

Pasco-Hernando State College

RN TO BSN PROGRAM STUDENT HANDBOOK



The baccalaureate-degree in nursing program at Pasco-Hernando State College is accredited by the [Commission on Collegiate-Nursing Education](#).

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1 RN TO BSN NURSING PROGRAM OVERVIEW

1.1 MISSION STATEMENT

The RN to BSN program at Pasco-Hernando State College (PHSC) serve to support and assist in implementing the philosophy and objectives of the college through the promotion of the professional registered nurse utilizing the innovative learning principles of: imagine, believe and achieve. Faculty interacts with students incorporating creative technologically advanced interactive environments to facilitate learning outcomes.

The program is delivered in an online environment with two required clinical immersion experiences. Health promotion, teaching and learning, community and global parameters, research concepts and leadership skills are interwoven into the curriculum to help develop the multifaceted role of the professional nurse. Graduates of the program will be able to demonstrate: clinical judgment, critical thinking exemplars, organizational/leadership management, research and content specific nursing discipline knowledge.

1.2 PURPOSE

The RN to BSN Program will:

1. Improve content specific nursing discipline knowledge base of the professional nurse.
2. Continue to reinforce the professional nurse's pathway towards lifelong learning.
3. Provide a rich comprehensive liberal arts background to support professional nursing practice.
4. Provide opportunities for further professional growth in areas related but not limited to: clinical judgment, critical thinking exemplars, organizational/leadership management and research.

1.3 NURSING PHILOSOPHY

The philosophy of the RN to BSN nursing faculty is based on the belief that nursing faculty is here to provide a learning environment that looks to support and build on student strengths and to nurture student's imagination fostering development of student's professional development. By working together, faculty and students can imagine, believe and ultimately achieve educational learning goals

1.4 NURSING EDUCATION

The nursing faculty believes that nursing education is constantly transforming as a result of increased technology, advances in scientific theory and clinical practice, and the ever changing attributes of the student-teacher/student-learner relationships. With the emergence of evidenced based practice methods, clinical standards have been amended leading to a more rigorous standard of clinical practice and expectation of professional practice. Nursing education continues to feel this transformational change as both faculty and student participate in the shared learning environment.

The nursing faculty believes that the delivery method of on line instruction is suitable and applicable to the attainment of the RN to BSN degree as it seeks to expand development of professional nursing practice. The faculty and student learner must take an active role in the shared on line community, working collaboratively to foster interdependent practice. The online learning environment represents an active/interactive community and as such all participant members are able to share, build on and develop professional relationships which will exist beyond the computer screen.

The nursing faculty believes that clinical immersion experiences will help students to organize learned didactic information applying it to management/organizational models in a variety of practice settings. Through the mentoring process of a defined preceptor relationship, the nursing faculty believes that RN to BSN students will

realize improved critical thinking exemplars in conjunction with improved clinical judgment. Thus, the RN to BSN graduate will be able to imagine, believe and achieve using the foundational framework of the program to further advance their professional nursing practice.

The nursing faculty believes that by working in a collaborative interdependent relationship with its RN to BSN students, that professional nursing practice can be demonstrated as a model of excellence. The commitment of the nursing faculty to their students will help them to apply, analyze and synthesize information to support not only their individual nursing practice but to promote and strengthen the professional role of nursing practice.

1.5 DEFINITION OF NURSING SCHOLARSHIP

The efforts whereby an individual or group of individuals applies learned knowledge in order to promote professional growth of a discipline. The efforts (activities) include but are not limited to: clinical practice, writing for professional journals; participating in review/edition/writing of textbooks; attendance at conferences to engage in critical thinking/learning activities; participating in community, national and international associations, and participating in research development of educational engagement/mentoring activities to improve learning outcomes

Furthermore, the Nursing Faculty believes that it is imperative to provide learning opportunities for both faculty and students to participate in the pursuit of nursing scholarship activities so as to improve both student and professional outcomes.

1.6 DEFINITION OF SCHOLARLY WRITING

Scholarly Writing is a requirement of the RN to BSN Program. Students are expected to submit writing reflective of the scholarship method that incorporates the use of research and planning to arrive at a well thought out logically driven analysis of the discussion of content. As students proceed through the program, focus will be directed on building and improving their individual ability to produce scholarly writing examples.

1.7 THE RN TO BSN PROGRAM WILL REFLECT THE FOLLOWING PROGRAM LEARNING OUTCOMES:

Build a content specific knowledge base relative to the nursing discipline for application to professional nursing practice inclusive of cultural awareness, life cycle continuum and focusing on patient safety at individual, family, groups and population levels.

Enhance therapeutic communication skills via a variety of modalities resulting in attainment of informational literacy and technological fluency.

Incorporate and apply information obtained from General Education courses (Liberal Arts background) to support professional nursing practice.

Utilize critical thinking skills to enhance content analysis and interpretation of clinical/didactic findings that are reflective of scholarly work.

Develop an organized pathway towards the assessment of research (methodology and findings) that is inclusive of Evidenced Based Practice (EBP), qualitative and quantitative reasoning.

Be aware of the changing dynamics of healthcare and economic policies as they apply to health promotion measures and the delivery of healthcare services on individual, family, community, national and global levels.

Apply and display leadership skills to enhance recognition of professional nursing practice by completion of preceptor/mentor learning experiences.

Maintain professionalism by demonstrating regard for legal and ethical standards as they apply to Standards of Care and Scope of Practice.

Reinforce one's commitment to life-long learning so as to enhance professional nursing practice as a provider in the delivery of care to all patients who are placed under your care.

1.8 GENERAL EDUCATION REQUIREMENTS (36 CREDITS)

Students must satisfy all general education requirements prior to graduation. Students should meet with an advisor to determine if acceptable substitutions may satisfy some or all of PHSC's general education requirements.

General Education course requirements are subject to change based on Florida Department of Education (FDOE) policies.

Area I: Communications (9 credit hours)

ENC 1101 - English Composition I

ENC 1102 - English Composition II

SPC 2608 - Introduction to Public Speaking

Area II: Mathematics (6 credit hours)

MAC 1105 - College Algebra (or any Area II mathematics course listed in the Associate in Science degree program requirements)

STA 2023 - Introduction to Statistics (Prerequisite for NUR4164 Nursing Research and Informatics)

Area III: Natural Sciences (6 credit hours)

BSC 1085 - Human Anatomy and Physiology I and BSC 1085L - Human Anatomy and Physiology I Laboratory

BSC 1086 - Human Anatomy and Physiology II and BSC 1086L - Human Anatomy and Physiology II Laboratory

Area IV: Social and Behavioral Sciences (6 credit hours)

PSY 1012 - Introduction to Psychology

Any 3 credit hour course in Area IV listed in the Associate in Science degree program requirements.

Area V: Humanities (6 credit hours)

PHI 1630 - Applied Ethics (Prerequisite for NUR3826 Legal and Ethical Issues in Nursing)

Any 3 credit hour course in Area V listed in the Associate in Science degree program requirements

Area VI: Information Literacy and Technology Fluency (3 credit hours)

CGS 1100 - Microcomputer Applications

Technical Courses from AS Nursing Degree —Students will also need the following additional courses if not previously taken:

DEP 2004 - Lifespan Development (3 credits)

MCB 2010 – Microbiology (3 credits) and MCB 2010L - Microbiology Laboratory (1 credits)

HUN 2201 - Science of Human Nutrition (3 credits)

This information is also list in the college catalog and on the Bachelor of Nursing Website.

[Academics, programs and careers in health science nursing bachelor science](#)

[Catalog and Student Handbook](#)

GENERAL EDUCATION AND SUPPORT COURSES: 18 SEMESTER HOURS

BACHELOR OF SCIENCE IN NURSING EDUCATION: 42 SEMESTER HOURS

LOWER LEVEL COURSES: 60 HOURS

TOTAL HOURS: 120

1.9 FOREIGN LANGUAGE:

Students must meet the provision of Florida Statute 1007.262 regarding the statewide **foreign language requirement** as an exit requirement of the baccalaureate degree. Students must have completed two sequential foreign language courses in high school or at the postsecondary level. American Sign Language I and II is an approved sequence per Florida Statute 1007.2615.

Students who have earned an Associate in Arts degree from a Florida Community College or State University System (SUS) institution before the fall term of 1989, or who have maintained continuous enrollment in a Florida community college or SUS institution before the fall term of 1989 are exempt from the requirement.

1.10 GEN-ED COURSES REQUIRED TO COMPLETE BSN DEGREE AUDIT

All RN to BSN students should perform a degree audit upon admission to the program and before the end of the first semester. Subsequently, all RN to BSN students should continue to perform a degree audit prior to the end of each semester to check to make sure that gen-ed areas I-IV are being met, that foreign language has been met, that Lifespan, Microbiology and Nutrition have been met and that credit has been given for all lower level nursing courses. Students should also review their grades for accuracy. Courses that have been taken at a previous college and requires a course substitution must be done by PHSC E-Advisor at the request of the student. Please check in Campus Nexus System CNS (Wise) in your Student Portal select Academic Records on the right, then select Degree Progress Audit Tile to review your degree audit. Under Course Requirements you will see the courses required. Two consecutive semesters of foreign language are required.

1.11 COURSE SEQUENCE

Nursing courses in the RN to BSN program at PHSC are offered as individual BSN courses and courses offered may vary during each semester, fall, spring, and summer semesters. In order to progress in the program, the RN to BSN student must pass the NUR3065C course with a C or higher. Students not meeting this requirement will need to reapply to the program. (See policy for Re-admission to RN to BSN Program Procedures for Students.).

Students must start the program taking NUR3065C Examination and Assessment. Then students can proceed through the BSN program to select courses as long as they have the required pre-requisitions for two nursing classes (Applied Ethics and Statistics) based on provided course offerings. NUR4636C, Community Nursing course is the pre-requisite course to be completed before one can register for the Nursing Capstone class.

BSN Courses

NUR3065C Examination and Assessment (Term A)
This is the first course to be taken upon enrollment.

Order based on student enrollment needs and whether prerequisites have been met as well as what course offerings are per Semester/Term. Each fall and spring semester have both Term A and B. Each BSN course is given over a 7.5-week term. Selected BSN courses are offered during a 7.5-week summer session.

NUR3119 Nursing Theoretical Concepts (Term A)

NUR3826 Legal and Ethical Issues in Nursing (Term A)

Prerequisite: PHI1630 Ethics

NUR4128 Pathology/Pharmacology Principles for Nursing (Term A)

NUR4636C Community Nursing (Term A)

Take Community consecutively with Capstone

NUR3655 Cultural Health Issues (Term B)

NUR3895 Teaching Learning for the Healthcare Professional (Term B)

NUR4837 Health Care Policy and Economics in Nursing (Term B)

NUR4164 Nursing Research and Informatics (*Term A and Term B)

Prerequisite: STA2023 Stats

NUR4827 Principles of Leadership and Management in Nursing (Term A)

NUR4945C Nursing Capstone Experience (*Term A and Term B)

Prerequisite: All BSN Courses

*Depending on enrollment, more sections and/or courses may be offered in Term A and Term B of a semester.

1.12 STUDENT STATUS: FULL TIME OR PART TIME

Students may elect to go Full Time or Part Time. Full Time students will take four BSN course two in Term A and two in Term B in both Fall and Spring semesters. Part Time students can take one or three courses total Term A and B. Summer session students can take one to two course or two courses based on enrollment and course offering.

1.13 FACULTY MENTOR RELATIONSHIP

Each student who is admitted into the RN to BSN nursing program will be assigned to a Full Time faculty member who will serve as a Faculty Mentor during the time the student is enrolled in the program. The establishment of a mentor relationship between the student and faculty member will allow for exchange of information, serve as a resource for directional clarification and provide the student with guidance in helping the individual meet their professional program goals.

1.14 CLINICAL LAB COMPONENT COURSE (NUR3065C)

NUR3065C contains a clinical lab component of 15 hours which must be completed and submitted as specified by course instructions by the student in order to pass the course. The clinical lab component will consist of a video demonstration that provides evidence of the student performing relevant physical examination techniques as correlated to the specific course assignment.

1.15 CLINICAL IMMERSION EXPERIENCES (CIE) COURSES: REQUIRED ELEMENTS

Specific courses in the RN to BSN program (NUR4636C and NUR4945C) will have assigned CIE hours as part of the course requirement. Students will have to fulfill the specified hours as designated by the individual course. The RN to BSN student working in conjunction with their faculty and designated preceptor will proceed to develop individualized CIE goals. Specific information relevant to the development, implementation and evaluation of the CIE goals will be noted at the individual course level. In order to satisfy completion of the respective CIE courses, all calculated hours must be completed and validated by the nursing faculty, student and designated preceptor. As noted in *The Essentials of Baccalaureate Education for Professional Nursing* (2008), the CIE experience allows the student to incorporate clinical reasoning, management and skills evaluation. As noted in the AACN White Paper – *Expectations for Practice Experiences in the RN to Baccalaureate Curriculum* (2012), practice experiences can include both direct and indirect care which extend beyond the physical confines of individual patient care experiences and is aimed at promoting positive health outcomes working as part of an interdisciplinary healthcare team model.

Upon acceptance to the RN to BSN program, you will be required to submit a completed physical examination form with checklist in order to proceed. Additionally, when enrolled in NUR4636C Community Nursing, the student will have to complete a consent for release of personal information, clinical background check and statement, and disclosure of criminal convictions. The drug/alcohol screen & background check testing are placed through Castle Branch. Information and pin numbers will be provided to you after the drop date. This information (results) and insurance will also carry over to NUR4945C Nursing Capstone provided the CIE course are taken within one year time frame, otherwise they will need to be repeated.

RN to BSN Students cannot start CIE hours until all requirements are satisfied. The physical examination and drug/alcohol screens are reviewed by the RN to BSN Program Director and may affect the placement of the RN to BSN student to be allowed to progress in the CIE course. Failure to submit drug/alcohol and physical screens or positive results may prevent progression in the program.

1.16 PRECEPTOR ROLE CRITERIA

The designation of an experientially and academically qualified individual to function in a preceptor role during the student's CIE course is a critical part of the RN to BSN nursing program. The preceptor must be experientially qualified in their respective clinical practice with a minimum of 3 years' experience. Their level of education must include a minimum of a BSN degree* (*If the preceptor is experientially qualified, this minimum degree level may not apply). Selection of a preceptor should be aligned with the nature of the course content and the congruent interest of the student and preceptor. Students who are working in the clinical setting may opt to initiate a query relative to selecting a preceptor. It is highly recommended that a student initiate the preceptor query process prior to the semester in which they will be taking a CIE course.

Individuals who wish to function in the preceptor role will be provided with relevant program information from the college that is inclusive of but not limited to program mission, goals, and expected student outcomes. Verification and validation of a preceptor's background will be established by the assigned course faculty. The designated role of the preceptor is to provide the student with a learning environment that allows for exchange of ideas, utilization of interdisciplinary communication in a practice/management organization and promotion of critical thinking and clinical judgment leading to enhanced professional growth. Students are responsible to submit all preceptor information as required by the BSN Program Director.

1.17 RECIPROCITY OUT OF STATE STUDENTS

Please refer to college website as PHSC is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA) allowing for reciprocity agreements in all states except California and Massachusetts for distance learning.

1.18 NURSING DEPARTMENT ORGANIZATIONAL CHART: BSN PROGRAM

The chart below depicts the organizational structure of the RN to BSN programs. The RN to BSN Program at PHSC is composed of BSN Program Director, full time BSN faculty and adjunct BSN faculty (as needed). Additionally, there is a Senior Office Assistant who works in a supportive clerical position. The BSN Program Director reports directly to the Dean of Nursing and Health Programs. The BSN Program Director is responsible for evaluating adjunct RN to BSN faculty. The BSN Program Director also is involved in direction and decision making relative to student issues.

As the BSN program is a totally on line program, all communication related to the program will follow the organizational chart pattern.

Nursing faculty may consist of both full time and adjunct members. Distribution of faculty is based on course offerings. Nursing faculty and Staff assistant are present on West campus.

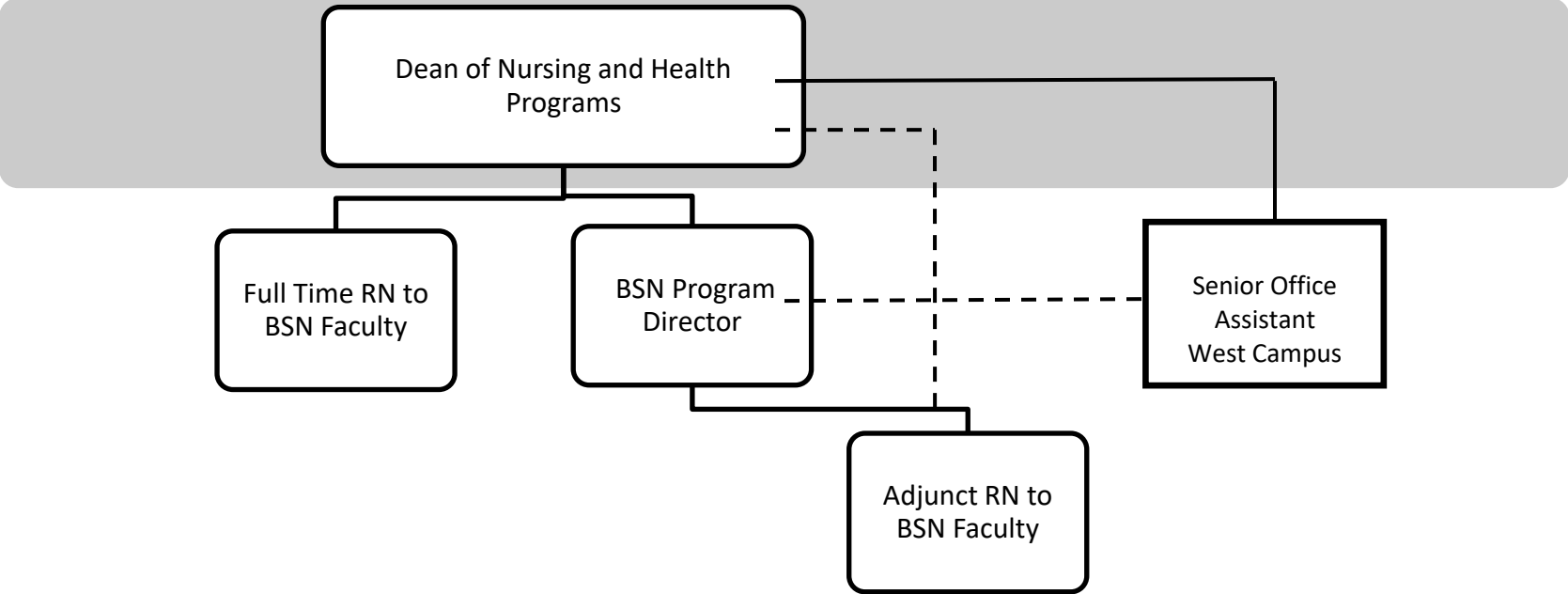
With regard to a nursing student issue of concern, the chain of command is as follows: (1) Course faculty, (2) BSN Program Director and if needed (3) Dean of Nursing and Health Programs. You may contact:

Daryle Wane PhD, APRN, FNP-BC
BSN Program Director
Professor of Nursing BSN Faculty
Pasco-Hernando State College
waned@phsc.edu

Billie Gabbard EdD, MSN, RN
Dean of Nursing and Health Programs
gabbarb@phsc.edu

Pasco-Hernando State College

Nursing Department Organizational Chart – RN to BSN Program



2 RN TO BSN STUDENT POLICIES

2.1 CODE OF ACADEMIC AND CLINICAL INTEGRITY

Honesty Integrity Respect Responsibility and Ethics (HIRRE)

As a PHSC RN to BSN student, the following code is established to maintain academic and clinical integrity:

As a PHSC RN to BSN nursing student, you are expected to conduct yourself with **honesty** and **integrity** in both the academic and CIE.

- Academic honesty and integrity involves refraining from lying, cheating, plagiarizing or doing anything to gain an unfair academic advantage. Honesty and integrity also includes reporting unethical behavior that is being conducted by other RN to BSN students.
- Honesty and integrity at each level of interaction during your CIE course involving faculty, preceptor, interdisciplinary team members and patient populations.

As a PHSC RN to BSN nursing student, you will demonstrate **respect** for your instructors, peers, and preceptors.

- Respect for your instructors includes maintaining appropriate boundary levels cognizant of professional scope of practice.
- In class, respect for your peers by maintaining a level of netiquette thus allowing for open communication that is free of bias and fosters engagement.
- In CIE, respect for your preceptor and acknowledgement of the professional role that you are fulfilling as a RN to BSN nursing student.

As a PHSC RN to BSN nursing student, you will demonstrate **responsibility** for your actions.

- Academic responsibility includes submitting assignments on time and not representing the work of another as your own. All submitted work should be based on individual student effort unless a Group Project is specified.
- With regard to CIE, the RN to BSN student is responsible for maintaining the role of a professional nurse in all clinical practice settings.
- Inappropriate use of social media is not permitted and can result in HIPAA violations.

As a PHSC RN to BSN nursing student, you will demonstrate **ethics** as an integral part of your professional conduct. Ethics involve the following principles:

- Nonmaleficence- not inflicting harm; the duty to do no harm to others
- Beneficence- benefiting others by doing good; the duty to do good, not harm to others
- Justice- involves treating others fairly
- Fidelity- faithfulness, means that RN to BSN students keep the promises they make to their instructors, peers and preceptors, and involves the duty to be true and loyal to others

You have an obligation to report RN to BSN students that are violating the HIRRE principles.

If you wish to report a violation of these principles, please obtain a Student Situation Report form and submit it to the RN to BSN nursing office.

Consequences for violations of these principles will depend upon the severity of the infraction. Specific information regarding cheating and plagiarism can be found in the RN to BSN Program student handbook. Violations may result in disciplinary procedures.

2.2 INSURANCE COVERAGE

The College **does** require Health Program students to purchase liability/malpractice insurance for CIE. The required liability insurance fee is incorporated annually into tuition fees and is subject to change.

The College **does not** carry health or accident insurance for RN to BSN students or family members. Even though the RN to BSN student is not performing any “direct patient care” during the CIE, the RN to BSN student still must maintain the required health insurance coverage as specified by the college. The insurance cost for accidents and injury in the clinical setting is \$8.00 per year

2.3 DISABILITY STATEMENT

PHSC is an equal access college and does not discriminate against persons with disabilities. PHSC, in compliance with Section 504 of the Rehabilitation Act, The Americans with Disabilities Act (ADA) and ADA Amendment Act, makes every reasonable effort to accommodate persons with disabilities. Students requiring any special services or accommodations because of a disability should contact the Student Accessibility Services staff at the PHSC campus most convenient to them to schedule an appointment and complete a Self-Identification and Authorization form. The College requires documentation, based on Student Accessibility Services guidelines, of a student's disability before providing accommodations. More recent documentation must validate the need for services based on the candidate's current level of functioning in the educational setting. A school plan such as an individualized education program (IEP) or a 504 plan is insufficient documentation in and of itself, but can be included as part of a more comprehensive assessment battery. However, Student Accessibility Services staff can determine if this can meet a provisional status for one term. If temporary status is approved, the student will be required to return with documentation to meet Student Accessibility Services guidelines. Confidentiality of student files in Student Accessibility Services is maintained by law.

Guidelines for the documentation of a disability are available online and through the Student Accessibility Services office at any campus. Students requiring accommodations should meet with the Student Accessibility Services staff every term, no later than the first two weeks of class, to discuss their needs and concerns. Those students with hearing- or vision impairments requiring special accommodations related to interpreters or assistive technology must contact Student Accessibility Services at least six weeks in advance of the first class. Failure to provide this notice may result in a delay in services for the student. Dual enrollment students requesting accommodations are required to meet PHSC documentation guidelines, and must go through the same process as non-dual enrollment students.

Students who have a documented disability may be eligible for a reasonable course substitution for any requirement for admission or graduation. Students must be able to document that their failure to meet the requirement is directly related to the disability and that the substitution does not constitute a fundamental alteration in the nature of the program. To initiate the process, students must provide the necessary disability documentation and request a course substitution at a scheduled appointment. A course substitution form should be completed with the ODS staff in consultation with an academic advisor. The appropriate academic dean will review the request and recommend action. If the academic dean recommends approval, the vice president of academic affairs/college provost must review the request for final approval. Denials of course substitution requests by the dean may be appealed to the vice president of academic affairs/college provost, who will make a final decision about the request. Students will be informed of the course substitution request results in a timely manner.

2.4 ONLINE CLASS ENVIRONMENT ATTENDANCE

RN to BSN nursing students must be in compliance with required college policies related to attendance verification for courses. It is the responsibility of the RN to BSN student to contact faculty responsible for the class to clarify any questions related to course content or submission process.

Attendance will be monitored online by the instructor through the submission of an academic assignment, taking an online exam and/or the participation in an online discussion that is academically-related to the course. Should you miss the submission of a required assignment during a two-week period you will be removed from the online class and receive a “NS” (No Show) from the instructor. The “W2” will be reported to financial aid and will impact your financial aid status. It is the student’s responsibility to contact the instructor as soon as possible when you are informed that you have received an “NS” in this course. You may request reinstatement after being assigned an “NS.” If you have not withdrawn or been reinstated and still have an “NS” after the last day of the semester, the “NS” will convert to an “W2” for the course.

RN to BSN nursing students who have not submitted required assignment, test, and/or submissions etc. (on time) will be notified in the following order by course faculty. First is by course e-mail/ personal e-mail, then by phone call and finally by certified letter sent to student address on file. If student contact is not obtained, the student will receive an W2 and the “W2” will convert to an “W2” for the course due to no contact by student.

2.5 CIE HOURS

All hours for CIE course will be verified by both the student, preceptor and faculty that is assigned to the student. All hours must be reported and validated to meet evidence for the required CIE course. The RN to BSN student will submit a CIE log to their designated faculty mentor. In order to satisfy specific course requirements, the CIE log must be completed with signature confirmation to earn course credit. If the RN to BSN student does not complete the required number of hours for the CIE course, then an incomplete grade may be given so as to allow for the student to make up the required hours provided that the amount of hours is no more than 10% of the total hours required for the CIE course. If the RN to BSN student does not meet the required hours designated during the semester, then the student will not pass the stated CIE course. CIE hours include a combination of activities focusing on research, communication interaction and performance interaction.

2.6 CIE INTERACTION POLICY

With regard to CIE, the student will maintain professional demeanor as dictated when interacting with preceptors and/or interdisciplinary team members during all interactions. The PHSC RN to BSN student, as a representative of the college and as a member of the nursing profession will demonstrate character and behavior that is congruent with professional practice standards while fulfilling their CIE.

2.7 CIE EVALUATION PROCEDURES

The evaluative process for the CIE course will be based on the designated course rubrics. The RN to BSN student will work in conjunction with their course faculty member and preceptor in the establishment of meeting individualized nursing CIE goals. Conferences involving participant members (Faculty, RN to BSN student and preceptor) may be required at as needed to provide clarification as needed.

2.8 ONLINE TESTING – RN TO BSN PROGRAM

1. **All** courses will have a Course Assignment page that will contain information relative to the type of assignment and submission process relative to that particular course.
2. All testing will be done in the online environment. The expectation is that course work (unless specified as a group project) will be done on an individual basis.
3. Plagiarism on any testing assignment will earn a grade of 0. If there is repeated plagiarism in the course, then this may result in an academic failure. All submission types are to be completed individually unless they are identified as a group project. If there is evidence of collaboration, the involved students will receive a grade of 0 for the submission. If there is continued evidence of collaboration, then this may result in an academic failure.
4. All assignments are to be submitted by the established deadline dates as indicated on the Course Syllabus. All assignments are due by 6 pm on the established date. Reminder announcements will

be placed throughout the length of the course identifying when assignments are due. **There are no late submissions accepted for discussion board assignment.**

5. If a student experiences a technical issue that prevents submission of assignments, it is the responsibility of the student to establish contact prior to the deadline following the forms of established communication. If there is a technical issue with Canvas that may affect submission of assignments, students will be notified and the deadline date will be adjusted. A late submission, if accepted by the instructor, may receive a deduction. If a pattern of "late submissions" (more than 1) is established, the submission will not be accepted and the grade will automatically be recorded as a 0.
6. Dependent on the type of assignment submitted, the grading response will differ. For "quizzes", the grade will be released upon submission. All submitted quizzes will be verified by course faculty. A statement indicating grade verification in the submission comment box will indicate that grade verification process has been done by faculty. For written assignments, grading response will be available within 7 business days of submission deadline.

Grades will only be available via my.phsc on CNS.Portal.

2.9 GUIDELINES FOR WRITTEN ASSIGNMENTS

1. The **APA Handbook** (7th edition) using <https://writing-center.phsc.edu/research> is the required reference for written assignments in the RN to BSN Nursing program.
2. Scientific, scholarly health-related journals are acceptable references/sources of information. Textbooks can be utilized as references if indicated. Journal articles selected must be no older than five (5) years. Students should check with the faculty if in doubt regarding a source. References older than 5 years can be used if they are considered to be a seminal work, but are not included in the required amount of references noted for an assignment.
3. Written papers must include a properly formatted APA cover page may be required based on instructor preference, reference page and in-text citation as specified in the grading rubric.
4. The original written document is submitted to faculty. Students are to retain a copy.
5. Students should ensure that written assignments are proofread before submission. If done carefully, this process nearly always results in identifying mistakes that could result in grade reduction. The RN to BSN student may take advantage of Smart Thinking resource for review of submitted written assignments. If the student uses Smart Thinking, they must notify the faculty member of this review.
7. The grading of all written assignments is based on established grading rubrics. It is the RN to BSN student's responsibility to be aware of specific requirements for each assignment.
STUDENTS ARE HELD ACCOUNTABLE FOR THE POLICIES REGARDING ACADEMIC DISHONESTY AS OUTLINED IN THE COLLEGE'S CATALOG AND RN to BSN STUDENT HANDBOOK.

PHSC'S POLICY ON ACADEMIC DISHONESTY INCLUDES CHEATING AND PLAGIARISM.

CHEATING IS DEFINED AS THE GIVING OR TAKING OF INFORMATION OR MATERIAL WITH THE PURPOSE OF WRONGFULLY AIDING ONESELF OR ANOTHER PERSON IN ACADEMIC WORK THAT IS TO BE CONSIDERED IN DETERMINING A GRADE.

Examples of online cheating include but are not limited to: students collaborating in the research, development and submission of individual assignments, collaborating while taking on line testing, exchanging relevant course information to students who are either within the same course and/or providing information about a course to a student who will be taking the course at a future date. Refer to current PHSC Catalog/Handbook regarding Academic Dishonesty.

PLAGIARISM, OR LITERARY THEFT, IS DEFINED AS APPROPRIATING THE LITERARY COMPOSITION OF ANOTHER PERSON, INCLUDING PARTS, PASSAGES, OR LANGUAGE OF THAT WRITING, AND PASSING OFF THE APPROPRIATED MATERIAL AS ONE'S OWN. PLAGIARISM IS THE FAILURE TO GIVE PROPER

CREDIT OR CITATION TO ONE'S SOURCE(S) OF INFORMATION. IT INCLUDES THE FAILURE TO USE CONVENTIONAL METHODS OF DOCUMENTATION FOR MATERIAL QUOTED OR PARAPHRASED. ADDITIONALLY, PLAGIARISM INCLUDES ALLOWING SOMEONE ELSE TO COMPOSE OR REWRITE AN ASSIGNMENT FOR A STUDENT.

Examples of plagiarism include: the copying in total or in part of someone else's work without the benefit of quotation marks and author; failure to identify references used (e.g. Internet resources; personal interview and article/text), two or more students collaborating on a graded assignment that is NOT a group project. Refer to current PHSC Catalog/Handbook regarding Academic Dishonesty.

Any form of plagiarism on a written assignment will result in a grade of zero (0) on the assignment and may result in a failing grade in the course. If this is a first offense, then the student will be referred to RN to BSN embedded librarian for clarification and review of citation process. Students will provide written documentation of the meeting and submit to faculty. Following this process, the grade for the assignment will be changed to a passing grade (75%). This policy is in effect for one time only in the program.

2.10 STUDENT EVALUATION/GRADING

A course grade is determined at the end of each nursing course based on calculation of all weighted graded assignments. If a CIE course is part of a course, then completion and validation of all required hours will be noted. The course grade is derived from a letter grade in all nursing courses. **A grade of "C" or higher is required in all nursing courses and must be achieved to progress in the program.**

2.11 GRADING SCALE

A	90 and above
B	80 to 89
C	75-79
D	67 to 74
F	66 and below

2.12 PROGRESSION IN THE PROGRAM

Students must maintain a grade of "C" or higher in all RN to BSN nursing and pre and co-requisite courses, in order to continue in the program. Selection of BSN courses is based on provided course offerings and the student meeting the required pre-requisite classes.

Additionally, RN to BSN students are responsible for monitoring their required general education course work. Upon admittance to the program, all BSN students should meet with an Advisor to determine their general education course status relative to a degree audit. RN to BSN students must complete a degree audit check prior to entry in their terminal semester in order to make sure that they have met all requirements needed for graduation.

2.13 STUDENT: INTERACTION WITH BSN INTERDISCIPLINARY TEAM

A BSN Interdisciplinary team is available as a student resource consisting of individuals from various college departments including but not limited to: Admissions, Advising, Financial Aid, and RN to BSN Embedded Librarian, E-Learning Technology Specialist, BSN Office Staff, BSN Faculty Mentors and BSN Program Director. Students are provided information related to their assigned BSN Faculty Mentor during their first course enrollment. Students are provided information related to the members of the BSN Interdisciplinary team upon acceptance to the program. Students are encouraged to work closely with their assigned BSN Faculty Mentor, contact the BSN office staff and/or BSN Program Director as needed throughout their online experience.

Working closely with members of the BSN Interdisciplinary team, the student is provided with additional support as needed in order to facilitate clarification of any college related issues.

2.14 RE-ADMISSION TO RN TO BSN PROGRAM PROCEDURES FOR STUDENTS

The RN to BSN student must successfully pass NUR3065C in order to progress in the program. A RN to BSN student may not fail more than two nursing courses throughout the program. Students must have a grade of C or higher to pass the course.

A. First Semester Repeats:

Students who fail to successfully complete NUR3065C Examination and Assessment course in their first semester must reapply to the program. This is done by submitting a program application and application fee to the Admissions and Student Records office during the posted application time frame. Students must meet all admission requirements in effect at the time of their reapplication.

B. Second and Subsequent Semester Repeats:

Students who do not earn a grade of "C" or higher in any program course sequence must request to repeat the course by submitting a Student Request to Repeat Nursing Program Course form (IIN-27). You will also need to include a written letter stating why completion of previous course(s) was not accomplished. This form with letter is submitted to the director of the RN to BSN Program. Courses may be repeated only with the recommendations of the director of the RN to BSN program or the dean of nursing and health programs and the vice president of instruction/provost, West Campus. If the request is approved, students will be allowed to enroll online the next available course.

C. Multiple Course Repeats:

This procedure applies to students who:

1. Do not earn a grade of "C" or higher in the same course twice,
or
2. Do not earn a grade of "C" or higher in two different courses.

Students who do not earn a grade of "C" or higher in two nursing program courses, either in the same course or in a combination of courses, will not be permitted to re-enroll in the nursing program.

2.15 STUDENT LEAVE REQUEST

If a student wishes to take a semester off due to personal circumstances, he/she must request a student request for leave form. The form must be approved by the BSN Program Director and submitted to the RN to BSN nursing office. The student will then need to complete a leave request form and then a reentry form prior to their return the next semester. Only one semester may be taken off, otherwise the student will need to reapply to the program.

2.16 GRADUATION

Students must complete all required RN to BSN nursing and general education courses satisfactorily and meet all College and State requirements in order to graduate. Transfer students must have satisfied a minimum of 15 semester hours in upper level nursing courses at PHSC to be awarded the BSN Degree.

- ➔ Students must complete graduation application and pay fee per established dates. This is the student's responsibility as well as a college requirement to ensure that the student's degree has been verified. **Payment of application fee and completion of graduation application are required in order to be eligible to receive a diploma. The application is submitted online via CNS Portal.**

2.17 CONDUCT

In accordance with Florida Statutes, no student attending Pasco-Hernando State College may participate in any activities that are disruptive to the normal, peaceful, and orderly operation of state institutions of higher

learning. Certain actions are prohibited at or on any campus, or at any college-sponsored or college-affiliated activity or event. Violation of any of these regulations may result in disciplinary action. Disciplinary action may also be imposed for special circumstances as prescribed by law. (See College Catalog and Student Handbook: Student Affairs, Student Conduct, Academic Dishonesty: Cheating and Plagiarism, Hazing.)

Handbook Link: [Catalog and Student Handbook](#)

2.18 FACULTY STUDENT CONFERENCES

Counseling sessions are confidential between faculty and student. In order to maintain confidentiality with regard to these meetings, students should refrain from discussing any content with non-participant members.

2.19 DISMISSAL FROM THE HEALTH PROGRAMS

Students may be dismissed from any of the following programs or any other health-related degree, certificate, or diploma program at PHSC as authorized by District Board of Trustees (DBOT) Rule 6Hx19-6.15, "Dismissal from Health Programs". These programs include Registered Nursing, Practical Nursing, and RN to BSN Nursing, Emergency Medical Services, Emergency Medical Technician, Paramedics, Radiography, Dental, Medical Coder, Medical Records Transcribing, Health Unit Coordinator, Patient Care Technician, Medical Secretarial/Examining Room Assistant, Human Services, Phlebotomy, Nursing Assistant, or any other College-related program. (See Dismissal from Health Programs policy in the PHSC Catalog / Student Handbook in the section under Student Services and Advising).

2.20 TRANSFER PROCEDURES FOR RN TO BSN NURSING PROGRAM

1. Submit a PHSC Application for Admission, an official high school transcript indicating graduation and receipt of standard high school diploma or an official transcript of GED scores indicating receipt of high school equivalency diploma. Submit an official transcript from each U.S. College and university attended other than PHSC.
2. Contact an advisor for assistance with transfer procedures.
3. Once admitted to PHSC, submit an RN to BSN nursing application to the Admissions and Student Records Office. Upon review of the application, a letter of response will be sent to the student.
4. After receiving the notification letter from the Admissions and Student Records Office that all requirements have been met, make an appointment with the RN to BSN Program Director to determine if transfer status is feasible. Bring a syllabus from each nursing course completed within the last 5 years (courses older than 5 years **cannot be** used for advanced standing). If advanced standing is granted, the student must:
 - a. Provide copy of current CPR card (American Health Association).
 - b. Copy of unencumbered RN license
 - c. Provide all required information and forms relevant to the RN to BSN program as well as meet criteria relevant to course progression status.

Transfer applicants will be notified by the BSN Program Director once all applicant criteria have been met. Upon confirmation of findings, the applicant will be allowed to register for courses in the next available semester.

In order to receive the baccalaureate degree from Pasco-Hernando State College students must complete at least 25% (30 credits) of the RN to BSN program at PHSC and at least 25% (11 credits) of the upper-division courses required for the program at Pasco-Hernando State College, including the capstone course, NUR 4945 - Nursing Capstone Experience.

2.21 COLLEGE SERVICES

Nursing students attending the college have access to all available college services as do other non-nursing students. These include but are not limited to: Student Services, Disabilities, The Learning Center and Behavioral Health Counseling, etc. Please refer to college catalogue for full listing of available services.

3 RN TO BSN PROGRAM ACCREDITATION AND STUDENT NURSES ASSOCIATIONS

3.1 ACCREDITATIONS

Southern Association of Colleges and Schools (SACS)

Pasco-Hernando State College is accredited to award degrees at the associate and baccalaureate level.



The baccalaureate degree in nursing program at Pasco-Hernando State College is accredited by the [Commission on Collegiate Nursing Education](#)

This Student Handbook is designed to provide you with information about the RN to BSN Nursing Program. It is to be used in conjunction with the PHSC College Catalog and the nursing course syllabus for each course. Every effort is made to keep the information in this Handbook current. However, policy and procedural changes may be made at any time. Therefore, it is the student's responsibility to keep up to date. Any portion of the RN to BSN Nursing Program Handbook may be revised at any time based on pertinent requirements. Such revision shall be binding on all parties.