

GRADUATE ACADEMIC CATALOG

2022-2023 EDITION



Baptist Health Sciences University

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Publication Date: July 2022**

The Baptist Health Sciences University at 1003 Monroe Avenue, Memphis, TN 38104 maintains an academic environment free of discrimination, including harassment. Discrimination, harassment and retaliation on the basis of race, color, national or ethnic origin, sex, disability, or age are prohibited in the University's programs and activities. The Vice President of Administrative Services, Dr. Adonna Caldwell, is the designated University official responsible for handling any complaints related to discrimination, harassment and/or retaliation. She may be contacted at 901-572-2592 or at Adonna.caldwell@baptistu.edu. Dr. Caldwell's office is located in 1115 Union Avenue, Memphis TN 38104, Room 201A

Baptist Health Sciences University is an equal opportunity educational institution.

Baptist Health Sciences University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Doctor of Nursing Practice, Bachelor of Science in Nursing, the Bachelor of Health Sciences, and the Associate of Science. Questions about the accreditation of Baptist Health Sciences University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org). Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission's office.

Disclaimer: Baptist Health Sciences University reserves the right to change, remove, or supplement any material contained in this Catalog as necessary and at any time. Any changes, removals, or supplementation to the Catalog shall apply to both current and new students. Once a student withdraws or is dismissed from Baptist University, the student has one trimester from the date of withdrawal or dismissal to exercise any rights granted by this Catalog.

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ACADEMIC CALENDARS

Fall Trimester 2022

Date	Event
August 30, 2022	Tuition and Fee Payment Deadline
August 31, 2022	Late Tuition and Fee Payment Assessment
September 1, 2022	Trimester and Mini-Term 1 Begins
September 5, 2022	Labor Day. No Classes.
September 7, 2022	Last Day to Add/Drop a Course (Trimester and Mini-Term 1)
September 12, 2022	Convocation
September 19, 2022	Last Day to Withdraw from a Mini-Term 1 Course with a grade of "W"
September 30, 2022	Last Day to Remove the grade of "I" from Summer 2022
October 4, 2022	Last Day to Withdraw from a Trimester Course with a grade of "W"
October 10, 2022	Last Day to Withdraw from a Mini-Term 1 Course with a grade of "WP"
October 20, 2022	Midterm/Mini-Term 1 Ends
October 21, 2022	Mini-Term 2 Begins
October 22, 2022	Midterm and Mini-Term 1 grades due to the Registrar
Oct 24 – Nov 5, 2022	Advising for Spring Term Registration
October 28, 2022	Last Day to Add/Drop a Mini-Term 2 Course
November 7, 2022	Last Day to Withdraw from a Mini-Term 2 Course with a grade of "W"
November 7, 2022	Registration for Spring Term Begins
November 15, 2022	Last Day to Withdraw from a Trimester Course with a grade of "WP"
November 24-26, 2022	Thanksgiving Recess. No Classes.
November 30, 2022	Last Day to Withdraw from a Mini-Term 2 Course with a grade of "WP"
December 5, 2022	Last Day of New Course Content
December 6 - 12, 2022	Final Exams
December 8, 2022	Graduating Senior Final Grades due to the Registrar
December 12, 2022	Trimester and Mini-Term 2 Ends. Degree conferral date
December 14, 2022	Final Grades due to the Registrar
December 15, 2022	Commencement Rehearsal and Commencement Ceremony

Spring Trimester 2023

Date	Event
January 3, 2023	Tuition and Fee Payment Deadline
January 4, 2023	Late Tuition and Fee Payment Assessment
January 5, 2023	Trimester and Mini-Term 1 Begins
January 12, 2023	Last Day to Add/Drop a Course (Trimester and Mini-Term 1)
January 16, 2023	Martin Luther King Day. No Classes.
January 23, 2023	Last Day to Withdraw from a Mini-Term 1 Course with a grade of "W"
February 3, 2023	Last Day to Remove the grade of "I" from Fall 2022
February 7, 2023	Last Day to Withdraw from a Trimester Course with a grade of "W"
February 13, 2023	Last Day to Withdraw from a Mini-Term 1 Course with a grade of "WP"
February 23, 2023	Midterm/Mini-Term 1 Ends
February 24, 2023	Mini-Term 2 Begins
February 25, 2023	Midterm and Mini-Term 1 grades due to the Registrar
Feb 27 – March 11, 2023	Advising for Summer Term Registration
March 3, 2023	Last Day to Add/Drop a Mini-Term 2 Course
March 6, 2023	Faculty and Staff Honors Convocation
March 13, 2023	Last Day to Withdraw from a Mini-Term 2 Course with a grade of "W"
March 13, 2023	Registration for Summer Term Begins
March 21, 2023	Last Day to Withdraw from a Trimester Course with a grade of "WP"
April 3, 2023	Last Day to Withdraw from a Mini-Term 2 Course with a grade of "WP"
April 5, 2023	Last Day of New Course Content
April 6 - 8, 2023	Thursday, Good Friday (and Saturday). No Classes/Exams.
April 10 - 15, 2023	Final Exams
April 13, 2023	Graduating Senior Final Grades due to the Registrar
April 15, 2023	Trimester and Mini-Term 2 Ends. Degree conferral date
April 17, 2023	Final Grades due to the Registrar
April 20, 2023	Commencement Rehearsal and Commencement Ceremony

Summer Trimester 2023

Date	Event
May 1, 2023	Tuition and Fee Payment Deadline
May 2, 2023	Late Tuition and Fee Payment Assessment
May 3, 2023	Trimester and Mini-Term 1 Begins
May 10, 2023	Last Day to Add/Drop a Course (Trimester and Mini-Term 1)
May 18, 2023	Last Day to Withdraw from a Mini-Term 1 Course with a grade of "W"
May 29, 2023	Memorial Day. Classes in Session.
June 1, 2023	Last Day to Remove the grade of "I" from Spring 2023
June 5, 2023	Last Day to Withdraw from a Trimester Course with a grade of "W"
June 8, 2023	Last Day to Withdraw from a Mini-Term 1 Course with a grade of "WP"
June 20, 2023	Midterm/Mini-Term 1 Ends
June 21, 2023	Mini-Term 2 Begins
June 22, 2023	Midterm and Mini-Term 1 grades due to the Registrar
June 26– July 15, 2023	Advising for Fall Term Registration
June 28, 2023	Last Day to Add/Drop a Mini-Term 2 Course
July 3 – 8, 2023	Summer Recess. No Classes.
July 13, 2023	Last Day to Withdraw from a Mini-Term 2 Course with a grade of "W"
July 17, 2023	Registration for Fall Term Begins
July 24, 2023	Last Day to Withdraw from a Trimester Course with a grade of "WP"
August 3, 2023	Last Day to Withdraw from a Mini-Term 2 Course with a grade of "WP"
August 8, 2023	Last Day of New Course Content
August 9 – 15, 2023	Final Exams
August 10, 2023	Graduating Senior Final Grades due to the Registrar
August 15, 2023	Trimester and Mini-Term 2 Ends. Degree conferral date
August 17, 2023	Commencement Rehearsal and Commencement Ceremony
August 17, 2023	Final Grades due to the Registrar

GENERAL INFORMATION

Rose Temple Distinguished Faculty 2022



Distinguished Faculty 2022

Dr. Lilian Nyindodo

***Chair of Biomedical Sciences and Associate Professor,
General Education and Health Studies***

Dr. Nyindodo has been a leader during the COVID crises within the Baptist Health Care Organization by providing support and expertise in contact tracing for not only employees but also for our students. She was recognized for her teamwork with the Nursing Division and demonstrating her deep sense of caring and compassion for her students. She was a key leader in the “White Coats, Black Men” initiative and also developed the SHE Leads the Way partnership with the University. Dr. Nyindodo developed several upper level biology courses and her students stated “I enjoy Dr. Nyindodo so much I wish I could take her again”. One of her nominators stated, “She is a gift and Baptist is safer and stronger because of her efforts for which I am eternally grateful.”

Rose Temple Distinguished Staff 2022



***Distinguished Staff 2022
Dr. Kimberly Cunningham
Dean, Blue Healer Student Success Center***

Dr. Cunningham demonstrated such faith in working her vision of a true academic success center, when there were no resources available she was applied for and was awarded a grant to fund the Blue Healer Success Center. She consistently facilitated ongoing academic development workshops to enhance the academic performance of all students. Dr. Cunningham continues to collaborate with faculty and staff to identify, recommend, and implement strategies to enhance students' learning and development. She is trustworthy, reliable and demonstrates the Service First values. Dr. Cunningham role models self-directed behaviors by seeking resources that benefit the student body, advocates changing processes, and practices that enhance student learning and student retention.

Rose Temple Distinguished Adjunct Faculty 2022



Distinguished Adjunct Faculty 2022

Dr. James Ware

Adjunct Faculty, Nursing

Robert Ware personifies the Christian mission of the University in that he is continually accessible to students, meeting them at various days/times according to their schedule. He is a servant leader, self-less, genuine and caring in all of his encounters with students and faculty. He demonstrates creativity and innovation in teaching whether online or face to face. He engages in advanced practice as the Director of the Hospitalist program at Baptist-Jackson, Mississippi and works as needed in the Emergency Room. He eagerly fills in where the teaching needs exist, and taught an online RN-BSN course in summer of 2021. Dr. Ware consistently exceeds teaching effectiveness benchmarks on his evaluations.

Baptist University Spirit Award 2022



Spirit Award 2022
Paula Bingham
Admissions Officer, Admissions

Paula encompasses all that one should be when working with students, parents, and other school officials when recruiting for Baptist Health Sciences University. She assisted in keeping the Admission Office operations going while the department was in a transitional phase. Paula is a true advocate for our students and truly depicts what a Baptist Blue Healer ambassador is. She has a servant spirit and puts others first.

MISSION

Baptist Health Sciences University prepares graduates for careers of service and leadership by providing a comprehensive health sciences education within an integrated environment of learning and Christian principles.

Building on the legacy of education since 1912, Baptist University is a private institution which seeks to attract a diverse student population who shares commitments to Christian values and ethics, academic excellence, and lifelong professional development. In response to the trust expected of institutions preparing future health care professionals, the academically rigorous environment requires students' active engagement in learning through a variety of instructional modes.

In partnership with Baptist Memorial Health Care, Baptist University extends the learning environment beyond the classroom to include experiences found in health care settings throughout the Mid-South.

To fulfill its mission, Baptist Health Sciences University is committed to:

- Educating individuals to value competence, caring and collaboration in their roles as members of the interprofessional health care team.
- Developing students to become engaged learners, scholars and leaders in their chosen professions.
- Creating a collaborative and supportive learning environment in which students are encouraged to develop intellectually, socially, and spiritually.
- Providing a curriculum that reflects a strong general education and scientific foundation.
- Promoting and rewarding excellence in teaching, professional practice and scholarly activity.
- Contributing positively to the health status of the community.
- Fostering an atmosphere of respect for cultural diversity and the dignity of all persons.

VISION

To be distinguished regionally for innovation and excellence in health sciences education which prepares graduates to transform health care.

VALUES

The shared values of our learning community are:

- **Integrity**
Aspiration Statement: Baptist Health Sciences University models high ethical standards in all aspects of learning, teaching, service, and business.
- **Professionalism**
Aspiration Statement: Baptist Health Sciences University provides an environment that promotes the competence, character, and commitment of faculty, staff and students to their careers and vocations.
- **Service as an expression of Christian values**
Aspiration Statement: Baptist Health Sciences University fosters a Christian environment where servant leadership is modeled in all aspects of learning, teaching, service, and business.
- **Continuous Improvement**
Aspiration Statement: Baptist Health Sciences University strives to be innovative and promotes ongoing assessment as a means to achieve organizational and personal excellence.

NON-DISCRIMINATION POLICY

It is the policy of Baptist University to maintain an academic environment free of discrimination, including harassment. Discrimination, harassment and retaliation on the basis of, race, color, national or ethnic origin, sex, disability, or age are prohibited in Baptist University's programs and activities. The Vice President of Administrative Services, Dr. Adonna Caldwell, is the designated University official responsible for handling any complaints related to discrimination, harassment and/or retaliation.

If you believe you are a victim of discrimination, harassment and/or retaliation you may contact Dr. Adonna Caldwell, Vice President of Administrative Services, at 901-572-2592, 1115 Union Avenue, Memphis TN 38104, Room 201A or by e-mail at Adonna.Caldwell@baptistU.edu, and/or file a complaint using Baptist University's grievance procedures. Information on the grievance procedures can be found in the Student Handbook, Faculty & Staff Handbook, and Baptist University's intranet and website.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Baptist University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. Student rights covered by this Act include the right to:

- Inspect and review information contained in educational records. Request amendment of educational records.
- Consent to disclosure, with certain exceptions specified in the Act.
- Secure a copy of the University policy.
- File complaints with the Department of Education concerning alleged failure to comply with this Act.

The policy statement and procedure for accessing records is included in the Student Handbook.

CONSUMER PROTECTION

Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

(<https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>)

Complaints related to the application of state laws related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e. State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for appropriate division).

For students attending programs in Tennessee, complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov/consumer>).

Complaint Resolution Policies and Procedures for Non-Tennessee Resident Students in **State Authorization Reciprocity Agreement States**, commonly known as SARA.

- Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.
- Complainants not satisfied with the outcome of the Institution's internal process may appeal, within two years of the incident about which the complaint is made, to the Tennessee Higher Education Commission (<https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>).
- For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the SARA Policies and Standards (<http://www.nc-sara.org/content/sara-manual>) have been violated by the institution operating under the terms of SARA.

ADMISSIONS

Admissions Staff

Name	Title
Erica Johnson	Director of Admissions
Paula Bingham	Admissions Officer
Ashley Connolly	Admissions Officer
Amy Lofties	Admissions Officer
Jamie McDonald	Admissions Data Specialist
Gwendolyn McGrew	Secretary

NURSING GRADUATE ADMISSION TO THE UNIVERSITY AND PROGRAM

Baptist University seeks academically well prepared, highly motivated graduate students who are interested in advanced practice careers in nursing. **Admission is based on a variety of criteria including grade point averages, essay submissions and personal interviews.** Special attention is given to the academic performance of the applicant's most recently completed degree program in nursing. The GPA calculation for the most recently completed nursing program will be based only on those grades earned at the degree-granting institution. The performance in the basic sciences and math will also be considered in the selection process.

Admission to the University and Program: The number of applicants admitted to the DNP program at Baptist University during any academic year may be limited. Thus, the admission/selection process is competitive. Minimum criteria for admission to Baptist University are specified; however, meeting the criteria in no way guarantees admission. Students who do not meet the minimum criteria by the published deadlines will not be considered for admission.

DEADLINES

May 15: Final Admissions Deadline. Applicants who meet the admission criteria by May 15 will be considered for admission based on available openings.

Nursing Graduate Applicants (DNP)

In support of the educational mission of Baptist University, applicants who meet the following criteria may be considered for unconditional admission:

1. Have earned an entry-level degree culminating in either a Baccalaureate in Science of Nursing or a Master of Science in Nursing from a regionally accredited college or university or have earned an advanced practice Master of Science in Nursing Degree from a regionally accredited college or university.
2. Have earned a total cumulative GPA of 3.0 (4.0 grade-point scale) on all collegiate course work or have earned a cumulative GPA of 3.2 (4.0 grade-point scale) during their entry-level nursing degree program.
3. Submit final official transcripts from all colleges attended.
4. Be in good standing and eligible to return to any institution previously attended.
5. Registered Nurse applicants must hold an unencumbered Tennessee RN nursing license or have unencumbered authority to practice as an RN via multi-state privilege at the time of application. Accepted students must maintain an unencumbered RN license for the duration of the program of study.
6. Advanced Practice Registered Nurse applicants must hold an unencumbered advanced practice nursing license at the time of application. Accepted students must maintain an unencumbered advanced practice license for the duration of the program of study.
7. Complete two years of clinical nursing experience in an area appropriate to the selected specialty concentration prior to enrolling in the clinical courses. Students may apply for admission and take core courses while completing

this requirement. For the acute care adult-gerontology practitioner concentration, one year of experience in caring for critically ill patients is desired.

8. Submit a current resume'/curriculum vitae outlining professional nursing accomplishments.
9. Submit a written essay outlining the applicant's professional goals, expectations and desired achievements from the program.
10. Complete a faculty panel interview (may be done in person or virtual)
11. Submit an admissions application with a \$25.00 non-refundable application fee.
12. Comply with the citizenship/residency requirement for all Baptist University applicants. (Refer to the Citizenship/Residency Requirement section).
13. Upon acceptance to Baptist University, the applicant must submit the following:
 - \$100.00 non-refundable enrollment deposit within 30 days of acceptance and is held in escrow and applied to the student's first trimester of study.
 - Drug screen clearance
 - Criminal background check clearance.
 - Required immunizations.
 - Proof of Basic Life Support Certification for healthcare providers or Advanced Cardiac Life Support. Students are expected to maintain current certification throughout their enrollment in the program.

Applicants who do not meet the minimum grade point average (GPA) criteria for unconditional admission to the Doctor of Nursing Practice program may be considered for provisional admission.

1. Applicants seeking provisional admission must meet all other graduate admissions criteria.
2. Provisional admission may be granted if there is evidence that the applicant has the potential for satisfactory graduate work. This evidence may include exceptional professional experience, professional certifications accomplishments, or professional reference.
3. DNP applicants may apply for provisional admission to Baptist Health Sciences University, based on the criteria outlined below. The applicant:
 4. Have earned a total cumulative GPA 2.8 (4.0 grade-point scale) on all collegiate course work.
 5. Has a minimum of five years nursing experience.
 6. Adult-gerontology acute care applicants must have a minimum of three years nursing experience in an emergency, critical or step-down level of care in the past five years.

The Committee on Advanced Practice Programs faculty will review all applicants and make recommendations for provisional admission. Students accepted under provisional admission are limited to enrolling part-time and will be re-evaluated after they have completed a minimum of 10 graduate credits. Provisional admits will be considered on Academic Probation upon admission. A minimum 3.0 GPA must be achieved after 10 graduate credits to be removed from Academic Probation and remain enrolled.

All DNP students are expected to attend a new student/program orientation. Dates for orientation will be sent by postal mail and email upon acceptance to the University.

CITIZENSHIP/RESIDENCY REQUIREMENT

Applicants to Baptist University must comply with the citizenship/residency requirements. Applicants must either be a United States citizen or a Permanent Resident. Evidence of English proficiency is a mandatory part of the application process. All Baptist University applicants whose native tongue is not English will be required to submit a TOEFL score as part of their admissions requirement, the test of English as a Foreign Language (TOEFL) score of 550 or above. For Graduate applicants whose native tongue is not English and who have completed a post-secondary degree in the United States, the TOEFL will not be required.

To confirm the countries whose native tongue is English, the following website will be used by Baptist University admissions officers to determine native tongue. Click on the link; select the appropriate country; then select people and society.

<https://www.cia.gov/the-world-factbook/>

If an applicant has extenuating circumstances regarding this requirement, a request for review must be submitted to the Dean of Enrollment Management.

The Test of English as a Foreign Language (TOEFL) measures the ability of students whose native tongue is not English as it is spoken, written, and heard in college/university settings. Students who have TOEFL scores over a year old will be required to submit new scores. The TOEFL is provided by the Educational Testing Service (ETS).

TRANSFER CREDIT

Baptist University reserves the right to decline transfer credit on any courses submitted. Transfer course work is evaluated on an individual basis by the graduate faculty and Program Chair/Dean. Up to 15% of the degree credits may be accepted for transfer into the graduate program. Only courses assigned a grade of "B" or better will be transferred; and students must be in good academic standing at the time of transfer.

The following criteria and process are followed when reviewing previous course work:

1. Students seeking credit at Baptist University for coursework from previous colleges should submit an official request to the DNP Program Chair/Dean, prior to their first trimester enrolled.
2. Official transcripts from a regionally accredited college that are submitted as part of the admission process will be evaluated.
3. Additional material such as the course description, syllabus, outline and/or textbook(s) may be requested in order to assure comparable curriculum objectives.
4. Credit received from other regionally accredited colleges for specific required courses in the graduate program must meet current standards and satisfactorily parallel with courses offered by Baptist University. Equivalent courses with grades of "B" or above may be accepted from other regionally accredited colleges. If an equivalent course was repeated at one of the regionally accredited colleges, only the most recent grade will be considered for transfer credit.
5. Transfer credit for courses from colleges/universities outside of the United States must be accompanied by an official evaluation by WES (World Education Service) or ECE (Educational Credential Evaluators). Credit will be considered by the appropriate dean after he/she reviews the evaluation materials submitted.
6. Applicants are notified of transfer credit decision. Results of transfer credit evaluations are provided to applicants electronically by university issued email. Transfer credits are posted in the student information system when applicants are accepted to Baptist University. As final transcripts are received, transfer credit evaluations will be updated and posted in the student information system by the Registrar's Office. Students and advisors are notified to review the degree plan for additional transfer credits accepted into their programs.
7. Students may submit an appeal for transfer credit during their first term in attendance. Applicants/students who wish to appeal transfer credit evaluation must submit their request during the student's first term of attendance and complete the "transfer credit appeal" form, available in the student portal, and provide necessary documentation for review of course content. The Dean of Nursing in consultation with the DNP Chair will consider and act on the appeal of the original decision and notify the Registrar's Office with their final decision. The Registrar's Office will notify applicants/students of the transfer credit appeal decision, via email (academic advisor, if assigned, is copied on email communication). The Dean and DNP Program Chair will be copied on the email and the student will be directed to them for any follow up questions from the student regarding the decision.

READMISSION OF FORMER GRADUATE STUDENTS-DOCTOR OF NURSING PRACTICE

Once admitted to Baptist University, DNP graduate students are expected to enroll for classes each academic term according to individual progression plans. Graduate students who are not enrolled for two (2) consecutive trimesters must apply for readmission to Baptist University, unless granted a Leave of Absence.

Readmission is dependent on the student's academic and disciplinary records and space availability. Former DNP graduate students may apply for readmission to Baptist University, which may be granted based on the criteria outlined below:

Readmission may be granted based on the following criteria:

- The former student meets the admission criteria and
- The former student has left Baptist University/Program in good standing (3.0 GPA) and is in good standing at any other colleges attended, if applicable, or
- The former student has earned a credential (master or doctorate degree) from an accredited clinical program or regionally accredited college or university, or
- An Exception has been made by the Program Chair, with the approval of the Academic Dean.
 - The former DNP student who was academically dismissed from Baptist University and provides evidence of a change in circumstances that would optimally align with graduate program success may be considered for review by the Committee on Advanced Practice Program faculty on a case-by-case basis.
 - Academically dismissed students deemed appropriate for readmission will be provisionally admitted
 - The Provisional Admit is considered on Academic Probation until a minimum 3.00 GPA is achieved after completing 10 credit hours in the program
 - A minimum 3.0 GPA must be achieved after 10 graduate credits to be removed from Academic Probation and remain enrolled.

DNP students who were administratively dismissed are not eligible for readmission to the nursing graduate program.

Students granted readmission will enroll under the policies, procedures, and curriculum in place at the time of readmission.

AUDITING

Regularly, enrolled Baptist University students may audit courses. No academic credit will be awarded to students enrolled on this basis. Students must have the approval of the appropriate Academic Dean to audit a course.

Students auditing a course are not required to prepare assignments or papers or take examinations and do not participate in laboratory sessions.

A student may not change from a credit basis to audit or from audit to credit basis after the last day of registration. Fees for auditing will be assessed per credit hour for all courses. Courses taken as AUDIT will not be retroactively applied as credit courses.

CRIMINAL BACKGROUND CHECK

Students applying to all graduate programs must submit to and demonstrate satisfactory completion of a criminal background check as an enrollment requirement to Baptist University. A mandatory update must be completed prior to initial placement in a clinical course or internship. Students applying to completion programs who are practicing in the field in which they are applying and hold an unencumbered license are required to complete a full background check prior to entering clinicals. A private company approved by Baptist University will conduct the initial and pre-clinical background checks. The cost of the background check will be the responsibility of the student.

The criminal background check will include but is not limited to: National Criminal Database Search, National Sex Offender Search, Tennessee Abuse Registry, I-MED Level 3, County Criminal Records Search, Licensure, Certification and Designation.

Students who refuse to submit to a background check or refuse to allow Baptist University access to the report will be dismissed from Baptist University and will be ineligible for readmission. Those who do not pass the background check are afforded the opportunity to explain the circumstances surrounding the situation. If the student is ineligible for clinical placement/internship, he/she will be dismissed from Baptist University.

Students are required to sign a statement of disclosure acknowledging that the University may be requested to disclose the outcomes of background checks to clinical agencies during the course of the student's enrollment at Baptist University. Any convictions that occur after a background screen has been submitted must be reported to the Dean of Student Services.

Students who are not enrolled for more than one academic term will be considered withdrawn, and must apply for readmission to the University. Students must submit a background check prior to registration for classes.

At the time of admission to the University, all incoming students as part of enrollment requirements must complete a full background check as per instructions provided by Admissions. Exceptions include students in completion programs as noted in the above policy. These criminal background screens must be completed by the student's Orientation.

Graduate students entering clinicals or internships must complete a mandatory update prior to initial placement in a clinical course or internship. Students are notified the trimester before the start of clinicals or internships, and full instructions are sent via email from the Office of Student Services.

Pre-clinical background checks must be completed before the first day of clinicals. Students are notified the trimester before the start of clinicals, and full instructions are sent via email from the Office of Student Services.

Situations in which a person does not have a satisfactory background check will be reviewed on a case-by-case basis.

Convictions involving the following crimes, but not limited to these crimes, may serve to disqualify a person from being enrolled to the University, and if applicable, from participating in required clinical learning experiences:

- Any felony, whether listed below or not;
- Crimes involving drugs, including but not limited to unlawful possession or distribution;
- Crimes of physical violence to include any type of abuse (child, spousal, or of the elderly), abduction, such as kidnapping, manslaughter, murder, robbery, sexual crimes, possession of a restricted fire armor any related weapons offenses, assault and battery;
- Crimes against property, including but not limited to arson, theft of property and merchandise, vandalism, criminal trespass, larceny and burglary;
- Crimes showing dishonesty, including but not limited to fraud, forgery, deception or financial exploitation of any person or employer.

In the event of an adverse action prior to initial enrollment, Baptist University will notify the applicant to make an appointment with the Dean of Student Services to review the results of the background screening. In the event of an adverse action prior to entering clinicals or internships, Baptist University will notify the student to schedule an appointment with the Provost or designee to review the results of the background screen. The student must bring a copy of the report to the appointment. The Dean of Student Services or Provost (or designee) will review the results of the report and in consultation with any appropriate parties, determine if the student is eligible for enrollment or clinical placement.

In the event of an adverse action that is disclosed at any time during enrollment, Baptist University will notify the student to schedule an appointment with the Provost or designee. The Provost or designee will review the adverse action on a case-by-case basis, with the potential outcome of being dismissed from the University. In addition, if the student enrolled in a professional program is ineligible for clinical placement due to this adverse action, he/she will be dismissed from the professional program.

FINANCIAL AND BUSINESS SERVICES - FINANCIAL INFORMATION

Financial and Business Services Staff

Name	Title
Leanne Smith	Vice President, Financial and Business Services
Jane Smothers	Administrative Secretary, Financial and Business Services
April Tyson	Director, Financial and Business Services
Jessica Oliver	Accountant
Vacant	Coordinator, Student Accounts & Business Affairs
Vacant	Director, Financial Aid
Carly Schumann	Financial Aid Officer
Tanesha Nash	Financial Aid Officer
Theresy Yosef	Financial Aid Officer

GRADUATE TUITION AND FEES – 2022-2023	
Tuition - All Courses (per credit hour)	\$650.00
Audit Tuition – All Courses (50% of current tuition rate per credit hour)	\$325.00
Application Fee (all programs)	\$25.00
Assessment Fees (additional learning resources needed for student success in the course):	
Nursing	
NSG 701	\$100.00
NSG 711	\$75.00
NSG 713	\$175.00
NSG 721	\$150.00
NSG 810, NSG 814	\$735.00
NSG 820, NSG 824, NSG 830, NSG 834	\$600.00
NSG 850, NSG 860	\$655.00
Advanced Cardiac/ACLS Life Support (CPR) Fee:	
NSG 811	\$135.00
Enrollment Deposit	\$100.00
Graduation Fee - payable when registering for final Trimester	\$75.00
Health Services Fee (per Trimester)	\$70.00
ID Card or Parking Decal - Replacement (original - no charge)	\$10.00
Late Installment Payment Plan Fee	\$25.00
Late Registration Fee*	\$100.00
Parking Fees (per Trimester):	
Lot A (Campus Hub Lot, 1003 Monroe)	\$75.00

GRADUATE TUITION AND FEES – 2022-2023	
Lot A (Campus Hub Lot, 1003 Monroe) - residence hall students	\$25.00
Lots B,C,& D (Union Ave) (Madison/Pauline) (Health Sciences Bldg), (Collaboration Bldg), unrestricted parking	\$25.00
Parking Violations (per incident)	\$25.00
Preclinical Drug Testing (NSG 811, NSG 815)	\$55.00
Printing (250 additional pages)	\$12.50
Professional Liability Insurance (per term when enrolled in clinical courses)	\$7.00
Registration Change Fee (drop/change) per course dropped or changed	\$5.00
Returned Check Fee (or Credit Card Chargeback Fee)	\$25.00
Student Activity Fee (per credit hour, all courses)	\$5.00
Technology Fee (per credit hour, all courses)	\$50.00
Transcript Fee, per official transcript	\$10.00
Housing Fees **	
Housing, double occupancy, if available, per trimester	\$1664.00
Housing, single occupancy, if available, per trimester	\$2750.00
Food Services (per Trimester, if applicable)	\$300.00
Housing Application Fee (non-refundable)	\$100.00
Housing Deposit (refundable)	\$250.00

*The late registration fee is charged if registration and payment are not completed on or before the tuition and fee payment deadlines published in the Academic Calendar.

** Details regarding housing assignments and policies are in the Residence Hall Handbook.

OTHER COSTS

PROFESSIONAL LIABILITY INSURANCE

Students in the health professions are required to participate in various clinical learning experiences as a prerequisite to successful completion of programs of study. The clinical facilities where these learning experiences take place will only accept students who are covered by professional liability insurance. Accordingly, Baptist Health Sciences University has arranged to provide coverage meeting the required coverage standards to all students who are enrolled in clinical courses through Healthcare Providers Service Organization (HPSO). All Baptist Health Sciences University students enrolled in clinical courses must obtain coverage through HPSO, other personal liability insurance coverage notwithstanding.

The annual premium for this coverage will be \$21 and will be charged with student billing for tuition and fees.

MISCELLANEOUS COSTS

In addition to the expenses noted, the student is also responsible for the cost of books, supplies, uniforms, transportation and meals, as well as health insurance, health screenings and immunization expenses, assessment fees, criminal background checks, and licensing/certification fees.

DNP students are required to complete a drug screen as a requirement for enrollment and a mandatory update prior to initial placement in a clinical course. Students are responsible for the drug screen fee.

PAYMENT AND REFUND POLICIES

Baptist University reserves the right to make changes in costs at the beginning of any trimester by publication of the new rates for tuition, fees, and room rent three months in advance of the effective date. Changes in other fees, charges, or policies may be made by an announcement one month in advance of the effective date of the change.

PAYMENT OF TUITION AND FEES

All tuition, housing, and other fees must be paid in full during the designated registration days for each trimester before a student will be officially enrolled in classes. Payments may be made in cash, check, money order, or debit or credit cards. Registration is not complete for financial aid recipients until aid has been awarded and applied to all fees and all debt has been paid in full. Baptist University will not impose any penalty on covered individuals, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from Veteran Affairs under chapter 31 or 33, Title IV, state, and/or institutional aid. A late fee may be assessed on covered individuals receiving Title IV, state, and/or institutional aid if delayed disbursement is due to a student not fulfilling aid requirements timely. Students with delinquent accounts will be denied registration. Students must complete a financial responsibility agreement prior to registering each term.

Registration is subject to deletion and/or a late registration fee if all tuition, fees, and/or fee payment requirements for enrollment are not satisfied by the appropriate fee payment deadline. The installment payment plan is available to qualified students to help satisfy payment requirements by the appropriate fee payment deadline. A fee will be charged for each late installment payment. Late installment payment(s) are defined as payment(s) not received by the specified due date(s) indicated in the payment plan agreement and promissory note.

The installment payment plan is reserved for students based on the following:

- Good financial standing (Business Office)
- Good academic standing (Registrar's Office)
- No federal financial aid funds available (Direct Loans included)
- No eligibility for Parent PLUS Loan
- \$250.00 minimum balance

REFUND OF TUITION AND COURSE FEES

This policy applies to dropping a course or withdrawing from school:

- A student who withdraws from a course on or before the published tuition and fee payment date for the term in which they are enrolled will receive 100% tuition and course fee refund.
- A student who withdraws from a course after the published tuition and fee payment date for the term in which the student is enrolled through the change/add period specified for the course in which the student is enrolled will receive a **100% tuition refund only**.
- No tuition or fee refund will be processed after the change/add period specified for each course. Course fees are non-refundable after the published tuition and fee payment date for the term.
- A schedule of specific refund dates for each term will be published on the Baptist University website, distributed to all students via email each trimester and via course syllabi.
- All fees not related to a course are non-refundable.
- All refunds will be processed electronically or mailed.
- All other fees are non-refundable.

Return of Title IV (Federal Financial Aid) Funds:

The Higher Education Amendments of 1998 specifies that financial aid must be earned through class attendance. A student has not earned 100% of his/her financial aid until he/she has attended more than 60% of the term. If a financial aid recipient totally withdraws from school or drops all remaining courses, on or before the 60% point of the term, there is a portion of the financial aid that has not been earned. This unearned portion is repaid by both the student and the school based on a federal formula. The amount each student owes must be calculated based on the date of withdrawal or drop and the amount of financial aid received. Any unearned amounts are to be returned to Title IV financial aid programs in the appropriate order. Any amount remaining after the applicable programs have been fully repaid is returned to the student. Additionally, students who earn all failing grades must have "earned" the grades through attendance and poor performance. The Financial Aid office will reach out to all instructors to determine if the failing grades were earned or if the student stopped attending. If the failing grades were earned, there will not be a Return of Title IV Aid. If the failing grades were the result of attendance, the confirmed last date of attendance or the 50% date of the term will be used in the Return of Title IV calculation.

FINANCIAL AID

Financial Aid is designed to assist qualified students with the cost of their education. Federal Loans, Scholarships, Tuition Deferral and private education loans are awarded to graduate students who meet specific criteria. It is the responsibility of the applicant to comply with all policies regulating any financial aid for which he or she may qualify. Contact the Financial Aid Office for specific guidelines on each financial aid source. **All applicants must complete a Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov** If you have any questions about your eligibility please contact the Financial Aid Office.

Federal Direct Unsubsidized Loan

A fixed interest loan available to degree seeking students enrolled at least half-time, not based on financial need. The interest rate for new loans changes every July 1st and will be charged from the time the loan is disbursed until it is paid in full. The interest can be paid while the student is still in school. Repayment of principal and interest begins 6 months after graduation or enrollment ceases to be at least half-time.

Federal Direct PLUS Loan for Graduate Students

A credit-based, fixed interest loan available to graduate and professional students enrolled at least half-time, not based on financial need. The interest rate for new loans changes every July 1st and will be charged from the time the loan is disbursed until it is paid in full. The interest can be paid while the student is in school. Repayment of principle and interest begins 6 months after graduation or enrollment ceases to be at least half-time.

Scholarships:**Dr. Rose Temple Scholarship**

The Dr. Rose Temple Scholarships were established in 2018 for RN-BSN and DNP students. Dr. Temple has a true passion for education and served as one of the founders of the Baptist Health Sciences University. Serving over 20 years in different capacities of the Baptist Memorial Health Care system, she retired in 2005 as the President of the University.

Nursing Alumni Scholarship

This scholarship was established by alumni of the Baptist Memorial Hospital School of Nursing and continues to be funded by donations from alumni and friends of the Baptist Health Sciences University nursing program.

St. Joseph Hospital Nursing Scholarship

The St. Joseph Hospital Scholarships were established by the Sisters of St. Francis Health Services, Inc. in honor of the St. Joseph Hospital School of Nursing alumni. St. Joseph Hospital had trained more than 2,000 nurses from 1918 to 1998, when it closed its doors as part of a merger between St. Joseph Hospital and the Baptist Memorial Health Care system.

Susan Ferguson Scholarship

This scholarship was established by Ms. Ferguson who is the Vice President and System Chief Nurse Executive at Baptist Memorial Health Care.

Private Education Loans

Private educational loans, also known as Alternative Educational Loans, help bridge the gap between the actual cost of your education and any other assistance you may receive. These loans are credit based and can be borrowed from banks, credit unions, or online lending institutions. The bank or lender will set the interest rate, aggregate loan limit, terms and conditions of private loans.

TUITION DEFERRAL PROGRAM

Students of Baptist University enrolled in a professional program may be eligible to apply for participation in the Tuition Deferral Program depending on the workforce needs of the Baptist Corporation. In addition to workforce needs, selection criteria for participation will include such things as the student's academic record and the entrance interview. Students must interview and be selected to participate in this program.

For those students selected, Baptist University will defer tuition as specified in applicable agreements. Following graduation and licensure, Baptist Memorial Health Care Corporation (BMHCC) will hire program participants as full-time employees upon successful completion of the employment process. The agreement specifies that each participant will agree to work for Baptist while earning forgiveness each month of work during this work period. The tuition to be deferred and the corresponding work period may vary by major.

BAPTIST EMPLOYEE TUITION DISCOUNT

Baptist University provides a tuition only discount for eligible Baptist Memorial Health Care employees and eligible dependents enrolled at Baptist Health Sciences University. All current, full time employees in good standing, regardless of length of employment, and eligible dependents are eligible for the following discounts.

- 25% discount on undergraduate tuition only
- 10% discount on graduate tuition only

VETERAN EDUCATION BENEFITS

Veteran Education Benefits provide veterans, service members, or their qualified family member with funding to assist with all or some of the costs for school. Amounts of benefits vary with eligibility and enrollment status. A VA Enrollment Authorization Form must be submitted to the Financial Aid office each trimester to initiate enrollment certification with VA.

ACADEMIC INFORMATION & POLICIES

Academic Affairs Staff

Name	Title
Barry Schultz	Provost/Vice-President of Academic Affairs and Professor
Carolyn Greene	Administrative Assistant, Provost/Vice President's Office
Elizabeth Williams	Dean and Professor, Division of Allied Health
Cathy Stepter	Dean and Professor, Division of Nursing
Michelle McDonald	Dean and Associate Professor, Division of General Education and Health Studies
Cheryl Scott	IPE Simulation Coordinator
Vacant	Instructional Designer

Enrollment Management Staff

Name	Title
Tammy Fowler	Vice President, Enrollment Management and Student Affairs
Lisa Borden	Administrative Assistant
Erica Chandler	Director of Records/Registrar
Debbie Stafford	Academic Records Specialist
Rosie Holland	Academic Records Evaluator
Mary Margaret Freeman	Supervisor of Academic Success
Mellody Selph	Supervisor of Student Support Services
Kimberly Cunningham	Dean of Student Success and Blue Healer Success Center

DEGREE OFFERED

Baptist University offers a graduate program of study that leads to the Doctor of Nursing Practice degree with concentrations in Adult-Gerontology, Acute Care Nurse Practitioner, and Adult-Gerontology, Primary Care Nurse Practitioner.

DIRECTED STUDY COURSES

A directed study course is defined as a course that involves a learning contract between a faculty or program chair and a student for outcome achievement. All directed study courses must be approved by the dean of the division where the degree plan resides and dean of the division where the course resides.

The course can be offered as:

- A substitute for a course that is not offered in the desired term. The learning outcomes are the same as in the traditional course but may allow the student to work more independently and at a customized pace.
- A course designated for further study/research beyond what is offered in the regular curriculum. It provides the student with an opportunity to pursue/research a subject in more depth and in a more independent manner than would be possible in a regular course with the student's selected program of study. This may or may not count toward the major degree plan.
- A course designed as part of a delayed progression plan, to address specific learning objectives, but does not require a full repeat of a previously completed course or courses.
 - This course is not designated as part of the original degree plan and does not count toward the major, but is deemed necessary as part of a delayed progression plan.

Approval of any directed study course will be based upon whether the intended learning outcomes can be achieved through directed study and the availability of University resources to offer the course to an individual student. A directed study course may be initiated by program faculty as a part of a delayed progression plan and must be approved by the appropriate dean(s). The directed study must be done during a regularly scheduled academic term.

EXPERIMENTAL COURSES

An experimental course is defined as a new course designed by a faculty member and offered on a trial basis for a period of time not to exceed one academic year. Goals and learning outcomes of the experimental course are clearly defined and delineated in course syllabi.

UNIT OF CREDIT

Baptist University operates on a trimester calendar. The semester hour is the unit of credit. All credit hours assigned to courses by Baptist University comply with the federally described definitions of credit hours in terms of appropriate time spent per credit hour established in the SACSCOC Standard 4.9 Policy on Credit Hours. One semester hour for credit is earned for various types of learning activities, according to the following table:

Learning Activity	Clock Hours per Trimester
Classroom (Graduate)	1:1
Graduate Nursing Lab	5:1
Graduate Nursing Clinical	5:1

GRADING

A 4.0 quality-point system is employed at Baptist University. Grades are translated into quality points at the end of each trimester and used to determine the level of proficiency and rate of academic growth which characterizes each student's progress.

The following are the grades with their corresponding quality points:

Grade	Quality Points
A	4.0 pts
B	3.0 pts
C	2.0 pts
D	1.0 pts
F	0.0 pts
WF	0.0 pts
W*	
WP*	
I*	
IP*	
AU*	
P*	
S*	
U*	
NR*	

WF Withdraw Failing For courses offered during a full trimester, this symbol indicates that a student was making below passing ("B" for clinical/practicum/lab courses and "C" for non-clinical/practicum/lab courses) when he or she withdrew from a course after the 28th day of the trimester. A "WF" is considered a failure of the course. (Check the University's Academic Calendar for specific dates.) Any student who withdraws from a course after the 64th day of the trimester will automatically receive a "WF" for the course. For all other courses offered during academic terms of varying lengths, please refer to the course syllabus for withdrawal information.

D, F This grade indicates unsatisfactory completion of the course and results in program dismissal.

***The following symbols are approved for use in the cases indicated, but will not be included in determination of the grade point average:**

I Incomplete This symbol indicates that the student, for nonacademic reasons beyond his/her control, was unable to meet the full requirements of the course. All "I" grades must be removed within four weeks from the start of classes in the next trimester. Students with several "I" grades may be required to carry a reduced class load for the following trimester. "I" grades will be changed to "F" if they are not removed on schedule. Courses must then be repeated in order to earn credit.

IP In Progress If a student takes a course extending over more than one term and evaluation of performance is deferred until the end of the final term, provisional grades of IP (In Progress) are assigned in the intervening term(s). The provisional grades are replaced by one final grade when the full sequence is completed. Can only be used for course HSC 460.

W Withdraw For courses offered during a full trimester, this symbol indicates that a student withdrew from a course after the sixth day of the trimester and prior to the 28th day of the trimester. For all other courses offered during academic terms of varying lengths, please refer to the course syllabus for withdrawal information.

WP Withdraw Passing For courses offered during a full trimester, this symbol indicates that a student was passing the course ("B" for clinical/practicum/lab courses and "C" for non-clinical/practicum/lab courses) when she or he withdrew from a course dropped after the 28th day of the trimester and prior to the 64th day of the trimester. (Check the University's Academic Calendar for specific dates.) For all other courses offered during academic terms of varying lengths, please refer to the course syllabus for withdrawal information.

AU Audit This symbol indicates that a student was given permission to audit this course. After the last day of registration, students may not transfer from audit to credit or vice versa.

NR Not Recorded This symbol indicates that the grade has not yet been recorded.

P Pass This symbol indicates that a student was awarded credit by CEEB, CLEP, correspondence course or approved challenge exam with a "P" (pass) determination. In addition, this symbol is used to indicate that block credit has been awarded for completion degrees once a student has successfully completed the requirements indicated in the individual program policies. No quality points are awarded nor is the "P" credit included in GPA calculations.

S Satisfactory This symbol indicates that credit has been given for completion of degree requirements for a clinical course or other designated course.

U Unsatisfactory This symbol indicates unsatisfactory performance in an attempt to complete degree requirements for a clinical course or other designated course.

Each attempt of a course is reflected on the student's transcript.

CUMULATIVE GRADE POINT AVERAGE (GPA)

A student's cumulative grade point average, based only on the courses attempted at Baptist University, is determined by dividing the quality points by the hours for which the student has registered, excluding courses taken for no credit (AU), repeated courses, those from which the student has officially withdrawn while passing (WP), and those that were completed with the grades of P, S, U, or I. The most recent grade assigned in a course is the grade used in the calculation of grade point average.

GRADE REPORTS

Official grade reports are available via a secure student web portal at the end of every trimester and grades are posted on the student's permanent record approximately one week after the final examination period. Grades will not be available to students who have a non-approved financial indebtedness to Baptist University.

TRANSCRIPTS

A transcript is a copy of the academic record of all courses for which a student has registered. All transcript requests must be made through the National Student Clearinghouse at www.nationalstudentclearinghouse.com. There is a fee for each official transcript. Official transcripts bearing the Baptist University seal and signature of the Registrar can be sent to an employing agency or another educational institution. Unofficial copies of transcripts are only available to current students through the student web portal. Students may receive official copies of transcripts if requested, however, not all educational institutions will consider receipt of these transcripts as official. The Registrar's Office cannot issue transcripts from other colleges or institutions. No transcript will be issued for a student who has not met his/her financial obligation to Baptist University.

CLASSIFICATION OF STUDENTS

Full-Time/Part-Time. In order to be classified as full-time, a graduate student must carry at least an 8 credit hour load during an academic term (Spring, Summer and Fall). Students registering for 4-7 credit hours in an academic term are considered part-time. Students registering for 1-3 credit hours in an academic term are considered less than part-time.

ACADEMIC ADVISEMENT

The purpose of the academic advisement program is to provide academic guidance and support throughout the graduate experience. Once admitted to Baptist University, each graduate student will be assigned to a faculty advisor. A faculty advisor will guide the student in his/her academic progress until graduation. Students may request a change in faculty by contacting the Registrar's Office.

Students must schedule appointments with their faculty advisors to discuss courses before registration. DNP students may meet by phone, online, through email communication, or face-to-face with their advisor. Faculty availability will be communicated by each individual advisor.

DISTANCE EDUCATION

Online courses and blended courses are considered distance education courses at Baptist University. Types of online courses include total online courses and modified online courses. In a total online course, all instructional content is delivered exclusively through distance education where students and instructors are not in the same physical location. In a modified online course, the majority of the interaction between students and instructors and among students occurs through electronic means with some exceptions. Exceptions include; Full-term courses in which the instructor and students physically meet together for no more than two meetings, totaling less than six hours. Experiential learning opportunities, such as clinical, practicum, residency, or internship, provided that Baptist University has already obtained all the necessary professional and licensure approvals necessary (if any) to conduct the learning opportunity in the state, and No more than 10 students in the same academic program from each institution are physically present simultaneously at a single placement site unless a higher number is approved by the host state's portal agency. In blended courses, the majority of the interaction between students and instructors and among students occurs when students and instructors are not in the same place. Instruction and assessments may occur online, on campus, or in the clinical setting. Flex courses are not considered distance education courses. In a flex course, the majority of the interaction between students and instructors and among students occurs when students and instructors are in the same place. Total online, modified online, and blended courses will be assessed an online course fee per credit hour as appropriate and published in the University Catalog.

WITHDRAWAL FROM A COURSE

Students wishing to drop a class must formally withdraw from the class by following the procedure outlined by the Registrar's Office. Students must begin the process with the faculty advisor. A student discontinuing class attendance does not constitute a formal withdrawal. Without completing the process for dropping the course, the student will receive an "F" in the course.

REGISTRATION

An open registration period is scheduled before the beginning of each trimester. A student will be authorized to register only if he or she has met with his or her academic advisor. Fees must be collected according to the Payment of Tuition and Fees policy. A late fee is assessed for students not completing registration during open registration.

Changes in Registration. All changes in registration after the end of drop/add must have the approval of the Academic Advisor, Financial Aid Office, the Business Office, and be processed through the Registrar's Office. Students should consult the University's Academic Calendar for dates for adding or dropping classes. There is a fee for changes in registration after the end of drop/add period.

ATTENDANCE

Students are expected to be punctual and attend all planned learning experiences, both classroom and clinical. The student has professional accountability for meeting this expectation. Financial Aid eligibility may be affected by nonattendance in all scheduled courses.

Course-specific standards related to attendance are explained in each course syllabus in keeping with the standards and policies of Baptist University. Attendance may be included as a factor in calculating a student's final grade.

Regardless of the reason(s) for absence, the student is responsible for all work covered by the instructor during the absence, including timely submission of assignments. The instructor has the discretion to allow students to make up missed work in circumstances of reasonable absence.

Faculty are expected to participate in student attendance verification for financial aid purposes.

ACADEMIC INTEGRITY

Academic integrity is a commitment, even in the face of adversity, to the five basic principles: Honesty, Trust, Fairness, Respect, and Responsibility. Academic integrity is defined as implicit and explicit behaviors that exemplify honesty and truthfulness when presenting one's academic work. Academic integrity is further defined as constructive and ethical behaviors that are reflected in one's academic work. A student is expected to demonstrate academic integrity, respect for others and civility to remain in good standing with the University. Baptist University recognizes that lack of academic integrity may include, but is not limited to, cheating, plagiarism, collusion, falsifying data, personation, and ghosting.

The faculty member is responsible for maintaining an environment that is conducive to learning. When academic integrity is not upheld, the learning environment is disrupted. Faculty members have the authority to determine grading penalties for lack of academic integrity in their own courses; penalties and consequences pertaining to the final course grade will be outlined in the course section of the syllabus. Faculty members are responsible for reporting all incidents associated with academic integrity to the Academic Dean of their Division.

Students witnessing a lack of academic integrity are responsible for reporting all incidents to the appropriate faculty member in adherence with the University Honor Code. Students demonstrating a lack of academic integrity in any classroom, clinical work, or program progression requirements are subject to disciplinary action up to and including dismissal from the University. All students are expected to uphold the Honor Code of Baptist University

HONOR CODE

"In support of the Christian mission of Baptist University, I commit myself to honesty and integrity. I will not cheat, lie or commit plagiarism, and I will hold others accountable to these standards."

All students are expected to uphold the Honor Code of Baptist University and will be required to electronically accept the Honor Code Pledge during the online registration process.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS – DOCTOR OF NURSING PRACTICE

Good Academic Standing

- An unconditionally admitted student is considered in good academic standing in the DNP program as long as a cumulative grade point average (GPA) of 3.0 or better is maintained.
- A former DNP student remains in good academic standing if they have maintained a cumulative grade point average (GPA) of 3.0 or better, and they were not academically or administratively dismissed from the program.

Grading System

- The Baptist University Doctor of Nursing Practice faculty evaluate academic achievement and acquisition of skills and attitudes using the following grading scale A, B, C, D, F.
- Official grades for a DNP graduate student at Baptist University are recorded in the Office of the Registrar, in accordance with the University's grading/quality point system. Grades of "D" and "F" are non-passing grades.
- The grade point average (GPA) is calculated based on required courses completed at Baptist University. Grades earned in courses that are repeated are included in the calculation of the student's Baptist University GPA and reflected on the student's transcript. Grades in courses earned at another University will not be computed in the cumulative GPA.

Satisfactory Academic Progression in the Doctor of Nursing Practice (DNP) degree program

- Doctor of Nursing Practice degree students must attain a grade point average of 3.0 to progress to the subsequent term or to graduate.
- Students are required to complete all population-specific courses, clinical courses/practicums, and courses with a lab component, with a grade of "B" or higher.
- The grade point average (GPA) is calculated based on required courses completed at Baptist University.
- Grades earned in courses that are repeated are included in the calculation of the student's GPA. Grades earned at another institution will not be computed in the cumulative GPA.
- Faculty on the Committee on Advanced Practice Programs, in collaboration with the Program Chair or Dean of Nursing reviews any graduate student who earns a grade of Withdrew Failing "WF," Failing "D" or "F", or Incomplete "I."
- A student must demonstrate satisfactory behavior in professional areas deemed by faculty as being necessary for academic success and competency in clinical practice. Such areas may include ability to establish rapport with clients, ability to work effectively with members of the healthcare team, dependability, judgment, integrity, initiative and interest.
- Students must complete required clinical hours and meet clinical outcomes for courses to progress in the program. If a student changes his or her state of residency, Baptist University may not be able to arrange appropriate clinical experiences. Delay of progression may result and could necessitate students take a leave of absence or withdraw from the program if clinical experiences cannot be arranged.
- Delayed progression plans must be approved by the program chair and/or academic dean for satisfactory academic progression.
- Registered nurses must maintain an unencumbered Tennessee RN license or have unencumbered authority to practice as an RN via the multi-state privilege for the duration of the program. Individuals who are admitted to the DNP program based on licensure as an advanced practice nurse must maintain this licensure for the duration of the program. Failure to maintain licensure requirements will impact progression through the program.

Completion Time for DNP Graduate Study

- All degree requirements for the DNP program must be completed within 6 years of matriculating into the program. Certain coursework may be required to be repeated in order to meet testing criteria for advanced practice certification.
- Curricular changes may also require additional course work for students.

Academic Probation

- An unconditionally admitted student will be placed on academic probation when a student earns a cumulative grade point average that falls below a 3.0 or a grade of “WF.” Faculty on the Committee on Advanced Practice Programs will review students who meet these criteria.
 - An unconditionally admitted student on academic probation will be allowed 9 credit hours to raise the GPA to a 3.0 or higher. If the GPA is below 3.0 following these 9 credit hours, the student will be dismissed from the program. Academic probation serves as a notice to the DNP student that his/her continued enrollment in the DNP program is subject to the remedy of a GPA below 3.0.
- A provisionally admitted student is considered on academic probation upon admission
 - A provisionally admitted student will be limited to part-time enrollment.
 - A provisionally admitted student must achieve a minimum 3.0 GPA after completion of 10 credit hours
 - If the GPA requirement is not met or a grade of WF is earned, the student will be dismissed from the program.
- Students will be advised of their probationary status by letter with a copy distributed to their assigned academic advisor.
- A student on academic probation is not considered to be in good academic standing.

Removal of Academic Probation Status

- An unconditionally admitted student placed on academic probation for failure to achieve a cumulative GPA of 3.0 must achieve a cumulative GPA of 3.0 or better within the next 9 credit hours to remove the academic probation.
- A provisionally admitted student must achieve a cumulative GPA of 3.0 after they have completed a minimum of 10 graduate credits to remove the academic probation and remain enrolled.

Repeating Curriculum

Recommendations that a student repeat all or part of the curriculum may be made if any of the following conditions is present:

- Nonacademic circumstances: the presence of specific nonacademic circumstance(s) judged by the Committee on Advanced Practice Program as having an adverse effect on the student’s academic performance, and there is committee judgment that resolution of the identified circumstance will subsequently result in satisfactory performance by the student;
- Academic performance or leave of absence resulting in a delay in progression: Students may be required to repeat courses previously taken when, in the committee’s judgment, the time between course completion and re-entry into the program could jeopardize student progression or success on licensing or certification exam.
- Academic Performance: students may repeat one graduate course and count only the second grade as part of the graduate grade point average. Only one course may be repeated.

Academic Dismissal

- Dismissal will result when a DNP student earns a grade of “D” or “F” in any course; or two “WFs” during the course of their studies in the DNP program and/or failure to resolve probationary status.
- Dismissal will result when academic performance warrants a second course repeat.
- Dismissal will result when a DNP student fails to remove academic probation status.
- A student who is academically dismissed is no longer in good academic standing.

Administrative Dismissal

- At the discretion of the administrative officials of the University, a student may be administratively dismissed for cause including, but not limited to, violations of the Standards of Student Conduct, refusal to follow a directive from a University official, refusal to submit to drug testing, consistently refusing to abide by University procedures or acting in opposition to the Christian mission of the University.
- The University transcript will reflect that the student received an Administrative Dismissal, and a grade of “WP” or “WF” will be issued for each course according to the grade earned at the time of dismissal. The student is ineligible for readmission to the University.
- A student who is administratively dismissed is no longer in good academic standing.

PROGRESSION INTERRUPTION DUE TO MILITARY SERVICE

Students who are absent from Baptist Health Sciences University (Baptist University) due to required military service may be required to withdraw from enrollment. Such withdrawal will be in good standing, and a refund for that trimester will be made. Any refunds under this policy will adhere to Federal Financial Aid (Title IV) guidelines.

Students who are absent from Baptist University for a limited period of time due to required military service may be allowed to make up any work missed with the approval of the appropriate academic dean. The decision of the dean regarding make up work or withdrawal will be final.

Any student who withdraws under these guidelines will be allowed to reenroll in the program under the same academic status as when the student left. The program will readmit the student into the next class or classes in the student’s program beginning after the student provides notice of his or her intent to reenroll, unless the student requests a later date of readmission, or unusual circumstances require the institution to admit the student at a later date. Reenrollment must be within three years of the completion of service. Students will meet with the appropriate academic dean or program chair to develop a new progression plan toward their degree.

If the student is not prepared to resume where he or she left off, the University will make reasonable efforts to help him or her become prepared including, but not limited to, providing refresher courses or allowing the student to take a retest. The University is not required to readmit a student if it determines, after reasonable efforts, that the student is not prepared to resume the program at the point where he or she left off.

Students seeking reenrollment under this policy must submit notification of intent to reenroll to the Registrar prior to the term of planned attendance. Notification of intent to reenroll must be submitted to the University no later than three years after completion of the period of service. The cumulative length of all absences from the University for military service may not exceed five years.

Any student seeking reenrollment under this policy will be required to submit a copy of the official military orders requiring military service, or a letter from the military unit’s commanding officer delineating the dates of activation and release if the official orders are unavailable at the time of the student’s request. This documentation will be made a part of the student’s permanent record in the Registrar’s Office. The service member must be honorably discharged to qualify for veterans’ educational benefits.

WITHDRAWAL FROM UNIVERSITY

Students withdrawing from Baptist University for a time exceeding one trimester should obtain a “Complete Withdrawal Form” from the Registrar’s Office. Withdrawing students must confer with their academic advisor, the appropriate dean, the financial aid officer, and other identified University personnel to assure that all necessary procedures and paperwork are completed to meet institutional, state, and federal requirements.

Students in good academic standing who withdraw for a time period exceeding one trimester must apply for readmission. For more information, see the readmissions section in this Catalog.

LEAVE OF ABSENCE

A leave of absence is an interruption in progression, beyond the term limits for readmission that allows the student to remain in active status at Baptist University.

The student must be currently enrolled in classes or enrolled during the previous trimester. The student must document reasonable intent of returning. An expected date of return and a plan for completion of clinical and/or course work, approved by the academic dean of the division in which the student is enrolled, must be included. If the student is seeking leave based on experiencing a personal serious medical condition or injury which has impacted their satisfactory academic performance and ability to do academic work, the request must include documentation from a health care professional who has a primary role in the direct treatment of the student, such as a letter from the physician or health care professional, including a diagnosis, prognosis, treatment plan and expected leave period, including date of return. If a student's leave of absence request is related to circumstances created as a result of COVID-19 pandemic, the student or legal guardian completes the student data portion as well as providing a brief explanation of the circumstance(s) which prevents the student from completing the course(s) in the term, along with a revised progression plan. If currently enrolled, the leave must be requested prior to the last day to withdraw with a WP as stated on the academic calendar.

An approved leave of absence will not exceed one (1) academic year or three (3) trimesters. Progression in the program is based on space availability. The student will not be granted more than 2 leaves of absence during enrollment at the University. If the leave is approved, the student will receive a grade of "W" in all courses in which the student is currently enrolled. If the leave is not approved, absences will result in the student becoming inactive after two (2) full trimesters of not attending classes. Any student granted a Leave of Absence cannot be enrolled in any university courses during the leave period. If a student qualifies for a Leave of Absence and is on Academic Warning/Probation or any disciplinary status at the time of the request, when the student returns to Baptist University, the student will return on Academic Warning/Probation or any disciplinary status. Any financial obligations are addressed as per Baptist University and financial aid policies.

GRADUATE RESIDENCY REQUIREMENTS – DOCTOR OF NURSING PRACTICE

The minimum number of credit hours required to be taken in residence is established by Baptist University. Doctor of Nursing Practice Degree Program: Eighty-five (85%) of the degree credits must be obtained at Baptist University to meet residency requirements for graduation.

AWARDING DOCTOR OF NURSING PRACTICE DEGREE

Students may complete their degree requirements at the end of any academic term. Students must complete all degree requirements as designated by their major and complete residency requirements (see above).

COMMENCEMENT REQUIREMENTS

The following requirements must be met for a student to participate in the commencement ceremony:

- Completion of degree requirements for conferral
- Payment of the graduation fee at registration in the trimester of anticipated graduation.
- Satisfactorily meeting all financial obligations to Baptist University. All student loan borrowers must complete student loan exit counseling.

Since graduation is an important milestone for students, participation in the graduation ceremony is desired.

REQUEST FOR CHANGE IN FINAL EXAM TIME

Final examinations are expected of students in all courses. Students who have three (3) exams in one day or other extenuating circumstances may request that a final examination time be changed. Requests for change in final exam dates must be submitted in writing through email to the course faculty and the Dean. Requests must be received and approved two (2) weeks prior to the scheduled exam date, except in the case of an emergency. Please keep in mind that it is the students' responsibility to be knowledgeable of the University's final exam period (found on the *Baptist University Academic Calendar*), as well as the scheduled final exam dates and times specific to each enrolled course

BLUE HEALER STUDENT SUCCESS CENTER (BHSSC)

Blue Healer Student Success Center Staff

Name	Title
Dr. Kimberly Cunningham	Dean, Blue Healer Student Success Center
Mary Margaret Freeman	Academic Success Coaching Supervisor
Heather Bachor	Academic Success Coach
Vacant	Academic Success Coach
Vacant	Academic Success Coach
Eric Marcy	Academic Success Coach
DeAundre Williams	Academic Success Coach
Mellody Selph	Student Support Services Supervisor
Vacant	Internship Coordinator
Vacant	Writing & Tutor Center Coordinator
Molly Antoine	Library Supervisor
Tracy Simpson	Librarian
Lynn Anderson	Secretary

BHSSC MISSION

We will:

- provide quality academic support services
- foster a productive learning environment to help students become academically successful
- empower students to achieve their educational goals

ACADEMIC SUCCESS COACHING

The Student Academic Success Services (SASS) system allows faculty members to identify at-risk students and share information with advisors and other campus support staff. Academic Success Coaches quickly respond to alerts to prevent students from slipping through the cracks and allow for timely intervention. The SASS system serves as the primary database of notes and actions taken during coaching sessions and intervention meetings with Academic Success Coaches.

Academic Success Coaches work one-on-one with their assigned cohort student pool. In the initial coaching session with the student, the Academic Success Coach creates an Academic Success Plan. In subsequent coaching sessions, the Academic Success Coach reviews the student's plan and makes recommendations based on the discussion that takes place during the meeting.

All undergraduate students remain assigned to an Academic Success Coach for the remainder of their time at Baptist Health Sciences University. Students may request to meet with their assigned Academic Success Coach in subsequent terms as needed. The Academic Success Coach will intervene with their assigned student in subsequent terms if the student receives an Early Alert in the SASS system.

LEARNING CENTER

The Learning Center provides students with extra assistance necessary for academic success through the use of software programs, textbooks, models, and tutoring. Additional information can be found online on MyCampus under learning resources and at this link: https://mycampus.baptistu.edu/ICS/Learning_ResourcesLibrary/.

The Learning Center is available by ID badge access during regular Health Sciences Building hours. The hours may be subject to change. For additional information, contact 901-572-2570.

Day	Time
Monday - Friday	6:00 am – 10:30 pm
Saturday	6:00 am – 6:00 pm
Sunday	CLOSED

HEALTH SCIENCES LIBRARY

The Health Sciences Library is located on the first floor of the Main Campus Hub and supports both general education and professional studies. The physical library space is comprised of a full-service computer lab, a variety of comfortable work spaces, and total of eight study rooms. Resources include books, journals, and audiovisual materials. Additionally, the library provides access to four printers, two commercial copy machines, and two 3-D printers. Instruction is provided for free to all students, addressing topics such as how to effectively locate, evaluate, synthesize, and present information in an ethical manner.

Online resources, such as the library’s catalog, as well as, access to subject-specific LibGuides, e-books, streaming video collections, and, 46 online databases are also available for searching professional literature. Resources are accessible via links posted on MyCampus and Canvas. Students may also borrow print resources with the presentation of a student ID badge. Academic and professional books may be checked out for a period of two weeks, unless stated otherwise. Reference books are not circulated and may not be checked out.

To avoid delays with registration, grades or transcript requests, students need to ensure that they have no overdue materials or fines. The Library Loan Policy can be found on MyCampus under Library Resources:
https://mycampus.baptistu.edu/ICS/Learning_ResourcesLibrary/Library_Resources.jnz?portlet=Handouts.

TRANSITION AND RETENTION PROGRAMMING

The Academic Success Coaches collaborate with Student Services, Information Technology, and the General Education Division to create online and on-campus transition programming. The transition program’s primary goal is to equip students with the knowledge, skills, and abilities necessary to be engaged and successful learners. The Academic Success Coaches coordinate on-campus and virtual Academic Success Workshops on test-taking, study strategies, communication, technology, and time management skills for students.

TUTORING SERVICES

The Blue Healer Student Success Center offers a variety of tutoring programs to provide academic assistance that encourages, promotes, and fosters independent learning skills.

Types of Tutoring Services: Peer and Professional

- Individual Tutor Drop-In Sessions: Weekly scheduled hours for which no appointment is needed to see a tutor. Simply drop-in during the scheduled time.
- Group Tutor Sessions: Scheduled weekly, tutors are available to meet with students in small groups. No appointment needed.
- By Appointment Sessions: This is a one-on-one session with a tutor. Tutors list their availability and students can make an appointment to meet individually with them.
- Peer Tutoring occurs in individual and small group settings to emphasize the rich value of cooperative learning and reinforce time management skills. Our peer tutors are current Baptist Health Sciences University students who have already taken the course, have been approved by a faculty member, and have received training.
- Professional Tutors are available for our students that are identified as “at-risk” within their academic programs.

DIVISION OF NURSING

Administration

Name	Title
Cathy Stepter	Dean and Professor
Cheryl Johnson-Joy	Associate Dean and Professor
Vacant	Chair Graduate Program
Angel Boling	Chair Undergraduate Program, Assistant Professor
Brenda McMillen	Academic Operations Coordinator

Faculty

Name	Title
Ivy Anderson	Assistant Professor
Takeitha Chambers	Assistant Professor
Pam Cherry	Associate Professor
Felicia Cobbs	Assistant Professor
Angie Crow	Assistant Professor
Shannon Davenport	Assistant Professor
Darel Davis	Assistant Professor
Latonya Dowell	Assistant Professor
Christina Hillhouse	Assistant Professor
Kim Kennel	Associate Professor
Brandi Lambert	Assistant Professor
Louise Manasco	Assistant Professor
Sharon Markham	Assistant Professor
Angela Merritt	Assistant Professor
Anita Mobrak	Associate Professor
Demetric Osborn	Assistant Professor
Deborah Overton	Assistant Professor
Carla Renee Parker	Associate Professor
Kristie Peggins	Assistant Professor
Amanda Riley	Assistant Professor
Allyson Smith	Assistant Professor
Laritha Sweet	Associate Professor
Rita West	Associate Professor

PROGRAM MISSION

Congruent with the mission, vision, and values of Baptist University and the Division of Nursing, the nursing faculty are committed to providing doctoral level education for the advanced practice nurse.

PROGRAM VISION

To be distinguished regionally for innovation and excellence in nursing education that prepares nursing graduates to transform health care.

GOALS

The goals for Doctor of Nursing Practice education at Baptist University are to prepare professional nurses for advanced nursing practice who:

- Demonstrate advanced knowledge and skills in planning and health care delivery.
- Provide advanced practice person-centered care for diverse population foci along the health-illness continuum.
- Provide leadership to promote equity, inclusion and quality and safety.
- Provide leadership to multidisciplinary teams through analysis of critical health indicators to promote enhanced quality and stewardship of health care resources.
- Innovatively designs, manages, and evaluates policies and processes to effect desired change in integrated health care systems.
- Successfully pass the credentialing examination in their specific population foci.

CORE VALUES

The shared values of the learning community are:

- Integrity
- Professionalism
- Service as an expression of Christian Values
- Continuous Improvement

DOCTOR OF NURSING PRACTICE – PROGRAM LEARNING OUTCOMES

Upon completion of the Doctor of Nursing Practice Program, the graduate will be able to:

- Integrate, translate, and apply knowledge from nursing and other disciplines to distinguish professional nursing and form a basis for advanced-level clinical judgment.
- Provide person-centered care built upon a scientific body of knowledge to guide advanced-level nursing practice.
- Engage in advanced-level collaborative activities across the entire healthcare delivery continuum for the improvement of equitable population health outcomes.
- Generate, synthesize, translate, apply, and disseminate advanced-level nursing knowledge to improve health outcomes.
- Use advanced-level principles of safety and improvement science to enhance quality and minimize risk of harm to clients and others.
- Collaborate with clients and care team members to optimize equity in advanced-level care delivery, enhance the healthcare experience, and strengthen outcomes.
- Effectively and proactively coordinate resources within healthcare systems to provide safe, quality, and equitable advanced-level care to diverse populations.
- Use informatics processes and technologies to manage and improve the delivery of safe, high-quality, and efficient advanced-level healthcare services in accordance with best practice and professional and regulatory standards.
- Form and cultivate an advanced-level professional identity that reflects nursing's characteristics and values.
- Participate in activities and self-reflection that foster advanced-level personal, professional, and leadership development.

ACCREDITATION AND APPROVAL

The Doctor of Nursing Practice Program at Baptist University is granted full approval for the Adult-Gerontology Acute Care Nurse Practitioner and Adult-Gerontology Primary Care concentrations by the Tennessee Board of Nursing (Health Related Boards, 665 Mainstream Drive, Nashville, TN 37243, 1-615-532-5166, www.tn.gov/health).

The Doctor of Nursing Practice Program at Baptist University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, (202) 887-6791.

NURSING TECHNICAL STANDARDS FOR THE DOCTOR OF NURSING PRACTICE STUDENT

The following technical standards outline reasonable expectations of a student enrolled in an Advanced Practice Doctor of Nursing Practice program for the performance of common advanced nursing functions.*

Communication

Ability to communicate with a wide variety of people, and the ability to be easily understood. Reading, writing, recording and documenting patient information required. Ability to effectively demonstrate appropriate interactions and communicate significant examination findings to other healthcare professionals, patients, and families.

Analytical Skills/Critical Thinking

Analytical skills sufficient to appropriately assess and record subjective and objective findings, process information, transfer knowledge from one situation to another, and prioritize tasks. Critical thinking ability sufficient to accurately analyze alterations in functional patterns. Analytical skill sufficient for advanced use of the nursing process that includes: advanced level assessments, client counseling and education, appropriate prescription therapy, demonstration of self-care skills and evaluation of appropriate plans of action for diagnosed problems.

Hearing

Auditory ability sufficient to assess and respond to patient needs, to detect and respond to alarms, emergency signals, and cries for help.

Vision

Visual ability sufficient for observation to appropriately assess and record systematic health history and physical examinations, review and input data in the electronic medical record, and perform advanced skills. .

Tactile

Tactile ability sufficient to conduct appropriate systematic and complete patient assessments and operation of equipment.

Mobility

Physical ability, flexibility, strength and stamina sufficient to provide safe and effective care.

Fine Motor Skills

Fine motor abilities sufficient to provide safe and effective care.

Behavioral

Emotional and mental health that allows for the establishment of therapeutic boundaries, to perform multiple tasks concurrently and to handle unique situations, stress, and strong emotions.

*Students who have accessibility questions or who need accommodations should contact the Section 504/ADA Academic Coordinator, via email to Access.Services@BaptistU.edu or call 901-572-2554.

PROGRAM ACADEMIC GUIDELINES

GRADUATE STUDENT TRANSFERS

Students who are transferring from any other accredited graduate nursing program must submit a letter of good standing from the dean/director of the previous program and a college transcript verifying passing grades of a "B" or better in the graduate nursing courses. Before transfer credit is considered, a course syllabus must be provided for review by the academic dean. Applicants with less than a "B" received from another institution in a graduate nursing course will not be eligible for transfer credit consideration.

CPR/ACLS CERTIFICATION

All students must maintain CPR certification throughout program enrollment.

Adult-Gerontology Acute Care students are required to participate in the Advanced Cardiac Life Support (ACLS) class Baptist University offers to provide evidence of recent certification. Evidence of current ACLS certification must be provided to progress in the adult-gerontology acute care clinical nursing courses.

CRIMINAL BACKGROUND CHECK AND DRUG SCREEN

All Doctor of Nursing Practice students must demonstrate satisfactory completion of criminal background check and drug screen as a requirement for enrollment to Baptist University. A mandatory update of the criminal background check and drug screen must be completed prior to beginning clinical courses. Criminal background check and drug screens are conducted through Baptist University Student Services.

IMMUNIZATION AND EDUCATIONAL REQUIREMENTS

Baptist University is committed to education and practices which contribute to preventing illness and maintenance of health. It is expected that degree-seeking students admitted to the University will have met the immunization requirements for enrollment and appropriate requirements for clinical settings.

Immunization requirements for enrollment:

- Documentation of immunity for measles, mumps, rubella, chicken pox (varicella), tetanus, diphtheria, pertussis; negative TB screening; and initiation of Hepatitis B series.
- Documentation of meningitis immunization for students living in campus housing under the age of 22.
- Documentation of COVID-19 immunization.
- Documentation of flu immunization.

Immunization requirements prior to the start of clinical courses:

- Completion of Hepatitis B series unless documented medical reason given. The University's Immunization Exemption form must be completed in this instance.
- Documentation of current tuberculosis skin test at time of enrollment and annually thereafter.
- Documentation of negative urine drug screen prior to entrance into clinical coursework.
- Documentation of flu immunization.

Educational requirements prior to the start of clinical courses:

- Orientation to the health care environment, including facility-specific and program-specific educational requirements, as applicable.

TRANSPORTATION

Reliable transportation to, from, and during all clinical and field experiences is the responsibility of the student.

CERTIFICATION

Students who successfully complete the Doctor of Nursing Practice program are eligible to take the corresponding certification exams for advanced practice. Students completing the Adult-Gerontology Acute Care Nurse Practitioner concentration are eligible to take the American Nurses Credentialing Center and the American Association of Critical Care Nurses exams. Students completing the Adult-Gerontology Primary Care Nurse Practitioner concentration are eligible to take the American Nurses Credentialing Center and the American Academy of Nurse Practitioners exams.

DEGREE REQUIREMENTS FOR THE POST-BSN TO DOCTOR OF NURSING PRACTICE

Adult-Gerontology Acute Care Nurse Practitioner Concentration

Course #	Course Title	Credit Hours
NSG 701	Theoretical Foundations for Advanced Practice Nursing	3
NSG 702	Biostatistics for Advanced Practice Nursing	3
NSG 703	Epidemiology	3
NSG 711	Advanced Physiology/Pathophysiology	3
NSG 712	DNP Advanced Practice Role	2
NSG 713	Advanced Nursing Health/ Physical Assessment	4
NSG 721	Advanced Pharmacology	4
NSG 722	Nursing Leadership & Ethics for Quality Improvement and Safety	3
NSG 723	Evidence-based & Translational Methods for Practice	3
NSG 801	Population Health, Practice and Technology	2
NSG 802	Healthcare Economics and Finance for Advanced Practice	2
NSG 803	Health Care Policy	2
NSG 810	Acute Care Adult-Gerontology I	3
NSG 811	Acute Care Adult-Gerontology Clinical Practicum I	2
NSG 812	Acute Care Adult-Gerontology Clinical Seminar I	1
NSG 820	Acute Care Adult-Gerontology II	3
NSG 821	Acute Care Adult-Gerontology Clinical Practicum II	3
NSG 822	Acute Care Adult-Gerontology Clinical Seminar II	1
NSG 830	Acute Care Adult-Gerontology III	3
NSG 831	Acute Care Adult-Gerontology Clinical Practicum III	3
NSG 832	Acute Care Adult-Gerontology Clinical Seminar III	1
NSG 833	DNP Project: Development	1
NSG 850	DNP Synthesis Practicum I	3
NSG 851	DNP Project: Implementation	1
NSG 860	DNP Synthesis Practicum II	3
NSG 861	DNP Project: Analysis and Dissemination	1
Total Hours:		63

DEGREE REQUIREMENTS FOR THE POST-BSN TO DOCTOR OF NURSING PRACTICE

Adult-Gerontology Primary Care Nurse Practitioner Concentration

Course #	Course Title	Credit Hours
NSG 701	Theoretical Foundations for Advanced Practice Nursing	3
NSG 702	Biostatistics for Advanced Practice Nursing	3
NSG 703	Epidemiology	3
NSG 711	Advanced Physiology/Pathophysiology	3
NSG 712	DNP Advanced Practice Role	2
NSG 713	Advanced Nursing Health/ Physical Assessment	4
NSG 721	Advanced Pharmacology	4
NSG 722	Nursing Leadership & Ethics for Quality Improvement and Safety	3
NSG 723	Evidence-based & Translational Methods for Practice	3
NSG 801	Population Health, Practice and Technology	2
NSG 802	Healthcare Economics and Finance for Advanced Practice	2
NSG 803	Health Care Policy	2
NSG 814	Primary Care Adult-Gerontology I	3
NSG 815	Primary Care Adult-Gerontology Clinical Practicum I	2
NSG 816	Primary Care Adult-Gerontology Clinical Seminar I	1
NSG 824	Primary Care Adult-Gerontology II	3
NSG 825	Primary Care Adult-Gerontology Clinical Practicum II	3
NSG 826	Primary Care Adult-Gerontology Clinical Seminar II	1
NSG 833	DNP Project: Development	1
NSG 834	Primary Care Adult-Gerontology III	3
NSG 835	Primary Care Adult-Gerontology Clinical Practicum III	3
NSG 836	Primary Care Adult-Gerontology Clinical Seminar III	1
NSG 850	DNP Synthesis Practicum I	3
NSG 851	DNP Project: Implementation	1
NSG 860	DNP Synthesis Practicum II	3
NSG 861	DNP Project: Analysis and Dissemination	1
Total Hours:		63

DEGREE REQUIREMENTS FOR THE POST-MASTERS TO DOCTOR OF NURSING PRACTICE ADULT-GERONTOLOGY ACUTE CARE NURSE PRACTITIONER CONCENTRATION

Course #	Course Title	Credit Hours
NSG 701 *	Theoretical Foundations for Advanced Practice Nursing	3
NSG 702	Biostatistics for Advanced Practice Nursing	3
NSG 703	Epidemiology	3
NSG 711 *	Advanced Physiology/Pathophysiology	3
NSG 712 *	DNP Advanced Practice Role	2
NSG 713 *	Advanced Nursing Health/ Physical Assessment	4
NSG 721 *	Advanced Pharmacology	4
NSG 722	Nursing Leadership & Ethics for Quality Improvement and Safety	3
NSG 723	Evidence-based & Translational Methods for Practice	3
NSG 801	Population Health, Practice and Technology	2
NSG 802	Healthcare Economics and Finance for Advanced Practice	2
NSG 803	Health Care Policy	2
NSG 810	Acute Care Adult-Gerontology I	3
NSG 811	Acute Care Adult-Gerontology Clinical Practicum I	2
NSG 812	Acute Care Adult-Gerontology Clinical Seminar I	1
NSG 820	Acute Care Adult-Gerontology II	3
NSG 821	Acute Care Adult-Gerontology Clinical Practicum II	3
NSG 822	Acute Care Adult-Gerontology Clinical Seminar II	1
NSG 830	Acute Care Adult-Gerontology III	3
NSG 831	Acute Care Adult-Gerontology Clinical Practicum III	3
NSG 832	Acute Care Adult-Gerontology Clinical Seminar III	1
NSG 833	DNP Project: Development	1
NSG 850	DNP Synthesis Practicum I	3
NSG 851	DNP Project: Implementation	1
NSG 860	DNP Synthesis Practicum II	3
NSG 861	DNP Project: Analysis and Dissemination	1
Total Hours:		63

*Up to 16 hours of block credit can be awarded based upon an individual Gap Analysis. A Gap Analysis will be completed on each applicant. Block credit will be considered for the following courses: NSG 701, NSG 711, NSG 712, NSG 713 and NSG 721.

If current in advanced nursing practice, applicant will not have to repeat advanced pathophysiology or advanced health assessment. Advanced Pharmacology will need to be repeated for any courses > 5 years old.

Transfer credit may be considered for up to 9 credit hours, according to the transfer credit policy.

**DEGREE REQUIREMENTS FOR THE POST-MASTERS TO DOCTOR OF NURSING PRACTICE
ADULT-GERONTOLOGY PRIMARY CARE NURSE PRACTITIONER CONCENTRATION**

Course #	Course Title	Credit Hours
NSG 701 *	Theoretical Foundations for Advanced Practice Nursing	3
NSG 702	Biostatistics for Advanced Practice Nursing	3
NSG 703	Epidemiology	3
NSG 711 *	Advanced Physiology/Pathophysiology	3
NSG 712 *	DNP Advanced Practice Role	2
NSG 713 *	Advanced Nursing Health/ Physical Assessment	4
NSG 721 *	Advanced Pharmacology	4
NSG 722	Nursing Leadership & Ethics for Quality Improvement and Safety	3
NSG 723	Evidence-based & Translational Methods for Practice	3
NSG 801	Population Health, Practice and Technology	2
NSG 802	Healthcare Economics and Finance for Advanced Practice	2
NSG 803	Health Care Policy	2
NSG 814	Primary Care Adult-Gerontology I	3
NSG 815	Primary Care Adult-Gerontology Clinical Practicum I	2
NSG 816	Primary Care Adult-Gerontology Clinical Seminar I	1
NSG 824	Primary Care Adult-Gerontology II	3
NSG 825	Primary Care Adult-Gerontology Clinical Practicum II	3
NSG 826	Primary Care Adult-Gerontology Clinical Seminar II	1
NSG 833	DNP Project: Development	1
NSG 834	Primary Care Adult-Gerontology III	3
NSG 835	Primary Care Adult-Gerontology Clinical Practicum III	3
NSG 836	Primary Care Adult-Gerontology Clinical Seminar III	1
NSG 850	DNP Synthesis Practicum I	3
NSG 851	DNP Project: Implementation	1
NSG 860	DNP Synthesis Practicum II	3
NSG 861	DNP Project: Analysis and Dissemination	1
Total Hours:		63

*Up to 16 hours of block credit can be awarded based upon an individual Gap Analysis. A Gap Analysis will be completed on each applicant. Block credit will be considered for the following courses: NSG 701, NSG 711, NSG 712, NSG 713 and NSG 721.

If current in advanced nursing practice, applicant will not have to repeat advanced pathophysiology or advanced health assessment. Advanced Pharmacology will need to be repeated for any courses > 5 years old.

Transfer credit may be considered for up to 9 credit hours, according to the transfer credit policy.

NURSING COURSE DESCRIPTIONS-DOCTOR OF NURSING PRACTICE

NSG 701 Theoretical Foundations for Advanced Practice Nursing (3)

Expands upon knowledge from the humanities and nursing sciences with emphasis on critical analysis of data and evidence for improving advanced practice nursing. Explores research translation to improve practice processes through application of ethically sound solutions to a variety of complex population health issues. Identifies clinical practice problems and change solutions.

NSG 702 Biostatistics for Advanced Practice Nursing (3)

Introduces concepts and methods of descriptive and inferential statistics with emphasis on application to the health professions through critical appraisal of published epidemiological and clinical studies relevant to advanced practice nursing.

NSG 703 Epidemiology (3)

Presents an overview of epidemiological determinants of disease incidence and occurrence with a focus on disease/injury patterns and prevention strategies for population groups utilizing epidemiological methods and data-based programs.

NSG 711 Advanced Physiology/Pathophysiology (3)

Explores the effects of illness that one or more body systems have on the whole person based on concepts of clinical physiology and research literature related to pathophysiology of various body systems. Examines appropriate screening and diagnostic laboratory evaluation methods including genetics and genomics.

NSG 712 Advanced Practice Role (2)

Examines the professional role of the advanced practice nurse as a licensed independent practitioner and in interprofessional collaboration utilizing The Scope and Standards for Specialty Practice and the ANA's Principles for Advanced Practice Authority. Identifies legislative and regulatory efforts toward APRN full practice authority as well as current issues and trends at both state and national levels. Examines program planning and evaluation methods.

NSG 713 Advanced Nursing Health/Physical Assessment (4)

Further develops and integrates the health assessment competencies of interviewing, performing and documenting comprehensive and episodic health histories and physical examinations. Students will identify risk factors, incorporate health promotion and disease prevention strategies, formulate differential diagnoses and begin treatment plans for acute and chronic illnesses. Techniques in physical examination, performance exams and utilization of virtual patients are integrated in a lab practicum. Three credit hours theory, one credit hour lab.

NSG 721 Advanced Pharmacology (4)

Expands upon previously learned pharmacological principles needed for advanced practice nursing with a focus on pharmacotherapeutics for selected drug classifications and clinical decision-making skills essential for safe and effective pharmacotherapy intervention. Introduces prescriptive authority for the advanced practice nurse.

NSG 722 Nursing Leadership & Ethics for Quality Improvement & Safety (3)

Examines the leadership roles and competencies of the advanced practice nurse to initiate and guide change for improved health care outcomes. Discusses leadership role in effective program planning and evaluation. Negotiation, consensus building and partnering skills are applied.

NSG 723 Evidence-based & Translational Methods for Practice (3)

Critically analyzes data and evidence for improving advanced practice. There is specific emphasis on the skills of inquiry, translating research and other forms of knowledge to improve practice processes and outcomes. Clinical guidelines for individualized application into practice are explored. Expands idea development related to clinical practice problem identification.

NSG 801 Population Health, Practice and Technology (2)

Examines approaches to health care delivery that address the needs of various populations with a focus on prevention, quality of health care, diversity and patient safety. Information systems applied to nursing and healthcare are integrated. Evaluation of care delivery models using concepts related to community, environmental and occupational health, as well as cultural and socioeconomic dimensions of care are examined. The advanced practice student has the opportunity to incorporate strategies that support sensitivity to diverse organizational cultures and populations using a case-based approach.

NSG 802 Healthcare Economics and Finance for Advanced Practice (2)

Focuses on the application of healthcare economics and finance theory, including analysis of factors influencing systems, structure, and process. Skills in financial management, including budget preparation and tailoring budgets to changes in health policy at the local, state, and national level are examined. Competency in utilizing and applying finance tools and measures for analysis and reporting are developed through use of case studies common to advanced practice nursing.

NSG 803 Health Care Policy (2)

Focuses on the principles of ethics, law and policy impacting healthcare delivery systems and consumers. Investigative methods for advanced practice nurses to influence health policy development are examined.

NSG 810 Acute Care Adult-Gerontology I (3)

This is the first of three advanced nursing science theoretical courses for the preparation of the adult-gerontology acute care nurse practitioner. This course focuses on the adult-gerontology acute care nurse practitioner's independent and interprofessional contributions to health, wellness, and health promotion among populations commonly served. Assessment, differential diagnosis and management of the adult and older-adult population experiencing acute illness or injury are examined. *Prerequisites: All 700 level courses; Co-requisites: NSG 811 and NSG 812.*

NSG 811 Acute Care Adult-Gerontology Clinical Practicum I (2)

This is the first of three clinical courses for the preparation of the adult-gerontology acute care nurse practitioner. The focus of this practicum is on the development and refinement of clinical appraisal and diagnostic skills utilized to obtain relevant comprehensive histories and physicals in the adult and older-adult population. Emphasis will be on the role of the adult-gerontology acute care nurse practitioner as a collaborative member of the inter-professional health care team.

NSG 812 Acute Care Adult-Gerontology Seminar I (1)

This is the first of three seminars designed for the study of clinical problems encountered in the clinical area of advanced practice. Application of the scope and standards of specialty practice, application of evidence-based practices, and development of techniques for nursing interventions are emphasized.

NSG 814 Primary Care Adult-Gerontology I (3)

This is the first of three advanced nursing science theoretical courses for the preparation of the adult-gerontology primary care nurse practitioner. This course focuses on the adult-gerontology primary care nurse practitioner's independent and inter-professional contributions to provide adult primary care services across the continuum of care from wellness to illness, including preventive, chronic, and acute care. Assessment, differential diagnosis and management of the adult and older-adult population experiencing primary illness or injury are examined. *Prerequisites: All 700 level courses; Co-requisites: NSG 815 & NSG 816*

NSG 815 Primary Care Adult-Gerontology Clinical Practicum I (2)

This is the first of three clinical courses for the preparation of the adult-gerontology primary care nurse practitioner. The focus of this practicum is on the development and refinement of clinical appraisal and diagnostic skills utilized to obtain relevant comprehensive histories and physicals in the adult and older-adult population. Emphasis will be on the role of the adult-gerontology primary care nurse practitioner as a collaborative member of the inter-professional health care team.

NSG 816 Primary Care Adult-Gerontology Seminar I (1)

This is the first of three seminars designed for the study of clinical problems encountered in the primary care clinical area of advanced nursing practice. Application of the scope and standards of specialty practice, application of evidence-based practices, and development of techniques for nursing interventions are emphasized.

NSG 820 Acute Care Adult-Gerontology II (3)

This is the second of three advanced nursing science theoretical courses for the preparation of the adult-gerontology acute care nurse practitioner. The focus is on the refinement and synthesis of independent critical thinking and clinical reasoning skills used by the advanced practice nurse. Advanced diagnostics and the management of critically ill adult and older-adult populations, experiencing complex acute and unstable conditions are examined. Active collaboration with the interprofessional health care team in planning for transitions across the continuum of care is actualized. *Prerequisite: NSG 810; Co-requisites: NSG 821 and NSG 822.*

NSG 821 Acute Care Adult-Gerontology Clinical Practicum II (3)

This is the second of three advanced nursing clinical experiences for the preparation of the adult-gerontology acute care nurse practitioner. The practicum component of this course provides the nurse practitioner student the opportunity to develop and apply independent knowledge and skills in a variety of acute critical care subspecialties. The focus is on refining assessment, diagnosis and treatment plans needed by the advanced practice nurse to provide care to critically ill adult and older-adult patients and families in collaboration with the inter-professional health care team. Advanced skills, including the use of high tech decision aids that promote physiologic stability are examined.

NSG 822 Acute Care Adult-Gerontology Seminar II (1)

This is the second of three seminars designed for the study of clinical problems encountered in the clinical area of advanced practice. Application of the scope and standards of specialty practice, application of evidence-based practices, interprofessional collaboration and development of techniques for nursing interventions are emphasized.

NSG 824 Primary Care Adult-Gerontology II (3)

This is the second of three advanced nursing science theoretical courses for the preparation of the adult-gerontology primary care nurse practitioner. The focus is on the refinement and synthesis of independent critical thinking and clinical reasoning skills used by the advanced practice nurse. Primary care services across the continuum of care from wellness to illness, including preventive, chronic and acute care for young and older adults are examined. Coordination of additional necessary health services beyond the AGPCNP's area of expertise are explored. *Pre-requisite: NSG 814; Co-requisites: NSG 825 & 826*

NSG 825 Primary Care Adult-Gerontology Clinical Practicum II (3)

This is the second of three advanced nursing clinical experiences for the preparation of the adult-gerontology primary care nurse practitioner. The practicum component of this course provides the nurse practitioner student the opportunity to develop and apply independent knowledge and skills in adult primary care. The focus is on refining assessment, diagnosis and treatment plans needed by the advanced practice nurse to provide care from wellness to illness, including preventive, chronic and acute care for adult and older-adult patients and families. Specialized advanced nursing skills in primary care are examined.

NSG 826 Primary Care Adult-Gerontology Seminar II (1)

This is the second of three seminars designed for the study of clinical problems encountered in the primary care clinical area of advanced nursing practice. Application of the scope and standards of specialty practice, application of evidence-based practices, and development of techniques for nursing interventions are emphasized.

NSG 830 Acute Care Adult-Gerontology III (3)

This is the third of three advanced nursing science theoretical courses for the preparation of the adult-gerontology acute care nurse practitioner. The focus is on the synthesis of critical thinking and clinical reasoning skills used by the APN to provide advanced nursing practice core competencies. Focus continues on the advanced diagnostics, management of the adult and older-adult population with complex acute and unstable conditions, and inter-professional collaboration. *Prerequisite: NSG 820; Co-requisites: NSG 831 and NSG 832.*

NSG 831 Acute Care Adult-Gerontology Clinical Practicum III (3)

This is the third of three advanced nursing clinical practice experiences for the preparation of the adult-gerontology acute care nurse practitioner. The practicum component of this course provides the nurse practitioner student the opportunity to develop and apply independent knowledge and skills in a selected acute critical care subspecialty. The focus is on refining assessment, diagnosis and treatment plans needed by the advanced practice nurses to provide care to critically ill adult and older adult patients and families in collaboration with the inter-professional health care team.

NSG 832 Acute Care Adult-Gerontology Seminar III (1)

This is the third of three seminars designed for the study of clinical problems encountered in the clinical area of advanced practice. Application of the scope and standards of specialty practice, application of evidence-based practices, interprofessional collaboration and development of techniques for nursing interventions are emphasized.

NSG 833 DNP Project: Development (1)

Designed to assist the student in the development of the DNP scholarly proposal. Cannot be taken prior to NSG 850. *Pre-requisite: NSG 830*

NSG 834 Primary Care Adult-Gerontology III (3)

This is the third of three advanced nursing science theoretical courses for the preparation of the adult-gerontology primary care nurse practitioner. The focus is on the refinement and synthesis of independent critical thinking and clinical reasoning skills used by the advanced practice nurse. Primary care services across the continuum of care from wellness to illness, including preventive, chronic and acute care for young and older adults are examined. Coordination of additional necessary health services beyond the AGPCNP's area of expertise are further emphasized. *Pre-requisite: NSG 824; Co-requisites: NSG 835 and NSG 836*

NSG 835 Primary Care Adult-Gerontology Clinical Practicum III (3)

This is the third of three advanced nursing clinical experiences for the preparation of the adult-gerontology primary care nurse practitioner. The practicum component of this course provides the nurse practitioner student the opportunity to develop and apply independent knowledge and skills in adult primary care. The focus is on refining assessment, diagnosis and treatment plans needed by the advanced practice nurse to provide care from wellness to illness, including preventive, chronic and acute care for adult and older-adult patients and families. Collaboration, coordination, and advanced specialty skill competencies are emphasized.

NSG 836 Primary Care Adult-Gerontology Clinical Seminar III (1)

This is the third of three seminars designed for the study of clinical problems encountered in the clinical area of advanced practice. Application of the scope and standards of specialty practice, application of evidence-based practices, interprofessional collaboration and development of techniques for nursing interventions are emphasized.

NSG 850 DNP Synthesis Practicum I (3)

This is the first of two clinical residencies focusing on the development and refinement of the leadership skills of the advanced practice nurse at the doctoral level. This residency enhances the student's ability to apply theories, standards of practice and evidence-based research to the care of selected patient populations, to improve practice and health care delivery systems. *Pre-requisite: NSG 830 or NSG 834.*

NSG 851 DNP Project: Implementation (1)

Designed to assist the student with clinical investigation skills associated with their scholarly project. *Pre-requisite: NSG 833*

NSG 860 DNP Synthesis Practicum II (3)

This is the second of two clinical residencies for the preparation of advanced practice nurses with the practice doctorate. The focus is on the synthesis of the leadership skills needed by the advanced practice nurse. This residency enhances the student's ability to apply theories, standards of practice and evidence-based research and scholarship to decrease risk and improve health care outcomes for selected patient populations. *Must be taken last trimester. Prerequisite: NSG 850.*

NSG 861 DNP Project: Analysis and Dissemination (1)

Designed to assist the student with the analysis and dissemination of evidence of inquiry to diverse audiences, using a variety of methods. *Pre-requisite: NSG 851.*

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