

# RN-BSN Handbook



RN-BSN PROGRAM

*Fall 2017*

# Table of Contents

## **I. Introduction**

A. Letter from RN-BSN Program Faculty	1
B. Purpose of Handbook	2
C. Rosemary Berkel Crisp Hall	2
D. Department of Nursing Mission Statement	2
E. Overview of the RN-BSN Program	2
F. Department of Nursing Philosophy	3
G. Glossary for the Curriculum	5
H. RN-BSN Curriculum Outcomes	7

## **II. Policies for admission, progression, and retention of the registered**

<b>nurse student</b>	<b>8</b>
A. Admission to the RN-BSN Program	8
B. Curriculum Requirement for RN-BSN Completion	9
C. Part/Full-time Sequence for Nursing Courses, UI412, Statistics	12
D. University Studies Competency Credit	14
E. Progress and Retention Policies	15
F. Course Test-Out Information	16

## **III. Graduation requirements for all RN-BSN students**

## **IV. Other specific RN-BSN program policies**

A. Program Requirements	17
B. Performance and Competency Standards	18
C. Disability Services	19
D. Dress Code Policy	20
E. Grading Scale for Theory and Clinical Courses	20
F. Basis for Student Evaluation	20
G. Unsafe and Unethical Nursing Practice	20
H. Substance Abuse Policy	21
I. Infection Control in Field Experiences	22

J. Confidentiality and Privacy in Practice	23
K. Academic Honesty	23
<b>V. Student Expectations/Responsibilities</b>	<b>24</b>
A. Student Responsibilities	24
B. Online Learning Responsibilities/Email Etiquette	25
C. Specific Nursing Course Expectations	26
D. Specific Nursing Courses Clinical Component Expectations	27
E. Cost Specific to the Nursing Program	28
<b>VI. Student's Rights</b>	<b>28</b>
A. Evaluations by Students	28
B. Student Nurses Association (SNA) - Local, State and National	29
C. Student Representation on Departmental Committees	29
D. Access to Student's Records	29
E. Academic Advising	30
F. Student Grievance Procedure	30
G. Sexual Harassment Policy	30
H. Academic Structure	30
<b>VII. Miscellaneous</b>	<b>32</b>
A. Campus Health Clinic	32
B. Career Counseling/Career Development	32
C. Information Technologies Help Desk	32
D. Scholarships and Honors	32
E. Appendices	34
1. Competencies and Performance Standards	
<b>RN-BSN Acknowledgment and Understanding of RN-BSN Handbook</b>	<b>36</b>

## I. INTRODUCTION

### A. Letter from RN-BSN Program Faculty

Dear RN-BSN Student:

The RN-BSN Online Program is a program within the Department of Nursing, College of Health and Human Services. The following are the *official sources* of University information for students. These sources are to be consulted when a student has questions regarding university and program practices and policies.

- RN-BSN Program Handbook
- *Southeast Missouri State University Undergraduate [Bulletin](#)*
- [University Studies Handbook](#)

The material in this manual is specific for the nursing program. Familiarize yourself with this handbook in order to be fully aware of your rights and responsibilities as a student in the Department of Nursing.

To take advantage of all the service and resources the University has to offer, you should acquaint yourself with the *Southeast Missouri Undergraduate [Bulletin](#)*. This document contains useful information about Financial Aid, the Student Health Service and Security as well as the General Education curriculum and other academic policies.

The faculty and administration of the Department of Nursing are committed to providing you with quality educational opportunities. We hope to get to know you and help you toward your goal of earning a Bachelor of Science in Nursing degree.

**Desma Reno, Director, RN-BSN Program**

Room #306, Crisp Hall of Nursing

[dreno@semo.edu](mailto:dreno@semo.edu)

573-651-2678

**Joshua Naeger, Secretary for MSN, RN-BSN, and the Office of Addictions Research**

Room #306A, Crisp Hall of Nursing

[jnaeger@semo.edu](mailto:jnaeger@semo.edu)

573-986-6413

**B. Purpose of Handbook**

This handbook has been prepared by the RN-BSN nursing faculty to assist students with policies, procedures, and other information specific to the Department of Nursing. It does not replace the University handbook and/or University Bulletin. **Students are responsible for information in this RN-BSN handbook, as well as information in the Undergraduate Bulletin University Studies Handbook, and the Schedule of Course Offerings.**

**C. Rosemary Berkel Crisp Hall**

The Department of Nursing is in the Rosemary Berkel Crisp Hall, located at the top of the hill on Pacific Avenue. The RN-BSN nursing office and the baccalaureate nursing faculty offices are on the third floor. Classrooms are located on all three floors. The student lounge and computer lab are on the second floor. The RN-BSN Program's office phone number is (573) 986-6413.

**D. Department of Nursing Mission Statement**

The mission of the Southeast Missouri State University Department of Nursing is to educate baccalaureate and masters graduates to practice nursing within the context of knowledgeable caring. The Department influences the health of the region and beyond by providing graduates who have demonstrated intellectual, personal and professional growth and can integrate theoretical knowledge, experiential learning and an interdisciplinary foundation. Faculty encourages graduates to pursue a career of life-long learning.

**E. Overview of the RN-BSN Online Program**

The RN-BSN Online option allows a registered nurse who has either an associate degree or diploma in nursing, to gain advanced placement in the BSN Nursing Major. The department recognizes prior knowledge and experience to promote advanced learning without repetition of nursing education and practice. Both nursing theory and university studies requirements can be completed totally online. Courses are designed to promote interactive online experiences with a variety of faculty and other online students. Field experiences are integrated through a variety of course assignments that require the RN to select an experience in a community or health care setting with a mentor of their choice. RN's are encouraged to seek out mentors in their Field Experiences. These experiences may occur in the RN's place of employment. See terms below.

**Who is a Mentor?** Is anyone who invests time, know how, and effort cares to enhance another person's growth, knowledge, and skills. This sharing goes beyond one's duty or work obligations. (Shea, 1999)

**Who is a Mentee?** Is one who makes an effort to assess, internalize, and use effectively the knowledge, skills, insights, perspectives or wisdom offered by the mentor. (Shea, 1999)

**What are Field Experiences?** “Field Experiences” are defined as experiential learning activities that require the RN-BSN student to complete required assignments that take place in agency or community settings. Although some activities require the students to examine their current practice where they are employed as an RN, most activities require the students to explore areas not familiar to their past experiences. These activities are designed to promote opportunities for the RN to learn the roles and competencies of the baccalaureate prepared professional nurse. A variety of course assignments across the RN-BSN Curriculum are required to assist the RN to meet the learning objectives of each individual nursing course. The RN is required to independently seek a mentor(s), develop own learning goals within the framework of the course objectives, plan the activity, and schedule his/her Field Experiences. There are not a specified number of hours required for the Field Experiences. Instead, focus is given to the meeting of course objectives and completion of learning assignments.

Upon completion of the program a Bachelor of Science Degree is awarded. This degree combines liberal arts courses through the School of University Studies with current nursing theory and practice. Nursing assessment, research, rural health, care of the frail elderly, leadership and management, and community health skills and personal development are taught. The curriculum is based on the core concept of knowledgeable caring which provides opportunities for the nurse to interact with individuals, families, communities, and the environment in ways that "facilitate understanding and growth through the human experiences of wellness, illness, healing and dying” (BSN Philosophy).

**F. Department of Nursing Philosophy**

The mission and philosophy of the Department of Nursing are consistent with the mission and core values of Southeast Missouri State University. The philosophy addresses the concepts of patient, environment, health, nursing, and learning; and reflects the views of the faculty regarding learning, teaching, and specifically nursing education.

The faculty believes that each person is a unique being comprised of body, mind and spirit that together enable the individual to strive to reach an optimal level of health throughout the lifespan, including death with dignity. The person’s spirit is the driving force that guides the pattern of everyday living and the attainment of one’s full human potential. Therefore, regardless of physical or mental status, all people are worthy of being treated with respect and dignity.

The Department of Nursing strives to serve diverse patient populations that reside in the surrounding community and region. The populations are comprised of individuals, families, and communities; and are predominantly rural in nature. Nurses are uniquely positioned to affect the quality and outcome of healthcare. The relationship that evolves between the nurse and the patient has a major influence on the perception and status of health and on access to and use of available resources.

The environment is both external and internal to the patient. The external environment goes beyond surrounding physical parameters to include historical, political, economic, cultural and spiritual influences. Individual experiences and perceptions form the internal environment.

There is a direct relationship between the health of patients and the quality of their environment. Environment is individually perceived and each patient responds and adapts accordingly. Therefore, supporting a healthy environment is an essential element in promoting optimal wellness.

Health is a dynamic, multidimensional phenomenon that exists on a wellness-to-illness continuum and is influenced by a patient's body, mind and spirit. Wellness and illness are concepts that to a large extent are self-defined, allowing for individualized perceptions of health. Wellness is sought, in part, through the process of healing. Healing is an active process that should not be imposed upon a patient. It is therefore important to recognize the autonomy of patients in the healing process.

Nursing is an art and a science. The integrative articulation of the art and science of nursing is fundamental to the implementation of knowledgeable caring. Nurses use knowledgeable caring to partner with patient(s) for health, healing or a peaceful, dignified death. Nursing is practiced in a variety of roles and occurs wherever nurses and patients interact.

Knowledgeable caring underlies the diverse nursing roles and settings for nursing practice. It is the ability to competently and creatively practice nursing, with consideration of the covert as well as the overt needs of the patient. Students are encouraged to develop a knowledgeable caring presence that will allow their patients to seek and attain an optimal level of wellness specific to each individual circumstance. Through knowledgeable caring, nurses partner with patients to develop activities and interventions to promote optimal wellness and/or assist the patient to a dignified death.

Learning is a continuous, life-long process that occurs at any developmental level and ideally is evidenced by a consistent change in behavior. Students bring to the learning environment previous life experiences that influence attitudes and motivation to learn. To facilitate learning, faculty serve as teachers, resources, mentors, and professional role models for students. Faculty use a variety of teaching learning strategies to facilitate the student's practice of professional and advanced nursing.

The goal of nursing education is to assist students to think critically, problem solve creatively, and practice nursing from a caring perspective. This education integrates concepts, principles, and theories from nursing and the related arts, sciences and humanities. Nursing students are empowered to assist patients to meet their health care needs and accomplish developmental tasks.

An expected outcome of nursing education is the socialization of graduates into professional nursing roles. Undergraduate students are prepared to function as generalists in diverse roles, in a variety of settings, using cultural sensitivity, standards of practice and professional guidelines. Graduate students build on an undergraduate foundation. Their focus is on developing expertise in advanced nursing roles to meet the health and educational needs of patient(s) and the profession.

## G. Glossary for the Curriculum

**Patient:** individuals, families, and/or communities who work in partnership with nurses to seek health and healing. Patients of nursing may also include organizations and agencies.

**Creative thinking:** “bringing together bits of knowledge or information that may initially seem unrelated, and formulating them into a plan that leads to effective decision making and solves the problem by finding connections between thoughts and concepts” (Catalano, 2006, p.100)

**Critical thinking:** a conscious and organized thought process that “underlies independent and interdependent decision making. It includes questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity” (AACN, 1998, p.9)

**Full human potential:** the maximum physical, spiritual, and emotional well-being attainable by a specific individual

**Healing:** the process of bringing together the aspects of mind, body, and spirit in ways that lead toward integration and balance, and result in the realization of full human potential and optimal wellness (adapted from Dossey, Keegan, & Guzzetta, 2000, p.6)

**Illness:** “the response of the [patient] to a disease; it is an abnormal process in which the [patient’s] level of functioning is changed when compared with a previous level. This response is unique for each [patient] and is influenced by self-perceptions, others’ perceptions, the effects of changes in body structure and function, the effects of those changes on roles and relationships, and cultural and spiritual values and beliefs” (Taylor, Lillis, & LeMone, 2008, p.67)

**Knowledgeable Caring:** “the nurse’s empathy for and connection with the patient, as well as the ability to translate these affective characteristics into compassionate, sensitive, appropriate care” (AACN, 1998, p.8). At the graduate level, knowledgeable caring enables the nurse in an advanced nursing role to make increasingly complex decisions requiring critical thinking as a prerequisite to providing individualized comprehensive nursing care within today’s complex health care environment.

**Learning environment:** any location or situation that is conducive to teaching/learning or that promotes an opportunity for change and growth in attitude, knowledge, and/or behavior.

**Nursing Roles:** a variety of behaviors demonstrated by the professional nurse in response to the patient’s unique needs. These roles exist upon a continuum from basic to advanced levels of practice.



- **Advocate:** supports and encourages patients as they seek information and make health related choices and decisions
- **Care Provider:** uses theory and research-based knowledge in the direct and indirect delivery of care to patients
- **Collaborator:** seeks the input and participation of the patient, family, and other health care team members in health care decisions and activities
- **Communicator:** communicates effectively with patients, their families, and other members of the health care team through verbal, non-verbal, written and technological means
- **Educator:** develops and implements teaching plans for patient/family instruction, evaluates their effectiveness, and revises them as necessary
- **Manager/Leader:** A manager organizes activities and resources when caring for multiple patient groups. A leader influences and/or guides/directs others to achieve desired patient outcomes.
- **Researcher:** demonstrates an appreciation for health related research by applying research appropriately to practice

**Nursing Settings:** a variety of clinical and community sites and agencies through which the professional nurse fulfills basic and advanced nursing roles.

**Rural:** areas of low population density that affect communication and transportation, interactions between friends, family and neighbors, and access to services (Condes, 1985)

**Wellness:** an “active state oriented toward maximizing the potential of the individual, regardless of his or her state of health” (Taylor, Lillis, & LeMone, 2008, p. 70)

#### References:

American Association of Colleges of Nursing. (2008). *The Essentials of Baccalaureate Education*. AACN: Washington, DC.

Catalano, J. T. (2006). *Nursing Now! Tomorrow's Issues, Tomorrow's Trends (4<sup>th</sup> ed.)*. F. A. Davis: Philadelphia.

Condes, S. M. (1985). Biopsychosocial imperatives from the rural perspective. *Social Science Medicine*, 21(12), 1373-1379.

Dossey, B., Keegan, L., & Guzzetta, C. (2008). *Holistic Nursing: A Handbook for Practice (5<sup>th</sup> ed.)*. Aspen: Gaithersburg, MD.

Taylor, C., Lillis, C., & LeMone, P. (2008). *Fundamentals of Nursing: The Art and Science of Nursing Care (6<sup>th</sup> ed.)*. Lippincott, Williams, & Wilkins: Philadelphia.

**April 21, 2008**

**Approved by Total Faculty**

**H. RN-BSN Program Outcomes**

The RN-BSN graduate:

1. Participates in the advancement of the profession by integrating nursing knowledge and concepts from arts, sciences, and humanities.
2. Through a knowledgeable caring presence, creates, in partnership with the patient, opportunities for health, healing, or a peaceful, dignified death.
3. Employs critical and creative thinking to integrate evidence based strategies into practice.
4. Communicates and collaborates effectively through oral, written, and technological methods.
5. Appreciates the impact of historical, political, theoretical, and artistic traditions on professional nursing.
6. Practices with cultural sensitivity and adherence to ethical and legal guidelines and standards of practice.
7. Demonstrates safe practice in a variety of professional nursing roles and nursing care settings.
8. Functions within nursing and inter-professional teams to foster open communication, mutual respect, and shared decision-making to achieve quality patient care.
9. Demonstrates appropriate teaching/learning methods to enhance health outcomes and/or maximize quality of life.
10. Pursues professional learning experiences to enhance one's career in a rapidly changing world of health care.

## II. POLICIES FOR ADMISSION, PROGRESSION AND RETENTION OF THE RN-BSN STUDENTS

The Department recognizes prior nursing knowledge and experience of licensed registered nurses through advanced placement in the nursing curriculum. The semester before graduation, students will be granted 34 hours of Baccalaureate upper-level Nursing credit. Credits for previous non-nursing educational work, however, are determined on an individual basis and reflected on the university degree audits.

Upon completion of the program, a Bachelor of Science Degree in Nursing is awarded. The degree combines liberal arts courses, through the School of University Studies, with current nursing theory and practice. Assessment, research, gerontology, leadership/management and community health skills are taught with an emphasis on critical thinking and personal development.

The RN-BSN program may be pursued on a full-time or part-time basis **online**, with online access to both nursing and non-nursing courses.

Admission to the RN-BSN program is on a first come, first served basis to RNs who have a cumulative GPA of **2.8** or higher, hold an active RN license in the state in which they practice nursing, and have completed the required non-nursing courses.

Advisors are available to individually assist RN applicants with development of a plan of study. For further information and consultation with an advisor, call (573) 651-2766.

### A. Admissions Process

Admission to the RN to BSN Online Program is separate from the University. Our online advisor, Leah Michel, is happy to help you through the admission process. She can be contacted at 573-651-2766.

### **University Application (New Students)**

1. Apply online at <http://www.semo.edu/admissions/apply.htm>
2. When selecting your major please make sure to select 'Nursing RN-BSN'.
3. Request official transcripts from ALL previously attended colleges and universities to be sent directly from the institution to the Admissions office. Submit transcripts electronically to [admissions@semo.edu](mailto:admissions@semo.edu) or mail to:

Southeast Missouri State University  
Office of Admissions  
One University Plaza, MS 3550  
Cape Girardeau, MO 63701

## **After Acceptance to the University**

Following your acceptance to the University, an advisor from the Southeast Online office will evaluate your transcripts and inform you whether or not you have the prerequisites necessary for admission to the RN-BSN Online program. The following must be completed in order to qualify for admission:

- 2.8 cumulative GPA
- Valid nursing license in the U.S.
- Current professional liability insurance
- Current professional CPR licensure
- Completed a background check
- Completed the following prerequisite course with a grade of “C” or better:
  - Anatomy and Physiology I (must transfer in)
  - Anatomy and Physiology II (must transfer in)
  - English Composition II
  - Microbiology (must transfer in)
  - Chemistry
- Completed most non-nursing requirements

## **RN-BSN Online Program Admission**

When you qualify for admission to the RN-BSN program, you will receive a letter giving you instructions on how to sign up with the company we use to perform a background check and track student records, *CastleBranch.com*. Once all of the requirements have been met you will then be admitted to the program and will be able to start taking nursing courses.

## **Important Information**

- If you are currently enrolled in an associate degree nursing program and need to know which courses to take that will transfer, please use the following link: <http://www.semo.edu/registrar/transferinfo.html> or contact the online advisor at 573-651-2766 or [lmichel@semo.edu](mailto:lmichel@semo.edu).

## **B. Curriculum Requirements for RN-BSN Completion**

### **1. Required Support Courses for BSN Major:**

The following prerequisites, or their equivalent, must be completed with a grade of “C” or better prior to admission and enrollment in the RN-BSN program:

<u>Course</u>	<u>Credit Hours</u>
1) University Studies courses	
Written Expressions/English Comp II —University Studies course	3
Physical Systems—University Studies course (CH-180 or CH-181/081/001)	3/5
Behavioral Systems (PY-220 Psychological Development Across the Lifespan)*	3
2) Required sciences	
Anatomy & Physiology I	2-4
Anatomy & Physiology II	2-4
Microbiology	3

\*May be met with an attribute of 5 years of work experience as an RN

2. Other University Studies Requirements:

The student may choose, at any time, any course within the University Studies program that meets the following University Studies requirements:

**Note: The following link will provide you with a list of courses for each “Expressions” or “Systems” category:**

<http://ustudies.semo.edu/handbook/index.aspx>

<u>Course</u>	<u>Credit Hours</u>
Logical Systems (math and stats)	3-4
Development of a Major Civilization	3
Social Systems	3
Literary Expressions	3
Oral Expressions**	3
Political Systems	3
Artistic Expressions	3
Economic Systems	3

\*\*May be met with an attribute for 10 years RN experience including leadership with proper documentation.

The following University Studies course must be taken through Southeast Missouri State University:

<u>Course</u>	<u>Credit Hours</u>
UI-412 American Health Care Systems	3

3. Required RN-to-BSN Curriculum Courses:

<u>Course</u>	<u>Credit Hours</u>
NS-390 Framework for Professional Nursing	4
NS-380 Holistic Assessment	4
NS-385 Research for Professional Practice	3
NS-386 Professional Practice: Community Health	6
NS-480 Professional Practice: Leadership and Management	6
NS-483 Gerontological Nursing and Care of Older Adults	3
<b>Total Hours Required:</b>	<b>120***</b>

\*\*\*In order to meet all individual requirements, some students may have to complete more than 120 hours including transfer hours. In order to meet the 120 hour requirement some additional electives may be needed.

4. Beginning in Fall 2014, RN-BSN students will receive 34 hours of Baccalaureate advanced nursing credits once officially enrolled in their second to final semester at the University.

NS371 Fundamentals of Nursing	3
NC371 Fundamentals Clinical	3
NS373 Pharmacology	3
NS374 Pathophysiology	3
NS387 Adult Health I	3
NC387 Adult Health I Clinical	2
NS388 Maternal-Newborn Nursing	3
NC388 Maternal-Newborn Clinical	1
NS389 Mental Health Nursing	3
NC389 Mental Health Clinical	1
NS487 Adult Health II	3
NC487 Adult Health II Clinical	2
NS488 Pediatric Nursing	3
NC488 Pediatric Clinical	1
<b>Total Hours:</b>	<b>34</b>

C. Sequence options for Online RN-BSN Nursing Courses (includes: Statistics & UI412)

**PART-TIME SEQUENCE for Online RN to BSN Nursing Courses**

Fall	Spring	Summer	Fall	Spring	Summer	Fall
<b>START</b> NS390 (4cr) (1st 8 Weeks) Framework for Professional Nursing  NS 385 (3cr) (2nd 8 Weeks) Research in Professional Practice	NS380 (4cr) (1st 8 Weeks) Holistic Assessment  NS483 (3cr) (2nd 8 Weeks) Gerontological Nursing and Care of Older Adults	MA155 (3cr) Statistical Reasoning  UI412 (3cr) American Health Care Systems	NS480 (6cr) (16 Weeks) Professional Practice: Leadership and Management	NS386 (6cr) (16 Weeks) Professional Practice: Community Health		
	<b>START</b> NS390 (4cr) (1st 8 Weeks) Framework for Professional Nursing  NS385 (3cr) (2nd 8 Weeks) Research in Professional Practice	UI412 (3cr) American Health Care Systems	NS380 (4cr) (1st 8 Weeks) Holistic Assessment  NS483 (3cr) (2nd 8 Weeks) Gerontological Nursing and Care of Older Adults	NS480 (6cr) (16 Weeks) Professional Practice: Leadership and Management	MA155 (3cr) Statistical Reasoning	NS386 (6cr) (16 Weeks) Professional Practice: Community Health

**FULL-TIME SEQUENCE for Online RN to BSN Nursing Courses**

FALL	SPRING	SUMMER	FALL
<b>START</b> NS390 (4cr) (1st 8 Weeks) Framework for Professional Nursing  NS 385 (3cr) (2nd 8 Weeks) Research in Professional Practice  NS480 (6cr) (16 Weeks) Professional Practice: Leadership and Management	NS380 (4cr) (1st 8 Weeks) Holistic Assessment  NS483 (3cr) (2nd 8 Weeks) Gerontological Nursing and Care of Older Adults  NS386 (6cr) (16 Weeks) Professional Practice: Community Health	MA155 (3cr) Statistical Reasoning  UI412 (3cr) American Health Care Systems	
	<b>START</b> NS390 (4cr) (1st 8 Weeks) Framework for Professional Nursing  NS 385 (3cr) (2nd 8 Weeks) Research in Professional Practice  NS480 (6cr) (16 Weeks) Professional Practice: Leadership and Management	MA155 (3cr) Statistical Reasoning  UI412 (3cr) American Health Care Systems	NS380 (4cr) (1st 8 Weeks) Holistic Assessment  NS483 (3cr) (2nd 8 Weeks) Gerontological Nursing and Care of Older Adults  NS386 (6cr) (16 Weeks) Professional Practice: Community Health

**NOTE:** The above sequences are only examples of how to proceed through the curriculum. Every effort will be made to offer these courses as illustrated but may be subject to change. A student may choose not to take courses and return at a later time but should complete all nursing courses within five years of the time first enrolled in any nursing course.



1. The following courses may be transferred to Southeast for credit:
  - Chemistry
  - Microbiology
  - Anatomy and Physiology
  - Growth and Development (Behavioral Systems requirement)
  - Nutrition or other Living Systems requirement
2. Nursing Courses should be taken in the sequence as outlined above. Exceptions must be approved by the RN-BSN Program Director.

**D. UNIVERSITY STUDIES COMPETENCY CREDIT FOR RN-BSN STUDENTS**

In an effort to recognize your professional nursing experiences while you pursue your baccalaureate degree in Nursing through the Southeast Missouri State University RN to BSN online program, you may receive credit for up to 9 hours for the following University Studies requirements if you begin the RN to BSN program starting in fall, 2014 or after:

- For all registered nurses who have been employed as an **RN less than 5 years**, credit for the Living Systems category will be assigned to a previously completed credit bearing course upon verification of holding a license as a registered nurse.
- For registered nurses who have been employed as an **RN 5 – 9 years**, credit for the Living Systems and Behavioral Systems categories will be assigned to previously completed credit bearing courses upon verification of RN work experience.
- For registered nurses with **10 years or more working experience that includes**

**Nurse/Management/leadership experience**, in which they were required to exercise supervisory/presentation/training competencies, credit for the Living Systems, Behavioral Systems, and Oral Expression categories will be assigned to previously completed credit bearing courses upon verification of RN work experience.

**Upon verification of your professional experiences** by you and approval by the Director of the RN-BSN Program and the Registrar, you may receive credit for the Living Systems, Behavioral Systems and Oral Expressions categories of University Studies. This policy will not exempt you from completing courses required for other majors and minors, should you change or add to your academic programs at Southeast beyond the RN-BSN course of study.

**To validate your years of experience**, you will need to submit evidence from your employer(s) to Desma Reno, Director RN-BSN Program, Department of Nursing, MS8300, Crisp Hall of Nursing, One University Plaza, Southeast Missouri State University, Cape Girardeau, MO 63701 as follows:

- For **Living Systems**, submit a copy of your RN license.
- For **Living Systems and Behavioral Systems**, submit a copy of your RN license and signed documentation from your employer (the necessary form can be obtained from your advisor) indicating you have been employed for at least 5 – 9 years as a practicing RN in their agency.
- For **Living Systems, Behavioral Systems, and Oral Expressions**, submit a copy of your RN license and signed documentation from your employer (the necessary form can be obtained from your advisor) indicating you have been employed for at least 10 years as a practicing RN in their agency.

This policy will be in effect beginning with admissions for the Fall 2014 Semester, and will not be applied retroactively to current RN-BSN students or to those previously admitted for the RN to BSN Program.

**E. Progress and Retention Policies:**

1. To be retained in the nursing program, nursing students must maintain a cumulative grade point average of at least 2.0 in all academic work at the University.
2. A grade of “C” or better is required in all Nursing (NS) courses in the RN-BSN online program. A grade of “D” in an NS course is considered a “failure”.
3. If an RN-BSN receives a grade below a “C” in an NS course that student is not eligible to take another nursing course until that course is repeated with a passing grade (C or better). The student must request in writing to the RN-BSN Coordinator to repeat that course. The student’s request needs to also specify a plan to be successful when repeating the course.
4. Students receiving a grade of “D” or “F” in any NS course must repeat and pass that course prior to enrolling in any other nursing course. Individual exceptions may be made only by the RN-BSN Curriculum Committee.
5. If a student fails two NS courses in one semester, he/she will need to meet with the RN-BSN Curriculum Committee in person or via phone conference before enrolling in another nursing course. That committee will decide as to how the student should proceed.
6. If an RN fails the same course twice, they will be dismissed from the RN-BSN online program. The student may appeal this in writing to the RN-BSN Coordinator who will take it to the RN-BSN Curriculum Committee for review.
7. The Department of Nursing adheres to University deadlines for dropping classes. Late drops will not routinely be approved. Any students wishing to make a late drop and the involved faculty must submit a written request to the Department Chairperson whose decision will be final.
8. In accordance with the nursing licensing regulations of the State of Missouri, students found to be convicted of serious crimes (felonies or substance abuse) will be reviewed by the Undergraduate Student Affairs Committee and may be suspended from the nursing program.

The Bachelor of Science in Nursing is conferred by Southeast Missouri State University following criteria as outlined in the current Bulletin.

## F. Course Test-Out Information

All test-outs are scheduled through and administered by the Southeast Missouri State University Testing Service. CLEP and course-specific tests can be taken once; there is a fee for each examination. Please call (573) 651-2836 for further information.

Credit by Exam Guidelines:

Southeast Missouri State University students may qualify for credit by examination as long as they have **earned fewer than 90\* semester hours** and have not enrolled in a college course in the subject for which the examination is taken.

- Students who anticipate attempting to earn credit by examination should NOT enroll in that course before taking the examination.
- A maximum of 30 semester hours of combined credit from Advanced Placement, CLEP, DANTEs Subject Standardized Test (DSST), Departmental Exams, Certified Professional Secretary (CPS), and International Baccalaureate Organization (IBO) options may be counted toward a single degree.
- Credit and course equivalencies correspond to introductory courses in disciplines.
- Grades will be recorded and noted on the official transcript as credit by examination; such credit does not affect the cumulative grade point average.
- Subsidiary level courses do not receive any credit or advanced placement.

To receive credit for FN235 Nutrition through testing, see [RN-BSN Website](#) for instructions.

A [Writing Proficiency Test](#) (WP003) must be taken after completing **75 hours**.

Exception: The WP003 is waived for transfer students transferring in with **90 hours** or pursuing a second baccalaureate degree. Contact advisor for enrollment information.

## III. GRADUATION REQUIREMENTS FOR ALL RN-BSN STUDENTS

The Bachelor of Science in Nursing degree is conferred by Southeast Missouri State University following criteria as outlined in the current [Bulletin](#).

A minimum of one hundred twenty (120) credit hours are required to graduate from the RN-BSN program. Fifty-six (56) credit hours must be taken from a four year university, 39 of these hours must be upper-division (300 & 400 level courses), and 30 hours of the 120 taken from Southeast Missouri State University. These are University requirements.

### **Hours Required at Southeast**

To graduate with your BSN from Southeast, you must have **at least 30 hours from Southeast and 39 hours of senior college credit (300 level or higher) from a 4 year school that transfers to Southeast as a 300 level (or above) course.** 34 hours of baccalaureate upper-level nursing credit will be granted the semester before graduation and will count towards the 39 hours of senior credit. Twenty-six hours of the RN-BSN nursing requirements will also count towards these 39 hours of senior credit. Finally, UI412 will count towards the 39 hour

requirement, as well. The “34 advanced placement credit,” however, does not count towards your 30 hours at Southeast.

The Department of Nursing requires that at least half of the required hours of nursing courses be taken and completed at Southeast Missouri State University.

The Department of Nursing sponsors a Nursing Recognition Ceremony two times a year, in December and in May. Any student is eligible to participate in this ceremony if that student is within three months of graduation and in good academic standing with the Department of Nursing.

### **Graduation**

Students should apply for graduation after enrolling in courses for the semester one intends to graduate by the first day of classes. **One’s degree is not finished until one submits a graduation application and completes the Senior Papers.** Graduation information including the application is available online at <http://www.semo.edu/commencement/>. It is recommended that one read through these materials. If you have questions about graduation, please send those directly to the Graduation Specialist at [graduation@semo.edu](mailto:graduation@semo.edu).

## **IV. OTHER SPECIFIC RN-BSN PROGRAM POLICIES**

### **A. Program Requirements**

There are requirements specific to the RN-BSN program which must be completed in order to complete the program admission process.

1. Provide own transportation to and from field experiences.
2. Subscribe to *CastleBranch.com* – a private company the Nursing Department employs to facilitate student submission of records.
3. Submit proof of having the following documents to *CastleBranch.com*
  - a) Valid RN licensure in the United States.
  - b) Current Background Check conducted by *CastleBranch.com*
  - c) Current CPR Training (American Heart Association Healthcare Provider, American Red Cross Professional Rescuers, or Advanced Cardiac Life Support course is required)
  - d) Current Liability Insurance – see link for rationale:  
<http://americannursetoday.epubxp.com/i/596622-november-2015/30>  
(Minimum coverage of \$1million per incident and \$3 million aggregate must be met. Many companies offer this coverage online; Proliability.com or NSO.com are companies many students choose.)

**Due to the importance of this documentation, students failing to meet and maintain requirements will result in the student being dropped from the course/s.**

4. The student must establish residency in the United States and maintain valid RN licensure in the state in which he or she plans to perform field experiences. In addition, the RN-BSN Program only accepts nurses who reside in Missouri, Illinois, Kentucky, or Arkansas.
5. If you are not employed as an RN, you will need to contact an agency where you will be able to complete your field experiences for NS390, NS380, NS385, NS386, and NS480. Your instructor for each of these courses will need to approve the health care agency(s) you select when you first enroll in each of these courses. It will be your responsibility to meet any student requirements (i.e., flu vaccine, TB tests, HIPAA certification) set by the agency before the field experience.
6. Some agencies or sites may require that students have drug screening and/or flu vaccine prior to their field experience there.
7. Students should be aware that all health information, CPR and liability insurance status, and criminal background check results may be released by the Department of Nursing to clinical agencies upon request, as required for clinical practice, and/or to satisfy requirements of accrediting bodies.
8. RNs need a white lab coat and name badge. Instructions on how to obtain your name badge will be given to you when you take NS390 Framework for Professional Nursing as a requirement in this course.
9. Obtain required course textbooks. Most courses require at least one text that is rented through Textbook Rental Services [http://www.semo.edu/textbookrental/rent/online\\_order\\_form.html](http://www.semo.edu/textbookrental/rent/online_order_form.html) . In addition, some courses may require additional book(s) that may be bought at the Southeast bookstore or elsewhere.

Therefore, it is essential you first contact textbook rental to rent the needed textbooks for your upcoming courses. It is best to do this at least one week before the course begins. If you can't come to campus to get your books the week before classes begin, you can arrange for them to be shipped using the online order form: [http://www.semo.edu/textbookrental/rent/online\\_order\\_form.html](http://www.semo.edu/textbookrental/rent/online_order_form.html). Textbooks are usually mailed about a week before classes begin and there are charges for shipping. At the end of the semester, you will mail the textbooks back to the University and they must be postmarked by the Monday after finals week.

Next you should also check with the Bookstore to see if you need any additional supplemental materials that you will need to buy for the courses. You can order them online at <http://www.semoshop.com>. Always check with both Textbook Services for rental books and the Book Store for other books or materials you may need to buy in addition to the text(s) you will need to rent.

## **B. Performance and Competency Standards**

Students who wish to qualify for admission and progression in the nursing program must meet both academic requirements and performance standards. Academic requirements are described

elsewhere in this handbook and in the University [Bulletin](#). Performance standards include cognitive, sensory, affective, and psychomotor competencies. A student must, **with or without reasonable accommodation**, satisfy the Competencies and Performance Standards Table (Appendix 1).

**Other Essential Behavioral Attributes:** Ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair judgment. The student must demonstrate responsibility and accountability for actions as a student in the Department of Nursing and as a developing professional nurse.

### C. Disability Services

Southeast Missouri State University is committed to providing services for students with disabilities. Disability Services is the institutionally recognized program designed to provide both federally mandated services as well as proactive services for students with disabilities by ensuring equal access. By providing leadership, advocacy, resources, mediation, and guidance to students with disabilities, Disability Services assists students with identifying barriers to their success and thusly identifying ways to address those barriers. Disability Services does this through collaboration and coordination with multiple entities.

While Disability Services strives to reduce barriers that students encounter at Southeast, academic accommodations are often necessary in the classroom. Academic accommodations are adjustments made to provide students equal access. Students wishing to use academic accommodations that are associated with their disability should contact Disability Services to determine how best accommodations may be provided. When accommodations are needed, they are implemented on a case by case basis. Disability Services staff consult with each student individually to identify how she or he can best meet her or his needs. The Disability Services Office can be accessed through this link for more detailed information about registration and other services provided to students, <http://www.semo.edu/ds/> or can be called at 573-651-5927.

It is the responsibility of the student to notify the RN-BSN Coordinator of any existing disability, either physical or otherwise. Such disclosure is necessary before any accommodations may be made in the learning environment or in the program's procedures. Information about disabilities is handled in a confidential manner. It is the policy of the Department of Nursing to comply with federal guidelines regarding students with disabilities and to provide appropriate academic adjustments to otherwise qualified students with disabilities so they can meet these required performance standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis. Requests for accommodation must be submitted in writing, allowing sufficient time prior to matriculation for action on these requests. Determining what is a reasonable accommodation is an interactive process, which the student should initiate with the Department of Nursing and Disability Support Services. If a student who is actively enrolled in the program has a medical issue that that would affect ability to complete course requirements that have field experiences, the student must furnish a physician's full release for unlimited practice prior to resuming field experiences in that course.

**D. Dress Code Policy**

For all Field Experiences, the student will be well groomed and in professional dress as required by the agency in which the field experiences is taking place. For identification purposes in Field Experiences, the student will be required to wear a Digital Photo Identification Tag with the title “***RN-BSN Southeast Missouri State University Student***”.

**E. Grading Scale for Theory and Clinical Nursing Courses**

The grading scale for the Department of Nursing

90% - 100% .....	A
80% - 89% .....	B
70% - 79% .....	C
below - 69% .....	F

**F. Basis for Student Evaluation**

1. Nursing courses

Students must obtain a total grade of 70% (C) or better on examinations and quizzes in order to successfully pass any nursing course. Additional assignments will not be computed into the grade if a 70% (C) or better is not obtained on examinations and quizzes. In courses with no quizzes or tests, refer to syllabus for any assignments requiring a 70% (C) or better.

**G. Unsafe and Unethical Nursing Practice**

1. Certain behaviors are essential for safe and ethical nursing practice. A non-exclusive list of violations of such practice are defined below, so that each nursing student may be aware of the seriousness of his/her actions. Unsafe and/or unethical practice may result in course failure and suspension from the program. Unsafe or unethical nursing practice may be evidenced by one or more of the following behaviors:

- a. Performing activities for which the student is not prepared or which are beyond the capacities of the student.
- b. Performing activities which do not fall within the legal realm of professional nursing practice.
- c. Recording or reporting inaccurate data regarding patient assessment, care plans, nursing interventions, and/or patient evaluations.
- d. Failing to recognize and/or report and record own errors (incidents) performed in relation to patient care.
- e. Having physical, mental, and/or cognitive limitations which endanger or impair the welfare of the patient and/or others.
- f. Disclosing confidential or private information inappropriately. (See “Confidentiality and Privacy” section)

- g. Behaving in a disrespectful manner toward patients and/or other health team members, peers, or faculty.
  - h. Participating in field experiences while under the influence of alcohol or drugs, including prescriptive medications which may impair performance.
  - i. Committing or omitting actions which results in violation of laws related to nursing such as negligence, malpractice, libel, slander, etc.
2. The following measures may be taken by the clinical faculty member if a nursing student demonstrates unsafe nursing practice as defined above:
- a. Written contract with student which specifies certain criteria and/or activities students must meet or complete in order to change the unsafe behavior.
  - b. Assignment of additional learning activities to assist the student to meet course objectives.
  - c. Suspension from the course if the student repeats the unsafe nursing activity. This will result in failure of the nursing course.
3. Course suspensions will be reviewed by the Undergraduate Student Affairs Committee to determine retention of the student in the nursing program.

## **H.** Substance Abuse Policy

Southeast Missouri State University seeks to maintain an environment free from the effects of intoxicants or other substances that may alter behavior. The use of illegal/designer drugs or the abuse of alcohol, prescription drugs, or over-the-counter drugs may pose serious safety and health risks not only to the user, but also to all people coming in contact with the user.

Students are permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans. However, when such prescribed or over-the-counter medications interfere with the student's mental or physical performance, the student may be required to discontinue participation in field experiences to preserve the safety of others. For the purpose of this policy, a **chemically impaired person** is one who is under the influence of a substance that interferes with mood, perception, or consciousness resulting in physiological and/or behavioral characteristics. This impairment affects the individual's ability to meet standards of performance, computing, and safety in clinical settings, skills labs, classrooms, and office settings.

Students of the Department of Nursing are expected to refrain from using any substances that would prevent them from performing safely and effectively in all department and field experience settings.

1. "For Cause" Testing:



- a. If a student exhibits behavior, that in the opinion of a faculty member, is considered to be consistent with the use of drugs and/or alcohol, the student will be required to submit to a urine, blood, or breath analysis test.
- b. The faculty member will request immediate drug testing if deemed appropriate. Failure to cooperate or to provide a timely sample upon request will result in disciplinary action up to dismissal from the program. The cost of the testing will be the responsibility of the student.
- c. The student will be dismissed from the course after testing is completed and until the results are available.
- d. The results will be reported to the appropriate Director and Department Chairperson.
- e. Students who present positive results (other than for properly administered prescription or over-the-counter medications) will not be allowed to continue in the program. They will be notified in writing. In addition, those students will be immediately referred to appropriate professional counseling. Students may apply for readmission at a later date, but must provide documentation regarding treatment and counseling received, and record of attendance at appropriate support group meetings. Also, prospective students applying to the program who test positive for drug use (other than for properly administered prescription or over-the-counter medications), will not be admitted to the program. To apply for readmission, such students must follow the steps prescribed for current students.

## 2. Handling of Test Results

Any action taken as a result of the above policy may be appealed according to the policy stated in the Statement of Student Rights and Code of Student Conduct for Southeast Missouri State University. This document may be obtained from the Office of Judicial Affairs.

### I. Infection Control in Field Experiences

1. Students and faculty will treat contact with tissues, blood and other body fluids (e.g., semen, vaginal /rectal secretions, respiratory secretions, cerebrospinal fluid, synovial fluid, pleural fluid, periorbital fluid, peritoneal fluid, amniotic fluid) from all patients as potentially infective.
2. Unprotected Exposure:
  - a. Unprotected exposure is defined as being exposed to blood/body fluid through needle stick, or other percutaneous or permucosal exposure.
  - b. If a student or faculty member comes into contact with blood or other body fluids through puncture, cut, or splatter, or aerosol, she/he will:
    - i. Report that incident immediately to the appropriate employee health representative of the agency.

- ii. Complete the appropriate health care agency forms if required. The institution's blood/body fluids (Hepatitis B/AIDS) policy should be followed.
- c. The faculty member should notify the Department of Nursing Chairperson and the University's Campus Health Clinic. The Center can arrange for follow-up testing at appropriate intervals.
- d. When a student experiences an unprotected exposure to blood/body fluids while in a clinical agency, he/she should be made aware that the agency policy will mandate that an incident report be filed. While the University will make every effort to maintain confidentiality, the University cannot be held responsible for actions taken by the clinical agency. The supervising faculty member will follow the procedure for reporting accidental exposure as outlined above.
- e. The Department of Nursing **does not** assume responsibility for costs of any resulting health care.
- f. The Department of Nursing **strongly recommends** that students carry health insurance.

**J.** Confidentiality and Privacy in Practice

1. The student is expected to adhere to the American Nurses Association Code of Ethics for Nurses and act in accordance with the Patient's Bill of Rights.
2. Confidentiality is the protection of a patient's privacy through careful use of oral and written communications and by judicious protection of confidential information.
3. The student is expected to protect patient information according to the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
4. A patient's record is a legal document. Information from the patient and patient records is confidential and cannot be disclosed to those not caring for the patient. All entries must be accurate and legible.
5. Information communicated by patients to students may not be repeated except to nursing faculty, who have the prerogative to advise the student to share the information with the appropriate staff. Care should be taken when in the corridors, lounge, classroom, dining rooms, or other public areas, so that conversations are not overheard.
6. An individual can withhold any information about himself/herself that he/she desires. Nursing students must be especially careful regarding the invasion of the patient's privacy.
7. Students should use only the initials of the patient when filling out history forms, care plans, or any other documents which are part of their educational experience.
8. Under no circumstances may a student copy patient documents or remove patient record documents from the clinical agency.

**K.** Academic Honesty

In their academic activities, students are expected to maintain high standards of honesty and integrity. Receiving and/or giving unauthorized assistance in a testing situation (or related to a test) or passing off as one's own the work of another (plagiarism) is totally unacceptable. A student is expected to maintain the professional standards of his/her discipline. (See Academic Honesty Policy in current Undergraduate [Bulletin](#)).

**The policy established by the College of Health & Human Services is as follows:**

1. The faculty member may:
  - a. Stop the dishonest activity with no penalty.
  - b. Stop the dishonest activity and assign the material a grade of "F" or "0".
  - c. Stop the dishonest activity and suspend the person from the course with or without the option of dropping the course.
  - d. Stop the dishonest activity, and with the approval of the Department Chairperson, suspend the person from the program.
2. Faculty members should exercise care to obtain and record clear evidence of academic dishonesty.
3. A student may appeal the decision of the faculty member. He/she must first discuss the incident in question with the faculty member(s) involved. The student must submit a written request to meet with the faculty member(s) within five (5) working days after the incident has occurred. The faculty member(s) must then schedule a time for the meeting within five (5) working days after the student(s) request has been received.
4. A student may appeal the decision of the faculty member to the faculty member's Department Chairperson. The appeal must be in writing and specify whether the appeal relates to the charge or to the penalty imposed. This written appeal must be made within five (5) working days after the meeting with the faculty member(s). The Chairperson will, within five (5) working days, consult with the student, the faculty member involved, and any other relevant parties, and make a decision based on the conclusiveness of the evidence and the appropriateness of the penalty. The Chairperson will in writing inform the student and the faculty member(s) of his/her decision.
5. A student or faculty member may appeal the decision of the Chairperson to the Dean within five (5) working days using the same procedures outlined above in #4. The Dean will consult with the chair, the faculty member, the student and any other relevant parties and reach a decision. The Dean will in writing inform the student, the faculty member, and the Chairperson of his decision. The Dean's decision may be appealed to the Vice President for Student Affairs.

## **V. STUDENT EXPECTATIONS/RESPONSIBILITIES**

### **A. Student Responsibilities**

The Department of Nursing is here to facilitate and guide your study to achieve a BSN Degree. However, the student is ultimately responsible for making sure everything is done to earn the degree. Your responsibilities include:

1. Contact your advisor to review your progress, plan for completion of your BSN degree, and to obtain a new PIN number and guidance each semester prior to enrolling in courses.
2. Review of your degree audit online each semester. A minimum of 120 credits are required to graduate.
3. Obtaining a Southeast e-mail account and student ID number.
4. Completing the prerequisites to enroll in any course.
5. Preparing for online courses and contributing ideas to the online class discussion.
6. Communicating with instructors (by email, phone, Skype, forum, etc.) to maintain clarity on content or assignments.
7. Completing all documents needed and paying all fees in a timely manner.
8. Contribute equally with classmates in group projects, blogs, and discussion forums.
9. Completing and submitting assignments online when due, or for making alternate arrangements with the instructor **prior** to the due date.
10. Adhering to the departmental standards of nursing practice appropriate to the student's level and for independent learning activities.
11. Renewing of Cardio-Pulmonary Resuscitation (CPR) certification (See page 17).
12. Renewing RN license.
13. Annual renewal of Student liability insurance (See page 17).
14. Ability and means to travel to agencies as required for clinical nursing experiences and other local community based facilities.
15. Purchasing and maintaining health and car insurance is strongly encouraged.

**B. Online Learning Responsibilities and Requirements/Email Etiquette**

1. An online course (sometimes referred to as a Web-based or Web-delivered course) is a class taught via the World Wide Web. Online courses are a form of distance learning. You can take the course at a "distance". This means you should be able to take the course without coming to campus.

2. The RN-BSN online program offers asynchronous courses. This means that you do not have to be online at a specific time taking the course. Your most convenient time may be at three in the morning, at lunchtime, or in the evening. Other students may logon at different times.

Class material is delivered via text or multimedia. Learning activities may include reading from the class textbook, links to other Web sites, images, animations, simulations, interactive modules, PowerPoint presentations, audio, or streamed voice-over images or videos. Assignments may be in the form of filling in forms, readings, email messages or attachments, discussions, quizzes, exams, materials uploaded to the Web site, or other as determined by the instructor.

Your role as a student is different. In an online course you as a student take on a more active role in your learning. An online course is much more student-centered; the instructor is more of a facilitator of learning. Since the material is in written form and on the Web site, you can go through it at your own pace, and can go back over it.

Importantly, since an online course does allow you to work at your own pace, you are in charge of when, where, and how fast. As an online student, you need to be self-motivated and disciplined. You will need to set a schedule for yourself to login and complete work by the deadlines. Any help you will need you will need to seek from your instructor by email, phone or other methods as determined by your instructor.

### 3. Email Etiquette

Email is a rapid and efficient form of communication. Emails should be responded to promptly; this can be accomplished by checking your Southeast account daily. Within course related emails, the following is encouraged:

- a. Be concise and to the point.
- b. Use proper spelling, grammar, and punctuation.
- c. Do not attach unnecessary files. Have a good virus scanner in place.
- d. Do include the message thread. When you reply to an e-mail, you must include the original mail in your reply.
- e. Do not forward chain letters or virus hoaxes.
- f. Do not copy a message or attachment without permission due to copyright laws.
- g. Do not use e-mail to discuss confidential information.
- h. Do not send or forward e-mails containing libelous, defamatory, offensive, racist or obscene remarks.
- i. Re-read your email before sending. Email can be easily misunderstood. Check your tone, intent, etc.

For more email etiquette suggestions refer to:

Lachman, V. (2003). E-mail etiquette. *Journal of American Society for Long-Term Care Nurses*, 16(1), 4-5, 16.

**C. Specific Nursing Course Expectations**

The student is expected to:

1. Actively participate in all online required courses.
2. Complete all required online assignments as scheduled.
3. Take all quizzes and examinations when scheduled.
4. Notify the instructor if unable to participate in an online activity by deadline.
5. Follow current edition of American Psychological Association (APA) Manual guidelines for required written reports/papers.

**D. Specific Nursing Courses Clinical Component Expectations**

The student is expected to:

1. Select a mentor(s) for specified course assignments requiring a field experience.
2. Inform course instructor of mentor selection and activity selection for each field experience assignment.
3. Collaborate with mentor chosen to complete course assignment.
4. Actively participate in required field experience discussions via online forums.
5. Document what was learned during field experiences in personal journals via online forums.
6. Dress according to the current RN-BSN and agency dress code guidelines. Name badges are to be worn during lab and clinical experiences. Lab coats with name badges are to be worn when the clinical assignment is obtained. Refer to Dress Code Policy in this RN-BSN handbook.
7. Purchase a stethoscope, scissors, name badge, and penlight prior to the first day in the clinical area.
8. Provide own transportation to field experiences. Do **not** transport patients or patient families.
9. Know and follow individual agency policies and procedures.
10. Use his/her legal signature in documentation. The initials RN-BSN, SN are to follow the legal signature of name.

11. Be knowledgeable about the legal implications of giving narcotics and act accordingly.
12. NOT serve as witnesses of operating and diagnostic permits, wills, or other legal documents.
13. NOT take verbal orders or telephone orders from a physician.
14. NOT insert feeding tubes while in Community Health course.
15. NOT sign off blood products, or administer chemotherapeutic agents.

The student is expected to meet all additional program requirements listed under section V, A in this handbook.

**E.** Costs Specific to the Nursing Program

1. Subscription to *CastleBranch.com* (a private company which tracks student submission of all required records).
2. Purchase of the required white lab coat and name badge.
3. Liability Insurance.
4. Workbooks and reference books. Student will receive more information regarding the specific items required upon entering each respective course.
5. Criminal background check performed by *CastleBranch.com* required for all nursing students prior to beginning NS courses.
6. Items specific to field experiences, such as, but, not limited to: stethoscope, penlight, bandage scissors, watch with second hand or digital reading, etc.
7. Computer hardware and software **including web cam** or other equipment for Skyping.
8. Graduation and Recognition Ceremony Expenses:
  - a. University Graduation Fee
  - b. Department of Nursing Pin (optional)
  - c. BSN Guard (optional)

## VI. STUDENT'S RIGHTS

**A.** Evaluations by Students

1. Evaluation of courses, field experiences, and instructor

- a. Each semester students will complete the IDEA online evaluation of courses and clinical preceptors. These are anonymous, and are used to evaluate and improve or change areas in which students identify a need.
- b. While enrolled in final nursing course, RNs will complete an online evaluation of the program.

**B. Student Nurses Associations – Local, State and National**

1. Membership in the Student’s State Nurses Association, such as the Southeast Missouri Student Nurses Association (SEMO-SNA), the Missouri Nursing Students Association (MONSA), and the National Student Nurses Association (NSNA) is strongly encouraged. These organizations provide many services for student nurses.
2. What is NSNA?
  - a. NSNA is the largest independent student organization in the country, and the only one for nursing students.
  - b. Members of NSNA are part of a vital growing association interested in the needs of nursing students.
3. Who is Eligible?
  - c. Registered nurses in a program leading to a baccalaureate degree in nursing are eligible as are all students in any state-approved nursing program for registered nurse licensure.
  - d. Pre-nursing students enrolled in a college or university program leading to a degree in nursing are eligible for associate membership.
  - e. Associate members have all privileges of membership except they cannot hold the office of president or vice president at the state and national levels.

**C. Student Representation on Departmental Committees**

1. Students in the RN-BSN online nursing program are eligible and are encouraged to serve as representatives on the following faculty committees. RN-BSN students may attend the meetings in person or via phone conferences. Travel to campus for the meetings is not required. :
  - a. RN-BSN Curriculum
    - i. Two RN-BSN student representatives.
    - ii. This committee evaluates and makes appropriate revisions, and establishes policies and procedures for the RN-BSN program.
  - b. Process Improvement
    - i. One generic and one RN-BSN student representative.
    - ii. This committee engages in self-evaluation of the Department to facilitate continuous improvement.

**D. Access to Student’s Records**



1. A student may have access to his/her personal student record upon request.
2. Confidentiality is maintained with all student files.
3. Release of information is granted upon written request by the student.

**E.** Academic Advising

Once the semester schedule is released, your advisor at Southeast Online will let you know it's time for advising. You can request advising appointments via email, telephone, or in person. During the appointment, your advisor will provide you with an alternate pin (required for registration). It is important to request advising as early as possible so that you can get registered on your priority enrollment date and increase your chance of enrolling in the courses you need.

**F.** Student Grievance Procedure

1. Academic Misconduct or Unsafe and/or Unethical Practice

Any student(s) enrolled in the baccalaureate nursing program has the right to contest the decision of a faculty member(s) regarding academic misconduct or unsafe and/or unethical practice. The student should follow the procedure as outlined in section **V, J**.

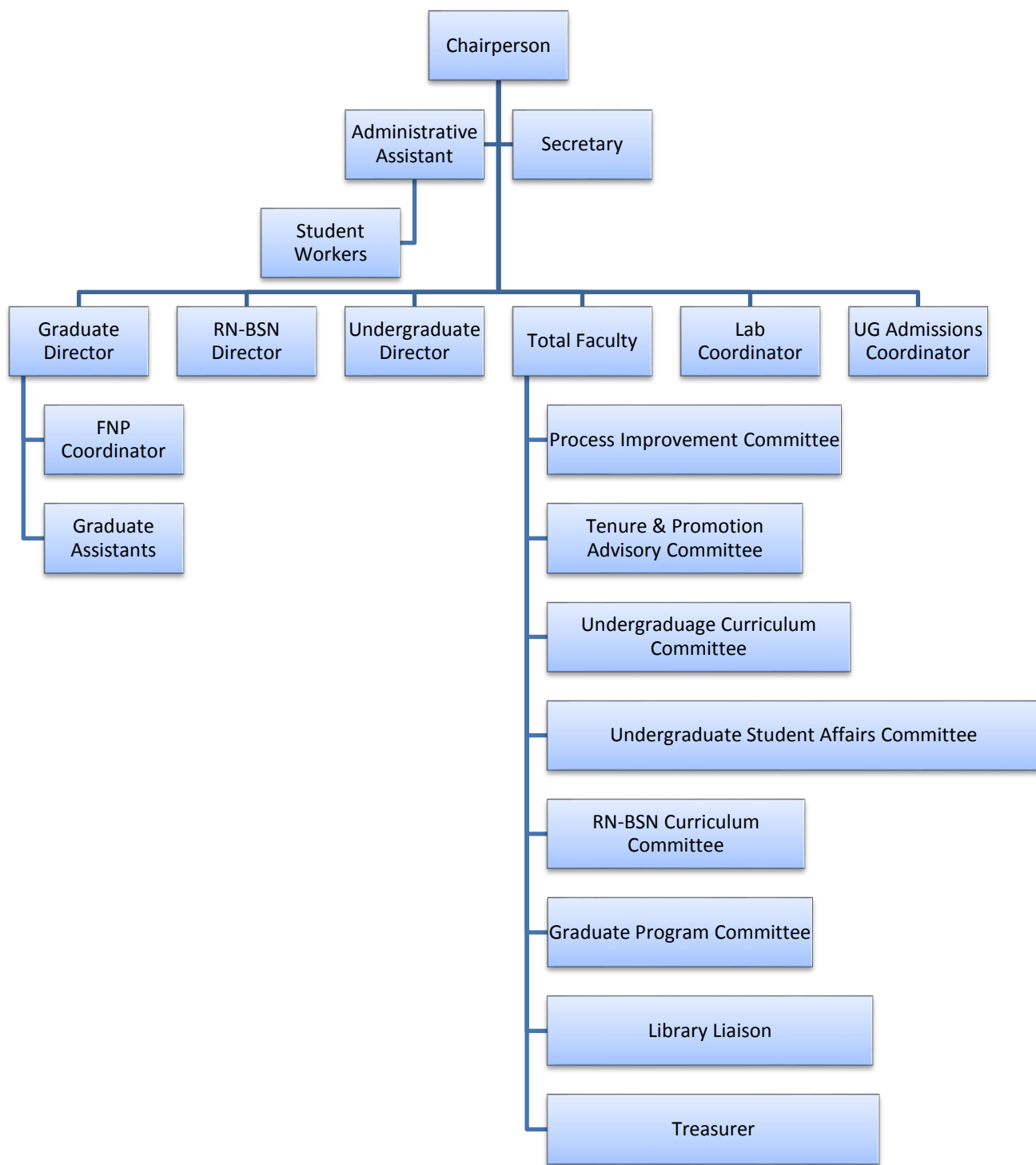
2. Grades

Student grievances involving grades should be filed according to the University policy (see current Undergraduate [Bulletin](#)).

**G.** Sexual Harassment Policy

The University is committed to providing an environment free of sexual harassment, intimidation or abuse. Any student who believes herself or himself to be a victim of such behavior should consult the "Code of Student Conduct" found in the Student Day Planner, provided to all students. The student may also contact the Associate Provost/Dean of Students for assistance.

**H.** Academic Structure: See next page.



## VII. MISCELLANEOUS

### A. Campus Health Clinic

1. All health services are available to all students enrolled for one or more hours at the University in the Campus Health Clinic, located on the first floor of the Rosemary Berkel Crisp Hall of Nursing.
2. For all other information, students should refer to the CHC website:  
[www.southeastmissourihospital.com/content/CampusHealthClinic.htm](http://www.southeastmissourihospital.com/content/CampusHealthClinic.htm)

### B. Career Counseling/Career Development

The Office of Career Services is located in the University Center. The following services are available to students:

1. They can assist students with smooth transition from education to employment.
2. Individual counseling and small group workshops are available on job search techniques, resume preparation, interview strategies and video-taped mock interviews.

There is no fee for these services. For further information, please contact the Office of Career Services at <http://www.semo.edu/careers/>

### C. Information Technologies Help Desk

1. Contact information  
<http://www6.semo.edu/infotech/>  
573-651-4357
2. Refer to the following when checking and setting up your home computer to prepare to take online courses:  
Recommended system requirements: <http://online.semo.edu/help/requirements.asp>

### D. Scholarships and Honors

#### 1. Scholarships

There are several scholarships available to students in the program. Students are encouraged to discuss scholarship possibilities with the Financial Aid Office. A non-exclusive list of scholarships available to students in the baccalaureate degree program includes:

- a. Cape Girardeau County Area Medical Society Alliance Scholarship
- b. Southeast Missouri Hospital Scholarships

- c. Saint Francis Medical Center Scholarship
- d. The Dempster Scholarship
- e. The Dorothy Lee Nilsen Scholarship
- f. The Raymond and Rosalind Vogel Scholarship
- g. The Weiss Scholarship
- h. The James L. and Esther Ray Lee Scholarship
- i. The Jeanetta Lincoln Drake Scholarship

2. The following awards are given at the Recognition Ceremony:

- a. Nurse Scholar Award: Graduating senior with the highest grade point average.
- b. Faculty Award for Exemplification of Knowledgeable Caring: Graduating senior who has best demonstrated knowledgeable caring of patients.

3. Dean's Honor List

Students who have completed at least 12 semester hours with a 3.5 GPA or higher and with no grade lower than a "C" are placed on the Dean's Honor List and receive a certificate of recognition.

4. Sigma Theta Tau International

Sigma Theta Tau International is a society committed to fostering excellence, scholarship, and leadership in nursing to improve healthcare worldwide. Membership is by invitation, conferred upon students in the baccalaureate and graduate nursing program who demonstrate excellence in scholarship, and to community leaders who are qualified college graduates demonstrating exceptional achievement in nursing.

Qualified baccalaureate students may receive membership invitations in either their junior or senior year in the nursing program to join the local chapter, Lambda Theta. Induction into the society is held every spring semester.

Competencies and Performance Standards	Examples of Necessary Activities (not all inclusive)
Critical/Analytical Thinking (Cognitive Ability): Critical thinking, (both short and long term memory, and intellectual ability) sufficient to exercise sound clinical judgment.	Identify cause-effect relationships in clinical situations, predict outcomes, and interpret situational contexts. Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions. (Sufficient math skills to calculate medication dosages. Ability to transcribe data correctly.)
Interpersonal: Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients and colleagues. Work cooperatively on interdisciplinary health team.
Communication: Communication abilities sufficient for interaction with others in both verbal and written English; ability to operate information technology systems.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions, interventions, and patient responses.
Mobility: Physical abilities sufficient to move from room to room, maneuver in small spaces, and to access all clinical sites.	Move about in densely occupied locations, such as patient rooms, workspaces and treatment areas. Ability to administer cardio-pulmonary resuscitation.
Motor Skills: Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Gross motor skills sufficient to provide full range of safe and effective nursing care activities such as positioning patients, obtaining and processing specimens. Fine motor skills sufficient to perform manual psychomotor skills such as the ability to calibrate instruments and operate equipment, prepare and administer medications.
Physical Endurance: Physical stamina sufficient to perform patient care activities for entire length of work role.	Physical endurance for extended administration of Cardiopulmonary Resuscitation, assisting with surgery or other procedures which might require standing for long periods of time, working shifts of 12 hours or longer duration or working during late evenings or nighttime hours.
Physical Strength: Physical strength sufficient to perform full range of required patient care activities.	Muscular strength sufficient to transfer patients from bed to chair, etc., support patients during ambulation, and to assist in other activities of daily living.
Hearing: Auditory ability sufficient for accurate observation and assessment necessary in nursing care.	Auditory ability sufficient for physical monitoring and assessment of patient health care needs. Ability to detect alarms, emergency signals, cries for help, and auscultatory sounds.
Visual: Visual ability sufficient for accurate observation and assessment necessary in nursing care.	Read graphs, scales, computer screens, oscilloscopes, use microscopes. Observe patient responses. Prepare and administer medications. Recognize emergency signals.
Tactile: Tactile ability sufficient for physical monitoring and assessment of health care needs.	Perform palpation, detect heat and cold, functions of physical examination and/or those related to therapeutic interventions, e.g., insertion of a catheter, administration of medication.
Smell: Olfactory ability sufficient to detect significant environmental patient odors	Ability to detect various breath odors, urine odors, wound odors, ability to detect smoke or chemical odor.

Competencies and Performance Standards	Examples of Necessary Activities (not all inclusive)
Emotional Stability: Emotional ability sufficient to assume responsibility/accountability for actions.	Ability to manage hostile or emotionally disturbed individuals or those under the influence of alcohol or other drugs, ability to support patients/ families in crisis or to support fellow workers in crisis, and ability to function in a high stress work environment.

**Department of Nursing  
College of Health & Human Services**

**Student Acknowledgment and Understanding of RN-BSN Handbook**

**AUTHORIZATION TYPE**

**INITIALS**

**Acknowledgment and Understanding**  
of Spring 2016 Student Handbook – I have  
**Read** and **Understand** the student  
expectations and requirements outlined  
in the Spring 2016 RN-BSN Student  
Handbook for the Bachelor of Science in  
Nursing Program.

\_\_\_\_\_

**Recruitment Release** – I authorize the  
Department of Nursing to release my  
name and address to various nurse  
recruitment agencies and/or hospitals.

\_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
STUDENT ID#