical hours and proficiencies through all phases of the student's clinical experience. Students must submit the immunizations testing, training, certifications and licensure documentation required for their entry type and/or specialty, as outlined under their Exxat Compliance portal requirements. The documentation submitted to the requirements must be approved prior to registration. (July 1 for fall and December 1 for spring.) The student must select the drop-down for each requirement in their VUSN compliance portal to view instructions and download required forms. The file submitted to each requirement must frame only the student's original document(s) and all dates and information must be 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 TB testing must be from the following sources for approval: official medical, state, county, or international immunization records (English required).

Non-RN entries (Newly admitted PreSpecialty and MN Program students) must also complete a drug screen prior to registration as part of their VUSN compliance portal requirements.

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 ability to carry 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 VUSN compliance portal.)

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). The student must provide complete documentation of a full Hepatitis B vaccination series or a positive titer result prior to participation in observation or clinical.
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 blood test (IGRA=QFT-Plus, QFT-GIT, and T-Spot) 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 6-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](#), must be completed and signed by a health care provider.
7. Influenza: Annual flu vaccination is required or the 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 be covered by health insurance either through the University's student health insurance plan (SHIP) 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 (SHIP). To decline SHIP, the student must submit a waiver with proof of coverage at: (<https://www.vumc.org/student-health/student-health-insurance>) by January 1 for spring admits, June 1 for summer admits and August 1 for fall admits. If a waiver is not completed by the appropriate date, the student is automatically billed and enrolled in the University's SHIP. Newly admitted VUSN students must also submit documentation to their VUSN compliance portal of either the University's SHIP coverage (proof available the first two-weeks of August

at: <https://www.vumc.org/student-health/student-health-insurance> or of their personal health insurance once the SHIP has successfully been waived with a copy (front & back) of their insurance card or a letter verifying coverage. More information on the University's SHIP is provided at <https://www.vumc.org/student-health/student-health-insurance>.

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. Providers other than the AHA cannot be accepted, even if the course "follows AHA guidelines."
10. 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) -or- Advanced Trauma Care for Nurses (ATCN), required by ENP. Other specialties may require additional CPR certifications at specific stages of enrollment.
11. Copy of an unencumbered Registered Nurse's license in the state(s) where you reside/work and will be doing clinical training (if applicable). In addition, DNP students who are an 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.
12. 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 requirement's drop-down in the Exxat Compliance portal. Additional training may be required for particular clinical sites.
13. 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 requirement's drop-down in the Exxat Compliance portal to complete the latest version of a tutorial developed by Indiana University Bloomington.

About COVID-19

The overwhelming majority of clinical placement sites require either documentation of a completed series of COVID-19 vaccinations or (in some cases) an approved exemption before allowing students to rotate at their facilities. Students are strongly encouraged to have the COVID-19 vaccine in anticipation of this requirement. VUSN will not assign clinical placement sites based on an individual student's preference about COVID-19 vaccination, nor will VUSN reassign a student to a different site because of a student's COVID-19 vaccination preference.

VUSN cannot guarantee students will be able to complete clinical rotations unless all agency requirements are met. You may not begin your clinical rotations until you have met all the site requirements and have received confirmation from your faculty and the Clinical Placement office that you are cleared to start.

Clearing the VUSN Student Requirements Hold for Registration

The newly admitted student must satisfactorily complete all of the requirements with a July 1st Due Date in the Exxat Compliance portal. Additionally, students admitted to the PreSpecialty and MN programs (non-RN) must satisfactorily complete a drug screen through their Exxat compliance

portal. Once the requirements for the student's entry type and/or specialty are satisfactorily completed, the VUSN Student Requirements Hold is automatically cleared from Your Enrollment Services (YES) account (allow 10-business days).

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/welcome>). 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

(Website: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.

Accidents/Injury/Illnesses

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

How to Meet 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 country 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 health care 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). The student must provide complete documentation of a full Hepatitis B vaccination series or a positive titer result prior to participation in observation or clinical.
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 blood test (IGRA= QFT-Plus, QFT-GIT and T-Spot) 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 6-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](#), must be completed and signed by a health care 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 be covered by health insurance either through the University's student health insurance plan (SHIP) 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 (SHIP). To decline SHIP, the student must submit a waiver with proof of coverage at: <https://www.vumc.org/student-health/student-health-insurance> by January 1 for spring admits, June 1 for summer admits, and August 1 for fall admits. If a waiver is not completed by the appropriate date, the student is automatically billed and enrolled in the University's SHIP. Newly admitted VUSN students must also submit documentation to their VUSN compliance portal of either the University's SHIP coverage (proof available the first two-weeks of August at: <https://www.vumc.org/student-health/student-health-insurance> or of their personal health insurance once the SHIP has successfully been waived with a copy (front & back) of their insurance card or a letter verifying coverage. More information on the University's SHIP is provided at: <https://www.vumc.org/student-health/student-health-insurance>.

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 Management System.
(<https://www.vanderbilt.edu/riskmanagement/>) and click on "Report a University Occurrence" on the right Quick Links.
- Notify Feylyn Lewis, Assistant Dean for Student Affairs at feylyn.m.lewis@vanderbilt.edu or by phone at 615.343.3334 or Allie Noote, Associate Director of Student Affairs at allie.noote@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 Management System. (<https://www.vanderbilt.edu/riskmanagement/>) and click on “Report a University Occurrence” on the right Quick Links.
- Notify Feylyn Lewis, Assistant Dean for Student Affairs at feylyn.m.lewis@vanderbilt.edu or by phone at 615.343.3334 or Allie Noote, Associate Director of Student Affairs at allie.noote@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 Management System. (<https://www.vanderbilt.edu/riskmanagement/>) and click on “Report a University Occurrence” on the right Quick Links.
- Notify Feylyn Lewis, Assistant Dean for Student Affairs at feylyn.m.lewis@vanderbilt.edu or by phone at 615.343.3334 or Allie Noote, Associate Director of Student Affairs at allie.noote@vanderbilt.edu or by phone at 615.322.2814.

Respiratory and Other Non-Bloodborne Pathogens (Such as TB, Lice, Meningitis, Measles, 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 Management System. (<https://www.vanderbilt.edu/riskmanagement/>) and click on “Report a University Occurrence” on the right Quick Links.
- Notify Feylyn Lewis, Assistant Dean for Student Affairs at feylyn.m.lewis@vanderbilt.edu or by phone at 615.343.3334 or Allie Noote, Associate Director of Student Affairs at allie.noote@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:

- Students 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 Management System.
(<https://www.vanderbilt.edu/riskmanagement/>) and click on “Report a University Occurrence” on the right Quick Links.
- Notify Feylyn Lewis, Assistant Dean for Student Affairs at feylyn.m.lewis@vanderbilt.edu or by phone at 615.343.3334 or Allie Noote, Associate Director of Student Affairs at allie.noote@vanderbilt.edu or by phone at 615.322.2814.

Policy for VUSN Students with COVID-19-Type Symptoms

Testing and Isolation Requirements:

- Students experiencing symptoms associated with COVID-19:
 - **On campus-** must get tested at the Student Health Center
 - **Off campus-** must test with a commercially available test or seek a test from a healthcare provider
- Positive test interventions:
 - Students must enact isolation guidelines (see below)
 - **Request a Dean’s Notification via the Office of Student Affairs.**
 - Email their program director AND course professors to let them know they will be missing classes and clinicals per the COVID-19 Isolation Policy. Course faculty will provide recordings of class periods missed and associated materials.
 - Assignments and exam due dates may be adjusted and negotiated between the student and the faculty member via email
 - Students are responsible for completing coursework
 - There is no late penalty if negotiated dates and requirements are upheld.
 - Alternative clinical experiences will be established to make up for those missed while in isolation. These may occur in on-campus clinical or clinical settings during the day, evening, weekend, or at the end of the term and must be attended as a requirement of clinical hours.

Isolation Guidelines:

- **Minimum Isolation Period:**
 - A student should **isolate for a MINIMUM of 7** days after testing positive. If symptom-free/fever-free without medication after the 7th day may return to class and clinical
 - A student should **continue to isolate for 10** days after testing positive if not adequately vaccinated or if not fever-free and improved at day 7 and not immunosuppressed.
- **Moderate Covid Illness:**
 - A student should isolate for a **MINIMUM of 10** days if experiencing shortness of breath, dyspnea on exertion, or you have abnormal chest imaging.
- **Immunosuppressed Individuals:**
 - **20** days isolation after testing positive with release on day 21 is required for immunosuppressed individuals.

Early Release from Isolation before 7 days can occur if the following criteria are met:

- **To complete isolation sooner than day 7**, students can use a test-based strategy.
 - Test on day 4 after testing positive if you are fever-free without medication and symptoms have improved
 - If now negative, isolation can end on day 5.
 - If positive, isolation continues through day 7 then no additional testing is needed to come out of isolation, provided fever-free without medication and symptoms improved.

Note: Commercially available home antigen test results with a written time stamp can be uploaded to the student services MyHealth portal.

Occupational Exposure Charges

- 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 Feylyn Lewis, Assistant Dean for Student Affairs at feylyn.m.lewis@vanderbilt.edu or by phone at 615.343.3334 or Allie Noote, Associate Director of Student Affairs at allie.noote@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 Feylyn Lewis, Assistant Dean for Student Affairs at feylyn.m.lewis@vanderbilt.edu or by phone at 615.343.3334 or Allie Noote, Associate Director of Student Affairs at allie.noote@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](#).

Licensure and Certification

Registered Nurse (RN) Licensure

Students are eligible to apply for the National Council 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 prelicensure portion of the Master of Science in Nursing (MSN) or Master of Nursing (MN) curriculum; (b) good academic standing (cumulative grade point average of 3.0 or above); and (c) no final course grade below a B-, and no Incomplete grades. MSN 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 (<https://www.tn.gov/health/health-program-areas/health-professional-boards/nursing-board/nursing-board/about.html>).

Students are required to take examinations to prepare for the NCLEX-RN®. The curriculum includes practice examinations during the last semester of the PreSpecialty and MN curriculum.

MSN and MN students who are not successful on the first attempt at the NCLEX-RN® are subject to withdrawal from specialty level courses with a clinical component. The student cannot attend specialty level clinical practica until the RN license is obtained. The program of study for full-time MSN 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 Assistant Dean for Academics, Master of Nursing Program and if applicable, their MSN Specialty Academic Director of their NCLEX-RN® results within 48 hours of receiving results (pass or fail). A copy of their RN License must be submitted to their VUSN compliance portal. 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 Assistant Dean for Academics, Master of Nursing Program and if applicable, the MSN Specialty Academic Director of failure of the NCLEX-RN® within 48 hours of receiving results will result in immediate dismissal from the school. Students who fail must contact the Assistant Dean for Academics, Master of Nursing Program for the next steps.

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. An NCLEX-RN® Review Course incorporated in the final semester.
3. A cumulative NCLEX readiness 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 Prelicensure 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®.

During the last two semesters of the program, virtual and in-person sessions are held by the Program Director and Senior Program Manager for Prelicensure Nursing Academics for students who anticipate taking the NCLEX-RN® at the end of the program. Each 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; however, if a student's primary state of residence is one of the compact states, the applicant must apply for licensure by exam in their home state. If a student is from a non-compact state, they can apply for licensure by exam in TN and will be issued a single state license. 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, Post-Master's Certificate, and BSN-DNP 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 Informatics specialty are not required to obtain Advanced Practice Registered Nurse licensure.

Lost and Found

Please see the School of Nursing receptionist in the Colleen Conway-Welch Atrium if you lost a belonging.

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 academic 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 a flat rate 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

Please see the [Office of Enrollment Services webpage](#) for detailed instructions on how to register for courses.

Late Registration

Students may register for classes until the 5th day of class (exact date is based on degree, program, and course start). Late registration must be approved by VUSN administration.

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, at sara.a.donahoe@vanderbilt.edu. 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 Medical or Injury Occurrences Guidelines

Responding to Student Health Events and Injuries

Vanderbilt University School of Nursing (VUSN) is committed to the health, wellness, and safety of all students. The following protocols were developed to provide students with guidance for responding to VUSN student medical events and injury (or near miss) occurrences on campus. These events include but are not limited to seizure, loss of consciousness, displaying at risk mental or physical health concerns, allergic reaction, slips, trips, and falls. The safety and health of the student and others should be the priority in all responding actions.

Minor Medical Events and Injuries

Step 1: Assess and Refer

In the event a student experiences a minor medical event or non-life-threatening injury, and is not at risk to self or others, the student observer or first student present should contact Vanderbilt University Police Department (VUPD) at (615) 322-2753. VUPD can assess the occurrence and

determine appropriate next steps. VUPD will likely transport the student to the Student Health Center (SHC) for minor medical events and injury occurrences. The SHC is often able to see students within a few hours. If the student experiences a health event or injury that cannot wait for a scheduled same day appointment, the student may be evaluated at the SHC's Acute Care Clinic.

The student observer or first student present should confirm the student's emergency contact information and obtain consent for VUSN personnel to contact the emergency contact, if necessary. If there is more than one student present, one person should be designated to confirm this information. It is also helpful to verify that the student has a mobile device and that it is in their possession for follow-up communications, as applicable.

Faculty, staff, students, and student workers should NOT transport the student in their personal vehicles. Student peers are discouraged from accompanying the student, as peers should remain engaged in academic instruction.

Step 2: Complete Report to the Risk Management Office

The student observer or first student present must complete an Origami Report to notify the Office of Risk and Insurance Management of the occurrence. The reporting system is used to report any risk, professional liability, or safety occurrence, observed by, or involving a VUSN student, staff, or faculty member. The report can be found at <https://www.vanderbilt.edu/riskmanagement/>.

Step 3: Notify the VUSN Office for Student Affairs

The student observer or first student present should notify the Office for Student Affairs and the Office for Academics via email at feelyn.m.lewis@vanderbilt.edu, allie.noote@vanderbilt.edu, and kristina.thomas.dreifuerst@vanderbilt.edu. The Office for Student Affairs will contact the student's emergency contact and provide updates as they become available. The Office will also notify the student's academic director of the occurrence and provide a Dean's Notification to excuse the student from academic obligations while undergoing medical treatment.

Significant Medical Events and Serious Injuries

Step 1:

In the event a student finds a student peer unable to breathe normally, appearing to struggle to breathe, unconscious (or has been unconscious), or unresponsive, basic life support should be initiated. An Automated External Defibrillator is in the Godchaux Hall Nursing Annex lobby, adjacent to the restrooms.

If it is suspected that a student has experienced a significant injury (such as a broken bone or head injury), the student should not attempt to move the student and make the area as safe as possible. They should immediately call 9-1-1 and request an ambulance for safe transport of the student to the Emergency Department. If possible, the student should confirm the student peer's emergency contact information and obtain verbal consent for VUSN personnel to contact the emergency contact. If there is more than one student present, one person should be designated to confirm this information. It is also helpful to verify that the student has a mobile device and that it is in their possession for follow-up communications.

Faculty, staff, students, and student workers should NOT transport the student in their personal vehicles. Student peers are discouraged from accompanying the student, as peers should remain engaged in academic instruction.

Step 2:

The student observer or first student present must complete an Origami Report to notify the Office of Risk and Insurance Management of the occurrence. The reporting system is used to report any risk, professional liability, or safety occurrence observed by or involving a VUSN student, staff, or faculty member. The report can be found at <https://www.vanderbilt.edu/riskmanagement/>.

Step 3:

The student observer or first student present should notify the Office for Student Affairs and the Office for Academics via email at feelyn.m.lewis@vanderbilt.edu, allie.noote@vanderbilt.edu, and kristina.thomas.dreifuerst@vanderbilt.edu. The Office for Student Affairs will contact the student's emergency contact and provide updates as they become available. The Office will also notify the student's academic director of the occurrence and provide a Dean's Notification to excuse the student from academic obligations while undergoing medical treatment.

Student Organizations and Affinity Groups

Vanderbilt University School of Nursing offers a variety of student nursing organizations. For overviews of student groups, contact information, and more, go to [VUSN Student Organizations and Affinity Groups](#).

Student Volunteer Work

Opportunities outside of Vanderbilt may arise for students to volunteer in the community. These opportunities will give you hands-on experience. Please be advised that volunteer participation at activities not affiliated with or endorsed by Vanderbilt University is at your personal discretion and risk.

Traditions: Composites, Graduation, Investiture, and Pinning

Class Picture – Composite MN, MSN, and DNP

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

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 \$27.00 (subject to change) 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 this purpose. For additional information, contact Dr. Feylyn Lewis in 179 School of Nursing or by calling 615.343.3334.

Graduation, Investiture, and Pinning at VUSN

The Dean of the School of Nursing purchases an official School of Nursing pin for each MN and MSN graduate and a lavalier for each DNP graduate. MN pins will be awarded in May and December. MSN pins and DNP lavaliers will be awarded in May, August, and December at the pinning ceremonies.

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 a MN or MSN at VUSN, and the lavalier 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 (subject to change). A student completing MN, MSN, or DNP degree requirements will officially graduate at the close of the semester in which the degree is earned with the graduation date recorded on the student's permanent record.

Graduations are posted on diplomas three times per year: May, August, and December. Students who graduate at the close of summer semester (August) or the fall semester (December) join spring graduates in the next graduation ceremony (May). Those unable to participate may receive their diplomas by mail.

Investiture

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

Graduates will receive information from both the School of Nursing and the University Commencement Office. For further information regarding Commencement and Investiture, contact Dr. Feylyn Lewis, 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. MN and MSN graduates receive a VUSN pin, DNP graduates receive a lavalier and students who complete a Post-Master's Certificate receive a congratulatory message inserted into a certificate holder. A commemorative certificate is mailed to the graduate's home address listed in YES after the pinning ceremony. DNP + Post-Master's Certificate graduates attend Pinning at the end of their DNP program of study and receive their lavalier and certificate concurrently. In order to maintain consistent practice, students should not defer their participation to a pinning ceremony out of sync with their program completion, unless there are significant extenuating circumstances. In the event of significant extenuating circumstances, the student should request in writing a deferral to their Program Director and the Assistant Dean of Student Affairs.

Unresponsive Student

When a faculty member becomes aware of student welfare concerns, e.g., unresponsive to outreach via email or phone calls, disengagement in the form of absenteeism or lack of classroom participation, and other signs of distress, students can expect the following actions to be taken:

- When a faculty member has reached out to a student, the student should respond within a reasonable time frame, i.e., 24 hours or the first business day after the weekend or university holiday.
- If reasonable time has passed and the faculty member remains concerned, the faculty member will alert their program director and the Assistant Dean of Student Affairs.
- Either the faculty member or the program director will reach out to the student via email and phone call (text message may also be appropriate), stating that if the student does not respond within 24 hours, the Student Care Coordination team will be notified to institute a welfare check. To facilitate prompt outreach, please ensure that your contact details are kept current in YES.
- If the student has emergency contact information in YES, the faculty member or the program director may also contact the student's emergency contact.
- If the student remains unresponsive to outreach, the faculty member or program director will notify the Assistant Dean of Student Affairs. The Assistant Dean of Student Affairs will reach out to the Student Care Coordination team to discuss whether a welfare check is an appropriate next step. The faculty member and/or program director will also file a [Student of Concern report](#).
- In the absence of the Assistant Dean of Student Affairs, the Senior Associate Dean of Academics will be notified.

If a student becomes aware of a welfare concern involving another student, the student can file a [Student of Concern report](#). Students can choose to remain anonymous when filing the report. Once a Student of Concern report is filed, the Assistant Dean of Student Affairs will reach out to the student named in the report to offer formal support. In some cases, the program director and faculty of the student named in the report may be contacted by the Assistant Dean of Student Affairs. If the student named in the report does not respond in a reasonable timeframe, then the Assistant Dean of Student Affairs will reach out to the Student Care Coordination team to discuss whether a welfare check is an appropriate next step.

Vanderbilt University Resources

Campus Security

Vanderbilt University Public Safety

- <http://publicsafety.vanderbilt.edu/>
- <https://www.vanderbilt.edu/families/safety-and-emergency-preparedness/>

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.

Information on available program and services, along with crime statistics, is available at <https://publicsafety.vanderbilt.edu/>.

Contact	Phone Number
Emergency Number	911 or 615-421-1911
Lost and Found	615-343-5371
Non-Emergency	615-322-2745 (2-2745 from campus extension)
Walking Escorts	615-322-2745

AlertVU

AlertVU delivers emergency messages to students, via Vanderbilt email accounts and other user selected delivery points, in the event an imminent threat, such as a tornado or an active aggressor, is possible in the Vanderbilt community. Keep your contact information up to date in YES (Your Enrollment Services) to receive AlertVU notifications.

More details about AlertVU are provided at this link: alertvu.vanderbilt.edu. [Detailed instructions on how to update information in YES is provided here.](#)

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 VUPS Dispatch 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.

Operation ID

VUPS 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.

VandySafe

VandySafe (<https://police.vanderbilt.edu/services/vandysafe.php>) is a free mobile safety application for iOS and Android smartphones. The app allows users to connect directly from their cell phones to the Vanderbilt University Public Safety via voice call, SMS text, or iReport. In the event of an emergency situation, you can hit the GET HELP button, which will give you the options to call VUPS, text VUPS, or call 911. When you select to either call or text VUPS, Communications Officers will be able to see your GPS location when enabled on your phone. These options allow VUPS to provide quick and professional service to its community even when the user is unable to give their location.

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

Walking Escort Service

Vanderbilt University Police Safety 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 615.322.2745.

Center for Spiritual and Religious Life

The Center for Spiritual 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.

Center for Student Wellbeing

The Center for Student Wellbeing helps students thrive within the Vanderbilt community. There are multiple resources and services available to students that support personal development, academic success, and lifelong wellbeing practices that use a holistic framework. More information can be found on their website at <https://www.vanderbilt.edu/healthydores>.

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**: <https://www.vanderbilt.edu/title-ix/>.
- If a student needs to file a grievance with Student Access (SA), they can complete the process listed on the **SA home page**: <https://www.vanderbilt.edu/student-access/>.

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/. 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.

News, Publications, and Media

Detailed information about the various publications, websites, and videos produced by Vanderbilt University Division of Communications can be found at the [Communications and Marketing](http://www.vanderbilt.edu/communications/media.php) website. (<https://www.vanderbilt.edu/communications/media.php>)

Vanderbilt University School of Nursing publishes the following magazine and newsletter.

Vanderbilt Nurse Magazine

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 <https://nursing.vanderbilt.edu/news/vanderbilt-nurse-magazine/>.

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.

Origami Risk - VUSN Incident Reporting

The Origami reporting system is used 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 Pamela Jeffries.

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 questions, contact us at <https://www.vanderbilt.edu/riskmanagement/PhoneList.php>.

To Enter the Origami Risk System

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

To Complete a VUSN Incident

- From the Welcome Page, select “Submit a New VU 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 then select "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.

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 VUPS 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 or commuter train. To use this service, a Vanderbilt-registered QuickTicket app or card is required for free rides on WeGo. For more details go to <https://www.vanderbilt.edu/movevu/transportation-options/>. To request a new QuickTicket registration code, please email MoveVU@vanderbilt.edu.

Project Safe

Project Safe 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, Project Safe 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).

Project Safe staff are available at the Project Safe Center in the Cumberland House on West Side Row, Monday through Friday, 8:00 a.m. to 5:00 p.m. For more information, please call 615.322.SAFE (7233) or visit www.vanderbilt.edu/projectsafe.

Sarratt Student Center

The Sarratt Student Center offers a wide variety of activities for students. 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](#) (SA) 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 [SA webpage](#) or email us at studentaccess@vanderbilt.edu. We are located at 2301 Vanderbilt Place, Sarratt Building, suite 216, 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 [SA 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 SA 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 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, Student Access also provides housing, dining, and transportation accommodations.

Documentation Guidelines

Student Access 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, SA 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](#). 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 Coordination (SCC)

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, 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. 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. Student Care Coordination is located in Rand Hall, suite 305, and can be reached via email at studentcare@vanderbilt.edu.

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 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/welcome>.

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 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 **Emergency- 911** or **615.421.1911**. VUPD's Non-Emergency number is 615.322.2745.

Vanderbilt's [Sexual Misconduct Policy can be found here](#) and [Formal Grievance Protocol 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, marital status, 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.

University Counseling Center

As a key component of Vanderbilt's Student Care Network, the **University Counseling Center (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 (<https://www.vanderbilt.edu/ucc/group-therapy-workshops/>) ranging from drop-in consultations to workshops.

- To access UCC services, visit Student Care Coordination's website at vanderbilt.edu/carecoordination or call the SCC 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.

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 University Resources

Vanderbilt University provides multiple resources for students and this information is located under the [Student Services Enrollment Bulletin](#).

VUSN Academic Policies/Regulations

The following academic policies apply to all VUSN students. [Academic regulations can be found in the VUSN Catalog at this link.](#)

Attendance and Absence Policy

Students are expected to attend/participate in all courses regardless of program delivery format. The Brightspace Learning Management System serves as the record of student participation, attendance, and engagement with course materials 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 attendance and 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.

Students are responsible for the academic consequences of absences from class, laboratory, simulation, or clinical. 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.

Accommodation for observance of a religious holiday are typically allowed but should be requested through the Title IX office prior to the holiday. Accommodations may be arranged within a reasonable time before or after a holiday.

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 Assistant Dean for Student Affairs. A variety of options may be indicated including a Medical Leave of Absence.

Attendance Policy for Block Week/Intensives

Students are required to attend all mandatory activities during synchronous Block Week and Intensives. Attendance is crucial for your success and is essential in meeting the program's educational requirements.

Please be advised that if a student misses any mandatory activities during this period, academic action may result, and fees may be incurred to cover the cost of making up activities. Because there may be an academic progression and economic impact, it is essential to plan accordingly and communicate any emergent conflicts with your program director and faculty in advance.

Auditing Courses

Enrolled students may wish to audit courses in the School of Nursing for which they will receive no credit. A student must register to audit courses. Students auditing courses are subject to the following conditions:

1. The 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 can 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 or other assessment materials.
5. Audits carry no credit and may not be applied toward the completion of an academic degree.

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, academic 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 specialty-level clinical placements in all areas of the country. VUSN will secure an appropriate clinical site but cannot guarantee that it will be in the location preferred by a student.

Some specialty-level 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 the specialty director and clinical faculty.
- If approved, [complete a change in status form](#).
- 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.

If a student should have questions or concerns related to a clinical placement site, the student should contact the specialty clinical placement faculty coordinator and specialty director.

Change of Enrollment Status (e.g., Full-time vs Part-time)

A student may change the 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 and/or Academic Director or Assistant Dean.
- Submit a [Change of Status Form](#) to the Academic Director or Assistant Dean.
- 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

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-Master's Certificate.

By November 1, the student must:

1. Contact the Director of Financial Aid, to investigate how, or if, the aid/loan package will change.
 - a. MSN scholarships cannot be used for Post-Master's study.
 - b. Federal loans can be applied to Post-Master's 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 Form.
 - b. Complete the Quick Admit Form. Contact the Assistant University registrar to obtain this form.
4. Register for spring classes by November 30th.
5. Implications for Commencement, Investiture, and Pinning Ceremonies
 - a. Pinning - Student completing the MSN in NM and continuing in FNP in a PMC program of study:
 - I. Will be invited to attend the May Pinning ceremony 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 Postmaster's Certificate program, in this case FNP, will not be listed in the Commencement program.

Change of Specialty (MSN/PMC/BSN-DNP)

Students are admitted to specific specialties in the MSN, PMC, and BSN-DNP 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. A student interested in requesting a change in specialty should contact the Assistant University Registrar, room 173, School of Nursing, 461 21st Ave South, Nashville, TN 37240 for the required form.
3. After February 1, the student notifies the *current* specialty director that a change is requested and schedules an appointment to discuss the reasons for requesting a change. The student must obtain the current academic director's signature and retain a copy of the form to be used in step 4.
4. By March 1, schedule an appointment with the *appropriate* academic director to discuss career goals and obtain a signature confirming the discussion.
5. By March 1, submit signed form & documents listed below to the Assistant University Registrar, room 173, 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 city/state of the desired distance clinical site.
- If no full-time space is available, indicate your 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 the Assistant University Registrar is acceptable.
- Submit all the documents 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 academic directors are 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 courses.
- 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.
- Discussion with the academic dean or director is recommended prior to dropping a course.

Withdrawing from a Course

Policy Overview

- After the five day drop period, students may withdraw from a course and receive the grade W (withdrawal) prior to completing half of the course and consistent with the date published in the School of Nursing Calendar.
- Grade regulations for withdrawal from courses taken at Vanderbilt University but outside the School of Nursing, will be determined by the applicable school.

- Discussion with the academic dean or director is recommended prior to withdrawing from a course.

Student Withdrawal from the School of Nursing

A student may voluntarily withdraw from VUSN after completing the [Student Withdrawal from the University Form](#). Once a student withdraws, the student is not permitted to attend classes or use school services. Course withdrawal policies may apply. A student may withdraw and receive the grade W (Withdrawal) in accordance with the date published in the School of Nursing calendar. A student may withdraw from Vanderbilt University after the published date in the School of Nursing calendar or after the courses are half completed. However, the student will receive a grade of F (Failing) in all enrolled courses except in extenuating circumstances. If the student withdraws, they may be considered for readmission by completing the application process. If the student withdraws after courses are completed (with final grades pending or posted) the Student Admission and Academic Affairs Progression (SAAP) committee will still review the completed semester and applicable academic action will apply.

Core Technical and Performance Standards

****This section was amended on November 19, 2025***

VUSN fosters an environment of civility and belonging. Core standards are not intended to deter those for whom a reasonable accommodation will support program completion. All applicants and enrolled students are evaluated using the same criteria and standards. Essential eligibility requirements for participation and completion by students in the nursing program include the following core intellectual, physical, and emotional capabilities:

1. *Intellectual Skills:* Cognitive abilities to learn effectively, think critically, assess, analyze and synthesize complex information, solve problems, and attain clinical and academic judgment.
2. *Interpersonal Skills:* Interpersonal abilities sufficient to appropriately interact and collaborate with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. *Communication:* Verbal, non-verbal, and written abilities sufficient for effective, accurate, and clear communication in English, and remote technology formats.
4. *Motor skills:* Gross motor, fine motor, and functional physical abilities sufficient to provide therapeutic nursing interventions that are safe and effective and that maintain safety and security standards.
5. *Sensory Skills:* Auditory, visual, olfactory, and tactile abilities sufficient to monitor, assess, and respond to health needs.
6. *Judgment:* Mental and behavioral abilities to demonstrate good judgment in decision-making to maintain safety and security of patients and to behave professionally, maturely, and sensitively with patients, staff, students, supervisors, and faculty.
7. *Affective:* Emotional stability with the capacity for adaptability and accountability in changing environments.

While technological compensation can be made for some limitations in certain areas, all students enrolled in the MN, MSN, DNP degrees, or post-master's certificate program must satisfactorily demonstrate these capabilities and achievement of competencies in a reasonably independent manner as determined by faculty across the didactic, laboratory, seminar, and clinical practice

courses throughout their program of study. Reliance on intermediaries is not allowed. Concerns about core technical and performance standards should be directed to the Assistant Dean for Student Affairs or the Senior Associate Dean for Academics.

To promote student and patient safety, students are required to inform the Office for Student Affairs if there are changes in health status that may affect the student's ability to demonstrate these competencies (with or without a reasonable accommodation based on disability). If a student experiences a change in health status, a medical clearance may be required as determined on a case-by-case basis, along with reconsideration of core intellectual, physical, and emotional capabilities.

***Students returning to class or clinical following a hospitalization must go through the Student Access accommodation process. During that interactive process, Student Access will work with the student and faculty to determine the reasonableness of the accommodations. A welfare panel is convened when “the Dean, through an individualized assessment, determines that a student (1) is a danger to the health and safety of themselves and/or others or (2) is otherwise unable to function as a student and (3) the inclusion of treatment recommendations or evaluations may be beneficial to stop the concern and prevent its reoccurrence in addition to outlining behavioral expectations or actions.” ([VU Student Handbook](#)) If there is concern about the risk of safety to others, and the student is not taking steps to help mitigate the risk by receiving accommodations, then a welfare panel may be warranted.**

Credit Hours to Clock Hours Ratio

Applied Science Laboratory

Student activity within a group under faculty supervision in a special room with special equipment for the purpose of gaining new skills (one credit hour for two hours' activity per week—1:2).

Clinical Conference

Individual or group interaction with a faculty member about specific clinical experiences which is part of clinical experience or practicum (no separate credit).

Clinical Experience

Student practice supervised by faculty in an approved clinical agency or simulation patient care setting in conjunction with didactic course content (one credit hour for five hours' activity per week—1:5). For nurse anesthesia it is one credit hour for ten hours' activity per week – 1:10.

Clinical Independent Study

Indirect supervision of a student in specialized clinical practice which is not part of a regular course (one credit hour for five hours' activity per week—1:5).

Didactic

Instruction primarily by faculty presentation offered in any format including face-to-face and online (one-hour credit for one hour's activity per week—1:1). VUSN documents these activities through the class schedule or syllabus assuring that students are meeting the minimum credit-hour requirement.

Non-Clinical Independent Study

Indirect supervision of a student's reading, writing, or research which is not part of a regular course (credit varies according to type of activity).

Advanced Practice Clinical Courses

A clinical course in which knowledge, theories, and concepts of nursing, and other disciplines are applied to the patient/client. When the student is in the clinical area, supervision is by a faculty approved preceptor. The faculty will meet with the student and preceptor at regular intervals to review the student's clinical progression. The amount of supervision will vary depending upon the clinical setting and the level of learning. The faculty member is responsible for assessing student learning and progress toward meeting the clinical objectives (one credit hour for five hours' activity per week—1:5).

Nurse Anesthesia clinical courses are one credit hour for ten hours of activity per week (1:10).

DNP Practice Hours

Practice hours are designed to demonstrate synthesis of expanded knowledge acquired within the DNP curriculum. For doctoral level courses, one credit hour reflects nine hours of activity per week – 1:9. Practice 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 practice hours signify the capability of the student to meet *The Essentials: Core Competencies For Professional Nursing Education, Advanced Level* (AACN, 2021). A minimum of 500 practice hours are required to demonstrate achievement of advanced level competencies. Students may complete practice hours at their site of employment as an advanced practice nurse, health system leader, or nurse informaticist. Students enrolled in advanced practice specialty clinical experiences (PMC, BSN to DNP) fulfill clinical requirements at one credit hour for five hours' activity per week—1:5.

Seminar

A small group of students engaged in original problem solving under the guidance of a faculty member who interacts with them on a regular basis for reports, discussion, and planning (one credit hour for two hours' activity per week—1:2).

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, including courses taken outside of the required plan of study. F grades are counted in the computation of grade point average unless the same course is repeated at Vanderbilt University and completed with a passing grade. The F grade is maintained on the transcript, but only the most current grade is calculated in the GPA.

Pass/Fail and Satisfactory/Unsatisfactory Grades:

Pass/Fail and Satisfactory/Unsatisfactory grades are considered in academic performance and progression. A “Pass” or “Satisfactory” grade is considered the same as a B- or higher, but is not calculated into the grade point average. A “Fail” or “Unsatisfactory” grade is considered the same as a grade less than a B- for the purposes of academic policies. U grades in a Satisfactory/Unsatisfactory course are not calculated into the grade point average. F grades in a Pass/Fail course are counted in the computation of grade point average unless the same course is repeated at Vanderbilt University and completed with a passing grade.

All letter grades are counted in the computation of grade point averages, including courses taken outside of the required plan of study. F grades are counted in the computation of grade point average unless the same course is repeated at Vanderbilt University and completed with a passing grade. The F grade is maintained on the transcript, but only the most current grade is calculated in the GPA.

Academic Standing:

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

- a cumulative GPA of 3.0 or higher;
- all grades B- or higher; and
- all grades Satisfactory/Pass.

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 Post-Master's DNP Program

DNP students who are APRNs must be certified in their APRN specialty prior to enrolling in the DNP project course series. Nursing Healthcare Leadership and Nursing Informatics specialties do not require certification.

Clinical Course Grades

- Clinical performance must be at the passing or satisfactory level regardless of grades earned on other course assignments within the same clinical course. All course assignments must be completed and passing at 80% or higher to pass this course. Clinical performance which is below the standard of care in any domain of the final clinical performance evaluation will require a remediation plan to be created by the clinical faculty. This will result in delay of course completion and potentially also clinical progression. Failure to demonstrate competency at the end of the remediation period will result in course failure. Additionally, if at any point in time during the semester there are safety concerns and/or unprofessional or egregious behavior, a student may be removed from the clinical environment resulting in course failure.
- 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 the direct-care clinical environment.
- The requirement for the one-credit hour clinical independent study does not apply to students enrolled in non-clinical programs/specialties (e.g. Nursing and Healthcare Leadership or Nursing Informatics specialties).

Incomplete Course Grade

Temporary Incomplete

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

- Requires more time to complete required course work after a course ends. It is not to be used for correction of unsatisfactory course performance.
- Demonstrates ongoing and timely communication during the course with the 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 before grades are due for the semester.
- An extension of the incomplete contract may be approved in rare circumstances.
- An incomplete grade in a prerequisite course may result in a change of progression. 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.)

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 at the discretion of the course coordinator.
2. If an incomplete grade is approved, 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](#). A student must submit all course assignments by the contract expiration date or obtain approval for an extension with the course coordinator. Extensions may be approved in extenuating circumstances but no later than the end of the next enrolled semester.
3. Once the course is completed, the course coordinator calculates the final grade and completes the electronic Change of Grade to replace the “I” with the final course grade.

Permanent Incomplete

A Permanent Incomplete (PI) grade may be assigned at the school's discretion. The circumstances that allow for a PI are if the student:

- withdraws from the university,
- withdraws from their current degree program (or specialty) and the course is not required in the new program (or specialty), or
- is dismissed from the program and the temporary incomplete course grade contract is still active.

Incomplete Grade in Clinical Courses

A student 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 enrolled in any other courses. Tuition is charged at a rate of \$200. Additional university fees may apply.

Repeat Coursework

Students must earn a B– or higher or Satisfactory/Pass grade in all required courses (including elective courses required within a program of study). If a grade of less than a B- or a grade of Unsatisfactory/Fail 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 is subject to dismissal from the program). Course withdrawals count in the number of times a student may register for a course.
- Only the most recent 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 is 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 for credit if already successfully completed during the current academic program.

Late Submissions

Course assignments must be turned in by the date specified by the syllabus or instructor unless other arrangements have been made with the course faculty. The student must present a petition for a course assignment extension to the course coordinator or faculty at least one day before the work is due, and the petition must be endorsed by the faculty. The faculty will deny or approve the request. Please refer to your course syllabus for specifics regarding grade deductions or consequences.

Probation/Dismissal

The academic performance of students is reviewed by the MN, MSN, and DNP Student Admission and Academic Progression (SAAP) committees at the end of each semester. Academic performance of students in the Postmaster's Certificate (PMC) specialty will be reviewed by the MSN SAAP committee. Academic performance of students completing a postmasters DNP, BSN to DNP, or a PMC during a DNP program of study, will be reviewed by the DNP SAAP committee.

The SAAP committees, 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 in all academic programs at VUSN will be placed on probation if:

- A course grade Unsatisfactory (U), Failing (F), or less than a B-.
- Cumulative GPA less than 3.0.

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 study.
- Two grades <B- (same or different courses) result in dismissal. Second course grade is an Unsatisfactory (U), Fail (F), or less than a B-.
- 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 dean or director. If a student cannot improve their grade point average to

at least a 3.0 the following semester because the needed course cannot be repeated in the following semester, the student will be continued on probation until the course is repeated.

Time Limit for Completion of Program

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

Regulations: Appeal Process for MN, MSN, or DNP SAAP Committee Probation / Dismissal Decisions

Grounds for Appeal

Any VUSN student who has been subject to academic action (i.e., probation or dismissal) by a Student Admissions and Academic Progression (SAAP) Committee may petition for a review of the determination based on at least one of the following grounds:

- The academic action was not applied according to the published academic policies.
- There was insufficient information to support the determination of the SAAP Committee.
- New information that was not reasonably available for the initial presentation to the SAAP Committee has been made available, and the introduction of which may affect the Committee's determination.

Steps for Submission of an Appeal

1. A petition for appeal, written and signed by the petitioner, must be submitted via an e-mail to the Senior Associate Dean for Academics. The petition for appeal must be received no later than 1700 on the tenth (10th) calendar day following the date that the petitioner was formally notified of the SAAP Committee determination. Written petitions should not exceed five (5) double-spaced pages with one (1) inch margins and twelve (12) point font. A maximum of 3 attachments may be included.
The petition for appeal must include all the following:
 - A statement of the grounds for appeal.
 - A supporting statement of explanation.
 - Copies of all evidence, specific to the appeal, the petitioner desires to be reviewed.
2. Upon receipt of the petition, the Senior Associate Dean for Academics will notify the SAAP 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 SAAP and is not currently serving on the SAAP 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 SAAP Committee decision

cannot be considered in the appeal. The appellate reviewer will conduct a review in a timely manner to determine whether the petition sets forth a basis sufficient to provide the review sought by the petitioner.

5. Following the completion of the review process, the appellate 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 SAAP Committee for additional consideration.
 - If the reviewer finds insufficient evidence for appeal, the reviewer will affirm the findings of the SAAP Committee.
6. Upon receiving the response from the appellate reviewer, the Senior Associate Dean for Academics notifies the petitioner and the SAAP Chair of the appellate reviewer's decision and rationale for the decision.
 - If the appellate reviewer remands the case back to the SAAP Committee, the SAAP Chair will present the case to the SAAP Committee for additional review and decision. The SAAP 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.
 - If the appellate reviewer affirms the SAAP Committee decision, no further action is taken.
7. If the petitioner is unsatisfied with the decision rendered by the appellate reviewer or the SAAP Committee, the petitioner may initiate an 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 1700 the tenth (10th) calendar day following the date that the petitioner is formally notified of the determination of the appellate review or SAAP Committee review (depending on which decision is being appealed).

Readmission

- An individual who has previously withdrawn or been dismissed may apply for readmission after at least one semester post withdrawal or dismissal. The individual applying for readmission must complete a new online application available at <https://apply.vanderbilt.edu/apply/>. An individual reapplying for readmission should address the reason(s) that they left Vanderbilt and present a plan specifying the changes that they made in order to ensure academic success.
- The MN, MSN, or DNP Student Admissions and Academic Progression (SAAP) Committee will consider an application for readmission on presentation of substantial evidence of a responsible and successful period of work or study post dismissal.
 - 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 had an academic performance that led to the withdrawal or dismissal and is offered re-admission, the individual will be readmitted on academic 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.

Progression Requirements

- Most required MN, 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

PreSpecialty: To progress from the MSN generalist component to the MSN specialty 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 for the PreSpecialty component of the MSN (and a 3.0 by the end of the MSN).
- Must pass the NCLEX-RN® exam before taking specialty level clinical courses and no later than 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 second semester of the specialty must take a Leave of Absence (LOA). The student can return after passing the NCLEX-RN® exam and in accordance with the LOA policy.

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, Associate Dean for Strategic Enrollment or Associate Dean for Culture and Connectedness 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 Origami reporting system electronically; refer to the "[Origami 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 process 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 a maximum of three (3) 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 semester 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 through the next appropriate level of academic or administrative leadership. 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 not exceed 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 except for complaints that are subject to the [University Grievance Procedure](#) described in the University Student Handbook (https://www.vanderbilt.edu/student_handbook/).

Figure 1. Grade-Related Academic Complaints

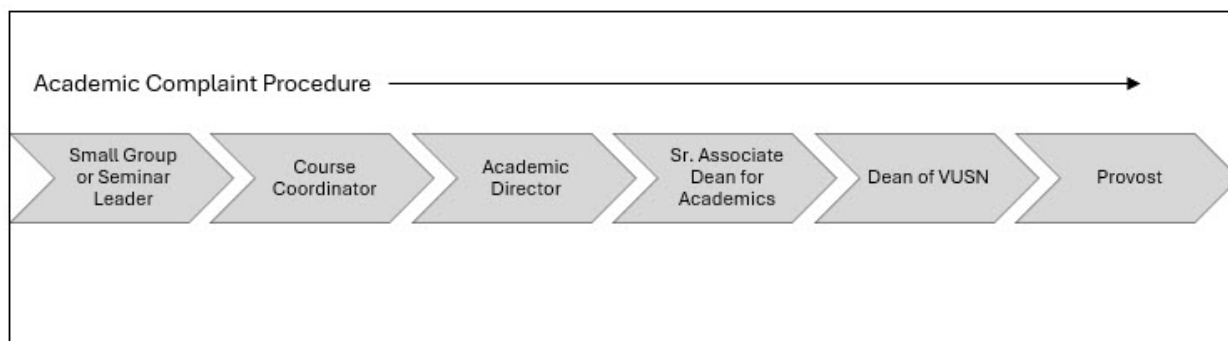
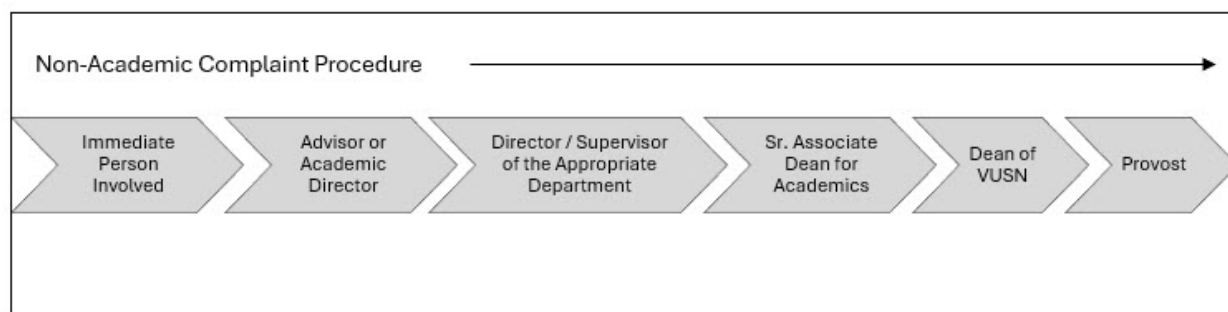


Figure 2. Non-grade Academic Complaint Process



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 if they have completed one semester of their program of study and are in good academic standing.

Policy Overview

- An LOA can only be requested after successful completion of one semester of coursework and the student must be in good academic standing.
- An LOA is granted for a minimum of one semester. The total length of time on leave may not exceed three semesters during the entire plan of study. Approved LOA semesters can be sequential or non-sequential.
- An LOA is approved by the Academic Director and the Senior Associate Dean for Academics.
- Time spent on an LOA is included in the total time taken to complete the degree.
- Students in any VUSN academic program must take an LOA if they are not enrolled in coursework during a semester.
- 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 an LOA 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, Nursing Education, Nursing Informatics specialties or the postmasters DNP Program.

- A student on an LOA is required to notify the VUSN Office of Enrollment Services of plans to return to school.
- Students who do not comply with the LOA policy may be administratively withdrawn from Vanderbilt University School of Nursing.

Steps to Request a Leave of Absence

To request an 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.

Leave of Absence Re-Entry

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

- At least sixty days prior to an 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 about the remaining course-of-study.
- [The student updates all school compliance requirements with the VUSN Compliance Officer.](#)
- The student clears all account holds and 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 may 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.](#)
- 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 academic adviser or the Assistant Dean for Student Affairs 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.

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 MN, 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/Director of Nursing Student Records all the following:
 - Signed and completed petition indicating the information is truthful and accurate.
 - 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.

Honor Code

Statement of the Honor Code

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

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

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

If 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.

All VUSN students will be required to electronically acknowledge the information provided regarding the Honor Code and to electronically sign to affirm personal commitment to honor academic integrity at VUSN.

Cheating, plagiarizing, or otherwise falsifying results of study is prohibited. Giving and/or receiving unauthorized aid on an assignment are prohibited by the honor code. This includes use of texts, papers, computer programs, or other class work prepared by commercial or noncommercial agents and submitted as a student's own work. Any actions to circumvent or avoid the remote proctoring system are unauthorized. The Honor Code applies not only to examinations, but also to clinical and preceptorship requirements and 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 on 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 oversee 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.](#)

Honor Code Applied to Preparation of Papers

Nursing students should refer to the [Undergraduate Student Handbook](#) for a 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 must acknowledge that they have reviewed the information regarding plagiarism and the honor code in the *Student Handbook*. Students are then required to sign a MachForm to confirm their agreement to abide by the code.

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 in 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 are 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 make sure that they are aware of any guidelines or restrictions on specific class assignments or examinations.
- Students should get 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 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 or repeated 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 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.
- If 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 act 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 of the suspicions and identify, if possible, the person(s) suspected.
3. Report the incident to the School of Nursing Honor Council Faculty Adviser(s).

Honor Council

Honor Council 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 (MN, 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) PreSpecialty students, four (4) Master's level Specialty students, one (1) Master of Nursing Student, and one (1) Doctor of Nursing Practice program student. The Honor Council shall consist of a minimum of eighteen (18) members and a maximum of forty (40).

The Honor Council solicits members through a self-nomination process.

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 of less than eighteen (18), 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

Members of the Council will volunteer to serve as student advisers.

The duties of the president shall include:

1. Presiding at all meetings of the Council;
2. Consulting with the Honor Council adviser(s) to determine whether to notify Student Accountability, Community Standards and Academic Integrity (SACSAI) to appoint an Investigator;
3. Determining (in consultation with the Honor Council adviser(s) whether a hearing will be held based on the investigative report;
4. Appointing a member of the Honor Council to serve as presiding officer at the hearing in the event the president is unable to attend the hearing;
5. Working with the Honor Council adviser(s) to prepare an annual report following guidance provided by the SACSAI;
6. Performing all duties common to the office.

The duties of the vice president shall include:

1. Serving as the 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 in conjunction with the Honor Council adviser(s);
4. Notifying members of all hearings and meetings;
5. Performing all duties common to the office.

The duties of the recording secretary shall include:

1. Keeping full minutes of all meetings and hearings and placing them in Honor Council electronic archive;
2. Swearing in material witnesses during a hearing;
3. Preparing 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;
4. 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;
5. Keeping a roster of Honor Council members and placing in Honor Council electronic archive;
6. Updating the Honor Council [web page](#).

The duties of the student adviser(s)

Every accused student will have the option to select a student adviser(s) from the Vanderbilt University School of Nursing Honor Council. A list of all possible student adviser(s) will be on the

Honor Council [website](#) . The student advisers may 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.

The student advisers may accompany (either in person or remotely) the accused student to investigative meetings and the hearing. The adviser(s) will refer the accused student to the [VUSN Student Handbook](#) for procedures of the Honor Council regarding investigations, hearings, and the possible penalties. In addition, an adviser(s) 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(s) does not participate in the deliberations and does not vote.

The duties of all members of the Honor Council shall include:

- Attending Council meetings as scheduled and hearings as requested;
- Maintaining confidentiality of all Honor Council matters.

Discretion and Disqualification of Council Members:

1. During the investigation and throughout the entire course of the Honor Council's proceedings, Honor Council members may not express an opinion concerning the offense to witnesses, the accused, or members of the community at large.
2. Honor 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. Honor 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 – Honor Council Adviser

A minimum of one (1) faculty member appointed by the Senior Associate Dean for Academic Programs will serve as adviser(s) to the Honor Council. The adviser(s) will attend every hearing. The Honor Council adviser(s) may ask questions and participate in discussions but does not have a vote in the outcome. At year-end, the officers and the adviser(s) may meet to review and discuss the cases that have been decided that year. The honor council adviser(s) collaborates with the president to prepare an annual report following guidance provided by SACSACI.

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 the 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 becomes aware of the suspected violation. The suspected violation should be reported using the SACSAI's [online portal](#).

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. This includes use of texts, papers, computer programs, or other class work prepared by commercial or noncommercial agents and submitted as a student's own work. Any actions to circumvent or avoid the remote proctoring system are unauthorized.
2. Plagiarism on an assigned paper, theme, report, care plan, clinical documentation, 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. Submission of work prepared for another course without the specific prior authorization of the instructors in both courses.
6. Falsification of results of study and/or research.
7. 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.
8. 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 suspected violation of the Honor Code must be reported to the Honor Council after the student or instructor becomes aware of the suspected violation. The president or the Honor Council adviser(s) will notify the accused of the charges and that an investigation is being conducted.

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 themselves from serving on the Hearing Panel related to a conflict of interest. The president and/or the Presiding Officer can 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 decision to the following parties: (a) the accused student, (b) the accuser if they are a faculty member or administrator, (c) the Dean of the School of Nursing, (d) the Senior Associate Dean for Academic programs, (e) staff in the Office of University Registrar, (f) Director of Student Accountability, Community Standards and Academic Integrity, (g) the University Registrar, and (h) other relevant University personnel. A copy of the notice must also be kept in the electronic files of the Honor Council.

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. These three factors are ranked on a scale of low, medium low, medium, medium high, or high.

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.
 - 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 a multiple semester suspension requires a vote of two-thirds of the members of the Hearing Panel.

4. 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.
5. 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.

Procedures of the Vanderbilt School of Nursing Honor Council

Proceedings of the Honor Council – investigations, interviews with potential witnesses, and hearings may be recorded by Vanderbilt University. Recordings not authorized by the Honor Council adviser(s), 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 SACSAI will be assigned to investigate the incident.
- The assigned investigator will interview the accuser and collect any available information or documentation related to the alleged violation.
- The accused will be notified via e-mail that a report has been filed and will be asked to schedule a meeting. The accused is required to respond to the investigator's inquiries within seven business days. The Honor Council may send a notice to the Office of the University Registrar to enter an Incomplete and add a notation to the accused's academic record stating "Honor Council Investigation Pending," if the accused is not compliant or if the investigation or hearing will continue beyond the end of the semester (i.e., becomes a "holdover case").
- 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 student advisers will be made available on the Honor Council website, and a student adviser(s) may be selected from it during the investigation. The accused student may also select a student adviser(s) from the Vanderbilt University community: faculty, staff, or student. However, persons related to the accused student or who have formal legal training are not eligible to serve as student adviser(s) and may not participate in the hearing. A student 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, a student adviser may confer with the accused student 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 student 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 student will also be informed of the procedures that will be followed. The accused student may choose not to make any statement at the time of the first meeting or defer making a statement to an agreed upon time prior to the hearing. The investigator will ask the accused to sign the Statement of Charges indicating that student understands the charges, 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 student will make a statement, the investigator will ask the accused student to give an account of the events surrounding the alleged violation. The accused student may also provide relevant documentation or information to support the student's account of events. The accused student will be asked to enter a plea of guilty or not guilty prior to the hearing.
- The accused student 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. Given the nature of University judicial proceedings (including the proceedings of University Honor Councils), the testimony of, and information derived from, experts, such as the reports of handwriting experts, are not admissible and will not be considered, except in rare circumstances. In those rare cases, determinations as to the admissibility of testimony of or evidence derived from an expert will be made in the sole discretion of the Director of Student Accountability, Community Standards and Academic Integrity. The Honor Council president may appoint a faculty member as an expert witness. Under no circumstances, however, will the use of polygraph examinations be permitted.
- The investigator will assemble the relevant 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 Honor Council Adviser(s), will determine whether sufficient evidence exists to warrant a hearing by the Council. If the president determines that a hearing is necessary, the president will also determine whether the charges will be heard by a full panel or a small panel.
- 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 Honor 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. 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. 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 Honor Council that the accused 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 an accused student who has been reported for a suspected violation of the Honor Code withdraws from the University before a hearing has been conducted, the Honor Council will record the fact. 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. The Honor Council adviser(s) will also be present and may ask

questions and participate in the discussion, but the Honor Council advisers do *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.

- The investigator is sworn in by the recording secretary (or designee).
- 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.
- 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 (except for the character witness) is sworn in by the recording secretary.

- 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).
- 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.
- 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(s) 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 a Honor Code Violation

When the Honor Council is satisfied that all pertinent testimony has been received, the accused student, the student advisers 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:
 - The flagrancy of the violation,
 - Premeditation involved in the offense, and
 - The truthfulness of the accused throughout the investigation and the hearing.
2. These three (3) factors are ranked on a scale of low, medium low, medium, medium high, or high. The specific penalty chosen is limited to one of the following alternatives:
 - 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.
 - 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.
 - 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.
 - 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 a multiple semester suspension requires a vote of two-thirds of the members of the Hearing Panel.
 - 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.
 - 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. The accused student will be notified of the outcome of the hearing the next day following the hearing. 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 if they are a faculty member or administrator, (c) the Dean of the School of Nursing, (d) the Senior Associate Dean for Academic programs, (e) staff in the Office of University Registrar, (f) Director of Student Accountability, Community Standards and Academic Integrity, and (g) 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 accused student may file an appeal from a decision with the Appellate Review Board but must do so within ten days of the date the student is formally notified of the panel's decision. Refer to the Appeals Process section for details.
- The Honor Council adviser(s) 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.

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 Honor Council will record the fact. 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: participate in the hearing either in person or by video conference, waive the right to give testimony personally (thereby acknowledging that the hearing may proceed in his/her/their absence), or waive the right to appear and send a written, signed statement to be presented on his/her/their behalf at the hearing. Failure by the accused to respond will be considered a waiver of the right to appear.

During the time prior to the hearing, a notation will be placed on the academic record of 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 of Nursing, the Senior Associate Dean for Academics, 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.

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](#).

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. 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.

Artificial Intelligence (AI)

Unless explicitly stated by the course faculty, the use of generative AI will be treated similarly to assistance from another person. Students must not use generative AI tools to substantially complete an assignment or exam. In cases where generative AI is used, students must disclose its use. Course instructors have the discretion to regulate the use of generative AI tools in their courses, which may include permitting or prohibiting specific uses. Such policies should be clearly stated in the course syllabus and communicated to students. If there is any uncertainty regarding the use of generative AI, students are encouraged to ask their instructors for clarification.

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](#).

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](#). 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](#) 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.

COVID-19

About COVID-19 and Clinical Placement

The overwhelming majority of clinical placement sites require either documentation of a completed series of COVID-19 vaccinations or (in some cases) an approved exemption before allowing students to rotate at their facilities. Students are strongly encouraged to have the COVID-19 vaccine in anticipation of this requirement. VUSN will not assign clinical placement sites based on an individual student's preference about COVID-19 vaccination, nor will VUSN reassign a student to a different site because of a student's COVID-19 vaccination preference.

VUSN cannot guarantee students will be able to complete clinical rotations unless all agency requirements are met. You may not begin your clinical rotations until you have met all the site requirements and have received confirmation from your faculty and the Clinical Placement Office that you are cleared to start.

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.
- Students should wear VU issued student ID.

Clinical Dress Code Guidelines

In all clinical settings (for orientation, patient assignments, or clinic visits) students will:

- Wear scrubs or professional dress (no jeans) and closed toe shoes.
- Clip identification badge to the lapel or neck and NOT at the waistline.
- Maintain a well-groomed appearance with clean and pressed clothing.
- Avoid perfumes, cologne, or scents.
- Ensure that long hair is off the collar.
- Ensure that fingernails are clean, without polish, and no longer than ¼ inch. Acrylic nails are not allowed.
- Minimize jewelry that could interfere with patient care.
- Wear uniforms to and from clinical only.
- Follow the dress code for any assigned clinical facility.

If conflicting guidelines are present, the student should contact clinical faculty for directions. **Visible tattoos are permitted in clinical settings, provided they are not distracting and do not display content that is unprofessional including, but not limited to, profanity, nudity, violence, drug or alcohol use, discriminatory symbols, or inflammatory political or religious messages. Tattoos that violate this standard must be covered.**

Prelicensure Clinical Experiences

In addition to the above requirements, Prelicensure students will:

- Wear black scrubs with nursing patch sewn on left shoulder.
- Wear black, dark brown, or white full leather, or non-canvas, full heeled shoes.
- Wear black or white socks.
- A plain white or black short sleeved or ¾ length sleeve T-shirt may be worn under the scrubs.
- Lab coats are worn over the uniform to and from the unit but should not be worn during the clinical experience.
- 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.
- If a student is outside the hospital or off the unit dressed in their uniform, a lab coat should be worn.

This policy is established by Vanderbilt University School of Nursing (VUSN) to uphold professional standards, patient trust, and clinical readiness. Clinical sites may impose more restrictive requirements but may not be more lenient; in all cases, VUSN policy prevails. Religious or cultural accommodation may be requested in writing under Title VII of the Civil Rights Act.

Community Health Clinical-Additional Guidelines

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

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.

VUSN is expected to meet the immediate needs of all students, faculty, and staff on an operational basis regardless of the consequences of inclement weather or other adverse events impacting normal operations of the School of Nursing.

The Vanderbilt University (VU) Chancellor has the discretion to close campus or cancel classes. The Dean of the School of Nursing also has the discretion to close the School in the event of an adverse event that impacts the operations of the school. Adverse events may include but are not limited to events that impact the normal operations of the school such as construction, large scale repairs, weather etc. The Dean has the discretion to move to remote operations during adverse events impacting normal operations.

Key Definitions

1. Inclement Weather Event: The existence of hazardous weather conditions that pose a threat to life or property.
2. Adverse Event: An occurrence, either manmade or a natural phenomenon, which impacts the normal operations of the School and requires decision-making by the Dean in concert with others to determine the safety of continuing normal operations in the school's facilities.
3. For details regarding terminology/definitions related to National Weather Service (NWS) Advisory, Watch and Warning refer to the [NWS website](#) and [WEA Messages](#).

Cancellation/Delay of Start Time for a Clinical Rotation

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

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

Cancellation/Delay of Start Time for Classes

The decision to cancel or delay the start time for a class will be made by the faculty member responsible for the class.

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

Student Notification Instructions for Cancellation/Delay of Start Time for Classes

Brightspace

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

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

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

VUSN Online Behavior

Refer to [VU's Student Conduct Policy](#). 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.

Virtual Class and Meeting Etiquette

Treat virtual class as if you were in person at VUSN. In the event of an emergency, please contact your faculty. [See attendance policy](#).

- The video camera must be on at all times.

- Mute the microphone unless speaking.
- Maintain a distraction-free, professional environment (HIPAA compliant), for the duration of the class.
 - Do not have any competing obligations.
 - Communicate with family/friends that you are not available during class.
 - No pets should be visible.
 - Do not drive or ride in a car.
 - Use a private location.
 - Discussions of private patient information cannot occur where others are present (airports, coffee shops, public workspaces, public venues, clinical settings, etc.).
- Adhere to the schedule break and restart times.
- Wear appropriate attire (no pajamas, swimsuits, etc.).
- Stop alerts and notifications on your computer.
- Be mindful of your background.
- Have your computer charged or plugged in.
- Do not engage in unrelated activity such as text messaging, browsing the internet, playing games, social media or watching videos.

Respect and 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 the opinions of others
- 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 and 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 using 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, X, 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. X
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.
 - Protect confidential information. While posting to friends, many of the sites are open to anyone browsing or searching. Be mindful about what is published. Do not disclose or use confidential information or that of any other person or agency. Respect HIPAA regulations. Do not post any information about clinical rotations or clients in any online forum or web page. A good rule of thumb is to ask if what is posted on a social media site is okay to be on the front page of tomorrow's newspaper, credited to you.
2. If an individual identifies themselves as a VUSN student in any online forum and/or use their Vanderbilt e-mail address, the student needs to ensure that it is clear that they are not speaking for VUSN, and what they say is representative of their individual personal views and opinions and not necessarily the views and opinions of VUSN.
3. VUSN students are mindful about how they present themselves in online networks. By virtue of self-identifying as part of VUSN in such a network, students connect themselves to, and reflect upon, VUSN faculty, staff, and even patients and donors.
 - 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.

- Respect others. VUSN is an organization whose students, faculty, staff, and clients have a diverse set of customs, values, and points of view. Do not 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/bestpractices.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. Nancy 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](#).

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. The 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 is 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.

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 health care 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 health care systems using 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.

All students are expected to meet the DNP program goals regardless of entry track. Students demonstrate achievement of program goals via didactic assignments and documentation of practice hours. BSN to DNP entry in an advanced nursing practice specialty and DNP plus post-

master's certificate entry students must also complete specialty-focused didactic and clinical hours requirements.

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

Post-Master's DNP Entry Options

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 or post-master's certificate program, certification must be obtained prior to enrolling in NURS 8101: DNP Integrative Application of Evidence-Based Practice.

Entry to the DNP Advanced Systems Practice Track

This track has three entry options:

1. Applicants with an MSN in health care 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 \(C.E.N.P.\)](#).
 - [American Nurses Credentialing Center \(A.N.C.C.\) Nurse Executive \(NE-BC\)](#).
 - [American Nurses Credentialing Center Nurse Executive, Advanced \(NEA-BC\)](#).
 - [Healthcare Information and Management Systems Society \(HIMSS\) Certified Professional in Health Information & Management Systems \(CPHIMS\)](#).
 - [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.
 - [American College of Healthcare Executives \(ACHE\). Fellow of the American College of Healthcare Executives \(FACHE\)](#).

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 or MN in Nursing Education to the Advanced Systems track may complete additional courses and practice hours as part of the DNP program, which may lengthen the program of studies. A gap analysis will be conducted to evaluate completion of graduate-level courses in Leadership, Finance, and Quality Improvement. 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 \(C.E.N.P.\)](#).
- [American Nurses Credentialing Center \(A.N.C.C.\) Nurse Executive \(NE-BC\)](#).
- [American Nurses Credentialing Center Nurse Executive, Advanced \(NEA-BC\)](#).
- [Healthcare Information and Management Systems Society \(HIMSS\) Certified Professional in Health Information & Management Systems \(CPHIMS\)](#).
- [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.
- [American College of Healthcare Executives \(ACHE\). Fellow of the American College of Healthcare Executives \(FACHE\)](#).

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 health care 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 may complete additional courses and practice hours as part of the DNP program, which may lengthen 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. 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 \(C.E.N.P.\)](#)

- [American Nurses Credentialing Center \(A.N.C.C.\) Nurse Executive \(NE-BC\)](#)
- [American Nurses Credentialing Center Nurse Executive, Advanced \(NEA-BC\)](#)
- [American College of Healthcare Executives \(ACHE\). Fellow of the American College of Healthcare Executives \(FACHE\).](#)

Entry with a Master of Science in Nursing or Master of Nursing Adding Post-Master's Certificate

Vanderbilt offers post-master's entry for nurses who hold an MSN or MN and wish to pursue specialty advanced nursing practice education. Applicants with an MSN or MN in majors such as entry into practice/generalist nursing practice, 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) or advanced systems practice specialty (Nursing Informatics) as part of the DNP program, which lengthens the program of studies. The program length will be based on the individual portfolio review and gap analysis. After completing the Post-Master's Certificate, the student is eligible to take the national certification exam in the selected specialty, if required by the specialty. Applicants pursuing an advanced practice nursing specialty should address their career goals for the specialty as part of the DNP statement of professional goals.

Entry to BSN to DNP Track

The BSN to DNP track is available for the following specialties:

- Adult-Gerontology Acute Care Nurse Practitioner (AGACNP)
- Adult-Gerontology Primary Care Nurse Practitioner (AGPCNP)
- Emergency Nurse Practitioner (ENP)
- Family Nurse Practitioner (FNP)
- Family Nurse Practitioner/Emergency Nurse Practitioner (FNP/ENP)
- Neonatal Nurse Practitioner (NNP)
- Nurse Anesthesia (NA)
- Pediatric Nurse Practitioner - Acute Care (PNP-AC)
- Pediatric Nurse Practitioner - Primary Care (PNP-PC)
- Psychiatric-Mental Health Nurse Practitioner (PMHNP)
- Women's Health Gender-Related Nurse Practitioner (WHGRNP)
- Women's Health Gender-Related Nurse Practitioner/Adult-Gerontology Primary Care Nurse Practitioner (WHGRNP/AGPCNP)

The BSN entry to the DNP integrated plan of study prepares students to provide an advanced level of evidence-based care to selected patient populations. The program emphasizes the implementation and evaluation of evidence, systems-level thinking, care quality and safety, and the development of meaningful interventions that may improve outcomes of care for the selected patient population. The program prepares students to serve as leaders in their area of practice.

The BSN entry to the DNP program gives registered nurses with a Bachelor of Science in Nursing degree the ability to earn a Doctor of Nursing Practice degree without first obtaining a master's-level nursing degree. The BSN entry to DNP program requires the completion of 63-89 semester credit hours, depending on area of advanced nursing practice specialty. The program is structured so that students complete an integrated curriculum with advanced nursing practice specialty and DNP coursework. Students will be eligible to take the specialty certification exam upon completion of the DNP degree. BSN entry to DNP students will complete a minimum of 1000 clinical/practice hours.

MN Seamless Entry to DNP + Post Master's Certificate

VUSN MN graduates may seamlessly progress to the DNP plus Post-Master's Certificate program. Applicants are competitively reviewed and should address their career goals for the post-master's certificate specialty as part of the abbreviated DNP application.

VUSN MN graduates may seamlessly progress to the DNP plus Post-Master's Certificate program for up to two years after completion of the MN degree.

DNP Program Administration



Terri L. Allison, DNP, ACNP-BC, FAANP

Assistant Dean for Academics, Doctoral Nursing Practice

Email: terri.allison@vanderbil.edu

[615.343.7732](tel:615.343.7732)

224 Godchaux Hall



Haley Bush

DNP Senior Program Manager

Email: haley.bush@vanderbilt.edu

[615.343.0587](tel:615.343.0587)

223 Godchaux Hall

Post-Master's DNP Degree Requirements

Post-Master's DNP Advanced Clinical Practice Track, Advanced Systems Practice Track, and Executive Leadership Track.

The post-master's DNP curriculum includes required coursework and can be completed over five semesters. Courses are delivered using a combination of formats with one on-site or virtual intensive experience each semester, comprised of 2-3 days each, with the remainder of the coursework completed using distance learning technologies. Requirements for the degree include successful completion of advanced coursework, including 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.

BSN to DNP, DNP + Post-Master's Certificate Degree Requirements

Course Load: The unit of measure of the student's workload 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: Enrolled in 6 or more credit hours.
- Three-quarter time: Enrolled in 4 to 5 credit hours.
- Half time: Enrolled in 3 credit hours.
- Less than half-time: Enrolled in at least 1 hour.

Practice Hours

VUSN DNP graduates are scholars expected to collaborate in complex health environments with diverse populations, translate and apply evidence to clinical decision making, lead the development, testing, and dissemination of care standards, and advocate for policy and initiatives with practice partners to improve health outcomes. Informed by *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021), practice experiences are designed to provide 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 DNP practice hours within their professional practice setting or in practice sites created through collaborative partnerships with students, faculty and agencies.

1. Students entering the program with an MSN in an advanced nursing practice specialty (APRN, leadership/administration, informatics) are required to complete 500 practice hours, for a total minimum of 1000 post-baccalaureate hours.
2. Students entering the program with a BSN and a Master's in a non-nursing, business- or health-related field or with a MSN or MN in Nursing Education to the Advanced Systems or Executive Leadership track may be awarded up to 500 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 Executive (ACHE); and are required to complete 500 practice hours for a total minimum of 1000 post-baccalaureate hours.

3. Students entering the program with an MSN and adding a post-master's certificate in a nurse practitioner, nurse midwifery, or nursing informatics specialty are required to complete a minimum of 500 NP or NMW direct patient care clinical hours, or 280 Nursing Informatics practicum hours and 500 DNP practice hours.
4. Students entering BSN to DNP, MN to DNP + PMC, MSN to DNP + PMC tracks in a specialty area are required to complete a minimum of 500 advanced practice specialty clinical or practica hours and 500 DNP practice hours for a total minimum of 1000 post-baccalaureate hours.

DNP 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, and the advanced nursing practice specialty, as appropriate. The practice hours are documented in the specialty-related clinical hours (BSN to DNP, PMC) and the DNP Practice Hours Log.

Practical learning experiences are structured in a 4-credit Integrative Application course series completed over 3 semesters that includes course objectives for meeting overall program outcomes. This course is taken over three semesters. Credit is awarded each term and a grade of Satisfactory is earned, for a maximum of four credits. The course provides the student the opportunity to develop, propose, implement, and present 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 of practice.

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 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 and the specialty-related clinical/practicum hours log, as appropriate.

Intensive Sessions

All students are required to attend a synchronous intensive session at the beginning of each semester. Intensives may be on-campus or virtual. BSN to DNP students and DNP plus post master's certificate students are required to attend on campus specialty blocks in addition to DNP intensives according to their individual plan of study. 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.

2025-26 Intensive Dates

- Fall: August 25-27, 2025 (Monday-Wednesday)
- Spring: January 5-7, 2026 (Monday-Wednesday)
- Summer: May 11-13, 2026 (Monday-Wednesday)

DNP Curriculum Plans

[Advanced Clinical Practice](#)

[Advanced Systems Practice](#)

[Executive Leadership](#)

[BSN to DNP Fall 2023 and Prior](#)

VUSN: Master of Nursing (MN) Program, MN to PMC, and MN to DNP+PMC

Entry Into MN Program

Students enter the VUSN Master of Nursing Degree program as follows:

Students with an undergraduate or graduate degree in a field other than nursing may complete the MN program in four semesters of full-time study.

Program Overview

The Master of Nursing (MN) program is designed for individuals with an earned bachelor's degree in a field other than nursing who wish to enter the discipline as registered nurses. This program prepares students as registered nurses well-prepared for delivery of high-quality, comprehensive care with respect for individual uniqueness and within an evidenced-based framework grounded in principles of sound clinical judgment. Graduates will demonstrate advanced competency in health justice, nursing leadership, interprofessional teamwork, and nursing informatics, as well as introductory clinical teaching competencies.

The curriculum consists of a total of 64 credit hours across 4 semesters, with clinical hours across primary, post-acute care, acute and critical care, community-living, and community agency practice settings. Innovative curricular design will foster active clinically focused learning and practice of key affective, cognitive, and psychomotor skills essential for safe, quality nursing practice. High credit hours in three of the four semesters are strategically structured with peer-engaged, faculty-facilitated active learning to foster application of core concepts to exemplar clinical situations across the lifespan, minimizing lecture and reading. The final semester focuses on synthesis of conceptual and clinical learning including introductory clinical teaching and advanced competency in health justice, nursing leadership, interprofessional teamwork, and nursing informatics. Students will also select a focus track for this final semester that fosters additional competency in a population (pediatrics or adult complex care) and an elective in introductory clinical teaching, global health, nursing informatics and innovation, or advanced practice nursing.

In addition to preparing graduates for high-quality comprehensive care as Registered Nurses, it also prepares graduates who would like to pursue advanced nursing education. Options at VUSN include a Post-Masters Certificate (3 semesters for most) or a Doctorate in Nursing Practice plus a Post-Masters Certificate (5 semesters for most). MN applicants who decide after admission that they want to continue directly to the PMC or DNP+PMC, will have the opportunity to apply during the third semester of the MN curriculum. All MN graduates can use the 2-year seamless transition process for NI, NNP, or PNP-AC after obtaining the necessary nursing experience.

MN Prespecialty applicants can apply for all specialties (as PMC or DNP + PMC) except NI, NNP, or PNP-AC.

Master of Nursing Curriculum Plan

[Master of Nursing Program Curriculum Plan and Required Hours](#)

MN to PMC and MN to DNP+PMC Curriculum Plans (Full and Part Time)

[AGACNP](#)

[AGPCNP](#)

[FNP](#)

[NM](#)

[NM-FNP](#)

[PMHNP](#)

[PNP-PC](#)

[WHGRNP](#)

[WHGRNP-AGPCNP](#)

Program Outcomes

On completion of the MN program, students will be able to:

1. Synthesize knowledge from nursing, the humanities, the biophysical and social sciences, and current evidence to engage in professional nursing practice.
2. Promote health and prevent illness in diverse patient populations through targeted education in multiple settings across transitions of care.
3. 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.
4. Demonstrate leadership in professional nursing practice through commitment to reflective practice, accountability for nursing actions, patient advocacy, and evidence-based practice.
5. Engage in improvement of the health care delivery system through inquiry and action into socioeconomic, political, legal, and ethical issues affecting professional nursing practice.

VUSN: Master of Science in Nursing (MSN) and Post-Masters Certificate (PMC) Program

Entry Into MSN Program

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

MSN PreSpecialty

The MSN PreSpecialty program closed in Fall 2024 and is no longer enrolling students.

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 Essentials: Core Competencies for Professional Nursing Education* (American Association of Colleges of Nursing AACN, 2021) Level I, Entry-Level Competencies. This program does not end in a BSN or equivalent degree but students move directly to the specialty level of the MSN program and complete three semesters of the specialty master's curriculum to meet *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021) Level 2 Advanced-Level Competencies and receive the MSN degree.

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.
- 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.

BSN to MSN

Students with a BSN degree may complete the MSN degree in four semesters of full-time study. The MSN program's curriculums meet *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021) Level 2 Advanced-Level competencies and prepares nurses for an advanced nursing practice specialty or role.

MSN Program Goals

MSN Specialty programs 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, ethical principles, 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, 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 Master of Science in Nursing/Master of Theological Studies (MSN/MTS) and Master of Science in Nursing/Master of Divinity (MSN/MDiv) are dual degrees that 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 (PMC) 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. Students who complete a post-master's certificate are expected to master the same specialty outcome criteria as students in an MSN advanced nursing practice specialty.

Post-master's certificate students must successfully complete all didactic and clinical requirements of the desired area of practice. To obtain a PMC 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 MSN, but only the necessary courses to earn the PMC in the new specialty area. Completion of the requirements for the PMC is posted on the student's official Vanderbilt University transcript.

Students who complete a PMC are not awarded a Vanderbilt University School of Nursing pin—the pin is presented only to students who complete the MN or the MSN.

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

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

Program of Studies for Post-Master's Certificates

Advanced Practice Nursing Clinical Specialties

The specialty director develops an individualized program of studies for a PMC student based on an 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 selected specialty. The student's program of study will contain didactic and clinical experiences that will allow the student to master essential competencies and meet eligibility criteria for testing for national certification in the new 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 PMC APRN graduate shows educational preparation for the 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. A student may receive credit for APRN clinical core courses that were successfully completed as part of their original master's degree if, following faculty review of submitted course syllabi, those courses are deemed equivalent to APRN clinical core courses required as part of their certificate program. Documentation of previous completion of equivalent APRN clinical core courses or the need to complete the clinical core courses must be listed on the gap analysis. No transfer credit is awarded; all required courses listed on the gap analysis must be taken at VUSN. Twelve credit hours is the typical minimum number of course credits required for a PMC; however, total hours required for the certificate depends upon the gap analysis.

Nursing Informatics and Nursing Education

There is a pre-determined PMC plan of study for each of these two specialties. The program of study contains specialty-specific didactic and experiential learning. Completion of APRN clinical core courses is not required. No transfer credit is awarded; all required courses must be taken at VUSN. Twelve credit hours is the minimum number of course credits required for these PMCs.

Area of Specialty

Specialties	Specialty Director
Adult-Gerontology Acute Care Nurse Practitioner	Dr. Sharon Bryant
Adult-Gerontology Primary Care Nurse Practitioner	Dr. Kanah Lewallen
Emergency Nurse Practitioner	Dr. Jennifer Wilbeck
Family Nurse Practitioner	Dr. Julia Steed
Family/Emergency Practitioner	Dr. Julia Steed & Dr. Jennifer Wilbeck
Neonatal Nurse Practitioner	Dr. Colleen Moss
Nurse-Midwifery	Dr. Kendra Faucett
Nurse-Midwifery/Family Nurse Practitioner – Dual Focus	Dr. Kendra Faucett & Dr. Julia Steed
Nursing Education	Dr. Betsy Kennedy
Nursing Informatics	Dr. Susan Alexander
Pediatric Nurse Practitioner - Acute Care	Dr. Kim Steanson
Pediatric Nurse Practitioner - Primary Care	Dr. Brittany Nelson
Psychiatric Mental Health Nurse Practitioner (Lifespan)	Dr. Rose Vick
Women’s Health/Gender-Related Nurse Practitioner	Ms. Shaunna Parker
Women’s Health/Adult-Gerontology Primary Care Nurse Practitioner – Dual Focus	Ms. Shaunna Parker & Dr. Kanah Lewallen

MSN & PMC Curriculum Plans

[AGACNP](#)

[AGPCNP](#)

[ENP & ENP/FNP](#)

[FNP](#)

[NE](#)

[NI](#)

[NM](#)

[NM/FNP](#)

[NNP](#)

[PMHNP](#)

[PNP-AC](#)

[PNP-PC](#)

[WHGRNP](#)

[WHGRNP-AGPCNP](#)

PreSpecialty Level

[PreSpecialty Level Curriculum Plan 2024-2025](#)