



Bachelor of Science in Nursing RN-to-BSN Student Handbook 2018-2019



Rogers State University

This Student Handbook is in support of the annual Rogers State University Bulletin (www.rsu.edu/bulletin) and the Rogers State University Student Code (www.rsu.edu/StudentConduct).

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Welcome to the Rogers State University Nursing Program

Included in this handbook are the Nursing Program's philosophy and framework for the Bachelor of Science Degree Nursing Program, departmental policies and information that will be useful to you during your educational experiences. These policies ensure that the rights and responsibilities of all involved are clearly stated and protected.

The nursing faculty adheres to the policies and information in this handbook and reserves the right to make changes through committee action. Please keep informed.

Best wishes as you pursue your Bachelor of Science Nursing degree.

RSU Nursing Faculty

Philosophy Statements

Rogers State University Mission Statement and Purposes

Who We Are

Rogers State University is a regional university, located in northeastern Oklahoma, governed by the Board of Regents of the University of Oklahoma within a state system coordinated by the Oklahoma State Regents for Higher Education. As a university, we are committed to the preservation, transmission, and advancement of knowledge.

Our Mission

Our mission is to ensure students develop the skills and knowledge required to achieve professional and personal goals in dynamic local and global communities. Our commitments, which support the RSU mission, are as follows:

1. To provide quality associate, baccalaureate, and graduate degree opportunities and educational experiences which foster student excellence in oral and written communications, scientific reasoning, and critical and creative thinking.
2. To promote an atmosphere of academic and intellectual freedom and respect for diverse expression in an environment of physical safety that is supportive of teaching and learning.
3. To provide a general liberal arts education that supports specialized academic programs and prepares students for lifelong learning and service in a diverse society.
4. To provide students with a diverse, innovative faculty dedicated to excellence in teaching, scholarly pursuits, and continuous improvement of programs.
5. To provide University-wide student services, activities, and resources that complement academic programs.
6. To support and strengthen student, faculty, and administrative structures that promote shared governance of the institution.
7. To promote and encourage student, faculty, staff, and community interaction in a positive academic climate that creates opportunities for cultural, intellectual, and personal enrichment for the University and the communities it serves.

School of Professional Studies Mission Statement

The mission of the School of Professional Studies (SPS) is to develop students' skills and knowledge so they can successfully perform in their professional career of choice, and to prepare them to be lifelong learners in a diverse society. This is accomplished in a positive academic climate which is supported by academic and intellectual freedom, and faculty who are dedicated to a quality educational experience.

Curricula for the associate, bachelors and graduate degrees are developed by expert faculty who are dedicated to an excellence in teaching, research and university service. The programs in the SPS are dynamic, and foster student achievement of their personal and professional goals reflective of their field of study. Innovative teaching strategies are used across diverse educational platforms to facilitate student learning outcomes.

Department of Health Sciences Mission Statement

The Health Sciences Department supports the mission of RSU. The department mission is to prepare students to achieve personal and professional goals and to educate safe and competent beginning practitioners of selected health fields. The department also prepares students majoring in other fields with health courses to support their degrees.

The faculty is committed to excellence in teaching and student service. Learning is best accomplished by providing students with accurate and reliable information, opportunities for individualized learning experiences, and guidance and direction to support resources. The teacher-learner relationship is enhanced when accountabilities and expected outcomes are clear. Students are supported and guided by the faculty to become active participants in learning in order to achieve professional and personal goals. The Health Sciences faculty believes that scientific reasoning and critical thinking are reflected as clinical judgment.

The purpose of the RSU Health Sciences Department is to:

1. Provide baccalaureate degrees, associate degrees, and educational opportunities for students, both traditional and non-traditional.
2. Provide opportunities for students to demonstrate competence in written and oral communications, scientific reasoning, and critical thinking, which emphasizes qualitative as well as quantitative skills.
3. Promote and encourage a positive academic climate with students, community, faculty, and staff for instruction and communication.

Nursing Program Mission Statement

The RSU Nursing Program exists to provide selected students with the educational opportunities, in classroom and clinical settings, to prepare for entry into the profession of nursing. Graduates of the RSU Associate Degree Nursing Program are eligible to take the National Council Licensure Examination to become a Registered Nurse. The associate degree graduate is prepared at an entry level of nursing practice and will require on-going education, both formal and informal to advance in the expertise of nursing practice.

The RSU Bachelor of Science Program exists to build on Associate degree nursing graduate and Diploma graduate educational preparation. The degree provides an opportunity for ADN and Diploma registered nurses to achieve academic and personal goals and to develop stronger clinical reasoning and analytical skills to advance their careers. Graduates of the Bachelor of Science Degree in Nursing are prepared for graduate programs in nursing.

RN-TO-BSN Nursing Philosophy

The philosophy of the RSU Nursing Program is consistent with that of the University's mission as it prepares leaders in health care. The *Essentials of Baccalaureate Education in Nursing* are basic foundations to the curriculum for the baccalaureate entry programs and thus essential for the practice of professional nursing. This education provides the foundation of liberal arts for the development of professional knowledge. As innovative faculty dedicated to the excellence of the RSU nursing program, the essential goal is to produce professionals who demonstrate safe patient practice while applying clinical reasoning to health promotion and disease prevention.

We believe that our students must be ethically and morally responsible for their actions while collaborating and using professional communication within the healthcare environment. We believe that our students will effectively and efficiently use information management and technology to aid in quality improvement of patient care and integration of healthcare policies affecting current healthcare systems. From our leadership in these areas, we will prepare our *practice from a lens of* cultural competence for the advancement of individuals, communities, healthcare systems, and *ultimately to promote* the profession of nursing.

Differentiation of Associate Degree and Bachelor of Science Degrees

Associate Degree Nurse (ADN)

The Associate Degree Nurse functions in the role of caregiver. She/he gives quality care to clients, which is based on scientific knowledge. Associate Degree Nurses assume responsibility for their own actions and participate as collaborative members of the health care team. In a variety of settings, the Associate Degree Nurse utilizes the nursing process and critical thinking as a basis for decision-making; functions as a communicator and educator of health care practices for the client and family; and directs peers and/or other nursing personnel in the aspects of client care.

As a member within the discipline of nursing, the Associate Degree Nurse practices within the legal and ethical framework of nursing. The Associate Degree Nurse functions as designer of care, client advocate, and user of technology. The Associate Degree Nurse is aware of health care policies and trends. The Associate Degree Nurse manages client care in structured health care settings using a variety of resources.

As a member within the discipline, the Associate Degree Nurse commits to a life-long learning process that contributes to his/her professional development. The Associate Degree Nurse participates in collegial relationships to establish a continuity of client care, based on validated research findings.

Baccalaureate Degree Nurse (BSN)

The Baccalaureate Degree Nurse provides theoretically- derived nursing care. She/he uses research-based knowledge to plan, coordinate, implement and evaluate nursing care. The Baccalaureate Degree Nurse functions as an educator by designing, coordinating, implementing and evaluating comprehensive teaching plans for identified populations. The Baccalaureate Degree Nurse uses critical thinking to address complex health issues.

As a manager of care, the Baccalaureate Degree Nurse functions as a client advocate, recognizing and addressing social and legislative issues related to client health care. Baccalaureate Degree Nurses promote optimal use of human and multi-technological health care resources by coordinating client care planning and using multiple technological resources in the delivery of client care within a variety of settings.

As a member within the profession, Baccalaureate Degree Nurses commit to life-long learning and mentorship, which facilitates professional development and, establishes professional networks. The Baccalaureate Degree Nurse collaborates with other health care providers and evaluates published research for application in practice.

Differentiation of roles is further defined by roles and competencies required of graduates. The competencies are derived from American Association of Colleges of Nursing's The Essentials of Baccalaureate Education for Professional Nursing Practice (2008), National League for Nursing's Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing (2010) and Oklahoma Board of Nursing's Nursing Competencies by Educational Level: Guidelines for Nursing Practice and Education in Oklahoma (2010).

Nursing Program

Accreditation and Approval

The RSU Nursing Program is accredited by the Accreditation Commission for Education Nursing (ACEN), Inc. ACEN establishes national criteria for nursing education programs throughout the nation. These criteria are aimed at improving and assuring the highest quality of nursing education. Contact information for ACEN:

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000 phone | 404-975-5020 fax | www.acenursing.org

The RSU Associate Degree Nursing Program is approved by the Oklahoma Board of Nursing (OBN). The Board of Nursing, by law, has authority and legal jurisdiction over pre-licensure_educational programs of nursing, nursing practice and nursing licensure in Oklahoma. As students in the RN-to-BSN program are licensed registered nurses, the Oklahoma Board of Nursing does not provide approval over site. The *Oklahoma Nurse Practice Act and Rules* do apply to the Bachelor of Science in Nursing Program and are available on the Oklahoma Board of Nursing website at www.ok.gov/nursing. Contact information for OBN:

Oklahoma Board of Nursing
2915 N Classen Boulevard, Suite 524
Oklahoma City, OK 73106
405-962-1800 phone | 405-962-1821 fax

Admissions and Enrollment

Admissions Policy

Nursing program admission requirements secondary to university admission, are listed below.

1. Admission to the University as a bachelor's degree seeking student.
2. Completion of an Application for Bachelor of Science in Nursing
3. Submission of official transcripts or test scores from all colleges, universities, and/or nursing schools attended
4. Hold associate degree or diploma in nursing.
5. Hold a valid, unencumbered Registered Nurse license in the State of Oklahoma.
6. Demonstration of a cumulative GPA of 2.5 in previous course work applicable to the associate degree or diploma in nursing.

Student will be admitted on a fulltime or part time basis.

Enrollment Requirements

All students are required to submit:

1. Document Distribution/Checklist form
2. Immunization Statement and Waiver form
3. Immunization records, submitted to Student Health Center
4. Copy of Student Identification Card
5. Copy of documentation of AHA Basic Life Support (BLS) certification
6. Proof of personal malpractice insurance.

Students who do not provide the documents listed above will be placed on Administrative Estoppel status. Submitted health records become the property of RSU. Students are required to retain a copy of all health records.

A. Student Acknowledgement and Release

Read and accept the Student Acknowledgment and Release carefully. It is a binding document that outlines your agreement to the policies outlined in this Handbook, identifies outcomes for failure to follow these policies, and holds harmless RSU from any student generated liability.

B. Immunization Records

Students must provide the following immunization records to the RSU Student Health Center prior to beginning any field experiences.

1. Negative PPD Skin Test for TB, annually. Annual dates run through May 15. Results must be read in millimeters and indicated on the immunization record. If positive or history of a positive skin test, clearance from the city/county health department or a Health Care Provider is required. Clearance equates to the submission of the TB screening questionnaire form provided by the city/county health department that has been signed by a Health Department Nurse or designee or a Health Care Provider.
2. Measles, Mumps, Rubella (MMR): Two (2) Vaccinations or positive Mumps, Rubella, and Rubeola Titer screening tests. If participating in a clinical rotation with Jane Phillips Medical Center in Bartlesville, female students of childbearing age must provide a positive rubella titer in addition to MMR vaccinations.

3. Tetanus, Diphtheria and Pertussis (Tdap) for adults.
4. Hepatitis B Vaccine: Three (3) injection series is required or immunity verification (there are three injections at the administration of your healthcare provider's preference).
5. Varicella (chicken pox): Two (2) injection series (2 injections at least 1 month apart) or immunity verification.
6. Influenza vaccination, annually (September through March).

The RSU Student Health Center provides most required immunizations for a nominal fee. Contact the Health Center at 918-343-7614 for an appointment. Additionally, immunizations are offered at little or no charge through your local Health Department, except for the Hepatitis B vaccinations. Contact the Health Department, in the County in which you reside, or your private physician for information about immunizations. A record of all immunizations is maintained in the Student Health Center.

Students who suspect they may be pregnant must consult a physician regarding the advisability of immunization against rubella, rubeola, varicella, and Hepatitis B. Pregnant students must submit rubella and rubeola titers and sign a waiver declining Hepatitis B vaccine if not previously immunized against Hepatitis B.

C. Drug Screening

Students are subject to the Drug Screening Procedures set forth in this policy and shall provide all required documentation no more than 30 days prior to starting field experiences (due to some sites requiring this time frame). **Students are to obtain the required drug screening through the RSU Student Health Center.**

D. Current CPR Certification

Each year, all students are required to present evidence of completion of the American Heart Association's AHA Basic Life Support Certification. CPR certification must remain current throughout the academic year, (July 1- June 30).

Students may become CPR certified by participating in classes offered by RSU Health Sciences Department (8 hours), the American Heart Association (8 hours), and area hospitals. A fee is required for RSU's classes.

E. Student Identification Card

A photocopy of the student's current University Identification Card must be provided. The student should carry their Student Identification Card at all times during clinical rotations.

F. Proof of Health Insurance

All students who have field experiences in clinical settings are required to have health insurance throughout their enrollment in the Nursing Program. Acceptable forms verifying health insurance include a card or letter from the insurer that shows the effective dates and the type of coverage. Students with a Certificate of Degree of Indian Blood (CDIB) or tribal enrollment card must present that document along with verification of health insurance provided by such status. Students covered by military insurance must present military identification and an insurance card or eligibility of coverage letter.

Periodically, students may be asked to show proof of coverage. If the student is unable to produce proof of coverage within ten days, the students may, at the sole discretion of Department Head of the Nursing Program, be suspended from classes and/or rotations until proof of coverage is provided. In such an event, these absences will be counted as unexcused, which may prevent the student from successfully completing a particular class, rotation, academic requirement, or semester.

G. Documentation for Field Experiences

Bachelor of Science in nursing students must provide the following prior to first clinical/field experience:

1. all required immunizations
2. TB skin test results
3. Varicella results
4. CPR card
5. verification of a completed drug screening
6. criminal background report
7. proof of personal malpractice insurance.

This information may need to be presented to the facility clinical/ field instructor **prior** to attending a field experience rotation. Additionally, **students must have the aforementioned documentation with them at all times when doing a field experience rotation.**

It is the student's responsibility to comply with the criminal background check, immunizations, TB test and drug test requirements of the facilities in which the student rotates. The background checks, immunizations, TB tests and drug tests, etc. are rotation practice site requirements, not requirements of RSU or the clinical programs in the Department of Health Sciences. The student will not be allowed to attend the facility clinical / field experience until the documents are submitted. Lack of timeliness in supplying the required documentation and testing may delay the student's progression in the course or program and participation in the scheduled field experience.

H. Licensure as a Registered Nursing in Oklahoma

It is the student's responsibility to maintain an unencumbered current Oklahoma RN license at all times during completion of the RN to BSN program.

Curriculum

Plan of Study for the Bachelor of Science in Nursing Degree

Topic	Course	Hours
General Education Requirements		
Communications		9
	ENGL 1113 Composition I	3
	ENGL 1213 Composition II	3
Social and Behavioral Sciences		9
History	<i>Choose from the following:</i> HIST 2483 American History to 1877 HIST 2493 American History since 1877	3
Political Science	POLS 1113 American Federal Government	3
Social Science	PSY 1113 Introduction to Psychology	3
Science and Mathematics		12
Physical Science	CHEM 1315 General Chemistry I	5
Biological Science	<i>Choose from the following:</i> BIOL 1114 General Biology BIOL 1134 General Environmental Biology BIOL 1144 General Cellular Biology	4
Mathematics	MATH 1513 College Algebra	3
Humanities		6
	<i>Choose from the following:</i> ART (HUM) 1113 Art Appreciation COMM (HUM) 2413 Theatre Appreciation ENGL 2613 Introduction to Literature HUM 2113 Humanities I HUM 2223 Humanities II HUM 2893 Cinema MUSC (HUM) 2573 Music Appreciation PHIL 1113 Introduction to Philosophy	
Global Studies		3
	<i>Choose from the following:</i> BIOL 3104 Plants and Civilization ECON 3003 International Economic Issues and Policies GEOG 2243 Human Geography	

Topic	Course	Hours
	HIST 2013 World Civilization I HIST 2023 World Civilization II HUM 3633 Comparative Religion LANG 1113 Foundations of World Language NAMS 1143 Native Americans of North America NAMS 2503 Cherokee I PHIL 1313 Values and Ethics POLS 3053 International Relations SOC 3023 Minority Groups SPAN 1113 Beginning Spanish	
Elective		3
	<i>Choose three hours from courses not selected above or from the following courses:</i> ECON 2113 Principles of Macroeconomics ECON 2123 Principles of Microeconomics SOC 1113 Introduction to Sociology GEOL 1014 Earth Science GEOL 1114 Physical Geology GEOL1124 Physical Geography GEOL 1224 Historical Geology GEOL 2124 Astronomy PHYS 1014 General Physical Science PHYS 1114 General Physics I BIOL 1114 General Biology BIOL 1134 General Environmental Biology MATH 1503 Mathematics for Critical Thinking MATH 1613 Trigonometry MATH 1715 Pre-Calculus MATH 2264 Analytical Geometry & Calculus I SOC 4023 Medical Sociology	
Total General Education		42
Support Courses		
	PSY 3033 Developmental Psychology	3
	MATH 2843 Statistics or SBS 3063 Social & Behavioral Statistics	3
	BIOL 3204 Physiology	4
	BIOL 2124 Microbiology	4
	PHAR 2113 Fundamentals of Pharmacology	3
	Nutrition Elective	3
	NURS 3323 Pathophysiology for the Health Professions	3
Total Support		23
Program Core Requirements		
	<i>Professional Specialty*</i>	29++
	NURS 3243 Contemporary Nursing Practice	3
	NURS 4003 Professional Nursing Role	3
	NURS 4013 Health Assessment/Promotion	3
	NURS 4213 Nursing Science and Research	3

Topic	Course	Hours
	NURS 4113 Rural Nursing	3
	NURS 4114 Family, Community/Public Health Nursing	4
	NURS 4214 Management and Leadership in Nursing	4
	NURS 4223 Professional Nursing Practice Seminar	3
Total Upper Division Nursing		26
Total Nursing		55
Total Degree Credits		120

*Advanced standing credit. Since this degree builds upon initial associate degree or diploma nursing preparation, the Registered Nurse receives advanced standing credit for a portion of the nursing major. Twenty-nine (29) hours of 3000 level nursing credit will be awarded upon admission into the program for the associate degree nurse and following validation of nursing course work by the diploma prepared nurse. These hours are represented on the degree plan as *Professional Specialty*.

Requirements

Grading Scale

- 90 – 100: A (Excellent - 4 grade points)
- 80 – 89: B (Good - 3 grade points)
- 75 – 79: C (Average - 2 grade points)
- 65 – 74: D (Poor - 1 grade point & not considered passing)
- Below 65: F (Failure - 0 grade points)

The grades A, B, C, D and F are used in computing grade point averages, **A, B, C and S are the only passing or satisfactory grades.**

Grades of D or F are failing. A single earned grade of D or F will result in the student having to withdraw from the program and reapply to the appropriate semester. A student who receives two failing grades at any time during the curriculum, i.e., two D's, one D and one F, or two F's, will be dismissed from the Program for poor academic performance. In general, any student dismissed for poor academic performance will not be considered for readmission.

S/U (Satisfactory/Unsatisfactory) Grades

The grade of S (satisfactory) is a neutral passing grade. The grade of U (unsatisfactory) is used to indicate that no credit will be given for the course. The S/U designation is used for special studies or directed readings.

I (Incomplete Grades)

An incomplete may be used to indicate that additional work is necessary to complete a course. It is not a substitute for an "F" and no student may be failing a course at the time an "I" grade is issued.

To receive an "I", the student should have satisfactorily completed 70 percent of the course work for the semester but be unable to complete the remaining work due to extenuating circumstances.

For an "I" to be awarded, a contract, signed by the student and faculty member, must be on file in the Academic Dean's Office. The "I" will revert to an "F" after twelve (12) months of the date of its posting if a student has made no attempt to fulfill course obligations. An "I" is GPA neutral.

Additionally:

- A grade of I in a course which is a prerequisite for other courses will prevent the student from enrolling in those courses.
- Absences from field experiences are not considered as justifiable circumstances to award an "I".

AW (Administrative Withdrawal) Grades

The grade of AW may be assigned to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary or financial reasons or inadequate attendance.

Examples of instances in which the grade of AW may be recorded are:

- **Disciplinary:** Violation of alcohol and drug abuse or racial or ethnic harassment policies.
- **Financial:** Failure to pay fees/tuition before the last day of a current term can be limiting in nursing program progression. A student may be reinstated for a term by paying all fees, tuition, and penalties owed, if paid within one year of the last day the term for which charges remain outstanding. Upon reinstatement within one year, grades originally assigned will be included on the student's transcript. Reinstatement into RSU does not guarantee re-admission into the nursing program.
- **Attendance:** Absences seriously affecting a student's academic performance are reported by faculty to the appropriate dean and an administrative withdrawal from the course may be initiated.

W Grades

A grade of "W" is issued when a student initiates a withdrawal during the allowable withdrawal period. The University's withdrawal period for an automatic "W" begins after the add/drop period. After the close of the withdrawal period, the student will be awarded the grade earned in the course. That grade will be calculated in the student's GPA. The grade of "W" is GPA neutral.

Students experiencing a cumulative theory grade of 74% or below are encouraged to make an appointment with their advisor or the Department Head, Health Sciences, before the last day to withdrawal. In the event a student withdraws from any nursing course, the student automatically exits the program. The student must apply to re-enter the nursing program. Re-admission to the nursing program is not guaranteed to ANY student. Refer to the policy concerning re-admission for further information.

Minimum GPA

Minimum academic requirements for retention in the Nursing Program are:

1. A cumulative grade point average of 2.0 (on a 4.00 scale) and,
2. A grade of "C" in all nursing major courses.

A grade of D is considered a failing grade. A student who receives two failing grades, i.e., two D's, one D and one F, or two F's, will be dismissed from the Nursing Program for poor academic performance. Failure to maintain the minimum GPA or failing to earn a final course grade of less than "C" in a required nursing course, is subject to dismissal and may not progress to the next semester.

Grade Appeals

See the Academic Policies and Procedures Manual for RSU, 4.3 Grade Appeal Process.

Ineligible to Progress and Dismissal

A student failing to maintain a semester cumulative grade point average of 2.0 on a 4.0 scale or any student who obtains a grade of D or F in a nursing course is ineligible to progress in the nursing program and must reapply to the appropriate semester. **A second grade of D or F in any nursing course will result in immediate dismissal from the program.**

Attendance

The student is responsible for the content, assignments, and material of any course in which she/he is officially enrolled. Because of the unique nature of the materials, classes, clinical rotations, and seminars, practical experiences cannot be repeated. In case of absence, the student is required to notify the instructor **PRIOR** to the beginning of the class or field experience time.

1. Students are expected to meet course participation requirements as described in course syllabi. Lack of participation may compromise the student's ability to meet course objectives.
2. Field experiences-- Students are expected to attend all scheduled field experience activities.
3. Absences may adversely affect the student's grade.

Readmission

Re-admission is defined as any student previously enrolled in a nursing program leading to RN licensure. To be considered for readmission, the student/applicant must have been enrolled in a nursing program **within** 10 years prior to the anticipated date of admission to RSU Nursing Program. All applicants for re-admission must meet the following criteria before he or she will be considered for placement into the RN-to-BSN Program applicant pool.

Step 1: Submit re-admission application packet with all requested documentation. Complete an application for re-admission with the following:

1. Official transcripts of all course work if attended an institution other than RSU.
2. A letter describing your plan for success in the event you are readmitted.
3. A letter of academic standing from the previous nursing program, if applicable.
4. Assessment test results (must have a passing score) as assigned.
5. A degree plan for completion of the Nursing program. (The applicant must agree to follow this degree plan without deviation.)

Step 2: The Nursing Program will review all complete Readmission Applications. An interview with the applicant may be requested by the committee. Readmission applications are considered based on previous academic performance. The Nursing Program will decide acceptance or denial of the application, subject to review by the Department Head, Health Sciences. The Policies Committee will consider more recent academic performance in the re-admission decision.

Progression

A student's progression in the Nursing Program must be consistent with the Curriculum Plan in effect at the time of admission or re-admission. Nursing courses and other courses, as listed on the plan by semester are pre-requisites to the next required course sequence (semester) of the program. Any student earning a final course grade of less than "C" in a required nursing course will exit the Nursing Program and not progress to the next course as per the degree plan or established schedule. To graduate, a student must achieve a "C" or higher in each course specified on in the degree plan and a minimum GPA of 2.0.

General

Projected Expenses

It is the responsibility of the student to register and pay fees on the dates specified on the Academic Calendar. Questions about tuition and fee payment should be directed to the Bursar at 918-343-7558. Estimated cost of tuition and fees can be located on the RSU website at www.rsu.edu/tuition.

Transfer Students

Transfer students must meet the university requirements for transfer before being considered for the nursing program. Pre-requisites, General Education, and Nursing course work will all be evaluated for congruency with the nursing program requirements. All student academic work will be evaluated on an individual basis.

Evaluations

Student participation in faculty, course, and program evaluations is both the student's right and responsibility. The process of evaluation is viewed as the student's opportunity for input into curriculum development and the assessment of faculty effectiveness and student learning needs. Students are therefore encouraged to participate in all evaluations.

Student evaluation of faculty is completed at the end of each semester. Students evaluate faculty with whom they have had frequent contact with through classes and field experiences. Student assessments are anonymous and considered in the faculty's evaluation process.

Professional Standards and Technical Requirements

Professional Standards for Nursing Students

All nursing students are expected to comport themselves in a manner consistent with the standards of the nursing profession. Students engaged in unprofessional conduct are subject academic sanctions, up to and including, probation, suspension, or dismissal from the program. Unprofessional conduct is nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession and which could jeopardize the health and welfare of the people which shall include but not be limited to the following:

1. Inaccurate recording, reporting, falsifying or altering client records; or
2. Verbally or physically abusing clients; or
3. Falsely manipulating drug supplies, narcotics or client records; or
4. Appropriating, without authority, medications, supplies or personal items of the client or agency; or
5. Falsifying documents submitted to the University or Nursing Program; or
6. Leaving a nursing assignment without properly advising appropriate personnel; or
7. Violating the confidentiality of information or knowledge concerning the client; or
8. Conduct detrimental to the public interest; or
9. Discriminating in the rendering of nursing services; or
10. Aiding and abetting the practice of practical nursing, registered nursing or advanced practice nursing by any person not licensed as a Licensed Practical Nurse, Registered Nurse or recognized as an Advanced Practitioner; or
11. Impersonating a licensed practitioner, or permitting another person to use her/his nursing student identification for any purpose; or
12. Aiding, abetting or assisting any other person to violate or circumvent any law, rule or regulation intended to guide the conduct of a nurse or nursing student.
13. Forging a prescription for medication/drugs; or
14. Presenting a forged prescription; or
15. Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
16. While caring for a client, engaging in conduct with a client that is sexual or may reasonably be interpreted as sexual; in any verbal behavior that is seductive or sexually demeaning to a client; engaging in sexual exploitation of a client; or
17. Obtaining money, property or services from a client through the use of undue influence, harassment, duress, deception or fraud; or
18. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws; or
19. Allowing own value system to interfere with client care/well-being.

American Nurses' Association Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and personal attributes of every person, without prejudice
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice, makes decisions, and takes action consistent with the obligation to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective action, establishes, maintains, and improves the moral environment of the work setting and the conditions of employment, conducive to quality health care.
7. The nurse, whether in research, practice, education, or administration, contributes to the advancement of the profession through research and scholarly inquiry, professional standards development, and generation of nursing and health policies.
8. The nurse collaborates with other health professionals and the public to protect and promote human rights, health diplomacy, and health initiatives.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

The Essentials of Baccalaureate Education for Professional Nursing Practice

1. Liberal Education for Baccalaureate Generalist Nursing Practice
2. Basic Organizational and Systems Leadership for Quality Care and Patient Safety
3. Scholarship for Evidence-Based Practice
4. Information Management and Application of Patient Care Technology
5. Healthcare Policy, Finance, and Regulatory Environments
6. Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
7. Clinical Prevention and Population Health
8. Professionalism and Professional Values
9. Baccalaureate Generalist Nursing Practice

RN-TO-BSN Program Outcomes

RN-TO-BSN Program Goals

The Bachelor of Science in Nursing has six Nursing Education Unit Outcomes/Program Goals which are consistent with the University Mission Statement and Goals. The overall purpose of this bachelor's program is to produce a graduate who will be able to:

1. Provide professional nursing care, considering individual differences, ethnic identity, environmental changes, and cultural or societal values for persons, families, groups, and communities with a variety of health needs, problems, and issues within diversified health care settings. (BSN Essentials 7, 8)
2. Use professional nursing theories, concepts, and principles from the biological, physical, psychological, social, educational, and nursing sciences to provide research informed nursing care. (BSN Essentials 3)
3. Assume responsibility and accountability for evaluation of own professional practice while considering the legal and ethical rights and responsibilities of patients, other caregivers, and nurses. (BSN Essentials 2)
4. Provide leadership, collaboration, and consultation among nurses and other health care providers and support systems that are critical in meeting patient needs. (BSN Essential 6)
5. Communicate effectively in a variety of settings with varied populations. (BSN Essentials 6, 7)
6. Enhance provision of health in rural communities. (BSN Essentials 7)

RN-TO-BSN Program Student Learning Outcomes

1. The Student Learning Outcomes in the BS/N Program reflect the program goals and address the students' competencies upon program completion. Upon completion of the BS/N program, the graduate will:
2. Expand his/her professional role as a provider of care to incorporate nursing theory into the design and coordination of safe nursing care of individuals, families, local, rural, and global community population. (BSN Essentials 7)
3. Advocate for the provision of ethical professional nursing care which focuses on culturally competent cost-effective quality outcomes. (BSN Essentials 5)
4. Demonstrate leadership and management competencies including professional growth in critical thinking, problem-solving, effective communication, and collaboration skills. (BSN Essentials 2, 4, 6, 8)
5. Appraise research and evidence-based findings for nursing practice. (BSN Essentials 3)
6. Evaluate how information technology enhances the quality of nursing care. (BSN Essentials 4)
7. Choose to contribute to the growth of the nursing profession. (BSN Essentials 2, 8)

Technical Standards

The University is committed to full compliance with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. An applicant for the Nursing Program must have the essential abilities and skills in the five areas listed below.

Accommodations will be made for qualified individuals with disabilities, providing such accommodation does not pose an undue hardship, would not result in a fundamental alteration in the nature of the program, service, or activity, or pose an undue financial or administrative burden. All applicants must meet the fundamental technical standards of the program set forth below. Applicants accepted for the Nursing Program will be expected to demonstrate proficiency and continue to meet the required technical standards in these five areas over the course of the program.

The following qualifications are necessary to be considered for admission into and progression through the Nursing Program. Each applicant/student must have the:

Observation

1. Visual acuity with or without corrective lenses to observe and assess patient behavior.
2. Ability to identify cyanosis and absence of respiratory movement in a patient.
3. Ability to accurately read monitors and respond to signals, alarms, and other displays indicating urgent patient need, and take immediate action.
4. Ability to accurately prepare and administer medication dosages.

Communication

1. Ability to speak, write, and comprehend the English language proficiently. The ability to perform activities requiring accurate and efficient interpretation and communication of information in English, both written and spoken. For example:
2. Responding to a physician's order;
3. Reading and recording information;
4. Directing assistive staff.
5. Hearing ability with or without auditory aids to understand normal speech without viewing the speaker's face. (This ability is necessary to insure the nurse will be able to attend to a patient's call for help).
6. Auditory acuity sufficient to hear instructions, requests, monitoring alarms, and to auscultate heart tones, breathe sounds, and bowel sounds.
7. Ability to communicate clearly in oral and written form, and in a professional manner with patients, families, visitors, and members of the health care team.
8. Ability to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications.

Motor

1. Sufficient physical ability (minimum impairment of upper and lower extremities) to perform cardiopulmonary resuscitation. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
2. Ability to perform motor skills safely, such as:
3. Lifting, bathing, positioning, and transporting patients;
4. Moving efficiently enough to meet the needs of several patients in a timely fashion;
5. Lifting, positioning, or moving an unconscious patient to perform lifesaving procedures; and
6. Ambulating independently with or without assistive devices in clients' rooms and in work areas.
7. Ability to lift weights of up to 35% of recommended body weight independently.
8. Manual dexterity sufficient to accurately draw up a solution from a vial into a syringe.
9. Ability to exercise basic computer skills (e.g. - electronic medical record "EMR").
10. Good hand-eye coordination and manual dexterity in order to perform various tasks associated with the movement/utilization of various pieces of equipment, supplies, assistance in patient care and procedures.

Intellectual-Conceptual, and Quantitative Abilities

1. Ability to think critically and use problem solving skills.
2. Ability to analyze data, calculate, and measure.
3. Ability to perceive all manner of sensory stimuli, including verbal, written, visual, auditory, somatic, tactile, and olfactory.
4. Ability to synthesize and integrate the aforementioned sensory inputs and apply them to objective and subjective examinations of patients in a timely manner.
5. Ability to perform all of this with stress/stressful distracters present, consistent with the health care environment.

Behavioral and Social Attributes

1. Full utilization of intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of professional and caring relationships with patients.
2. Ability to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties involving the clinical problems of many patients.

3. Personal qualities of integrity, concern for others, and ability to demonstrate interpersonal skills with patients, families, visitors, and members of the health care team.

The functions and skills listed above are fundamental to the nature of the Nursing Program. All applicants must:

1. have the ability to perform the functions and skills specified, with or without reasonable accommodations, and
2. meet the published criteria for admission required for all applicants.

The Nursing Program is not permitted to make any inquiries regarding disability at the time of application. A student who discloses a disability and requests accommodation must provide appropriate documentation to substantiate the disability and any functional limitations related to the disability that require reasonable accommodation.

The Nursing Program, in accordance with University Policy, will provide reasonable accommodation to otherwise qualified individuals with disabilities, but is not required to make modifications that would result in a fundamental alteration to the nature of the program, service, or activity; cause undue hardship; or result in undue financial or administrative burdens. To proceed with or continue in the curriculum, a student must be able to meet all the technical standards that are fundamental to the nature of the program. An inability to successfully meet these standards will lead to a withdrawal of admission offer or dismissal.

Requests for accommodation by applicants or current students should be initiated with the Disability Services Office (www.rsu.edu/DisabilityServices).

Faculty Report

The clinical segment of the program is a learning experience for the student. In disclosing errors, the student and faculty members can review the incident and learn from the experience. Failing to disclose an error may result in clinical failure. The student is to immediately report to the faculty member any critical incident or error which occurs in the clinical area. Faculty will notify the Department Head, Health Sciences, immediately, any time a critical incident occurs in clinical, particularly if an incident report is filed with the hospital. The faculty will immediately complete an Incident Report and Risk Management form. These forms are to be filed with the University administration on the same day of the incident.

Field Experience Dress Code

The RN-to-BSN students are expected to represent the University and the Nursing Program in a positive way. The student's appearance is to be consistent with the approved dress code, as well as with the dress code of their assigned field experience facilities. Students who fail to meet the dress code, hygiene, and appearance policies will be counseled. Students who cannot achieve compliance with policy will be dismissed from the field experience.

- **Uniform:** Bachelor of Science Nursing students wear a white lab coat over professional dress and shoe attire.
- **Name Tags:** Students are required to wear RSU nametags any time they are in uniform or representing RSU as a student. Pin nametag holders are permissible. Bachelor of Science nursing students must wear a nametag that displays status as a registered nurse as well as a student.

Patient Confidentiality

The student is to maintain patient confidentiality at all times. The patient's rights must be considered and use of the medical record should be to obtain the information needed for the care plan and care of the patient. Breach of patient confidentiality is a violation of ethics and course/program objectives and may result in academic or disciplinary action as well as immediate dismissal from the Nursing Program. In addition, breach of patient confidentiality may be grounds for legal action by patients against nursing students for invasion of privacy. Many facilities require students to sign the facility's confidentiality agreement. **UNDER NO CIRCUMSTANCES SHALL A STUDENT COPY OR REMOVE PATIENT MEDICAL RECORDS.** Before entering the clinical experience, students must execute the *Affiliation Confidentiality Agreement*.

Insurance

Professional Liability Insurance

RN-to-BSN student applicants must provide documentation of professional liability insurance coverage with minimum limits of \$1,000,000/incident and \$3,000,000 aggregate. For a list of agencies that provide professional liability insurance coverage to individuals (RN's), check the RSU Nursing website or contact our office.

Health Insurance

To participate in any field experiences, students must provide proof of health insurance, which must remain current through the academic year.

Field Experience Background Checks and Drug Testing

Each facility may have specific requirements related to background checks or drug testing of students and employees unique to that facility. Such background checks and drug tests are rotation practice site requirements, not requirements of the University or Nursing Program.

It is the student's responsibility to comply with the criminal background check and drug test requirements of the facilities in which has field experiences. The Nursing Program is not responsible for finding rotation practice sites for students who are unable to meet the requirements for rotation practice sites, including passing background checks or drug screens; and as registered nurses, the program is obligated to. Students should be aware that failure to pass a background check or drug test, as determined by each facility, will prevent the student from participating in that clinical experience and may delay the student's completion of the degree program requirements or prevent the student from completing the degree program.

Field Experience Site Agreements

The Nursing Program has a contractual agreement with a variety of hospitals, extended care facilities, and community health agencies. Students are responsible to check with faculty before initializing ANY field hour experiences. Students are responsible for following the facility guidelines for medication administration as they pertain to RN-to-BSN students.

Drug Screening

Scope/Designated Programs

The information in this policy is intended for all RSU students/accepted applicants admitted to designated degree programs that include or may include a clinical component at a health care facility that requires drug screening as a condition of its affiliation with the University. Students should check with their school and/or degree program for specific requirements.

Policy

Drug screening(s) are required of all students/accepted applicants in designated programs effective Fall Semester 2008, as defined in Scope/Designated Programs above. As applicable, students/accepted applicants who do not pass the drug screening may be unable to complete degree requirements or may be denied admission to or suspended or dismissed from the degree program.

Rationale

1. Health care providers are entrusted with the health, safety, and welfare of patients; have access to confidential and sensitive information; and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student's or accepted applicant's suitability to function in a clinical setting is imperative to promote the highest level of integrity in health care services.
2. Clinical facilities are increasingly required by the accreditation agency Joint Commission on Accreditation of Healthcare Organizations (JCAHO), to provide a drug screening for security purposes on individuals who supervise care, render treatment, and provide services within the facility.
3. Clinical rotations are an essential element in certain degree programs' curricula. Students who cannot participate in clinical rotations due to a positive drug screening are unable to fulfill the requirements of a degree program. Therefore, these issues must be resolved prior to a commitment of resources by the university or the student or accepted applicant.
4. Additional rationale includes
 - a. meeting the contractual obligations contained in affiliation agreements between RSU and the various health care facilities;
 - b. performing due diligence and competency assessment of all individuals who may have contact with patients and/or research participants;
 - c. ensuring uniform compliance with JCAHO standards and agency regulations pertaining to human resource management;
 - d. meeting the public demands of greater diligence in light of the national reports on deaths resulting from medical malpractice and medical errors.

Timing and Procedures of the Drug Screening

Accepted Applicants (as defined in Scope/Designated Programs)

1. The respective university/program designee will provide accepted applicants to designated programs with the necessary procedures and consent forms for the required drug screening.
2. Accepted applicants in designated programs must complete the following prior to the start of classes or clinical assignment:
3. Complete and sign the Drug Screen Consent and Release Form and return form to drug screening vendor.
4. Successfully pass the drug screen with sufficient time for the vendor to provide clearance documentation to the university program designee.
5. If an accepted applicant fails to complete the above prior to the first day of classes, he/she will not be allowed to begin classes and will jeopardize admission status in the program.

Current Students (as defined in Scope/Designated Programs)

1. Current students in designated programs will be drug-tested at the beginning of each academic year or more frequently if required by the clinical rotation site or by RSU.
2. Students who need to complete drug screening will be provided with the necessary procedures and consent forms for the required drug screening by the respective university designee.
3. Students who fail to adhere to the drug testing deadline set by the university will be suspended from all classes until the vendor (see below) provides RSU with clearance documentation to the university or program designee.

Identification of Vendors

RSU will designate an approved vendor(s) to perform the drug screenings. Results from any company or government entity other than those designated by RSU will not be accepted.

Allocation of the Cost

Students and accepted applicants must pay the cost of the drug screenings.

Period of Validity

Drug screenings will generally be honored by RSU for a period of one year but may be required on a more frequent basis depending on the requirements of a clinical rotation site. Students who have a break in enrollment may be required to retest before they can re-enroll in any courses. A break in enrollment is defined as non-attendance of one full semester (Fall or Spring) or more.

Drug Screening Panels

The drug screening shall include testing for at least the following drug panels plus alcohol:

1. Amphetamines
2. Barbiturates
3. Benzodiazepines
4. Cocaine Metabolite
5. Opiates
6. Phencyclidine (PCP)
7. Marijuana (THC) Metabolite
8. Methadone
9. Methaqualone
10. Propoxyphene

Reporting of Findings and Student/Accepted Applicant Access to Drug Screening Report

The vendor will provide the university or program designee with a list of those students who passed a drug screen test. The vendor will also provide the student/accepted applicant with the results of the drug screening report.

Students with a positive drug screen will have an opportunity to consult with a Medical Review Officer, provided by the vendor, to verify whether there is a valid medical explanation for the screening results. If, after review by the vendor's Medical Review Officer, there is a valid medical explanation for the screening results, the vendor will notify the University of a clear test. If, after review by the Medical Review Officer, there is not a valid medical explanation for the positive screen, then the test results will stand.

Any appeal right based on a positive screen rests solely among the student/accepted applicant, the Medical Review Officer, and the vendor.

Positive Drug Screen

An "offense" under this policy is any instance in which a drug screening report shows a positive test for one or more of the drugs listed above in the Drug Screening Panels section.

Accepted Applicants

Accepted applicants with a positive drug screen will not be allowed to begin classes or clinical assignments until the vendor provides clearance documentation to the university or program designee. The university may defer admission to a future semester or require the student to reapply for a future semester if not cleared by the drug screening vendor.

Accepted applicants with a positive drug screen who eventually enroll at RSU will be considered to have committed their first offense. Students should be aware that failure to pass drug screening, as determined by each facility, will prevent the student from participating in that clinical experience and may delay the student's completion of the degree program requirements or prevent the student from completing the degree program.

Current Students

First Offense: Any student with a positive drug screen may be suspended for the remainder of the semester and be administratively withdrawn from all courses and/or suspended for the following semester at the university's or program's discretion. Random drug screenings may be required by RSU for the remainder of the student's enrollment. The university may impose additional sanctions and students are encouraged to check with the university for specific details on these possible additional sanctions.

NOTE: Students who are suspended may not be able to progress to the next semester based on specific program requirements (i.e., many programs are “lock-step” with completion of one semester a pre- requisite for progression to the next semester.)

Second Offense: Any student who has a second positive drug screen will be dismissed from the degree program.

Falsification of Information

Falsification of information will result in immediate removal from the accepted applicant list or dismissal from the degree program.

Confidentiality of Records

Drug screening reports and all records pertaining to the results are considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act [FERPA] regulations. For additional information on FERPA, please see <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Recordkeeping

Reports and related records (both electronic and paper media) shall be retained in a secure location in the respective college or program office for the timeframe listed below, unless otherwise required by law.

1. Current Students – 5 years
2. Accepted Applicants – 2 years (provided no pending complaint)

Probation, Suspension, Dismissal, and Other Sanctions

Conduct Resulting in Sanctions

The following conduct by a student may result in sanctions by Nursing Program:

1. Any incident or action by the student that is unsafe or negligent as judged by the Faculty
2. Violation of this policy.
3. Failure to maintain the required GPA or satisfy the other program requirements outlined in this policy.
4. Violation of the ANA Code for Nurses or Standards of Nursing Practice including any academic or field experience dishonesty, and/or lack of professional behavior.
5. Violation of the RSU Student Conduct Code or other University policy or bulletin.
6. Adjudication of guilt in any incident of fraud, deceit, or a felony or any offense that shall constitute a felony.
7. Deliberate omission of fact on any academic or clinical record.
8. Falsification of any field experience or academic record.
9. Violation of state or federal laws, particularly those laws pertaining to patient care, i.e., HIPAA.
10. Refusal of student access to patients or premises by field experienced site authorities.

Probation

Academic Probation

A student failing to satisfy the academic requirement set forth in this policy will be placed on academic probation. Remediation with a faculty member/advisor is required for any student on nursing academic probation. Students **MUST MAKE AN APPOINTMENT** for remediation and the remediation appointment must be scheduled not more than 2 weeks after receipt of the failing grade.

Field Experience Probation

A student who demonstrates unsafe nursing practices, unprofessional conduct, repeated absences, and continued lack of preparation may be placed on probation. In such instances of student conduct, an instructor with knowledge of the conduct will recommend to the Department Head that the student be placed on probation. The Department Head shall select three instructors (not to include the reporting instructor) to form a committee to review the report and other information, including a written response by the student, to determine whether probation is warranted, and if so, the length of the probation, objectives that should be met, and evaluation criteria that will be applied. This determination shall be made within 5 class days of the initial report.

If a student is placed on probation, the faculty will counsel the student regarding the specific behaviors that are problematic, performance goals, strategies for success and re-evaluation time frame. If the student does not correct the behaviors identified on the faculty report form by the time frame specified, the student will not pass the facility clinical rotation and may not pass the course. See course syllabi for specific course requirements and field experience evaluation tools.

A follow-up review will be conducted by the committee at the conclusion of the probation. The committee may recommend that the probation be removed, that it is necessary to continue the probation, or that the student failed to complete the probationary terms and should be dismissed from the program.

Suspension

The Department Head may place immediate, temporary restrictions upon the student's ability to participate in the field experience in the event the Department Head has reasonable cause to believe that:

1. a student poses a danger to the safety of the student, patients, other persons, or University or facility property where a field experience is conducted;
2. a student poses a substantial disruption to a facility; or
3. a facility requests that a student not return;

Upon the decision to impose temporary restriction, the student shall be notified by the most expeditious means available. When temporary restrictions are imposed, the Department Head shall immediately initiate the procedures provided in this policy and any conference or other decision affecting the student's progress in the Program shall be held or no later than five (5) class days after the restrictions are made.

Dismissal

The below process applies to all dismissals from the Nursing Program.

A. Notice

The student will be served with a notice of dismissal. Service may be made via the student's University email; in person; or by certified mail to the student's last known address. This notice shall include specific references to the conduct which is resulting in the dismissal, pertinent policy provisions, and the date of a mandatory conference. This notice shall be sent at least 3 days before the conference.

B. Conference

Attendance at the conference by the student is mandatory. At the conference, the Department Head shall advise the student of all facts and policy violations that form the basis of the notice of dismissal. The student shall be given an opportunity to explain their conduct. The student may present additional written evidence or documentation. All evidence and documentation shall be relevant to the complained conduct or behavior and be provided to the Department Head at least three (3) days before the conference. Character evidence shall not be allowed. It is within the Department Head's sole discretion to allow testimony from individuals with knowledge of the complained conduct or behavior; otherwise, all statements must be made in writing.

The student is entitled to have parents, legal guardians, and/or a legal advisor present during the hearing. Advisors may support the student and provide advice. During the conference, the advisor may talk quietly with the student or pass notes in a non-disruptive manner. The advisor may not intervene in the conference, directly address the Department Head, nor may they make objections. If student desires to have attorneys serve as their advisors, they may do so at their own cost. The student shall advise the Department Head that they are bringing an advisor before the conference. The Department Head may request legal counsel for the University be present in an advisory capacity.

C. Final Adjudication

After the conference, based solely on the evidence presented, the Department Head shall determine whether dismissal is appropriate. If not, the student shall be reinstated to the program. If dismissal is deemed appropriate, the Department Head shall prepare a letter to the student notifying the student of the finding. The letter shall include a statement of facts and references to the policy that was violated. This letter shall be served on the student within five (5) days of the conference.

Informal Conferences

Informal conferences may be warranted for policy violations which do not warrant probation, suspension, or dismissal. An informal conference is used whenever a faculty member or the Department Head determines that an educational and safety focused response to student conduct, rather than a disciplinary consequence, will better serve the student, the University, and the nursing community. An informal conference may be appropriate, but is not limited to, when a student: engages in unprofessional behavior or unsafe field experience practices; is experiencing difficulty with classes or field experience; consistently engages in disruptive behavior; is repeatedly late or absent; shows a need to reinforce verbal feedback previously given by an instructor; or violates the University policy.

The informal conference is used for warnings, faculty reports, evaluation and problem solving. These conferences are an inherent element of the total nursing program and the student is required to participate in all scheduled conferences and evaluations. Only the student, faculty member, Department Head, or those designated by the Department Head are to be present during conferences. Conferences involving field experience issues are scheduled at the end of the clinical rotation, and as needed, based on the student's progress and performance.

The student will be notified of request for an informal conference by email. The request is dated for the student to respond within five working days, and it is the student's responsibility to make an appointment with the instructor within that time frame. The student is REQUIRED to respond to the request. Failure to respond may result in disciplinary action. If the student is unable to keep the scheduled appointment, the student must email the faculty member to reschedule the appointment.

The faculty member will prepare a report of the conference detailing the reason for the conference, expected outcomes, and other pertinent information. The report shall have a place for the student's signature. The signature does not indicate that the student agrees with the feedback given during the conference, but it does indicate that the conference did take place in the presence of the student. In the event that the student is not willing to sign the faculty report form, the student is requested to make a note at the bottom of the page stating that the conference took place and the student has reviewed the information. If the student does not desire to do this, the instructor should indicate this at the bottom of the form. The student is also free to add further comments on the back of the faculty. The faculty report shall be placed in the student's file.

Faculty reports are non-disciplinary; however, they do have consequences. Students who accumulate faculty reports for repeated similar occurrences or who fail to make corrective action may be referred for disciplinary action.

Academic and Non-Academic Misconduct

Students are expected to follow university policies as set forth in *Student Code of Responsibilities and Conduct*. Academic misconduct violations and sanctions will follow the policies and procedures as described in Student Code. Faculty are responsible for reporting violations of the student code (academic and non-academic) and other violations of University policy. If a policy violation is suspected, the faculty will submit alert the appropriate University official.

Violations of University policy may also result in sanctions being imposed by the Nursing Program, which shall be in addition to other sanctions. Students are required to immediately report Academic and Non-Academic conduct sanctions to the Department Head. Failure to report such sanctions is a violation of this policy.

Notice of Arrest

Students must notify the Department Head of any felony arrest or other arrest that may impact the student's ability to obtain an Oklahoma nursing license with 48 hours. Failure to notify the Department Head may result in dismissal from the nursing program.

Social Media

This policy applies to students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about field experience and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are **not limited to** LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, Instagram, Snapchat, and YouTube.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations.

As students you will want to represent the University and the Program in a fair, accurate and legal manner while protecting the brand and reputation of the institution. When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, "If you wouldn't put it on a flier, carve it into cement, publish it in the Wall Street Journal, don't broadcast it via social media channels".

A. Policy

1. Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, field experience facilities, patients/clients, or others with whom one has contact in the role of a nursing student.
2. Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university. For guidance, visit the University's Libraries site or seek consultation through the Copyright Office, Libraries.
3. Do not use RSU or Nursing Program marks, such as logos and graphics, on personal social media sites. Do not use RSU's name to promote a product, cause, or political party or candidate.
4. Use of the Nursing Program marks (logos and graphics) for university-sanctioned events must be approved (posters, fliers, postings) by administration.
5. It is expected that during field experiences and classes use of PDA and other devices employed for social media will be used only as authorized by faculty. If a PDA is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.
6. No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
7. Use of computers (PDAs, Notebooks, etc.) shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
8. No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility.
9. Be aware of your association with RSU in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on RSU's behalf, unless you are authorized to do so in writing.
10. HIPPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
11. Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

B. Considerations

1. There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
2. Future employers hold you to a high standard of behavior. By identifying yourself as an RSU student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
3. Nursing students are preparing for a profession which provides services to a public that also expects high standards of behavior.
4. Respect your audience.
5. Adhere to all applicable university privacy and confidentiality policies.
6. You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
7. Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
8. Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
9. Don’t use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
10. You are responsible for regularly reviewing the terms of this policy.

C. Consequences

1. Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
2. Students who share confidential information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
3. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted inform.

Harassment and Discrimination

The University has a policy of internal adjudication of student grievances relating to alleged discrimination or harassment based on race, color, national origin, sex, sexual orientation, gender identity, gender expression, genetic information, age, religion, political beliefs, disability or status as a veteran.

Any student who believes that she or he has been subjected to any form of harassment or discrimination should immediately contact University Equal Opportunity Officer or Title IX at 918-343-7599.

Complaints

For complaints other than those relating to harassment or discrimination, shall follow the process outlined herein.

The formal line of communication is student to nursing instructor; then, student to Health Sciences Department Head. Students should feel free to communicate their needs and concerns to the Department Head if they are not satisfied with the outcome of any experience in the program.

Either a verbal discussion or a signed written complaint form may be used. The student may be required to document the concern in writing. The student may schedule an appointment with the Department Head through the Health Sciences Office. The student is requested to follow this process in seeking methods to meet needs and express concerns.

A complaint may be filed when a student is not satisfied with an experience or outcome related to a nursing course or the Nursing Program. Appropriate forms are in the Health Science Department Office. Information submitted as a complaint is to be factual, accurate, and complete. Prior to filing a complaint, a student is encouraged to explore other ways to resolve the situation or problem. A complaint, once filed will be reviewed and sent through the appropriate channels of communication to determine the best way to resolve the situation. All complaints must be written, dated and signed by student to be addressed.

If a student has a concern that the nursing program is not in compliance with education expectations, he/she may write to any of the agencies listed:

Oklahoma Board of Nursing (OBN)
2915 N Classen Boulevard, Suite 524 Oklahoma City, Ok 73106
405-962-1800 | www.ok.gov/nursing

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000 phone | 404-975-5020 fax | www.acenursing.org

The Higher Learning Commission (HLC), North Central Association of Colleges and Schools (NCA)
230 North La Salle St. Ste. 7-500 Chicago, IL 60604-1411
800-621-7440 phone | 312-263-7462 fax | www.ncahlc.org

General Policies and Procedures

Change of Name, Address, and Contact Information

Students with a change of name, address or contact information should provide this information to the Health Sciences Department. Forms are available in the Health Sciences Office. The student must maintain a current name and mailing address with the department office.

University Email

Each student is provided a University email address. The University email address is the official means of electronic communication. University administrators expect that students check their campus email frequently to avoid missing important messages.

As a courtesy to the students, email communication from the nursing office is sent to the student's email address as specified on their nursing application. To change the email address provided, students must complete the appropriate form supplied by the nursing office. Email delivery of a notice to the student shall serve as notice.

Student-Faculty Relationships

The relationship between a student and faculty member is based on principles of caring and principles of adult learning. Students are expected to assume responsibility as active participants in their learning and be self-directed learners. Faculty members are to give feedback regarding student progress in learning, both positive and negative, and support the student toward growth. The relationship is a professional, student/faculty relationship. The relationship is not a social relationship.

Office Hours and Communications

Nursing faculty members' office hours will be posted outside their office door. Full-time faculty members will post a minimum of six (6) office hours per week on campus at time most conducive to contact with students. These hours may vary from week to week. Students should plan to visit faculty members during these times or by appointment. Students may communicate with faculty members by calling the faculty member or sending an email message.

Students should make appointments with faculty during the faculty member's office hours. It is unprofessional and inappropriate to try to "catch" a faculty member in the hallway or classroom and begin a discussion about academic issues that should be best discussed in private. Professional behavior is respectful of the time issues of others.

Students have multiple methods to communicate with faculty and advisors regarding academic issues. One of the most effective methods is through student's RSU email account to contact full time faculty. Students may also leave a voice mail message. Students may visit faculty members during their office hours or make an appointment for another time.

Full time and Adjunct faculty arrive 30 minutes before the laboratory experience and remain 30 minutes at the conclusion of the session. Students may meet with the faculty during these times according to the faculty member's appointment schedule.

Faculty members are not to be contacted (called) at home at any time. As adult learners, students must plan ahead and contact faculty according to the guidelines cited above.

Administrative Estoppel

Students are expected to meet all deadlines associated with completion of administrative records. In the event a student does not meet the announced deadline, they will be placed on Administrative Estoppel status. Students who are on Administrative Estoppel status will not attend clinical or skills laboratories, theory classes or other course related activities until the status is lifted. Any deficiencies must be completed before the status is rescinded. Absences due to Administrative Estoppel status are considered unexcused absences.

Mobile/Cellular Phones and Personal Electronic Devices

A non-distracting classroom environment is a key factor in the learning process. Cellular phones are to be put away and set without audible rings. Cell phones may be checked at break time. Emergency phone calls are viewed as necessary; however, they are expected to be rare. In addition, all students will refrain from texting in the classroom setting. The supervising faculty may ask a student to leave the classroom if texting.

Personal electronic devices and laptop computers:

1. All students must follow the following procedure when using a personal electronic on campus and clinical laboratory settings:
 - a. Personal electronic devices may be used in the classroom setting at the discretion of the supervising faculty member.
 - b. Personal electronic devices may be used in the clinical laboratory campus setting at the discretion of the supervising faculty member,
 - c. Personal electronic devices may be used in the clinical setting at the discretion of the supervising faculty member in accordance with individual facility policy.
 - d. Supervising faculty may request that the student refrain from using personal electronic devices at any time.
2. All students must follow the following procedure when using a personal electronic devices laptop computer in campus and clinical laboratory setting:
 - a. Personal electronic devices and laptop computers may be used in the classroom setting at the discretion of the supervising faculty member.
 - b. Personal electronic devices and laptop computers may be used in the clinical laboratory campus setting at the discretion of the supervising faculty member.
 - c. Personal electronic devices and laptop computers SHOULD NOT BE used in the clinical setting.
 - d. Supervising faculty may request that the student refrain using personal electronic devices and laptop computers at any time.

Tobacco Policy

The University is a tobacco-free campus. All forms of tobacco, including e-cigarettes/Vapors, prohibited on campus, including parking lots. Students are not allowed to use tobacco during clinical hours. The student is reminded that the odor of cigarette smoke may linger on the breath, hands, hair, and clothing. Appropriate measures should be taken to prevent offending patients, staff, peers, or faculty.

Drug and Alcohol Policy

Refer to the Student Code of Responsibilities and Conduct at www.rsu.edu/StudentConduct.

Faculty Advisor

Students will be assigned a faculty advisor at the beginning of the fall semester. Students will be informed as to their advisor via e-mail. Students are encouraged to communicate frequently with their faculty advisor to ensure timely completion of their degree plan.

Visitors/Children in Class

Visitors are not allowed in class unless it is a guest speaker or faculty guest. Students may NOT bring children to the classroom, skills laboratory, or any clinical experience. Young children cannot be left unattended in the building or on the Campus. **Do not bring young children to conferences with faculty.** These conferences are academic and require the full attention of the student and instructor.

Emergency Contact

In an emergency, the Nursing Program and Health Sciences Department will attempt to contact the student. Make sure that your personal and emergency contact information is up to date in our offices.

References and Recommendation Letters

All faculty and students must follow the following procedure when a reference/recommendation letter is requested.

1. The student must get verbal permission from the selected faculty.
2. The student will complete the request form and submit back to the Health Science Department Office
3. This form is placed in the selected faculty mailbox.
4. Faculty will complete standard reference form and submit it to the Health Science Department Administrative Assistant.
5. A copy will be placed in the student files.
6. The letter will be mailed/e-mailed to the appropriate recipient by the Health Science Department.

Notification of Policy Changes

Each student documents understanding of this policy by acknowledging the *Student Acknowledgement and Release*. Policy revisions are communicated directly to each student by email within 20 days of the revision. Students are responsible for periodically checking their email for communication and updates from the Department of Health Sciences.

Student Representation on Faculty Committees

Students are selected by their peers for representation on the Nursing Faculty Governance Committee. The purpose of this representation is to assure student input to the Nursing Faculty that may be considered in the development of policies and procedures, curriculum and program evaluation.

Stratton Taylor Library

The Stratton Taylor Library is available on the main campus for student use. Library hours typically are as follows. The Library is closed during Holidays.

When classes are in session:

- Mon-Thu: 7:30 am – 10:00 pm
- Fri: 7:30 am – 6:00 pm
- Sat: 12:00 pm – 8:30 pm
- Sun: 1:30 pm – 10:00 pm

When classes are not in session:

- Mon-Fri: 8:00 am – 5:00 pm

Financial Aid Information

Financial aid is available to students through a variety of sources including grants, scholarships, loans, and part-time employment from federal, state, institutional and private sources. Refer to the *RSU Bulletin* section for Student Cost and Financial Aid. Students should be aware of the credit hour limitation for federally funded financial aid.

Emergency Loans

The RSU Foundation has established an Emergency Student Loan Fund to provide temporary assistance for students while they await disbursement of their financial aid. All requests for assistance under this program should be directed to the Office Financial Aid Department at 918- 343-7553 or finaid@rsu.edu.

Intellectual Property

It is a common misconception that material on the Internet is free. That is false. All intellectual property laws apply. Students are expected to post only material that is theirs by right of creation. Proper credit must be given for any material used which the student does not personally create. This includes images. For example, professionally done photos belong to the photographer and not the subject who only buys copies.

Copyright Policy

The materials on this course website are provided for the educational purposes of students enrolled in the Nursing Science & Research at RSU. These materials are subject to U.S. copyright law and are not for further reproduction and transmission.

PRIVACY: The internet may change or challenge notions of what are private and what isn't. Although the course is protected by a password, such as tools are not perfect as human beings are using them. The student is relatively protected by the password, but no one can guarantee privacy on-line.

1. Course software enables the instructor to know which students have logged in, where in the course site they have visited, and how long they have stayed. The technology support people have access to information posted at the site.
2. Course Security: In the event the student uses a public terminal (for example, at a hotel or library) the student needs to completely close the browser software when finished. This will prevent another person from accessing the course using the student's identification, doing mischief in the student's name, and violating the privacy of other students. The student is not to allow access to the course to those not registered in the course. Passwords should be guarded.
3. Students sometimes want to discuss their grade via e-mail. E-mail is NOT secure or private. If an individual student requests his/her grade, the instructor cannot legally send to that student his/her grade through e-mail without a legal signature from that student on a permission form. The instructor may e-mail the typical group listing with obscured names. [To instructors: For more information about student rights, see Student Code of Conduct at www.rsu.edu/StudentCode].
4. Participants are expected to represent their identities in a truthful manner. Falsifying your identity is grounds for disciplinary action of all parties involved.

Student Acknowledgment and Release

Review these form for electronic submission within your course. I have agreed to participate in the RSU's Nursing Program for the current academic year ("the Program"). In consideration for being permitted to participate in the Program, I hereby acknowledge and represent that:

1. I have been provided an electronic copy of the RSU Nursing Program Student Handbook and have had an opportunity to review its contents. I agree, as a student enrolled in the Program, to adhere to the policies and guidelines set forth. I understand that the policies and procedures are subject to change during my course of study and it is my responsibility to keep abreast of these changes. I acknowledge and understand that any violation of the Handbook may result in academic sanctions, up to and including, probation, suspension, or dismissal from the program.
2. I have health insurance to provide adequate coverage for any injuries or illness that I may sustain or experience while participating in the program and have supplied proof of this insurance. By my electronic submission of this form, I certify that I have confirmed that my health care coverage will adequately cover me for the duration of this program. I hereby release the University, the employees and or agents from any responsibility or liability for expenses incurred by me for illness or injuries during my participation in this program.
3. I understand that, although the University will attempt to maintain the program as described in its publications and brochures, it reserves the right to change the program, including the itinerary, travel arrangements or accommodations at any time and for any reason, with or without notice, and that the University, or the employees or agents of the University, shall not be responsible or liable for any expense or losses that I may sustain because of these changes.
4. I grant RSU permission to reproduce all photographs, video, movies, or sound recordings taken of me during my participation in the Program.
5. I understand that there are unavoidable risks associate with the Program and certain education activities, including but not limited to, exposure to communicable or other infectious diseases, and I hereby release and promise not to sue the University, or the employees and agents of the University, for any damages or injury (including death) caused by, derived from, or associated with my participation in the Program, except for such damages or injury as may be caused by the gross negligence of willful misconduct of the employees or agents of the University.
6. I can, or with the assistance of a reasonable accommodation, meet all the technical standards of the program as set forth in the Handbook.
7. I agree that, should any provision or aspect of this agreement be found to be unenforceable, all remaining provisions of the agreement will remain in full force and effect.
8. I understand that an active unencumbered RN license is required at all times during the completion of the RN-to-BSN program. New licenses, or any change in licensure status, should be presented to the Health Sciences Administrative Assistant for verification.

Student Signature

Date