



RN-to-BSN Program

Student Handbook



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Handbook Disclaimer

This Student Handbook is neither a contract nor an offer to make a contract. While every effort has been made to ensure accuracy of the information enclosed, the handbook is updated as necessary. The Mayville State University Nursing Program reserves the right to make changes at any time with respect to course offerings, degree requirements, services, policies, and/or any other subject addressed in this document. Amendments may be added as deemed necessary. The information enclosed is provided solely for the convenience of students and readers.

This Student Handbook supersedes all previous versions of the handbook. Students are accountable for familiarizing themselves with its contents and for compliance with the policies and procedures contained within. When a change is adopted into the handbook, students will be emailed the change. Faculty may also include the change in the course syllabi and/or highlight the change within nursing program Moodle courses.

Welcome and Introduction

Welcome to the RN-to-BSN program at Mayville State University (MSU). Your decision to continue your nursing education is an investment in your future. It is also an investment in the profession of nursing and evolving health care environment.

The need for more nurses prepared at the baccalaureate level has been identified by the Institute of Medicine (IOM).¹ In their 2010 report, *The Future of Nursing: Leading Change, Advancing Health*, they established the goal of a nursing workforce comprised of 80 percent baccalaureate-prepared nurses by 2020, with the ultimate goal of 100 percent. Their rationales for this recommendation are that nurses possess the unique ability to act as partners with other health professionals and to lead in the improvement and redesign of the health care system and its many practice environments, including hospitals, schools, homes, retail health clinics, long-term care facilities, battlefields, and community and public health centers. Nurses are poised to help bridge the gap between coverage and access, to coordinate increasingly complex care for a wide range of patients, to fulfill their potential as primary care providers to the full extent of their education and training, and to enable the full economic value of their contributions across practice settings to be realized.

Mayville State University RN-to-BSN faculty recognize the value of the Associate Degree preparation for entry into nursing practice and view the RN-to-BSN program as an opportunity for practicing nurses to continue their education in pursuit of their baccalaureate degree. Multiple reasons are behind the recommendations from the IOM for nurses to achieve a baccalaureate degree giving nurses a “wider range of competencies in such vital areas as leadership, systems thinking, evidence-based practice, health policy, and teamwork and collaboration”² (p. 3-2).

You are the future of nursing. The MSU RN-to-BSN program is designed to provide you with the knowledge and skills to lead the profession as the health care environment continues to evolve. Learning in an online venue will allow you earn your baccalaureate degree and apply your learning to your practice environment. Congratulations on accepting the challenge to become a professional nurse contributing to designing and implementing the future of health care. While this journey may be difficult and challenging at times, the rewards will be well worth the effort.

There are two tracks for the RN-to-BSN program. Following the full time plan of study, the nursing courses can be completed in one calendar year (12 months). The part time plan of study is designed for the student who chooses a slower pace, and can be completed in two calendar years (24 months). Choose the program designed just for you!

Welcome to the RN-to-BSN program!

1. Institute of Medicine (IOM) (2010). *The Future of Nursing: Leading Change, Advancing Health*. Available at <http://www.nationalacademies.org/hmd/~media/Files/Report%20Files/2010/The-Future-of-Nursing/Future%20of%20Nursing%202010%20Report%20Brief.pdf>
2. Institute of Medicine (IOM) (2015). *Assessing Progress on the Institute of Medicine Report The Future of Nursing*. Available at: <http://www.nationalacademies.org/hmd/Reports/2015/Assessing-Progress-on-the-IOM-Report-The-Future-of-Nursing.aspx>

Mayville State University Mission

The mission of Mayville State University is to educate and guide students, as individuals, so that they may realize their full career potential and enhance their lives. We do this in an environment that reflects our tradition of personal service, commitment to innovative technology-enriched education and dynamic learning relationships with community, employers and society.

RN-to-BSN Program Mission

The mission of the RN-to-BSN Nursing Program is to educate nurses to serve clients, health care systems, and the profession of nursing by leading and managing care and contributing to advancement of the profession. The learning environment educates the baccalaureate nurse generalist to build on previous learning and is characterized by personalization, collaboration, and integration of technology that promotes lifelong student learning, pursuit of graduate studies, and development as a professional nurse. Students will engage in scholarship that supports the development of critical thinking, creative problem solving, and innovative leadership in care delivery. Students will embrace professionalism and professional values in the care of individuals and populations across diverse cultures, ages, and environments.

Mission Congruence

| Mayville State University | Nursing Program |
|--|--|
| The mission of Mayville State University is to educate and guide students, as individuals, so that they may realize their full career potential and enhance their lives. | The mission of the RN-to-BSN Nursing Program is to educate nurses to serve clients, health care systems, and the profession of nursing; leading and managing care contributing to its advancement. |
| We do this in an environment that reflects our tradition of personal service.... dynamic learning relationships with community, employers and society. | The learning environment educates the baccalaureate nurse generalist to build on previous learning and is characterized by personalization, collaboration, and... |
| ... commitment to innovative technology-enriched education..... | ...integration of technology that promotes lifelong student learning, pursuit of graduate studies, and development as a professional nurse. |

RN-to-BSN Program Mission Alignment with Baccalaureate Essentials¹

| Mission Statement | Baccalaureate Essentials |
|---|---------------------------------|
| The mission of the RN-to-BSN Nursing Program is to educate nurses to serve clients, health care systems, and the profession of nursing by leading and managing care and contributing to advancement of the profession | Essentials II, V, VIII |
| The learning environment educates the baccalaureate nurse generalist to build on previous learning and is characterized by personalization, collaboration, and integration of technology that promotes lifelong student learning, pursuit of graduate studies, and development as a professional nurse. | Essentials I, IV, VI, IX |
| Students will engage in scholarship that supports the development of critical thinking, creative problem solving, and innovative leadership in care delivery | Essentials I, II, III |
| Students will embrace professionalism and professional values in the care of individuals and populations across diverse cultures, ages, and environments | Essentials VII, VIII & IX |

1. AACN. (2008). *The Essentials of Baccalaureate Education for Professional Nursing*. Retrieved from: <http://www.aacn.nche.edu/education-resources/baccessentials08.pdf>

Mayville State University Vision

To be known for continuing academic excellence in a cooperative, enjoyable learning environment that anticipates and responds to individual needs.

RN-to-BSN Program Vision

Through professional preparation, interprofessional collaboration, and advanced nursing education, the vision of the nursing program is to be known for continuing academic excellence, positively impacting the health of individuals and populations across diverse cultures, ages, and environments advancing nursing knowledge and responsiveness.

Mayville State University Purposes

- Collaborative relationships with schools, employers and communities that contribute to the economic growth and social vitality of North Dakota
- Effective support for appropriate applications of information technologies to instruction and administration
- Academic programs and services that address real-world career and North Dakota workforce opportunities. Innovative, flexible delivery of instruction that meets the needs of the individual
- Enrollment and revenue development through retention, recruiting and new opportunities
- Assessment and improvement of student learning outcomes and institutional effectiveness

RN-to-BSN Program Goals

1. Provide nurses prepared to fulfill baccalaureate nursing leadership roles.
2. Prepare graduates for ongoing and advanced nursing degrees.
3. Promote a commitment to addressing the health care needs of the citizens of North Dakota.
4. Recruit and retain qualified and diverse students committed to academic excellence and professional development.
5. Recruit and retain qualified faculty who contribute to the university, the profession, and other arenas through activities associated with education, service and scholarly endeavors.
6. Implement educational strategies and practices conducive to the personal and professional development of students.

RN-to-BSN Program Student Learning Outcomes

1. Provide leadership within the complex health care system that integrates an understanding of organizational systems and the internal and external forces that impact them
2. Engage in evidence-based practice as a means of enhancing the quality of patient care.
3. Use information technologies to improve patient care outcomes and the environments in which patient care occurs
4. Engage in culturally-appropriate approaches that promote health and prevent disease and injury in diverse populations.
5. Develop collaborative relationships both inter- and intra-professionally that enable the nurse to effectively advocate for patients, the nursing profession, and the health care system.
6. Model professionalism based on a foundation of personal values, ethical principles, and the nursing profession's values and standards.

RN-to-BSN Program Outcome Alignment Table

| Mayville State University RN-to-BSN Program Student Learning Outcome | Corresponding Essentials of Baccalaureate Education ¹ | Corresponding Quality and Safety Competencies for Nursing (QSEN) ² |
|---|---|--|
| Building on a foundation of the liberal arts, the graduate will: | I. Liberal Education is the basis of nursing education and practice: | |
| 1. Provide leadership within the complex health care system that integrates an understanding of organizational systems and the internal and external forces that impact them. | II. Organizational and Systems Leadership V. Health Care Policy, Finance and Regulatory Environments | Teamwork and Collaboration Quality Improvement |
| 2. Engage in evidence-based practice as a means of enhancing the quality of patient care. | III. Evidence Based Practice IX. Baccalaureate Generalist Practice | Evidence Based Practice |
| 3. Use information technologies to improve patient care outcomes and the environments in which patient care occurs. | II. Organizational and Systems Leadership IV. Information Management & Patient Care Technology | Informatics Teamwork and Collaboration |
| 4. Engage in culturally-appropriate approaches that promote health and prevent disease and injury in diverse populations. | VII. Clinical Prevention and Population Health | Patient-Centered Care Teamwork and Collaboration Evidence Based Practice Safety |
| 5. Develop collaborative relationships both inter- and intra-professionally that enable the nurse to effectively advocate for patients, the nursing profession, and the health care system. | VI. Interprofessional Communication and Collaboration | Teamwork and Collaboration Quality Improvement Safety |
| 6. Model professionalism based on a foundation of personal values, ethical principles, and the nursing profession's values and standards. | VIII. Professionalism and Professional Values I. Liberal Education for Baccalaureate Generalist Nursing Practice | Teamwork and Collaboration |

1. AACN. (2008). The Essentials of Baccalaureate Education for Professional Nursing. Retrieved from: <http://www.aacn.nche.edu/education-resources/baccessentials08.pdf>
2. QSEN Institute. (2009). *QSEN Undergraduate Knowledge, Skills and Attitudes (KSAs)*. Retrieved from: <http://qsen.org/competencies/pre-licensure-ksas/>.

RN-to-BSN Program Admission Criteria

To expedite the admission process, the following are recommended to take place concurrently:

Step 1 of admission process:

- Admission to Mayville State University
 - Applicants must meet university admission requirements for transfer students
 - <http://www.mayvillestate.edu/prospective-students/admissions/transfer/>
 - Be in good academic standing (not on dismissed or suspended status) at the most recent college or university you have attended.
 - Have a minimum GPA of 2.0 at the conclusion of any semester in which the number of institutional and transfer hours attempted reaches or exceeds 64 semester hours.
 - Note: minimum cumulative GPA of 2.5 required for nursing program admission
 - Complete the Mayville State University Application for Admission – [Online](#) Application
 - Submit a non-refundable, one-time \$35 application fee. No admissions decisions will be made until the application fee is received.
 - Submit official transcripts from all previously attended institutions. These must be sent directly from the institution and must show all courses attempted and grades earned. Transcripts must be signed by a school official and contain the official school seal.

Step 2 of admission process:

- Admission to the RN-to-BSN Program
 - Completion of the RN-to-BSN Program application
 - [Nursing Program Application](#)
 - Admission Deadlines
 - Fall Semester March 1st (for first review, open until full cohort)
 - Spring Semester: October 1st (for first review, open until full cohort)
 - Submit \$25.00 program application fee paid by check or money order, or by calling the MSU Business Office at 701-788-4757
 - Earned nursing degree leading to RN licensure (AAS, AS, or Diploma) from a regionally accredited institution (nursing program accreditation not required).
 - Conditional program acceptance will be granted if applying in final semester of RN program until the final AAS/AS-RN degree has been posted.
 - Active unencumbered RN license or be a graduate in current semester with license pending
 - Must be licensed by July 15th for Fall semester start/November 15th for Spring start (later date allowed only by Program Director approval).
 - Conditional program acceptance will be granted to applicants who do not hold RN licensure but are scheduled for or awaiting results of the NCLEX-RN Exam.
 - Submit license information including license number and state of issuance
 - Should a final transcript or licensure status indicate the applicant has not met the above admission requirements, conditional acceptance will be withdrawn and the student will be required to reapply to the program in a future semester. The applicant will not be considered as admitted to the program to continue with enrollment in nursing courses without valid RN licensure. Enrollment in

courses outside of the nursing major (Essential Studies courses, 300/400 level courses, and a statistics course), however, may proceed.

- Minimum cumulative GPA of 2.5 or better on a 4.0 scale
- Minimum grade of “C” required for all previous nursing courses
- Two professional letters of reference addressing nursing role performance (use RN-to-BSN Program Reference form).
 - References must be submitted in sealed envelope, with signature of reference source across the seal or may be emailed, by reference source, to shannon.skovlund@mayvillestate.edu, Administrative Coordinator.
- Identification of public health clinical site/s available local to student residence for required clinical course, NURS 442.
 - Applicant must indicate potential public health agency locations on program application.
 - Applicant from a state other than ND or MN must be a resident of a state where Mayville State University is authorized to offer online degree programs, see [MaSU State Authorizations Website](#). In addition, the applicant must obtain approval for student clinical experiences from the state board of nursing within his/her state of residence prior to being granted program admission. Documentation of state board of nursing approval using the Public Health Clinical Approval Form is required.
- Submit the following during the first semester of program enrollment:
 - Approval for practice verified through background/criminal history record check
 - Proof of current American Heart Association Healthcare Provider (BLS) CPR
 - Proof of health screening and immunizations –completion of Nursing Program Health Screening/Immunization Form
- Access to a computer with high-speed Internet and virus protection
 - Personal computer requirements will be provided upon request

Nursing program application, proof of RN licensure, and letters of reference should be either mailed or emailed to: Shannon Skovlund, Administrative Coordinator
Mayville State University RN-to-BSN Program
330 Third Street NE, Mayville, ND 58257
Shannon.skovlund@mayvillestate.edu

Admission is competitive and is based on a point system. Points are given based on cumulative GPA, earned nursing credit GPA, reference information, previous application to the program, RN nursing graduation from a North Dakota institution, residency in North Dakota or employment as and RN in North Dakota, and existence of an articulation/affiliation agreement. The number of students admitted each semester is limited. The Nursing Program reserves the right to deny admission. Failure to disclose previous or pending convictions or falsification of information may lead to denial of admissions or may be considered grounds for dismissal from the program.

Admission Notification:

- The Office of Admissions will notify applications of their admission to MSU.
- The Nursing Director will notify applicants of their admission status to the nursing program.

Overview of RN-to-BSN Program Curriculum

Required credits to graduate with this degree: Minimum of 120 SH Credits

- 60 SH credits (minimum) awarded for completion of nursing degree leading to RN licensure from a regionally accredited college/university.
 - Transfer credit given for completion of Essential Studies (general education) courses, must meet 36 SH credits Essential Studies university requirement.
 - Credit hours can be transferred from earned RN nursing degree.
 - Other credits may transfer from prior degrees or additional approved course work.
 - Total number of transfer credits will be applied to minimum 120 SH credit degree requirement.
 - Note MSU residency requirement including 30 SH credits and a minimum of two enrolled semesters.
- 36 SH credits of 300-400 level courses.
 - 28 credits nursing RN-to-BSN core courses.
 - 8 additional SH credits 300/400 level courses (includes required statistics course).
 - Transfer credit substitution of equivalent statistics course upon approval, however, must still meet 36 SH 300/400 level credit requirement.
- Additional credits may be necessary to meet minimum 120 SH credit degree requirement.

| MSU Essential Studies Requirements | RN-to-BSN Requirements | Potential Transfer from ADN Program | Other potential transfer options |
|---|--|--|---|
| English (6 credits) | English (6 credits) | Composition 1 (3 credits) Composition 2 (3 credits) | Expository Writing courses Literature courses APA Writing courses |
| Speech (3 credits) | Speech (3 credits) | Speech/Oral Communication (2-3 credits) | Public Speaking courses |
| Computer Information Systems (1 credits) | Program Waiver for this requirement | Variable | |
| Humanities (6 credits) | Humanities (6 credits) | Variable | Variable |
| Social Sciences (6 credits) | Social Sciences (6 credits) | Intro to Psych (3 credits) Intro to Sociology (3 credits) Developmental Psych (3 credits) | Variable |
| Humanities/Social Sciences (3 credits) | Humanities/Social Sciences (3 credits) | Variable | Variable |
| Mathematics (3 credits) | College Algebra (3 credits) | College Algebra (3 credits) Finite Math (3 credits) | |
| Science (4 credits) | Science (4 Credits) | Microbiology (3-4 credits) Anatomy & Physiology I (3-4 credits) Anatomy & Physiology II (3-4 credits) Advanced Physiology (2 credits) Intro to Chemistry (3-4 credits) | |
| Mathematics/Science (4 credits) | Mathematics/Science (4 credits) | Variable | Variable |
| Total: 36 credits | | | |

Overview of RN-to-BSN Program Curriculum (Continued)

28 nursing core credits and remaining 8SH credits of upper division courses can be completed in 12 months assuming a full time course load or 24 months assuming a consistent part time course load described below. The courses required for the nursing major meet Mayville State University's graduation requirements for upper division and residence credits.

- Two plans of study are offered: Full-time and Part-time. Students will select one plan of study prior to beginning the RN-to-BSN nursing core courses.
- Requests to change a plan of study from full-time to part-time or part-time to full-time requires written request by the student as well as Program Advisor and Director approval.
- The curriculum is designed to offer regular rotation of all nursing courses to allow the student flexibility when creating, in collaboration with the assigned nursing program advisor, a formal plan of study.
- Nursing core courses are offered in 5 week blocks, with the exception of one 10 week clinical course, to allow the student to focus on one to two courses at a time.
- Upper division (Non-nursing 300/400 level courses, including required statistics course) are scheduled across the entire semester. Additional Essential Studies (general education) courses may need to be taken each semester to meet baccalaureate degree requirements.
 - Maximum allowed credits for enrollment each semester for nursing students is limited to 19 SH credits.
- Students are encouraged to work with the financial aid department to ensure that they are registered for the appropriate number of credits per semester for their individual financial aid and/or scholarship award.

Course Substitution/Course Validation

Requests for course substitution and course validation will be processed through the student's advisor. Requests for course validation must be submitted and processed a minimum of one semester prior to the course offering. It is the student's responsibility to discuss any anticipated requests with his/her advisor. The validation process will be available during the academic year only. CLEP exams are also possible as course substitutions in non-nursing courses, as available and approved by respective departments.

Mayville State University RN-to-BSN Program (Updated 12/2015)
Full-Time Course Rotation Plan of Study

| Fall Start | | | | | | | | |
|-------------------------|----------------------|----------|-----------------------------|----------|----------|-------------------------------------|----------|--|
| Fall Semester (14 cr.) | | | Spring Semester (13-14 cr.) | | | Summer Semester (8-9 cr.) | | |
| Block 1 | Block 2 | Block 3 | Block 1 | Block 2 | Block 3 | Block 1 | Block 2 | |
| **Additional Course (3) | | | **Additional Course (2-3) | | | **Additional Course (2-3) if needed | | |
| N350 (3) | N310 (2) N450 (3) | N460 (3) | N360 (4) | N370 (3) | N441 (4) | N470 (4) | N442 (2) | |

| Spring Start | | | | | | | | |
|-----------------------------|----------|----------------------|---------------------------|----------|-------------------------------------|----------|----------|----------|
| Spring Semester (12-15 cr.) | | | Summer Semester (6-7 cr.) | | Fall Semester (12-15 cr.) | | | |
| Block 1 | Block 2 | Block 3 | Block 1 | Block 2 | Block 1 | Block 2 | Block 3 | |
| **Additional Course (3) | | | **Additional Course (2-3) | | **Additional Course (2-3) if needed | | | |
| N350 (3) | N360 (4) | N370 (3) N310 (2) | Off | N470 (4) | N441 (4) | N450 (3) | N460 (3) | N442 (2) |

Part Time Course Rotation Plan of Study

| Fall Start | | | | | | | | | | | | | | | |
|--------------------------|----------|---------|-------------------------------|----------|---------|----------------------------|---------|--------------------------|----------|----------|------------------------------|---------|----------|----------------------------|---------|
| Fall Semester (8 cr.) | | | Spring Semester (7-10 cr.) | | | Summer Semester (4 cr.) | | Fall Semester (9 cr.) | | | Spring Semester (6-7 cr.) | | | Summer Semester (2 cr.) | |
| Block 1 | Block 2 | Block 3 | Block 1 | Block 2 | Block 3 | Block 1 | Block 2 | Block 1 | Block 2 | Block 3 | Block 1 | Block 2 | Block 3 | Block 1 | Block 2 |
| **Stats (3) | | | **Stats (3) if needed | | | | | **Additional Course (3) | | | **Additional Course (2-3) | | | | |
| N350 (3) | N310 (2) | Off | N360 (4) | N370 (3) | Off | N470 (4) | Off | Off | N450 (3) | N460 (3) | Off | Off | N441 (4) | N442 (2) | |

| Spring Start | | | | | | | | | | | | | | | |
|----------------------------|---------|----------|--|---------|--------------------------|----------|---------|----------------------------|---------|----------|----------------------------|---------|----------------------------|----------|----------|
| Spring Semester (5 cr.) | | | Summer Semester (6 cr.) | | Fall Semester (6 cr.) | | | Spring Semester (7 cr.) | | | Summer Semester (4 cr.) | | Fall Semester (8-9 cr.) | | |
| Block 1 | Block 2 | Block 3 | Block 1 | Block 2 | Block 1 | Block 2 | Block 3 | Block 1 | Block 2 | Block 3 | Block 1 | Block 2 | Block 1 | Block 2 | Block 3 |
| | | | **Stats (3) **Additional Course (3) | | | | | | | | | | **Additional Course (2-3) | | |
| N350 (3) | Off | N310 (2) | | | N441 (4) | N442 (2) | | | Off | N360 (4) | N370 (3) | Off | N470 (4) | N450 (3) | N460 (3) |

***Statistics Requirement (3 SH Credits):**

MATH 323: Probability and Statistics (available online each fall semester)

BUSN 336: Applied Statistics (available online each spring and summer semester)

PSYC 310: Statistics for the Social Sciences (available on campus only)

****Additional 300/400 Level course Requirement (5 SH credits)**

Degree Requirements: Minimum 120 SH credits*

- 60 SH credits (minimum) RN Associate Degree in Nursing
 - 36 SH credits Essential Studies (General Education)
- 36 SH credits of 300-400 level courses
 - 28 SH credits RN-to-BSN core courses
 - 3 SH Statistics course (300 level)
 - 5 SH non-nursing credits
- Note residency requirement: 30 SH credits (minimum) from MSU over a (minimum) two semesters

Nursing and Statistics Course Descriptions

The required curriculum for the nursing major is comprised of nine nursing courses total 28 semester hour (SH) credits. Three additional credits are allocated for a course in statistics: three options are provided below to meet this statistics requirement. Upon approval, alternative transfer courses may be accepted to meet this statistics course requirement. All of the courses in the nursing curriculum are sequentially arranged. Students are required to recognize and follow the prerequisite and co-requisite requirements for each of the required courses and to register accordingly. Students must earn a minimum grade of “C” in each required course listed below to reflect satisfactory course completion (all NURS prefix courses and Statistics course). Repeating the course may only occur once during program enrollment, only one course can be repeated during enrollment. Failure to earn a “C” grade for any prerequisite course will require the student to repeat the course and demonstrate satisfactory completion prior to being permitted to enroll in subsequent courses.

NURS 350 Baccalaureate Role Development: Provider of Care, Manager of Care, and Member of a Profession (3 SH credits) Consideration of the nursing metaparadigm (client/patient, nurse/nursing, health/illness, environment/system) from different nursing theoretical perspectives in order to develop as care provider and manager of care. Special emphasis on the nature of a profession and professional values. (Prerequisites: None, Co-requisite: NURS 310)

NURS 360 Holistic Health Promotion Across the Lifespan (4 SH credits) Further development of skills to assess the health status of individuals across the lifespan with a focus on the aging adult. Consideration of interpretation of findings from physical, physiological (including pathophysiological), and socio-cultural perspectives. (Pre/co-requisites: NURS 310 and NURS 350)

NURS 370 Evidence-based Practice (3 SH credits) Overview of the research process as a foundation for utilizing research in nursing practice. Consideration of clinical questions and the evidence available to answer them. (Prerequisites: NURS 310 and NURS 350, Pre/co-requisite: MATH 323, BUSN 336, OR PSYC 310, or other approved statistics course)

NURS 310 Nursing Informatics and Health Care Technologies (2 SH credits) Introduction to nursing informatics as a means to improve information management in health care. Consideration of health care technologies and ethical and financial criteria in relation to the quality of their outcomes. (Prerequisites: None, Pre/co-requisite: NURS 350)

NURS 441 Population-focused and Community-based Nursing Care: I (4 SH credits) Exploration of population-focused nursing care in community settings. Emphasis on health promotion and illness prevention. Consideration of cultural competence in nursing care. (Prerequisite: NURS 310 and NURS 350, Co-requisites: None)

NURS 442 Population-focused and Community-based Nursing Care: II (2 SH credits) Application of the theories and principles of population-focused in a community setting. Assigned clinical projects will be completed under the direction of the faculty. (Prerequisites: NURS 441, Co-requisites: None)

NURS 450 Issues in the Health Care System: Focus on Rural Health (3 SH credits) Consideration of the current and emerging forces that will affect the quality of health care delivered to the population, particularly those residing in rural settings. Issues related to health-care relevant policy, finance, and regulation will be included. (Pre/co-requisites: NURS 310 and NURS 350, Co-requisites: None)

NURS 460 Ethical Dilemmas in Health Care: A Focus on Vulnerable Populations and End-of-Life (3 SH credits) Overview of the ethical dilemmas encountered in health care. Application of ethical principles to the complicated situations encountered by nurses, with a special consideration of those related to vulnerable populations and end-of-life care. (Pre/co-requisites: NURS 310 and NURS 350, Co-requisites: None)

NURS 470 Nursing Leadership (4 SH credits) An exploration of the role of the nurse leader, integrating prior learning with an understanding of the nature of leadership and leadership and management theories. An introduction to the principles of project management with application to a clinical leadership project. Consideration of individual student growth, particularly related to the student outcomes of the program and personal goals for future growth. (Prerequisites: NURS 310 and NURS 350, Co-requisites: None)

Statistics Requirement includes one of the following courses:

BUSN 336 Applied Statistics (3 SH credits) This course examines the basic concepts of probability and statistics and incorporates them in business settings. Included are inferential statistics topics such as estimation, hypothesis testing, analysis of variance and simple and multiple regression. A limited number of non-parametric techniques will be explored. (Prerequisite: MATH 103, or equivalent)

PSYC 310 Statistics for the Social Sciences (3 SH credits) This course will introduce the students to the concepts of measurement and probability, descriptive and inferential statistics, and hypothesis testing as applied to measurement and experimentation in the social sciences. Various measurements of central tendency and variability will be presented and both non-parametric and parametric tests and their uses will be explored. (Prerequisite: PSYC 111, MATH 103, PSYC 460; junior or senior standing)

MATH 323 Probability and Statistics (3 SH credits) A course beginning with the study of probability and continuing with the mathematical theory of statistics from the set theoretic point of view. (Prerequisite: MATH 103, or equivalent)

Note: Each of the above statistics courses has a pre-requisite requirement of MATH 103: College Algebra, or equivalent. All transfer students who have not yet completed College Algebra, or equivalent, will be required to complete this pre-requisite requirement prior to statistics course enrollment.

Mayville State University Policies and Procedures

Refer to the following Mayville State University resources for student policies and procedures. All campus and academic policies for the RN-to-BSN program are consistent with the University.

[MSU Reports and Policies](#)

[Distance Student Handbook](#)

[University Student Handbook](#)

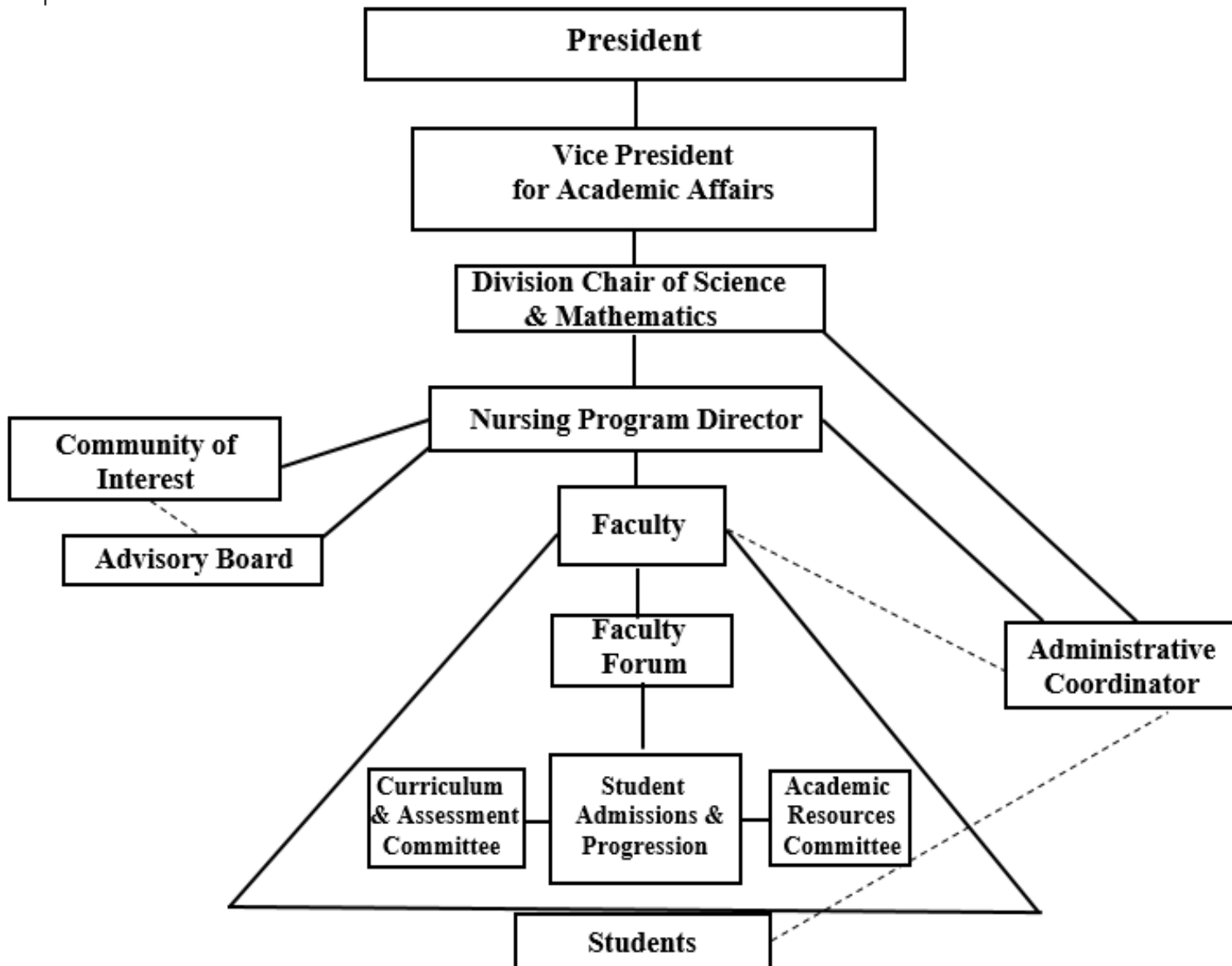
[Academic Catalog & Calendar](#)

MAYVILLE STATE UNIVERSITY ORGANIZATIONAL CHART



Approved: March 21, 2016

Mayville State University RN to BSN Program
ORGANIZATIONAL CHART



RN-to-BSN Program Advisory Board

Purpose: Consistent with the program's mission, the board will be a resource in creating and maintaining a program that has its primary goal the education of nurses to serve those in their care and to contribute to the profession of nursing. One of the unique contributions of the board is to assist the program in maintaining relevancy in the lives of students, the health care system, and the academic community.

Functions

1. Consider issues in health care and nursing education that have an impact on the preparation of students for the practice of professional nursing.
2. Provide additional perspectives on the nursing curriculum.
3. Promote meaningful learning and practice experiences for students.

Membership

1. RN-to-BSN Program Director (Committee Chair).
2. All full-time faculty members from the nursing program.
3. One faculty member within the university from a related academic division.
4. Maximum of three representatives from partner nursing programs.
5. Maximum of three members from the health care community.
6. Maximum of two members from rural communities.
7. Maximum of two members from local public health clinical agencies.
8. One faculty member outside the university from a graduate school.
9. One member from the Office of Extended Learning.
10. Maximum of two current students representing different admissions (after the first semester of the program).
11. Maximum of two alumni of the program (after the first graduating class).
12. Ex-officio members: MSU Vice President for Academic Affairs and the Division of Science and Mathematics Chair

Meetings

1. Held annually each spring semester, additional meetings may be held as appropriate. Program updates will be provided each fall semester in newsletter format.
2. Are scheduled a minimum of two weeks in advance of the meeting with invitation to all members.
3. Convened by the Program Director who with input from the nursing program faculty and relevant board members creates an agenda and distributes it prior to the meeting.

Nursing Program Committees

The RN-to-BSN program promotes a shared governance model through active implementation of a robust committee structure. Incorporating faculty and student partnership, this committee structure includes an overarching Faculty Forum, composed of all full and part time nursing faculty, two student representatives who are currently enrolled in the nursing program, and at times, designated Division of Mathematics and Sciences faculty members. Three sub-committees of the Faculty Forum including the Student Admissions and Progression Committee, the Curriculum and Assessment Committee, and the Academic Resources Committee, each with specific roles and responsibilities, ensure full implementation of the program's plan for continuous quality improvement and report directly to the Faculty Forum.

Student Representation at Faculty Meetings

Two student representatives will be selected by the enrolled student group to represent their class at faculty meetings, especially where curriculum and student activities are discussed. Meetings will be scheduled for the Faculty Forum and all sub-committees outlined above across the semester. Student representatives will be encouraged to attend all or a portion of each of these meetings, depending upon the exact nature of the agenda items. Student representatives will not be permitted to sit in during closed sessions where confidential information is discussed. All enrolled students will be notified of the semester schedule for each of these faculty meetings within the Nursing Student Forum. Students are encouraged to notify the student representatives of any items desired for discussion within these meetings. The student representatives serve in an ex-officio role without voting rights. The representatives may initiate ideas and recommendations on policies, procedures, or concerns related to the nursing program. Representatives may also respond to recommendations made by faculty or students.

Nursing Program Advisement

- The Advisee-Advisor list is developed by the Nursing Program Director **after admission to major**.
- Advisee-Advisor assignments are posted within ConnectND where students register.
- Advisees may request an Advisor change at any time by submitting written request to the Nursing Program Director.
- The faculty advising role focuses on **academic** advising. Other university support services are available through referral and provide information concerning resources to students.
- Advisors are available to each student by appointment during scheduled virtual office hours, or as arranged. Students are encouraged to meet with Advisors each semester for assistance with academic planning and registration.
- Students are required to meet the MSU Essential Studies requirements (see the [MSU Academic Catalog](#)). Students may transfer in credits from other accredited higher education institutions to meet essential studies requirements.
- Graduation requirements for the nursing major are in accordance with the requirements for a Bachelor of Science in Nursing degree outlined in the *Mayville State University Academic Catalog*.
- While enrolled in the RN-to-BSN Program, students must always maintain a valid unencumbered RN license in his/her state of residence.
- Progression in the major is determined by successful completion of nursing courses. All nursing courses have designated pre/co requisite courses that determine the exact sequencing of courses. All pre/co requisites must be followed, see Full-time and Part-time Course Rotation Plan of Study for recommended program course sequencing. Students must earn a minimum grade of “C” in each nursing program course for successful completion.
- It is **the student’s** responsibility to **initiate** meetings with his/her advisor.
- It is **the advisor’s** responsibility to lend support and guidance as requested.
- A written plan of study will be created upon program enrollment by the student using the appropriate RN-to-BSN Program Plan of Study (POS) form. By the second week of the semester, the POS form will then be submitted to the Moodle Nursing Student Forum for advisor review and approval. This will be used as a formal plan to guide the student’s progression in the program. The advisor and student will review the Plan of Study each semester with modification as needed.

- Modifications to the established Plan of Study must be formally communicated with the advisor, in writing, to ensure course availability. Modifications should be made within the previously established POS document and emailed to the advisor for review and approval. Modification dates will be indicated at the bottom of the POS form. Program Director review of POS forms and requested modifications will be sought by the advisor as necessary.
- Students have three days including the first day of classes to add in respective 5 week sessions. Classes dropped within the first three days will not appear as “W.” Students have 24 days to withdraw from a five week session class. All drops or withdrawals for the BSN Nursing 5-week block classes will be handled by the program administrator. Send email to: Shannon.skovlund@mayvillestate.edu.
- The grading system for students adding a NURS course after the first day of instruction will not be modified. The student will be expected to complete all assignments, reading, and projects missed with the due date as prescribed by instructor. Late arrivals will only be granted by the Nursing Program Director on a case by case basis.

Student Support Services

Library Services

The following online resources are provided by the Mayville State University Library:

[Books and More](#)

Catalogs and databases for books and eBooks

[Articles and More](#)

Articles from newspapers, journals, and other periodicals

[Multimedia Resources](#)

Find videos, pictures, and other multimedia resources

[Online Reference Sources](#)

Online encyclopedias and tutoring services

[Resources for Specific Classes](#)

Librarian-designed pathfinders for specific courses

[Video How-Tos](#)

Videos that will show you how to use the library and its resources

For additional information relate to library services:

<http://www.mayvillestate.edu/current-students/student-resources/library/>

Use the following link to access the RN-to-BSN program Library Resource Guide [RN-to-BSN Program Library Resource Guide](#)

Computer Help Desk Support

Online students are encouraged to contact the Computer Help Desk for any technology related needs. Use the following link to access the Computer Help Desk and to identify specific hours of availability:

<http://www.mayvillestate.edu/current-students/student-services/computer-help-desk/>

The North Dakota University System Computer Help Desk, [NDUS Help Desk](#), is open 24 hours, 7 days a week and provides technical support for the following systems and applications:

- NDUS Account IDs and passwords
- ConnectND applications, including [Campus Solution/Campus Connection](#), [Financials](#), and [HRMS](#)
- ALT applications of Moodle, Wimba Classroom, Wimba Voice Tools, Blackboard Collaborate and Skype for Business
- Office 365:
 - Password changes
 - 'How To' support for Exchange Email & Calendar
 - Lync Chat
 - Support for SharePoint, Lync Video, Unified Communication and Presenter, or creating new resources or distribution lists is currently not provided
- Live@EDU--Best effort 'How To' support

Student Success and Disability Support Services

Remote access to both the **Student Success Center** and the **Writing Center**, including a variety of hours of availability and access of services via phone, Skype, BlackBoard Collaborate are available to ensure online students have access to these resources.

Student Success Center

The Student Success Center provides focused content-area developmental instruction, peer tutoring, traditional study groups, disability support services and counseling referrals for students (see [Student Success Center Website](#)). Services in various areas of support are available to any student who would like to enhance his or her academic experience at Mayville State University. Services and resources include:

- FREE traditional study groups and individual tutoring.
- Supported instruction in core classes such as math, history and psychology as well as discipline specific classes.
- Smarthinking online tutoring services for all students. Nursing students primarily utilize this tutoring service for math tutoring as well as the Nursing Essays tutor which allows for review and feedback on student papers by a minimum master's prepared nurse educator.
- Referral to counseling services.
- Services for students with documented disabilities which can include, but are not limited to: extended testing time, testing in a quiet room, test reader, note-taker, or a scribe.
- COMPASS testing.

Writing Center

The MSU Writing Center staff help students with brainstorming, research, organization, paragraphing, word choice, style, editing and documentation in course assignments. The Writing Center (see [MSU Writing Center Website](#)) helps students work through ideas, access their knowledge stores, and effectively put their ideas on paper. The writing center employs a rhetorical approach to the writing process, helping to achieve specific student goals for a particular audience, in the context of an academic course. The Writing Center is useful for every writer, at every level, and in any discipline. The Writing Center offers access to writing consultants with diverse academic backgrounds, one-on-one sessions focused on brainstorming, clarifying ideas, developing drafts, revising, editing, and documentation, thirty minute appointments that are free of charge to students and feedback forms may be sent to instructors to communicate work done at the writing center as desired or required.

Eligibility for Disability Support Services

Reasonable Accommodations:

There are conditions for which accommodations may be appropriate under the American with Disabilities Act. The RN-to-BSN Program will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, the student must contact the Director of Student Success and Disabilities Services.

Written professional documentation, not an IEP, substantiating a student's disability is required to access specialized services. This information is used to determine appropriate and reasonable accommodations for students with disabilities in the North Dakota University System.

For more information related to available disability support services refer to: [MSU Disability Support Services](#).

Any student who, because of a disability, may require special arrangements in order to complete course requirements should contact the instructor as soon as possible in order to make the necessary accommodations.

Online Program Computer/Technology Requirements

Background Knowledge

To take online courses through Mayville State, you should be familiar with the following:

- Basic operation of a computer.
- An Internet browser such as Internet Explorer or Mozilla Firefox.
- Sending and receiving e-mails.
- Microsoft Word.
- Access to Computers and the Internet

To complete online courses, you will need regular access to a computer and internet access. High speed internet access is highly recommended for all courses and is required for some courses.

MINIMUM TECHNOLOGY REQUIREMENTS

| General Requirements | |
|--|--|
| On-Campus Courses | Laptop or tablet computer with an integrated front-facing webcam , HDMI output, speakers , and microphone |
| Distance Courses | Computer with Webcam and headset with microphone . |
| * Chromebooks and mobile devices (iOS/Android) are not supported. * | |

| Windows PC (Preferred) | |
|------------------------|--|
| Operating System | Windows 8 or newer |
| Processor | 1.6 GHZ or faster Intel i5 |
| Memory | 4 GB RAM or more |
| Storage | 25 GB free hard disk space or more |
| Video | 1280 x 800 resolution or higher |
| Browser | One of: Chrome, Firefox, Internet Explorer |

| Mac ** | |
|--|------------------------------------|
| ** Certain courses may require the purchase of additional software for Mac computers | |
| Operating System | Mac OS X version 10.10 or newer |
| Processor | Intel processor |
| Memory | 4 GB RAM or more |
| Storage | 40 GB free hard disk space or more |
| Video | 1280 x 800 resolution or higher |
| Browser | One of: Chrome, Firefox, Safari |
| Additional Software | Microsoft Silverlight 3 or newer |

| Additional Recommendations/Requirements | |
|---|---|
| General | <ul style="list-style-type: none"> • Windows-based PC (Recommended) • CD, DVD, or Blu-Ray Drive (Recommended) |
| Computer Information Systems Majors | <ul style="list-style-type: none"> • 8GB RAM or more (Required) • 16 GB RAM or more (Recommended) |

Software Downloads:

Internet Explorer <http://www.microsoft.com/windows/internet-explorer/worldwide-sites.aspx>

Firefox www.mozilla.com/en-US/firefox/ie.html

Java <http://www.java.com/en/download/>

Flash Player Download <http://get.adobe.com/flashplayer/>

Adobe Reader Download <http://get.adobe.com/reader/>

Internet Access

Distance learners must secure their own Internet Service. Consult local listings for Internet Service Providers. Free access to the Internet may be available at some businesses.

Minimum Requirement: 56Kbs (sustained data transfer rate)

Recommended Service: 256Kbs or higher (achieved via DSL, Cable service, or wireless services)

For assistance related to computer/technology requirements please contact the Computer Help Desk on campus. Use the following link to access this support service:

<http://www.mayvillestate.edu/current-students/student-services/computer-help-desk/>

Community Health Clinical Requirements

The RN-to-BSN program includes one 40 hour clinical requirement across a 10 week block, in an approved community health setting for NURS 442: Population-focused and Community-based Nursing Care II.

1. Students must maintain unencumbered RN licensure throughout program enrollment.
2. All students must have current approval for practice verified by a criminal background check. A criminal background check will be verified during the first semester of program enrollment and results must be made available to MSU and associated clinical agencies. Clinical placements will be contingent upon clearance for practice, verified by the criminal background check, and lack of clearance will prevent the student from beginning, remaining involved, and/or completing the clinical course.
3. Dress code of students for clinical is to be in accordance with the respective agency policies.
4. Name tags, provided by the nursing program, are to be worn by the student during all clinical experiences.
5. Students are responsible for their own transportation and auto insurance affiliated with clinical experiences.
6. Due to liability issues, students are not allowed to transport clients or families in vehicles.
7. Any health care costs incurred while you are an enrolled RN-to-BSN student participating in a clinical experience will be your responsibility.
8. Clinical experiences associated with the program will not be conducted during a student's scheduled time of employment.
9. Formal contracts are required between Mayville State University Nursing Program and the student's identified clinical agency, a student may not participate in any activities associated with the clinical experience prior to the nursing program's receipt of the signed contract.
10. Faculty reserve the right to make final decisions regarding clinical placement for clinical experiences.

Required Clinical Documentation

Mayville State University values student experiences outside the classroom setting that provide practical experience in the professional world. In order to provide these learning experiences contractual agreements are created with each clinical agency. In keeping with requirements outlined in these agreements, MSU faculty must share necessary information with the affiliating agencies and businesses. Although clinical agencies vary slightly, they all require that we provide them with certain student-related information. Information required to be shared may include but not be limited to:

- Criminal background check (see associated policy in the RN-to-BSN Community/Public Health Clinical Experience Handbook-located in the Moodle Nursing Student Forum)

- Immunization records
- Annual Tuberculosis Screening
- Documentation of Health Insurance
- Drug Screening
- Health status
- Academic standing and achievement in the program
- Clinical evaluation information

The RN-to-BSN Program has contracted with Verified Credentials, Inc. to complete the clinical placement verification process including conducting the criminal background check process and screening of all required clinical documentation. The following forms will be used to document clinical requirements, are found in the RN-to-BSN Community/Public Health Clinical Experience Handbook (located in the Moodle Nursing Student Forum):

- Nursing Program Health Screening/Immunization Form
- Proof of Health Insurance/Health Insurance Waiver Form
- Authorization for the Release of Education and Health Records to Clinical Facility Form
- Authorization for the Release of Student Criminal History Record Check Information Form
- Acknowledgment of Important Notices Form
- Confidentiality Agreement Form (and associated Confidentiality/Social Media Policies)

The student must submit to Verified Credentials, Inc., by the established deadline, related documentation within the above forms in order for clinical placement to be secured. Students will be provided specific instructions related to the Verified Credentials, Inc. document submission process. Failure to submit all required documentation by the established deadline will delay the student's progression in the major as he/she will not be permitted to continue NURS course enrollment.

Nursing Program Health Screening/Immunization Form

During the first semester of program enrollment, the student must undergo health screening including verification of or receipt of all required immunizations. Processes for student clinical placement cannot begin until documentation of this health screening/immunization is received and verified as complete. The Nursing Program Health Screening/Immunization Form must be verified and signed by the student's health care provider (MD or APRN). Information related to the name and location of practice for the health care provider must also be provided within this form.

The following immunizations must be verified within the health screening/immunization form (specific vaccinations beyond the following may be required by particular clinical agencies, students will be notified of any variances once they are identified):

- Record of a current negative Tuberculin/TB-Mantoux or Quantiferon-TB Test. A 2 step Mantoux or Quantiferon-TB test is required for all students during the first semester of program enrollment. Repeat annual testing, with either a 1 step Mantoux or Quantiferon-TB test, will be required within 1 year for all students enrolled beyond three continuous semesters/one calendar year. **Repeat testing must be completed prior to the annual date of expiration.**

NOTE: Positive results will require the student to provide proof of health care provider follow-up in the last 12 months, including absence of active symptoms and a negative chest x-ray completed within the last 12 months. A copy of the most recent chest x-ray and medical evaluation / treatment will be needed to meet this requirement.

- Record of 2 MMRs (received after 1st birthday) **OR** Positive Titer for measles, mumps, and rubella.
- Record of 2 Chicken Pox (Varicella) vaccinations, **OR** a Positive Titer **OR** physician diagnosed varicella or herpes zoster (must be official physician/provider documentation).
- Record of Tdap within past 10 years (must be Tdap, Td or other forms are not permitted)
- Record of annual influenza vaccine (Oct. 1st-Mar. 31st given seasonal nature of vaccination)
- Record of 3 Hepatitis B Vaccinations **OR** a Positive Titer **OR** signed declination waiver (clinical agencies may require Hepatitis B vaccination)

Student Health Information

Some clinical agencies impose certain requirements regarding the health of persons working in their agencies and may require that specific health information about students who will be placed at their clinical site be either provided to the University, for confirmation by the University prior to placement of the student at the clinical site, or made available to the agency. The University may ask you to provide that specific health information which will be used to determine whether you meet a clinical site's health requirements for care providers. Health information collected for this purpose may include protected health information, and information which is "confidential" under state and federal laws. A clinical site may refuse to allow you to participate based on the health information provided by you. The requested health information provided will be disclosed, as needed, to the University RN-to-BSN Program Director and, also to any clinical site where you are placed as a student, if requested by the clinical site. You are not legally required to provide this information to the University. However, refusal to provide the information requested could mean that a clinical site may refuse to accept you at its facility. The RN-to-BSN Program does not guarantee an alternative facility placement. If no alternative facility placement is available, you will be terminated from the RN-to-BSN Program.

Criminal Background Check Policy

Introduction:

An integral part of the RN-to-BSN Program is the clinical experience. To provide this experience, the University contracts with health care agencies. State law requires that any person who provides services which involve direct contact with clients, patients or residents of a health care agency have a criminal background check conducted. The RN-to-BSN Program has contracted with Verified Credentials, Inc. to conduct student criminal background checks. You will be required to complete this process as a condition for clinical placement. If, as a result of the criminal history record/background check, you are disqualified from direct contact, it is highly unlikely that the agency will be able to allow you to participate in its clinical experience.

Applicability:

This Policy applies to all Mayville State University RN-to-BSN program applicants and enrolled students. This Policy is based upon state laws and upon the policies and procedures of professional licensing organizations, Mayville State University and the North Dakota State Board of Higher Education.

Policy:

a. Applicants must submit to and receive clearance for clinical practice from a criminal background check as a condition of clinical placement and enrollment following program acceptance. Ongoing program enrollment is contingent upon the successful completion and clearance of the background check. Acceptance may be denied or rescinded, based on the results of the background check.

b. Criminal background checks will be conducted during the first semester of program enrollment, and repeated only if the student does not maintain continuous program enrollment. Students may need to complete additional background checks or submit to drug testing if required by a clinical agency prior to participation in a clinical experience. Students who refuse to submit to the criminal background check or whose criminal background check report renders a student ineligible to participate or complete a clinical experience will be subjected to dismissal from the nursing program.

c. Rationale:

Healthcare providers are entrusted with the health, safety and welfare of clients; have access to controlled substances and confidential information; and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student or applicant's suitability to function in such a setting is imperative to promote the highest level of integrity and responsibility in health care services. Clinical agencies are increasingly required to conduct criminal history record/background checks for security purposes on individuals who provide services with the agency. Clinical experiences are a required element in professional programs. Students who cannot participate in clinical experiences due to criminal or other adverse activities in their backgrounds are unable to fulfill the requirements of the professional program. Additionally, many healthcare licensing boards and agencies require individuals to pass a criminal history record/background check as a condition precedent to licensure or employment. Therefore, it is in everyone's best interest to review the criminal history of applicants and students, and to resolve issues which result from negative information within the criminal history record reports before the commitment of resources by the nursing program, student or applicant.

d. Disclosure and Authorization Statements Regarding Background Check Reports for Students:

The following disclosure and authorization statements will be presented to the student, by the approved background check vendor, at the point the background check is initiated. The student will need to review this disclosure and authorize consent to proceed with the background check prior to completing the background check.

Disclosure Statement:

With your authorization, **Mayville State University** (the "Organization") will obtain a background report about you for purposes of your participation in an educational program with it, which may include participation in a clinical or other similar program(s). The authorization you give will allow the Organization to obtain this report, as well as additional reports, before and during your attendance there. These reports may include information about your character, general reputation, personal characteristics and/or mode of living, whichever may be applicable. Contained in these reports may be criminal record information about you, information about your prior employment, education, licenses and certifications or other background information about you.

Authorization Statement:

I certify that I have received, read and understand the separate documents entitled Disclosure Regarding Background Reports and the A Summary of Your Rights Under the Fair Credit Reporting Act. I authorize **Mayville State University** (the “Organization”) to obtain background reports regarding me. To this end, I authorize any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, insurance company and any other person or entity to furnish any background information about me. I agree that a facsimile, electronic or photographic copy of this authorization shall be as valid as its original.

e. A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). **For more information, including a summary of your major rights under the FCRA and information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

Procedures:

1. Admission and Continuing Student Status:

a. Students accepted to the RN-to-BSN Program will be required to complete the criminal background check process during the first semester of program enrollment using the program’s designated vendor; a criminal background check from any other vendor will not be accepted. The cost associated with completion of the criminal /background check will be paid by the University, using nursing course fees paid by the student. Students may be required to pay additional fees for clinical placement, if additional screening is require by the clinical agency, i.e. drug testing.

2. Review:

a. If the criminal background check report contains negative information, the Nursing Program may request that the applicant or student submit additional information relating to the negative information, such as a written explanation, court documents and police reports. The applicant or student will have 10 business days in which to provide this information. The Nursing Program will review all information provided to it, and consider these factors, as well as others:

- The nature and seriousness of the offense or event;
- The circumstances surrounding the offense or event;
- The age of the person when the offense or event occurred;
- Whether the offense or event was an isolated or repeated incident;
- The length of time that has passed since the offense or event;
- The relationship between the duties to be performed as part of the educational program and the offense committed;
- Past employment and nature of job performance;
- History of academic conduct or misconduct;
- Evidence of successful rehabilitation; and

- Accuracy of the information provided by the applicant or student in the application materials or disclosure materials.

b. The Nursing Program will decide whether to withdraw the offer of admission or to dismiss the student from the program. The Nursing Program may consult with other Mayville State University administrators, faculty, affiliated clinical agencies, former teachers, employers, correctional officers, consulting professionals or other applicable resources in its decision making process. The Nursing Program may or may not request that the applicant or student personally meet with the faculty, in order for the applicant or student to provide information to and answer faculty questions. The Nursing Program decision, if adverse to the applicant or student, may be appealed to the Nursing Program Director within 5 business days of the date of the Nursing Program's decision. The Director's decision is final, and non-appealable.

3. Confidentiality and Record Keeping:

a. Criminal /background check reports and other submitted information related to criminal history are confidential, and may be reviewed only by Mayville State University administrators and faculty and affiliated clinical agencies in accordance with federal law, FBI regulations and the Family Educational Records and Privacy Act. These reports and other information submitted by students will be maintained in a secure place by the Nursing Program Director. Only a letter rescinding or denying admission or a letter dismissing a student will be maintained in the student's academic file; other documents related to the matter will be maintained in a separate file by the Nursing Program Director.

b. If a clinical agency requires a copy of the student's criminal background check, the student will follow the Nursing Program Director's directions on how to provide the clinical agency with a copy of the criminal background check report. Clinical Agencies, upon random audit of student placement documentation, may require that the Nursing Program Director provide evidence of background check clearance as well as all other clinical placement requirements. In the event of a random audit, required information will be disclosed to authorize personnel for the clinical agency. Confidentiality of student information will be maintained throughout the disclosure process.

Other Provisions:

a. Clinical placement is a prerequisite for graduation from the nursing program. The Nursing Program makes no guarantee that the student who has negative information in his or her criminal background check report will be permitted to enroll in the clinical course or continue enrollment in the program. Clinical agencies will have the ability to deny a student placement within their agency based upon the criminal background check results. Inability to complete clinical requirements will result in dismissal from the program.

b. Falsification of information, including omission of relevant information, will result in denial of admission or dismissal from the program, or other disciplinary action.

c. An arrest for, or a charge or conviction of a criminal offense while a student is participating in the program may result in disciplinary action, including dismissal.

d. An action by the Board of Nursing against the student's license such as a reprimand, encumbrance or suspension must be reported to the program by the student and may result in disciplinary action, including dismissal.

e. Applicants and students have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the criminal history information provided is correct. Prior to making a final determination that will adversely affect the applicant or student, the Nursing Program Director will inform them, within a formal pre-adverse action letter, of the right to review and challenge the content of the criminal history information including the vendor's contact information so that the applicant or student may contact the vendor in order to challenge the accuracy of the report. The Nursing Program will refrain from making an adverse decision with respect to the applicant or student based on information in the background check until the applicant or student has been afforded 10 business days to challenge and correct the record, or has declined to do so. Following this timeframe, if an adverse decision is determined necessary, the Nursing Program Director will inform the applicant or student, within a formal adverse action letter, of the adverse action.

f. The Nursing Program reserves the right to request additional information such as but not limited to references from former teachers, employers and correctional officers, consulting professionals or other applicable resources for applicants arrested for, charged with, or convicted of a crime. Applicants to the Nursing Program who have been convicted of a felony and have spent time in a correctional institution will not be admitted to the Nursing Program during the time the sentence is being served or while on parole or probation. As with all students, applicants will be considered on an individual basis.

Healthcare Provider CPR

During the first semester of program enrollment, students must submit documentation of current certification for basic life support for the healthcare provider. Only courses approved by the American Heart Association meet this requirement. Each student is responsible for submitting verification of continuous certification throughout program enrollment.

Essential Functional Abilities

As required by Section 504 of the Rehabilitation Act, appropriate and reasonable accommodations will be made for all students with documented disabilities. If you need accommodations while enrolled in the program because of a disability please inform the Program Director upon admission. You must also contact the Disability Support Services Director

Nurses must possess the knowledge, skills and abilities to provide safe and effective nursing care. The essential functional abilities necessary have been identified by the National Council of State Boards of Nursing and the Mayville State University nursing program adheres to these standards. Students are required to be able to perform the functional abilities and activities with or without reasonable accommodations as required by law. The nursing program is committed to providing reasonable accommodations and creative access in assisting nursing students who have disabilities to fulfill clinical and professional requirements. Recognizing that technical skills are but one component of holistic care the nursing program is willing to address certain special needs of the students. Some limitations in ability can be accommodated with special devices or special circumstances; others cannot. The ultimate determination regarding the reasonableness of accommodations will be based upon the preservation of client safety and the resources of Mayville State University nursing program.

Essential Functions:

1. Must have verbal and writing skills sufficient to respond promptly in communications with clients and health care workers.
2. Must have sufficient close and distant visual acuity and color perception to observe the condition of the client.
3. Must have sufficient hearing to respond to auditory instructions and requests when not able to see lips, to monitor equipment and to perform auditory auscultation.
4. Must be able to maintain balance, stand and walk for 80% of the clinical time.
5. Must be able to push or pull 25 pounds.
6. Must have the ability to stoop and squat.
7. Must have physical strength and mobility to safely lift and maneuver clients without injury to the client, self, or other health care workers and respond to medical emergencies such as performing CPR.
8. Must have fine motor skills and dexterity to manipulate equipment such as that used to prepare and administer medications and carry out sterile technique.
9. Must have reading ability sufficient to comprehend 10th grade level writing and arithmetic competence at an 8th grade level.
10. Must have the emotional stability to perceive and deal appropriately with environmental threats/stressors and continue to function satisfactorily during high stress periods.
11. Must be able to protect oneself and others from hazards in the health care environment, including needles and other sharp instruments.

The intent of this list of essential functions is not necessarily to restrict but to help individuals get a better idea of potential barriers to successful completion of the nursing program.

Procedure for Requesting Accommodation

Reasonable accommodations may include adjustments in course materials, instructional methods or physical environments that do not change the essential nature or academic and technical standards of the course or clinical experience.

1. Students will be informed of the Functional Ability Policy upon admission.
2. The student will identify his/her capacity to meet the functional abilities.
4. If limitations in functional abilities are identified, the student is responsible for consulting with a qualified practitioner for further evaluation.
5. If a limitation is verified by the practitioner, the student must present suggested accommodations in writing to the Program Director for consideration.
6. The faculty, in consultation with the Disability Support Services Director will determine which accommodations are reasonable, available, and preserve patient safety.

Personal Safety and Injury Prevention

Throughout clinical experiences, personal safety and injury prevention remain of utmost importance. See the RN-to-BSN Community/Public Health Clinical Experience Handbook for specific policies and procedures related to personal safety and injury prevention during the student clinical experience. Should an event related to personal safety or injury occur, the student and clinical preceptor, in collaboration with the clinical instructor, are to implement the incident reporting process outlined within the clinical experience handbook.

Professional Liability Insurance Policy/Procedure

Student professional liability insurance coverage, required for students enrolled in the clinical course (NURS 442), will be automatically provided by the University. Insurance verification will be kept on file in the nursing program office.

The insurance will cover all student related activities undertaken during the educational experience, however, it will not cover any other nursing activities or stopping at the scene of an accident, etc. If the student desires additional insurance to cover the non-student roles and activities, he/she will need to purchase an individual policy for that purpose.

It is the position of the clinical agencies and the University that, in your capacity, as a student in the RN-to-BSN Program, you are not an employee of either the clinical agency to which you are assigned or the University for purposes of Worker's Compensation insurance.

Clinical Affiliation Agreements

Educational Agreements between Mayville State University Nursing Program and clinical agencies are kept current and on file in the nursing program. Cooperating agencies may require additional forms/statements (e.g., immunizations, car insurance, etc.) specific to their facility. Agencies may request a copy of statements and health related information on file or as carried by the student (e.g., immunization card). Students may also be subject to additional criminal history record checks or screenings (e.g., drug screening) as required by affiliated agencies. Final approval for clinical placement will be at the discretion of the clinical agency for any students who have past violations identified within the criminal history record check.

Protection of Student Information

Confidentiality of Student Information

The nursing program complies fully with the Family Educational Rights and Privacy Act. (FERPA). In keeping with FERPA, the privacy of students' educational records is protected and the rights of the students to inspect and review their educational records are guaranteed. Guidelines for the correction of inaccurate and misleading data can be obtained in the Registrar's Office at Mayville State University. Educational information is released only upon the written request or authorization of the student, or in compliance with FERPA. (Exceptions may include: university officials, faculty, advisors, accrediting agencies, student emergencies, and for financial aid purposes.) Mayville State University may also provide public information, referred to as "directory information," in accordance with the provisions of FERPA. Students may withhold certain directory information by notifying the Registrar in writing at the beginning of each semester. A complete statement of a student's rights under FERPA is available in the office of the Registrar. The educational records of nursing students are kept in locked filing cabinets in the nursing program office.

Departmental Student Folder

Student folders are maintained in the office of the Nursing Program Director and within the secure SharePoint online server. Clinical placement information and required documentation are maintained within a secure data management system made available by a contracted vendor, Verified Credentials, Inc. Student folders are initiated with receipt of admissions materials to the nursing program. Student folders for persons who are accepted to the nursing program and subsequently begin enrollment in nursing courses will be maintained for five years following program completion, as per the NDUS Records Retention policy 1912.7. While the student is actively enrolled in the nursing major, the student folder will include, but not be limited to:

1. Admission Application Materials for the Major
2. Transfer evaluation documents including copies of official transcripts and cumulative GPA calculation worksheet
3. Decision documentation and letters regarding program admission status
4. Evidence of current RN licensure and CPR certification
5. Approved Plan of Study and associated advising documents
6. Miscellaneous correspondence such as public service, academic status, scholarships/awards, recommendations, and testing.
7. Documentation associated with program related disciplinary action
8. Clinical placement information and required documentation
9. Clinical course evaluation documentation (preceptor feedback and instructor evaluation)

Note: Any print documentation received relating to the Criminal background checks will be confidentially maintained in a folder separate from the student folder and accessed only by the program director and individuals designated by Mayville State University to review such information.

Upon receipt of written request, the student may review his/her student folder. Appeals may be submitted to the Faculty Forum Committee for removal of items considered to be inaccurate, misleading, or otherwise in violation of privacy or other rights. If the appeal fails, the student has the right to add a written rebuttal to the record and/or proceed through the student concerns process as described in the *MSU Student Handbook*.

After program completion, some information from student folders will be transferred into cumulative confidential departmental files for purposes of program evaluation. Students, upon graduation, will be asked to sign the "Permission to Use Student Work" form. Any student identifiers will be removed from these documents prior to sharing any of his/her work with any individuals outside of the program faculty or staff. Students who are unwilling to provide this consent will not be required to share his/her work. A record of graduates' addresses will be maintained to facilitate contact with alumni, program evaluation and other such activities. Graduates desiring references related to their school career will be required submit written request for reference completion, using the Consent to Serve as a Reference form, to the associated course faculty. Failure of completion of this consent will result in faculty refusal to complete requested reference. Reference requests received directly from outside institutions/parties will not be honored without submission of a completed consent form. Faculty

reserve the right to decline completion of reference request and will provide rationale for declination as indicated. A permanent transcript is maintained in the Records Office. Requests for copies of the MSU transcript should be made to the MSU Records Office.

Student Folder Procedures

1. Student folders will be maintained in a supervised area and secured in a locked file cabinet accessed only by faculty and staff of the Nursing Department.
2. Student folders are to be used by departmental faculty and staff only.
3. If a student wishes to review his/her departmental folder, it will be secured from and reviewed in the presence of the department faculty or staff and returned for secure filing.
4. Items as described in the student folder policy may be placed in the student folder by the departmental staff. Students may submit records of honors, awards, published articles, and other such items to their faculty advisor for inclusion in the student file.

Student folders begun for persons who do not enroll in courses for the nursing major within three years of applying for admission, will be destroyed, as per the NDUS Records Retention policy 1912.7. Folders to be destroyed will first be reviewed by the Faculty Forum Committee and Program Director to determine if for some reason the folder should be retained. If an inactive student wishes to reactivate application for admission within that three year period, s/he will be asked to submit updated application materials. Should a past applicant desire to enter or reenter the nursing program after the three years, it will be necessary to generate a new student folder with current application materials.

Mayville State University RN-to-BSN Program

PERMISSION TO USE STUDENT WORK

I, the undersigned, am a current student at Mayville State University, and hereby give permission to Mayville State University to use my papers, course assignments, or other student created materials for accreditation or teaching purposes.

I understand my name will be removed from the student work. I understand that my student work will not be given out for other students to keep and will be kept on file either on paper within the nursing program or electronically but not in a public file.

Name: _____ Signature: _____ Date: _____
(Please Print)

**Mayville State University
RN-to-BSN Program
Consent to Serve as a Reference**

I have requested _____ to write (or verbally
provide) a recommendation for the position of _____
to the following institutions and/or individuals:

_____ I waive my right to examine this recommendation.

_____ I do not waive my right to examine this recommendation.

(Applicant's Signature)

(Date)

Date of Faculty Receipt _____

Outcome of Reference Request:

- ☐ Reference request completed
- ☐ Reference request denied
- ☐ Student notified

Code of Ethics

In addition to the *Code of Ethics* in the MSU Student Handbook, nursing students are expected to comply with the American Nurses Association (ANA) *Code of Ethics for Nurses with Interpretive Statements* retrieved from <http://www.nursingworld.org/Mobile/Code-of-Ethics>

Preface | Code of Ethics for Nurses

Ethics is an integral part of the foundation of nursing. Nursing has a distinguished history of concern for the welfare of the sick, injured, and vulnerable and for social justice. This concern is embodied in the provision of nursing care to individuals and the community. Nursing encompasses the prevention of illness, the alleviation of suffering, and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities. Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary goals, values, and obligations of the profession.

The ANA *Code of Ethics for Nurses* serves the following purposes:

- It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.
- It is the profession's nonnegotiable ethical standard.
- It is an expression of nursing's own understanding of its commitment to society.

There are numerous approaches for addressing ethics; these include adopting or subscribing to ethical theories, including humanist, feminist, and social ethics, adhering to ethical principles, and cultivating virtues. The ANA *Code of Ethics for Nurses* reflects all of these approaches. The words "ethical" and "moral" are used throughout the ANA *Code of Ethics for Nurses*. "Ethical" is used to refer to reasons for decisions about how one ought to act, using the above mentioned approaches. In general, the word "moral" overlaps with "ethical" but is more aligned with personal belief and cultural values. Statements that describe activities and attributes of nurses in the ANA *Code of Ethics* are to be understood as normative or prescriptive statements expressing expectations of ethical behavior.

The ANA *Code of Ethics for Nurses* uses the term *patient* to refer to recipients of nursing care. The derivation of this word refers to "one who suffers," reflecting a universal aspect of human existence. Nonetheless, it is recognized that nurses also provide services to those seeking health as well as those responding to illness, to students and to staff, in healthcare facilities as well as in communities. Similarly, the term *practice* refers to the actions of the nurse in whatever role the nurse fulfills, including direct patient care provider, educator, administrator, researcher, policy developer, or other. Thus, the values and obligations expressed in the ANA *Code of Ethics for Nurses* apply to nurses in all roles and settings.

The ANA *Code of Ethics for Nurses* is a dynamic document. As nursing and its social context change, changes to the ANA *Code of Ethics* are also necessary. The ANA *Code of Ethics for Nurses* consists of two components: the provisions and the accompanying interpretive statements. There are nine provisions. The first three describe the most fundamental values and commitments of the nurse; the next three address boundaries of duty and loyalty, and the last three address aspects of duties beyond individual patient encounters. For each provision, there are interpretive statements that provide greater specificity for practice and are responsive to the contemporary context of nursing. Consequently, the interpretive statements are subject to more frequent revision than are the provisions. Additional ethical guidance and detail can be found in ANA or constituent member association position statements that address clinical, research, administrative, educational, or public policy issues.

The ANA *Code of Ethics for Nurses with Interpretive Statements* provides a framework for nurses to use in ethical analysis and decision-making. The ANA *Code of Ethics* establishes the ethical standard for the profession. It is not negotiable in any setting nor is it subject to revision or amendment except by formal process of the House of Delegates of the ANA. The ANA *Code of Ethics* is a reflection of the proud ethical heritage of nursing, a guide for nurses now and in the future.

Provision 1

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2

The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4

The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 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.

Provision 6

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7

The nurse, in all roles and settings, advances the profession through research and scholarly

inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 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.

Nursing Program Critical Standards

The following are considered to be Critical Standards, in addition to satisfactory academic achievement, within the program:

1. The Nursing Program and affiliated agency policies, procedures, and communication protocols are followed.
2. Critical incidents are recognized and reported to appropriate agency personnel and program faculty.
3. The student confidentiality of client records and situations is appropriately maintained.
4. Students are expected to practice the highest standards of ethics, honesty and integrity in all of their academic work. Any form of academic dishonesty (e.g., plagiarism, cheating, and misrepresentation) may result in disciplinary action. Possible disciplinary actions may include failure for part or all of a course, as well as suspension from the nursing program and/or University. All students and faculty are expected to treat everyone with respect and can expect to be treated courteously by others.
5. The student's physical and emotional health, conduct, values, and attitudes must not threaten the safety or welfare of self, clients, students, and others within the department and affiliated agencies.
6. Nursing practice is conducted safely within the scope of practice as established by the state Board of Nursing by which the student is licensed as a Registered Nurse.
7. All students will follow ANA *Code of Ethics for Nurses* (See *Code of Ethics* policy included above).
8. Students will remain actively involved in enrolled online courses completing all required course activities as outlined within each course.
9. Students will identify when assistance or further preparation is needed prior to engaging in clinical experiences, refrain from participating in activities for which one is not adequately prepared, and seek consultation from faculty and/or agency personnel.
10. APA Writing Format: The most current *Publication Manual of the American Psychological Association (APA)* serves as the format for all papers, citations and references pages written in the MSU Nursing Program.
11. Current RN licensure is maintained in the state of residence and associated clinical site.
12. Clearance for nursing practice within State and Federal background studies is required upon program admission and verified annually.
13. Documentation of current immunizations are kept on record with the nursing program.
14. Students are required to have a current Health Care Provider CPR certification through the American Heart Association to comply with clinical site requirements.
15. It is the responsibility of the student to conform to conduct conducive to learning by being prepared, prompt, attentive, and courteous in the online classroom and conforming to policies set by the faculty to maintain an academic decorum. Students are expected to uphold behaviors outlined with the Net Etiquette policy.

Failure to meet any of the above Critical Standards will be considered a critical incident and will result in implementation of disciplinary action. Refer to Disciplinary Action Policy included below.

Disciplinary Action Policy

Upon identification of a critical incident, the following process will be implemented:

1. Nursing Faculty promptly notifies the student of evidence of misconduct or critical incident:
 - Misconduct* includes those violations listed in MSU Student Handbook
 - Critical incident* includes, but is not limited to, violation of any of the above Critical Standards, unsafe practice, breach of confidentiality, lack of professionalism, lack of integrity, failure to follow parameters set forth by the nursing faculty.
2. Nursing Faculty will determine whether or not the student will be permitted to continue with current course activity at time of incident identification.
3. Nursing Faculty will implement the *Terms of Probationary Status Form* with consultation with Program Director.
4. Nursing Faculty will implement the consequences as outlined below.
5. Nursing Faculty will review the completed *Terms of Probationary Status Form* with the student and place a copy in the student file.
 - Student description of the event will be obtained and reviewed with probationary documentation
6. Program Director will communicate to appropriate administrative personnel according to college policy as appropriate.

Consequences based upon the nature of the event:

- _____ First situation of documented misconduct or critical incident will result in:
 - Failure of exam or assignment, or failure of clinical evaluation (midterm/final) as appropriate
 - Implementation of probationary status for the duration of program enrollment
- _____ Second situation of documented misconduct or critical incident:
 - Failure of the course
 - Continued probation for duration of the program
- _____ Third situation of documented misconduct or critical incident:
 - Withdrawal of student from the program

TERMS OF PROBATIONARY STATUS FORM

Student Name: _____ Date of Probationary Notice: _____

Assessment:

Date of incident: _____

Course: _____ Course Faculty: _____

Critical Incident Occurrence:

_____ First situation of documented misconduct or critical incident

_____ Second situation of documented misconduct or critical incident

_____ Third situation of documented misconduct or critical incident

Nursing Faculty Description of Situation:

Student's Description of the Situation:

Plan:

Implementation:

Evaluation:

Signatures:

I _____ (student) hereby acknowledge understanding of situation and consent to the probationary terms.

Student Signature & Date: _____

Nursing Faculty Signature & Date: _____

Nursing Advisor Signature & Date: _____

Program Director Signature & Date: _____

Appeal of Probation: If a student feels he/she has valid reasons to appeal above probation, he/she may follow the grievance process.

RN-to-BSN Program Chain of Command

Problem Resolution Mayville State University RN-to-BSN Program

In assuring a positive environment for learning, the RN-to-BSN program has detailed the appropriate steps to be taken to identify problems and give faculty and students an opportunity to solve them. When something becomes a problem for you while enrolled in the MSU RN-to-BSN program, bring it to the attention of the people who are in a position to resolve it. Therefore problems should be addressed by following the steps detailed below:

Step 1: The first step is to discuss the problem with your immediate course faculty in the area in which the problem occurred.

Step 2: If you and the course faculty are unable to come to a satisfactory solution, you should contact the nursing program director.

Step 3: If you and the nursing program director are unable to come to a satisfactory solution, you should initiate the Student Grievance/Appeals process, as outlined below, for additional review and consideration.

Step 4: If you are still dissatisfied at Step 3, you should activate the student complaint process as detailed in the MSU Student Handbook and online: [MSU Online Student Complaint Process](#).

It is considered unprofessional behavior to discuss problems with other faculty/staff not directly involved in this process. Unprofessional behavior is addressed in the following areas of this handbook:

- A. Code of Student Conduct in the MSU Student Handbook
- B. *Code of Ethics*
- C. Critical Standards

The concept of following the **chain of command** is a vital component to the nursing profession. It is a nurse's responsibility to be familiar with the chain of command throughout his/her nursing career.

For additional information related to the student complaint process at Mayville State University: <http://www.mayvillestate.edu/msu-online/msu-online/student-complaint-process/>

Student Grievance/Appeal Process

Discuss the grievance with appropriate course faculty.

A Student will be allowed to appeal based only on: 1) the evidence presented did not support the decision; 2) there is new information that wasn't considered in the case; or 3) the sanctions were not justified by the nature of the offense(s).

A formal written letter from the student is required to be addressed to the program's Student Admissions & Progression (SAP) Committee and Program Director. The request will include:

A. Description of the request in 500 words or less

B. Justification for the request

C. Any documentation necessary to support the justification (catalog description, course content, resource manual/handbook, School of nursing website, etc.)

The Student Grievance/Appeal Form must be submitted within 10 business days after receiving notification of the incident, allowing up to 4 weeks for a SAP Committee response.

Appeals filed during summer session will be reviewed by the SAP Committee as determined necessary by the Program Director.

A review of the appeals will occur at next scheduled SAP Committee meeting after the appeal has been formally filed. Students will be emailed the date and time of the meeting. Students will have 48 hours to either state they will accept or decline attendance at the meeting. In the event a student chooses to attend the meeting, they will have five minutes during the meeting to present their appeal.

The student will receive a formal letter describing the decision of the SAP Committee. The course faculty and student advisor, involved with the appeal, will receive a copy of the SAP Committee decision.

After the SAP Committee has made their appeal decision and the student still has concerns regarding their appeal, it is then the student's responsibility to present their appeal/concern to the Program Director and the Science/Mathematics Division Chair within 10 business days of the SAP Committee's appeal reply. Program Director and Division Chair may uphold or deny the appeal and will respond to the student in writing within 72 hours of the usual work week. Further review by the Vice President of Academic Affairs if continued student concern regarding their appeal.

RN-to-BSN Program Student Grievance/Appeal Form

A Student will be allowed to appeal based only on:

- 1) The evidence presented did not support the decision;
- 2) There is new information that wasn't considered in the case; or
- 3) The sanctions were not justified by the nature of the offense(s).

NAME: _____ **STUDENT ID #** _____

Date: _____

Street Address: _____ **City/State** _____ **Zip** _____

Phone: _____

Please respond to the following. Attach additional sheets if necessary. Describe your concern.

What steps have you taken to resolve the concern?

What action are you seeking to resolve this concern?

.....
Office Use Only

Concern Received By: _____

Date: _____

What steps were taken to resolve this concern? (Attach notes from other staff if applicable.)

How was the concern resolved? Include dates of actions taken.

Date of follow-up contact with Student: _____

RETURN THIS FORM TO THE PROGRAM DIRECTOR

Enrollment Options

Students may enroll in the nursing major on a part-time or full-time basis. Full-time students and students enrolled in the major courses the previous semester are given preference respectively for enrollment space in courses. Students must self-register for courses and appear on the official class roster in ConnectND in order to complete courses associated with the nursing major. All required clinical documentation must be submitted and verified by program faculty and staff in order for the student to enroll in the clinical course (NURS 442).

Students enrolled in the major and who do not complete all nursing program course requirements within a five year period after initial enrollment in nursing courses may be required to repeat or take selected courses. These circumstances usually develop as a result of curriculum changes.

Discontinuing Enrollment

Students not continuing enrollment in nursing courses, other than by dismissal, are requested to communicate with their advisor about their decision to discontinue enrollment.

Retention in the Program

The Nursing Program reserves the right of retaining in the major only those students who, in the judgment of the nursing faculty, satisfy requirements of scholarship, behavior, and health characteristics suitable for the profession. Students who achieve less than a “C” in a required course (or course withdrawals) for the major are required to repeat the course to progress in the program while continuing to meet all pre/co-requisite course requirements. A course may only be repeated once, but any subsequent course failures will necessitate program withdrawal.

Scholarships

A variety of scholarship opportunities are available for Mayville State University students. Use the following link to identify currently available scholarships:

[Mayville State University Scholarships](#)

Program Orientation

All students will complete a program orientation process prior to beginning the first semester of program enrollment. This process will include:

1). Review of materials posted within the MSU Distance Student Orientation (DSO) Moodle course shell.

- **MANDATORY:** viewing of Nursing Program Orientation Tegrity video recording (this recording is located in the “Tegrity block” on the right side of the DSO Moodle course page. **Note:** All students must view this entire recording- verification of review will take place using associated completion logs within Tegrity. Failure to view this recording by the established due date/time will delay the student’s progression in the major as he/she will not be permitted to participate in course activities within the first nursing course, NURS 350.

2). Review of materials posted within the Nursing Student Forum Moodle course shell.

This Moodle course will continue to be an avenue for ongoing communication between students and the program director and will be the official location for posting of all program related information and announcements. Students are encouraged to monitor the activity within this course shell at least weekly throughout program enrollment.

- **MANDATORY:** The RN-to-BSN Program Student Handbook is located and maintained within this Nursing Student Forum Moodle course. All students will be required to complete an associated Student Handbook Quiz located in this course. This quiz will serve to verify evidence of student review of the handbook and understanding of his/her responsibility for following the included information, policies, and guidelines. Electronic consent and signature will be obtained and tracked by completion of this quiz with a final quiz question included to specifically address acknowledgement and consent.

Each student will be required to complete this quiz prior to the start of the first semester of program enrollment. Failure to complete this quiz by the established due date/time will delay the student’s progression in the major as he/she will not be permitted to participate in course activities within the first nursing course, NURS 350.

In order to access the above Moodle courses, the student will need to first “Claim his/her NDUS Account” and then, using the login information created within this process, log in to Moodle and create his/her Moodle Profile. Refer to the MSU Distance Student Handbook for instructions on how to “Claim your NDUS Account” and how to access Moodle courses.

[Distance Student Handbook](#)

3). Attend OPTIONAL on-campus program orientation.

With each new fall or spring cohort start, an optional face-to-face program orientation will take place at MSU. Students will be invited to come to campus to meet program and university faculty and staff as well as other students enrolled in the program. Faculty and staff will discuss various components of the program orientation information presented earlier in an online format and will be available to answer any existing student questions. Students are encouraged to bring a laptop computer, if available, to campus on this day so that he/she may follow along/log in to the various online course/program electronic resources that will be discussed. Students may also plan to meet with any desired student

support services and may also purchase eBook bundles and any other needed course books/supplies when on campus (books can also be purchased away from campus- see eBook section below). Because of the online nature of the program, this orientation is OPTIONAL. Students who are unable to attend can be assured that the online orientation provided within the DSO and Nursing Student Forum Moodle courses, described previously, includes all essential program orientation information.

Program Evaluation

Assessment of student learning is an important part of the nursing program. Assessment helps the program plan for continuous quality improvement and assists individual students to partner with faculty in the process of diagnosing and remedying academic deficiencies. Baccalaureate Essential Mastery Assignments have been designated as key assessments that, upon successful completion, reflect achievement of student learning outcomes. Essential mastery assignments for the program will be identified in nursing course syllabi. Student achievement of the program outcomes will be measured through use of these assignments. Students will be required to demonstrate outcome achievement by earning a minimum “C” assignment grade and by submitting each of these assignments within TaskStream. Students are also requested to participate in individual course and program evaluations at various intervals. Evaluation surveys and procedures are provided by nursing program.

Course Policies

Note: All course related policies/information included within this section are used to guide development of nursing course syllabi. However, the course syllabus, during actual course enrollment, will supersede any variations in the information included below.

Grading Policies

1. The established Nursing Program grading standard for use in all NURS courses is as follows:

| | | |
|----------|---|---|
| 92-100 | = | A |
| 84-91.99 | = | B |
| 76-83.99 | = | C |
| 68-75.99 | = | D |
| <68 | = | F |
2. The grading standard will be included in every NURS course syllabus.
3. *Mastery Assignments:* Students must earn a minimum “C” grade for all Baccalaureate Essential Mastery Assignments. Students who do not achieve this grade upon initial submission will be required to resubmit until this grade is achieved. However, the initial assignment grade will be recorded and used for calculation of the overall course grade. Mastery assignments will be identified within associated NURS course syllabi.
4. *Final Grade:* Students who are issued a faculty grade for an assignment will not be allowed to repeat the assignment for a better grade. It is the instructor’s expectation that the student’s initial submission will be reflective of the student’s best work.

5. *Rounding:* There is no rounding of points awarded for grade. Extra credit activities or assignments will not be created in attempt to raise final grades.
6. *Feedback* on assignments will be provided within 5 business days after the submission deadline.
7. *Incompletes:* An incomplete will be given only when the student has made a request to the course faculty in addition to meeting the university requirements for request of an incomplete found in the University Student Handbook.
8. *Passing Grade:* The student must achieve a grade of “C” or better to pass each course required for the nursing major and maintain a minimum cumulative GPA of 2.5. This applies to all NURS prefix courses (28 SH credits), and the statistics course (3 SH credits) requirement. Students who achieve less than a C in a course required for the major (All NURS prefix course and the statistics requirement) are required to repeat the course. Only one course may be repeated during program enrollment (2 course repeats will not be permitted during program enrollment).
9. *Grievance/Appeal:* Students may appeal a course grade by initiating the Student Grievance/Appeal process.
10. *Participation:* Participation points will be awarded to those who view the “weekly overview Tegrity recordings” each week. Completion logs in Moodle will be monitored by the instructor for each recording. Students who watch the entire recording within the assigned week will be awarded 2 points per week for a total of 10 points in the 5 week course. Students who do not watch a recording in its entirety will not be awarded any points and will receive a zero for that weekly recording.

Discussion Board Requirements

Read all assignments in preparation for the online discussion each week, including chapters as noted, research articles, etc.

- Participate in the discussion forums responding to assigned discussion questions and providing substantive feedback to peers. Initial discussion posts must contain substantial information at a minimum of 300 words to a maximum of 1000 words and be supported by a minimum of two resources, not including the course text. Response posts-each student will respond to three posts for each discussion question. Responses will consist of at least 100 but no more than 300 words and promote discussion of the topic as well as add to the depth of the subject being reviewed. Response posts will be supported by a minimum of one resource, not including the course text. Duplicated resources are not permitted within the same question (post or responses). Students may use resources from peers, as long as the posted information adds to the depth of the discussion. Remember to reference all resources and journal articles used in discussion posts and responses, including citations from resources used. Resources will be written in APA format, and included as an attached reference page within the discussion forum. Journal articles must be current which means published within the last 5 years, unless it is a landmark article like the IOM Future of Nursing Report. If students are not sure check with the instructor. Must attach all articles used, including those obtained from the MSU library. No more than 2 of the 5 required sources may be web site references, and must be from notable sites such as .gov or .org not .com or Wikipedia. Please see the discussion rubric for evaluation of posts/ responses. The initial discussion post and peer responses are due by

2355 per the weekly schedule or Moodle course shell. Discussion Board Response Posting will vary with low enrollment. During low enrollment students will respond to each other's responses and/ or instructors for a total of at least three responses.

- **See course weekly schedule for established due date/times for initial and response posts.**

Team Assignments

When team activities are assigned, all members of the team are expected to contribute equally to the end product. When a student fails to participate as an equal member, the other members of the team may choose to dismiss the non-participating member but only after providing substantive evidence of the individuals' limited or lack of team participation. Before dismissing the student, the members of the team must inform the course instructor responsible for the assignment. The team members are responsible for dismissing the non-participating member. The dismissed member is responsible for contacting the course instructor. Alternative avenues for assignment completion may or may not be allowed and will be left up to the discretion of the course instructor depending upon the individual situation. Courses that have team projects will include a peer evaluation, and this evaluation will influence each student's team project grade as noted in the team assignment rubric. Each student will be graded on the team project collaboratively and peer evaluation individually. All peer evaluations will be added and an average score will be used for the rubric score. Instructors reserve the right to determine final team project grades based upon all feedback received and will provide rationale to team members for final grade determination as necessary. Individuals of teams will take roles that will rotate with each team assignment from course to course. The assignments will consist of leader (the one whom oversees the project from start to finish, as well as edits and submits the project), the researcher(s) (may consist of more than one member, whom does the research for information in the project), and the writer (the one whom writes the project and revisions). Assignments and team members will be provided by the instructor. Structure of team assignments are subject to change according to the instructor.

Online Course Participation/Communication

Across the semester, students will be required to remain actively involved in enrolled online courses. Active involvement will include daily review of emails sent to the Mayville State University student email account, progression through weekly course content and daily participation in discussion board conversations as appropriate, submission of all assignments and activities in the courses as assigned within the weekly schedule of the course syllabus.

- Students are accountable for all academic communications sent to their Mayville State University e-mail address.
- All students are required to maintain and monitor their Mayville State University e-mail address. The MSU e-mail address should also be used in Taskstream. This provides instructors and students a means of timely and consistent communication. When courses are in session students are expected to check email and Moodle announcements at least once per day. Students are responsible for any communication that takes place in an electronic format. Students are encouraged to "cc" (carbon copy) themselves when

sending program or course related emails to others. This will help to ensure that the message has actually been sent as well as will provide for personal documentation of the communication.

- Instructors will respond to student email within 48 business hours.
- Instructors will grade student assignments within 5 business days.
- Email and on-line communication is expected to be professional and respectful.
- The “Nursing Student Lounge” in the course shell is a communication tool that students can communicate with each other regarding appropriate course information.
- The “Nursing Student Forum” is a programmatic communication tool for students, Program Director, and Administrative Coordinator.
- The “Muddiest Points” discussion thread on the course shell is for general questions directed to the instructor regarding the course, specific or personal concerns should be communicated directly with the instructor, via email.
- The “Announcements” discussion thread of the course shell is for general information that the instructor wants to alert all students to. Be aware that all announcements are automatically sent to your MSU email address.

Late Assignment/Quiz Submission

All assignments and exams must be submitted by the established due date/time. A 20% deduction will be applied to late submissions up to 48 hours after the original due date/time. To receive partial credit, late submissions need prior approval, unless unforeseen conditions occur and are approved by the instructor. After 48 hours a zero will be given for that assignment/quiz.

- All individual assignments must be submitted in order to receive a passing grade in the course (excluding discussion forums, quizzes, and team assignments **not** associated with a Baccalaureate Essential Mastery Assignment). Any mastery assignment associated with a Baccalaureate Essential must be submitted.
- Due dates for assignments and quizzes will be identified within the weekly schedule of the course syllabus. Submission of all assignments will take place in the Moodle course shell with specified instructions via the instructor.

Instructional Strategies:

The following is a list of possible strategies that will be used in each NURS course to facilitate learning:

- Readings from text and professional literature
- Recorded instructional delivery of course material
- Asynchronous interactive activities
- Discussion forums and with reflection and inclusion of evidence based research
- Formative assessments (quizzes)
- PowerPoint presentations
- Written projects and/ or papers formatted with APA
- Individual Assignments
- Team Assignments

Possible instructional technologies utilized in each NURS course:

- Moodle – MSU’s learning management system and virtual class environment
- Blackboard Collaborate – web conferencing tool. This can be used to facilitate communication between instructors and students and between students in real time.
- Tegrity – screen and video recording option. Some instructors use this to record their lectures with their presentation slides.
- Smarthinking- Asynchronous tool that provides online support for tutoring services for both content and structure of written papers. There are two systems in Smarthinking that is available for student use. One of the applications is Nursing Essays Tutor. The Nursing Essays Tutor system has a qualified nurse to review the student’s content of a written assignment. Review of the information is usually completed within 48 hours, but please check the site for specific information, as changes to return feedback can vary with certain conditions such as holidays. Another application is the writing center. The writing center will review a student’s assignment for grammar, structure, and formatting such as APA. Again, check the site for further information on feedback return.
- IVN – Video Conferencing - IVN uses high definition H.323 full-color video and audio that allows all sites to hear and see any person speaking. Two or more sites can be scheduled to automatically connect with one another, making the technology easy to use.
- Atomic Learning – an online training resource with hundreds of videos that are available 24/7 and open to ALL Mayville State students, staff and faculty using their Connect ND credentials.
- Turnitin- an online anti-plagiarism tool used to assist students and faculty to identify possible areas of plagiarism within student writing assignments.
- Taskstream- an electronic cloud storage system used to evaluate and track all student learning outcome mastery assignments.

Learning Experiences:

- Across the semester, students will be required to remain actively involved in enrolled online courses. Active involvement will include daily review of emails sent to the Mayville State University student email account, progression through weekly course content and daily participation in discussion board conversations as appropriate, submission of all assignments and activities in the courses by the assigned due dates/times as outlined in weekly course schedule within the course syllabus.

Attendance/Enrollment Verification

Enrollment Verification

The U.S. Department of Education requires instructors of online courses to provide an activity which will validate student enrollment all online courses. The only way to verify that a student has been in a course is if he or she takes an *action* in the enrolled Moodle course, such as completing an assignment or a taking a quiz. Logging into Moodle is NOT considered attendance. In each of your courses you will be required to complete an assigned activity to verify course enrollment (see online course participation section below). If it is not complete your enrollment in the course will be at risk.

- The Course syllabus will be reviewed in week one for each enrolled course and a **syllabus quiz** taken to verify enrollment. Faculty recommends students to complete the

syllabus quiz prior to beginning any course activities. The syllabus quiz is due by the established due date/time within the first week of the course, and may be repeated until 100% is obtained. Bonus points will be awarded for a 100% quiz score earned prior to the due date/time.

Late Arrivals

Late Arrivals will only be permitted within the first week of the semester and will not be permitted beyond the MSU semester's established drop/add date. The grading system for students adding this course after the first day of instruction will not be modified. The student will be expected to complete all assignments, reading, and projects missed with due dates as prescribed by instructor. Late arrivals will only be granted by the Nursing Program Director on a case by case basis.

Online Etiquette

All discussion and interaction within your online courses must follow the following etiquette:

- Be professional
- Be a leader, not a follower
- Do not be afraid to voice your opinions
- Use appropriate personal/professional experiences
- Using ALL CAPS gives the impression that you are SHOUTING!
- Make sure everyone realizes when you are trying to be funny. It is easy for messages to be misinterpreted since there are no physical gestures or voice inflections that accompany the text.
- Post your discussion within the designated timeframe. Other students are anxiously awaiting your posting so that they can respond as assigned.
- Always support your own opinions with textbook or course content, in addition to outside resources.
- Don't make mechanical/grammatical suggestions in your responses to others' postings.
- Do not make personal attacks during heated debates
- Provide evaluations of others' ideas
- Provide additional suggestions for ideas
- Provide constructive criticism
- Provide positive feedback as well as critical feedback
- Be polite
- Be aware that we are all students and not expert writers
- Read all comments to each question before responding
- Avoid postings that simply say, "Good point" or "I like that idea" – provide rationale for your comments
- Explore any/all outside resources posted by other students. Follow-up postings should include reference to your thoughts when unfolding these suggested resources.

Academic Integrity

Mayville State University RN-to-BSN Program promotes the highest standards of academic integrity and the highest regard for truth and honesty. Violations of academic integrity include the following:

- The attempt by students to present as their own any work not actually performed by them (plagiarism)
- Collusion, fabrication, and cheating on examinations, papers, and other course-related work
- Stealing, duplicating, or selling course materials or examinations
- Substituting for others in class discussions or examinations
- Producing other students' papers or projects
- Knowingly furnishing false or misleading academic information to college officials on official college records
- Altering information on official college records

Violations of this policy are covered under the Code of Student Conduct found in the University Student Handbook. In accordance with this Code, learners who, after due process, are found to have violated the Academic Integrity Policy, shall be subject to nursing program probationary processes and university sanctions that may include discretionary sanctions, including failure on assignments and/or examinations, suspension, or expulsion.

EBooks

The RN-to-BSN program utilizes electronic textbooks for all required NURS course textbooks. A custom package has been created with Elsevier for you to obtain access to your textbooks as a reduced rate, bundled purchase. All students will purchase two eBook bundles, one during his/her first semester of enrollment, and the second during his/her second semester of enrollment. You can purchase access to your eBook bundle through the Mayville State University bookstore or directly through Elsevier. Students who plan to use financial aid to purchase textbooks will need to purchase the eBook bundle through the bookstore on campus. Students who do not purchase the established eBook bundle will not have access to particular electronic resources included within and available only in the eBook bundles. Such students will be at risk for unsuccessful course completion related to limitation of resources if eBook bundles are not used.

EBooks are accessed within Elsevier's Evolve website, formally referred to as Pageburst. The following links have been provided by Elsevier to get you started with using your eBooks:

Discover all the benefits of Pageburst, as well as how to download to your computer and GO MOBILE at:

<http://evolve.elsevier.com/studentlife/pageburst.html>.

A Detailed training link for Pageburst is available at:

<http://downloads.vitalbook.com/tutorials/publish/index.html?did=pageburst>.

RN-to-BSN Program Statement on Writing

Writing Professional Papers

- *American Psychological Association* (APA) (6th ed.) formatting is the established writing format used for all papers written in the nursing program. Using this format, papers will be written in a professional manner with title page, introduction, body, conclusion, and reference page with citations cited correctly throughout entire document. Formatting will also consist of Times New Roman, 12 point font, and double spacing of entire document. Papers are expected to be free of spelling or grammar errors. For questions regarding how to write a paper and/or use of APA format, please refer to your APA text, [The Owl of Purdue web site](#), [The Writing Center](#), or Smarthinking tutorial in your Moodle course shell. Please submit draft papers to the Smarthinking Nursing Essays Tutor in your Moodle course shell. The tutor will provide a detailed a report of suggested modifications in your paper. See the Nursing Student Forum for additional information about Smarthinking Nursing Essays Tutor. If there are further questions please contact the instructor.
- Plagiarism takes the words and/or ideas from a source and uses those words as their own without giving proper credit to the original source. Students who intentionally or unintentionally plagiarize will receive a zero for the assignment within which plagiarism was identified. Future incidents involving plagiarism will result in initiation of the program disciplinary action policy. The course instructor may allow the student to rewrite the assignment for credit. Please refer to the following web site for information on plagiarism: http://www.academicplagiarism.com/?page_id=109. Other sites to refer to for plagiarism within papers: <http://www.plagtracker.com/> or <http://www.dustball.com/cs/plagiarism.checker>
- Moodle course integration with Turnitin, an anti-plagiarism software that cross-checks student's work for original content, may be utilized within your courses as determined by course faculty.

Baccalaureate nursing education is based on a framework of nine essential outcomes that demonstrate preparedness of the graduate for professional nursing practice in the twenty-first century. The nine *Essentials* include: (I) Liberal Education for Baccalaureate Generalist Nursing Practice; (II) Basic Organizational and Systems Leadership for Quality Care and Patient Safety; (III) Scholarship for Evidence Based Practice; (IV) Information Management and Application of Patient Care Technology; (V) Health Care Policy, Finance, and Regulatory Environments; (VI) Interprofessional Communication and Collaboration for Improving Patient Health Outcomes; (VII) Clinical Prevention and Population Health; (VIII) Professionalism and Professional Values; and (IX) Baccalaureate Generalist Nursing Practice. Each of these expected outcomes requires proficiency in the ability to communicate effectively with clients/patients, families, health team members, and the general public. Written communication is integral to the nurse's professional role as care provider, health advocate, and educator. Texas Tech University Health Sciences Center has articulated a Vision Statement on Professional Writing in Nursing. This statement has been adapted by the RN-to-BSN Program at Mayville State University to reflect the significance and expectations of writing across the discipline.

1. Range of Writing Used in the Nursing Discipline

Courses within the major are designed to integrate the continual development of communication skills throughout the curricula. High standards for communication (oral and written) lie at the heart of professional nursing practice and are reflected in all curricular activities, including online classroom and community-based clinical settings. These include a broad range of writing assignments to provide opportunity for growth in aptitude of this essential skill for the discipline. Writing assignments in the major include but are not limited to: annotated bibliographies, case studies, discussion forums, concept maps, patient teaching/resource materials, portfolios, poster presentations, reflection assignments, and scholarly papers.

2. Writing Expectations for Undergraduates in the Nursing Discipline

Writing is an essential component of the communication skills that help define professional nursing practice. A clear, precise, logical and appropriate expression of ideas, opinions, and values in nursing are required for the provision of quality, evidence-based care to clients/patients, families, and communities. To become proficient in written communication, students need to continually develop their technical, analytical, and persuasive skills. Scholarly papers assigned in the major require the use of American Psychological Association (APA) formatting, the standard used for professional communication by the discipline. Documentation in the clinical setting requires the use of approved medical terminology, standardized abbreviations, and guidelines established by the practice setting (e.g., DARP or SOAP notes for acute care planning and OMAHA charting for population-focused prioritized plans of care). Clinical documentation in a patient chart is a legal document, therefore the ability to demonstrate competency in written communication by being accurate, clear, concise, and comprehensive is an essential skill for the discipline. Writing skills are practiced and evaluated across the curriculum through a variety of assignments that strengthen written communication of self-reflection; client/patient, family, general public, health provider, and peer education; and analysis and synthesis of information and acquisition of knowledge.

For additional information about the nursing program contact:

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RN-to-BSN Program Student Handbook Verification of Review

This RN-to-BSN Program Student Handbook contains valuable information for your journey through the Nursing Program. It is vital that you read this handbook and follow the policies outlined within.

- Please note the separate confidentiality policy and confidentiality agreement form that requires an additional signature. A copy of this form with your signature is shared with clinical agencies when you start clinical.
- Additional clinical documentation will be necessary during program enrollment and will require student completion and signature/s. Copies of these documents will be shared with clinical agencies when you start clinical.

I have received a copy of the RN-to-BSN Program Student Handbook and I understand that I am responsible for following the information, policies, and guidelines written within.

Student Name
Date

Student Signature

Electronic consent and signature will be obtained and tracked by completion of the Student Handbook Quiz taken in the Nursing Student Forum Moodle course. Each enrolled student will be required to complete this quiz by the start of the first semester of program enrollment. A final quiz question will specifically address the statement above and will serve as receipt of student acknowledgement and consent.

Created 7/14

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