Campbellsville UNIVERSITY

School of Nursing

RN to BSN

Student Handbook

2017-2019

(Reviewed June 2018)

Table of Contents

Revised 1/17
Reviewed 5/17
Reviewed 2018

Verification of Receipt of the RN to BSN Student Handbook

The RN to BSN Student Handbook will be distributed through the online RN to BSN Resource Room. Any questions or concerns that arise when reading the handbook should be submitted to the student's assigned advisor or to the Director of the RN to BSN Program. Each course the student will post a statement in the designated area of the course room stating that they have read the handbook and all questions have been answered to the student's satisfaction.

Revised 06/2013
Reviewed 08/2014
Revised 8/2015
Reviewed 1/17
Reviewed 5/17
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Mission Statement

The RN to BSN Program is committed to the mission of Campbellsville University. The mission of the RN to BSN Program is to offer a higher level of nursing education through an innovative, highly accessible curriculum. Tailored to the working adult, the program will provide an avenue for the adult learner to further his or her education in a Christian environment. The program serves the nurse through incorporation of professional values, improved interprofessional relationships and leadership qualities, and enhanced ability to provide care and health promotion for a diverse aggregate community. The program serves the community and the region through promoting lifelong learning and contributing to the profession of nursing and the health of society.

A STATEMENT OF BAPTIST HIGHER EDUCATION VALUES

Campbellsville University is committed to providing a quality educational experience within the Baptist tradition and in keeping with a strong Christian emphasis. Under the Lordship of Christ, the institution affirms historic Baptist principles including: the priesthood of the believer, the authority of Scripture, freedom of conscience, integration of faith and learning, pursuit of truth in an academically challenging environment, student involvement in servant ministry, and affirmation of others in a spirit of grace and love. While the University continues to maintain very close ties to Baptist Churches and bodies, the institution exists to provide Christ-centered higher educational opportunities to a diverse student population. Campbellsville University, while Baptist in affiliation and Christ-based in practice, is neither a church nor an ecclesiastical authority. Since 1906 the institution has existed to provide higher educational opportunities to men and women in a positive and academically challenging Christian environment. In that same spirit, we affirm the challenges and opportunities of Baptist higher education in the 21st Century. (**Approved by Campbellsville University Board of Trustees on October 23, 2001**)

In compliance with *A Statement on Baptist Higher Education Values* as noted above, Campbellsville University affirms the historical religious exemption granted under the Civil Rights Act of 1964, and other applicable federal and state statutes and regulations, as a Christian university in the Baptist tradition, and to develop and implement all policies and procedures relative to employment practices and student and employee behavior to conform with this historical relationship to the Baptist church and the larger Christian community. These policies and procedures will be the basis for the mission and activities of all campus organizations and use of all Campbellsville University facilities.

As God extended His love for all human beings through his Son Jesus Christ and as an institution that affirms the "whosoever will gospel of Jesus Christ" (John 3:16), Campbellsville University extends love for mankind through a commitment to the Great Commission (Matthew 28:16-20; Acts 1:8) and in the spirit of the Great Commandment (Matthew 22:36-40). Therefore, Campbellsville University will implement the development and administration of all policies and procedures in the recognition of the diversity of God's creation and His infinite grace toward all people.

Reviewed 1/17
Reviewed 2018

Curriculum Requirements

ADN Requirements (transferred)……………………………………………………...39

Area requirements from ADN transferred in……minimum of 5Medical Surgical Nursing

General Education Requirements (see catalog)……………………….……………41

Core Nursing Requirements…………………………....…………….…………. 24

NUR 350 Advance Health Assessment	4 credits
NUR 360 Cultural Comp	4 credits
NUR 370 Community I	3 credits
NUR 371 Community II	3 credits
NUR 380 Gerontology Nurse I	3 credits
NUR 381 Gerontology Nurse II	3 credits
NUR 410 Leadership Cap	4 credits

BSN Specific Requirements ……………………………………………………… 16

*May be included in general electives as noted above.

CHE 100 – Introduction to Chemistry*	(Preferred)	(3 credits)
CJ/ECO/PSY/POL/SOC 361 – Social Statistics		3 credits
CJ/ECO/PSY/POL/SOC 362 – Research Methods		3 credits
BIO 322 – Medical Microbiology with Lab		4 credits
NUR 340– Nursing Informatics		3 credits
Take one course from this list:		3 credits

BA 300 – Contemporary Healthcare Management (3)

BA 375 – Health Economics (3)
BA 400 – Financial Management in Healthcare (3)

Total Credits…………………………….………………………………...…120 hours

Reviewed 1/17
Revised 5/17
Reviewed 2018

Course Descriptions for Core Nursing Requirements RN to BSN Program

NUR350—Advanced Health Assessment
        This course is designed to further develop knowledge of the practicing nurse in the area of advanced health assessment. The course will focus on the comprehensive holistic health and physical assessment of the client. Using evidence-based practice and quality improvement standards the course will focus on the client's physical, behavioral, psychological, spiritual, socioeconomic, and environmental parameters. The course will also promote health promotion and well-being of the individual, families, groups, and communities using developmentally and culturally appropriate approaches. The course will also incorporate evidence-based practices to guide health promotion and illness prevention objectives such as health teaching, health counseling, screening, outreach, disease and outbreak investigation, referral, and follow-up throughout the lifespan. These evidence-based practices and interventions will be based on effectiveness, efficiency, cost-effectiveness, and equity using compassionate, patient-centered, evidence-based care that is respectful to the client and the family and retaining their preferences.

NUR360—Transcultural Nursing
        This course is designed to introduce the student to culturally competent nursing care across the lifespan. The course will identify different cultures and the health-illness attitudes, beliefs and practices inherent in those cultures. Students will have assignments designed to enhance self-reflection and awareness of cultural orientation to enable a greater understanding of culture-specific care. Students will learn how to perform culturally-sensitive assessments with attention to safeguarding, preserving, advocating and protecting diverse cultures in the healthcare setting. Students will focus on delivery of compassionate, patient-centered, evidence-based care that respects patient and family preferences.

NUR370—Community Health Nursing I
        This course is designed to further develop knowledge of the practicing nurse in the area of community health nursing. The course will focus on assessment of community health needs, use of evidence-based practice and quality improvement standards in promoting health and well-being of the individual, the family and the community. Basic public health concepts of the wellness-illness continuum, population needs, and prevention strategies will be incorporated into the course. The course will also cover the public health nurse role and values-oriented decision-making, along with current cultural principles involved in providing such care.

NUR371—Community Health Nursing II

The purpose of this course is to apply the principles of community health nursing as learned in NUR370. Students will utilize the community assessment from the prerequisite course to build a virtual community project. Students will interview selected persons involved in community health to identify how the nursing process is utilized to deliver competent care with families, communities, clients with developmental needs, and vulnerable populations. Students will identify settings that are appropriate to community health nursing and care delivery methods utilized within those settings.

NUR380—Gerontology Nursing I

This course is designed to further develop the practicing nurse's knowledge in the area of gerontology nursing. The course will guide students in reflecting upon their own and society's views on aging, and specifically, how an aging population impacts the nation's health policy and nursing care demands. Theories of aging and the physical and functional changes that accompany aging will be incorporated into the nursing process for providing safe care and promoting healthy practices in the older adult. Quality of life measures for the older adult living with chronic illness and transitioning through care settings will be emphasized.

NUR381—Gerontology Nursing II

The second course in gerontology nursing will focus on the older adult who has impaired physical or functional changes. Older adults' differing responses to illness are presented, including delirium states versus dementia. Case studies will explore acute and chronic states of illness and how evidence based practice and quality care can promote health, prevent further illness or complications, and restore and rehabilitate. Palliative care will also be addressed in the course.

NUR410—Professional Nursing Leadership Capstone

This course will provide the BSN student with the knowledge and resources to gain a perspective on the day to day and long term responsibilities of the nursing leader. The profession is examined with multiple viewpoints regarding the various departments, and how nursing contributes to the overall health care goals of the institution. Assignments will include interactions with a selected professional nurse leader.

This course is not a part of the nursing core, but is a related requirement for the RN to BSN Program:

NUR 340—Nursing Informatics

This course is designed to focus on the science and practice of fundamental informatics that integrates nursing its information and knowledge, with management information and communication technologies to promote the health of individuals, families, and communities.
Reviewed 1/17

End of Program Student Learning Outcomes

Upon graduation from the Campbellsville University RN to BSN Program, the student will:

1. Demonstrate the professional standards of moral, ethical, and legal conduct.

2. Provide knowledgeable, holistic nursing care to patients, families, and communities across the lifespan.

3. Promote collaborative care through intradisciplinary and interdisciplinary relationships in the workplace and in the community to improve patient health outcomes.

4. Distinguish the health care issues and health care needs of diverse cultures and populations, including those who are socially diverse.

5. Develop an individualized plan to foster professional growth and development that includes evidence-based practice, lifelong learning, and professional engagement.

6. Interpret the impact of healthcare policy, finance and regulatory environments, including local, state, national and global healthcare trends, on nursing practice, health promotion and disease prevention.

7. Develop a plan of care with measurable outcomes related to behavioral change techniques to promote health and manage illness.

8. Defend critical thinking decisions using scholarly inquiry and discussion with colleagues and leaders in the nursing profession.

Revised 06/2013
Reviewed 08/2014
Revised 5/2015
Reviewed 1/17
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Student Policies and Procedures

Admissions Criteria for RN to BSN Program

Rationale: Campbellsville University School of Nursing recognizes that there are many entry levels into the profession of nursing. The School of Nursing strives to enhance the professional status of nurses through continued education that elevates the professionalism of the nurse.

Policy:

Students may apply for the RN to BSN program at Campbellsville University if they have completed an associate degree or diploma program for registered nursing and have a current, unencumbered license to practice nursing in their state of residence. Students must submit official transcripts from all previous colleges or universities for a transcript evaluation.

Because of the nature of the RN-to-BSN Program, it is anticipated that students will be employed at least 20 hours per week as a registered nurse. Class discussion is enriched by the diverse work experience of students at this level of education. Students who choose not to work while enrolled in course work must discuss this option with the Director of the RN to BSN Program prior to enrollment to establish how they will meet the requirements. New graduates who have not yet received their license may also apply, but will be conditionally admitted and will take non-nursing courses until the licensure process is completed.

Adopted 02/01/2012

Revised 06/18/2013

Reviewed 08/2014
Revised 5/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Admissions Process

Rationale: This policy is developed to ensure seamless transition into the BSN Program and to guide the student to necessary resources for admission to Campbellsville University and to the School of Nursing.

Policy:

The applicant must complete applications for admission to Campbellsville University *and* to the School of Nursing. These applications are available online at www.campbellsville.edu/rn-to-bsn-students. By completing the required applications online, the student avoids the non-refundable application fees associated with hard-copy application forms.

1. **Admission to the University and the School of Nursing:**

   The application captures data required by the University admission staff and helps to establish the student's chosen major: Bachelor of Science in Nursing (BSN). Additional information needed by the School of Nursing such as licensure and employment history will also be obtained at this time.

2. **Official Transcripts**

   One Transcript from Each School Attended!

Transcripts

Provide one official copy of <u>all</u> transcripts from each college or university that you have attended previously. Once you apply, you will receive a copy of our official transcript request form from your Enrollment Counselor. Please submit this form via fax to 1-800-473-2512 or via email to transcripts@learninghouse.com.

If you would like to mail an official, sealed copy, please send to our transcript processors at:

Campbellsville University C/O   The Learning House
801 East Park Drive, Suite 105
Harrisburg, PA 17111

Please contact our online Enrollment team at 888-244-0609 or via email at online@campbellsville.edu or Michele Dickens, PhD, RN, at (270) 789-5239 or email mrdickens@campbellsville.edu if you have questions or are unable to access any of the above documents.

3. **Licensure Information**

   A copy of a current, valid, unencumbered RN license, or listing on a state licensing board website must be submitted. All licenses will be verified before admission into the program and every semester as long as the student is in the program. List your Registered Nurse license, expiration date, and state board granting the license on the application.

4. **Letter of Acceptance**

   After evaluation of submitted materials, you will receive confirmation of acceptance into the RN-to-BSN Program from the University. You will be contacted by an advisor who will assist you in preparing a program plan and registering for classes.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 5/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Course Progression Policy

Rationale: To establish expectations of student performance within the RN to BSN Program.

Policy:
In order to progress through the RN to BSN Program, the student must meet certain guidelines:

1. The student must earn a C or higher in each course in the core curriculum and guided electives in the BSN area in order to demonstrate achievement of End of Program Student Learning Outcomes.

2. Student must achieve a GPA of 2.5 or higher by the end of his/her third core nursing course after entering the program.

3. If the student's GPA drops below 2.5 during the course of study, the student will be placed on academic warning and may not take more than one core nursing course during a given term. The student will have two consecutive eight-week semesters to bring their GPA up to the acceptable level of 2.5.

4. If the student's GPA drops below 2.5 a second time, the student will be placed on academic suspension.

Faculty has adopted a new course order for progression that will help to guide students through the program. This order is suggested to ensure success of students based on recommendations of the accrediting body and on identified characteristics of the courses. Exceptions may be made by the Dean or the Director of the BSN completion program.

Suggested Progression of Courses:

Fall-1st Bi-term	2nd Bi-Term	Spring-1st Bi-Term	2nd Bi-Term	Summer-Early	Summer-Late
NUR 340	NUR 350	NUR 370	NUR 371	NUR 360	BA 300+
SOC 361	SOC 362	NUR 380	NUR 381	BA 300+	NUR 410
Fall-1st Bi-term	2nd Bi-Term	Spring-1st Bi-Term	Spring-2nd Bi-Term	Summer	Summer
NUR 380	NUR 381	NUR 340	NUR 350	NUR 370	NUR 371
NUR 360	NUR 410	SOC 361	SOC 362	BA 300+	BA 300+

Additional courses will be added as needed based on students' personalized degree audit.

Red-If start here this is the progression path
Blue -If start here this is the progression path

*NUR 380/381 and NUR 370/371 may be interchanged dependent on the student's preference and availability of courses. Both of these grouped courses are deemed to be of relevantly equal difficulty and are independent of one another in subject matter.

*NUR 410 is the last course that should be taken prior to graduation. Exceptions may be made by the Dean or the Director of the BSN completion program.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 5/2015
Reviewed 1/17
Revised 5/17
Reviewed 2018

Policy: Withdrawal

Students in the School of Nursing may have to withdraw from the School for personal reasons, academic reasons, health issues, and other factors. The student is encouraged to discuss possible alternatives to withdrawal with his/her faculty advisor. When no other alternative seems viable to the student, the School of Nursing follows the same policy outlined in the *Campbellsville University Student Handbook* under ―Refund and Withdrawal Policy.

Please also refer to the Online Policy and Procedure Leave of Absence policy.

The student is advised that if s/he chooses to leave unofficially—that is, without approval of the Vice President of Academic Affairs and the completion of withdrawal forms, s/he forfeits all rights to any reduction in his/her account and will receive an ―"F" in all applicable courses. To alleviate this situation, the student must follow the guidelines as stated in the *Campbellsville University Student Handbook*. Students who have financial aid should check the *Federal Student Financial Aid Handbook* to identify policy guidelines regarding this aid.

Students in the RN to BSN Program may reenter the program at will as long as they meet the standards related in the Progression Policy. Abandoning coursework without prior approval as noted above could subject the student to a reduction in GPA that might prove insurmountable.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Revised 11/16
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Policy: Graduation Requirements

In order to fulfill the requirements for BSN graduation, the student must comply with the following:

- Successful completion or transfer of 120 credit hours in the RN to BSN Program as outlined in curriculum plan

  - 25% of general education courses must be taken through CU to meet SACS residency requirements after student admission to CU.

  - 33% of courses in the program of studies must be taken through CU to meet SACS residency requirements.

  - 40 credits must be upper division. (Satisfied through the BSN requirements.)

    - 25% of total hours toward degree must be taken through CU.

- A minimum over-all GPA of 2.5

- Satisfactory completion of End of Program Student Learning Outcomes as evidenced by acceptable completion of coursework

- Payment of all applicable tuition and fees

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Revised 5/17
Reviewed 2018

SUBJECT: Course Substitutions for Transferred Credits

Campbellsville University accepts courses from other accredited colleges and universities based on course equivalency determined by the Office of Student Records. When transferring credits from other schools, the student must request an official transcript from the school(s) to be sent to the Admissions Office. Admissions will then assemble information needed from these records to determine admission to the University. The School of Nursing will use these records for course information applicable to determine placement in the nursing program. The transcripts will be forwarded to the Office of Student Records to be placed in the student's permanent file.

In order for the appropriate substitution to be made for required subjects for the nursing program, a Course Substitution Request must be completed by the student and the Dean. This form will be sent to the appropriate Dean/ Chair of the department which offers that course for final approval if needed. Approval will be determined based on a satisfactory comparison of the course with the equivalent course offered at Campbellsville University. Courses must meet the scholastic standards required at Campbellsville University. All credits applicable to the completion of requirements for the nursing program must have a minimum of a ―C‖ grade.

It is highly recommended that the student meet with the advisor early in the program to review needed substitutions and comply with this procedure to ensure that requirements are being met timely for graduation.

Due to the nature of the nursing program, a transfer student coming into this program must complete a minimum of 50% of their core nursing coursework at Campbellsville University.

Adopted: December, 2008 Reviewed: July, 2009 Reviewed August 2011 Reviewed: July 2012
Reviewed: August, 2013 Reviewed August 2014: Reviewed January, 2015, Reviewed 1/17
Reviewed 5/17 Reviewed 2018

Policy: Student Services for Distance Education Students

Rationale: To ensure that students in distance education courses have the same accessibility to student services as those who are attending classes on campus.

Policy: Students will be oriented to the methods to access services that are available to the online community and will have written information related to services as outlined in this handbook. Advisors will deliver this information to students via the *Campbellsville University RN to BSN Student Handbook*. Students may contact these services directly or may ask their advisor for assistance with accessing needed services.

See listing of services on the following pages. Please see listings for:
> Academic Support Services
> Business Office Services
> Bookstore
> Email Communications
> Financial Aid Services
> Learning Management System: Moodle
> Library Services

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Badgett Academic Support Center
Accessibility for Online Students

Rationale: To provide online students with the process for obtaining academic support services through the Badgett Academic Support Center.

Policy: Online students have academic support resources available to them in the distance setting. Students can access these services by contacting the Badgett Academic Support Center directly by phone or by online request for services. Beginning in the fall, 2013, the BASC will sponsor online tutoring services for students enrolled in distance education courses at Campbellsville University. Students should contact the center by one of the methods below:

1) Contact (270) 789-5370 to sign up for tutoring sessions, <u>or</u>

2) Go to www.campbellsville.edu, click on "Current Students" then "Academic Support." Then on the menu on the left of the screen, "Click here to Request a Tutor." Complete the electronic form and submit.

A member of the Academic Support team will contact you to set up times for tutoring. This will be arranged via email and/or phone communications.

Students also have access to SmarThinking® an online tutoring service that provides information about writing in all disciplines to all undergraduate distance education students. This service can be accessed at http://www.campbellsville.edu/smarthinking.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Revised 9/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Campbellsville University Bookstore
Accessibility for Online Students

Rationale: To provide online students with the process for ordering books through Barnes and Noble on the Campbellsville University campus. Students can order and have the books shipped to them either through use of a credit or debit card or through designated authorization from financial aid if the student qualifies for such aid. Students can access the Bookstore from the Quick Links button on the Campbellsville University website and from the Moodle homepage.

Policy: Students can use the online ordering system offered through Barnes and Noble on the CU website. The Bookstore can ship textbooks and other needed supplies to the student's home address if the student chooses this option. Payment can be processed (1) through a debit or credit card in the online order system or (2) through authorization from financial aid, when the student qualifies for such aid.

(1) **Paying with a debit/credit card**—After enrolling for courses and identifying the course specific information, the student can go to the bookstore link on the Campbellsville University homepage. At this location, the student can follow the prompts and utilize the dropdown boxes to identify: the term, the department, the course, and the section for each course. This will look as noted below:

For NUR 350-01 Advanced Health Assessment for fall semester, the student would enter:

Fall 2013	**NUR**	**350**	**01**

The student will then click "GO." The next page offers the option to enter multiple courses. Student may enter all courses for that given term. Click "Find materials for course(s)." This will take the student to a page which lists course requirements and a price range for each. By clicking on the price range, students will receive a menu listing the formats in which this text is available and will have the option to choose the format and price that is suitable to his needs. The student will then be prompted to add this item to the cart. The student will be given information about availability and other options if indicated. After finalizing the selection process, the student will be taken to "Checkout" where he can enter his payment and shipping information. The student can either establish an account or use the guest checkout. If the student opts to do so, he may pick up his selection(s) at the bookstore or may pay to have items shipped to his home.

(2) Ordering with financial aid—Students who qualify for financial aid resources can use the bookstore site to identify textbook needs. These students will email their order to books@campbellsville.edu. Send a detailed email including **name**, **student ID number**, **shipping address**, and **phone number** with a **listing of courses**. (It is not necessary to list the textbooks; these will be identified by the bookstore from lists provided by faculty.) Financial aid will provide verification of the student's eligibility for such resources. The student will receive a confirmation email and the books will be shipped within one to two days depending on availability. Shipping charges will be applied to the order.

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Revised 06/18/2013
Reviewed 08/2014
Revised 5/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Campbellsville University Business Office
Accessibility for Online Students

Rationale: To provide online students with access to Business Office services.

Policy: The Business Office at Campbellsville University is available Monday through Friday from 8:00 am to 5:00 pm, excluding university holidays. Someone is available during these hours to discuss student accounts and to assist students with setting up payment schedules and other mechanisms.

Students may contact:
The Business office at (270) 789-5203 for additional information about payment plans.

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Revised 06/18/2013
Reviewed 08/2014
Revised 5/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Email Communications
Accessibility for Online Students

Rationale: Students enrolled in distance education course must use their student email accounts when communicating with faculty and staff at Campbellsville University. This system helps to ensure that official communications are sent only to the student. It is important that students never share login information for email accounts to ensure privacy and confidentiality in communications.

Policy: Upon registering for courses at Campbellsville University for the first time, the student will receive an email directing him/her to set up his university email account. The following information will be addressed to the student:

> SET-UP EMAIL ACCOUNT: Once you have registered for your courses, you can set up your Campbellsville University email account. Follow the steps below:
>
> 1. Go to www.campbellsville.edu
> 2. Click on TigerNet link towards the top of the page
> 3. Enter your student ID number and your pin; click Login
> 4. Click on the Home tab
> 5. On the left side of the welcome page you will see several bullets – Click on Student Email Account Information line. Repeat on the next page.
> 6. On the window telling you "Your Report Has Been Generated" click the link to view your report.
> 7. Follow all steps and a .pdf document will pop up containing your login information and directions on how and where to set up your email account. If the .pdf document happens to be blank, you will have to contact Information Technology (270-789-5012), so they can generate your login information.

> NOTE:
> - Your student email account will be auto-generated at approximately 7:00 a.m. on the morning after you enter courses in TigerNet for the first time. Please allow for this process to complete before you contact IT for assistance.
> - If the .pdf document is blank, you will have to contact Information Technology (270-789-5012) for assistance. When contacting IT please be prepared to give your Student ID Number and a contact number where you can be reached.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 5/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Financial Aid Services
Accessibility for Online Students

Rationale: Students enrolled in distance education courses may require assistance of the Financial Aid Office. Information is available about potential sources of financing for school related expenses.

Policy: The Office of Financial Aid at Campbellsville University is available to students Monday through Friday 8:00 am to 5:00 pm, excluding university holidays. Distance Education students have a financial aid counselor assigned who will help them to file the FAFSA and will inform them about potential sources of financial aid. For additional information, contact

Brooke Gupton, Financial Aid Officer at (270) 789-5354.

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Revised 06/18/2013
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Revised 5/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Library Services
Accessibility for Online Students

Rationale: Students enrolled in distance education courses for the RN to BSN Program will have need for access to library resources. Montgomery Library provides resources for the online student to ensure adequate accessibility to these services.

Policy: Student can access much needed resources by going to the Campbellsville University website and utilizing digital resources. Off-campus patrons can access the library's databases through our proxy server. The proxy server is password protected, but the password is available to students, staff, and faculty through the library tab in TigerNet and on the library resources page on the Moodle platform provided by Learning House for all of Campbellsville University's online programs.

Access library resources by the following steps:

1. Log-in to the Campbellsville University **Tigernet** account.

2. Enter your student ID and PIN (Personal Identification Number).

3. Click on the **Library** tab found at the top of the page.

4. Click on the icon **Library Username and Password** found on the far-left side of the page.

5. Library Username and Password for the current academic year can be found in **bold red letters.**

6. Now return to the Montgomery Library webpage at www.campbellsville.edu/library and click on **Databases A-Z**, then **Off-campus Access** to enter the username and password. After entering them, be sure to click **Submit**.

Database tutorials for some commonly used databases can also be accessed from your TigerNet's Library page.

Students can also access media through the **Interlibrary Loan** system (ILL). Follow these steps:

ILL is a service that allows borrowing of materials from other libraries. This gives you access to materials that the Montgomery Library does not own, such as articles from our databases that do not contain the full text.

1. Download an Interlibrary Loan Request Form using this link: ILLForm.pdf

2. Fill it out as completely as you can

3. Turn in the form to the Library main desk, or Regina Thompson. Because we require a signature for our records, we do not allow ILL requests by phone or by e-mail. However, you can fax it in to 270-789-5363.

You will receive a call when your request comes in, so be sure to provide contact information!

POLICY QUESTIONS & ANSWERS

Who is allowed to place an ILL request?

- Only current Faculty, Staff and Students

What about Alumni or Community Borrowers?

- You'll need to borrow from the Taylor County Public Library. Don't worry! They handle ILL all the time, including borrowing from us! We can help you out with getting proper citation information, but the request must go through Taylor County Public Library.

When will I get my requests?

- The official answer is "allow 2 weeks", but requests can come in earlier or later. To a great extent, it depends on the workload of the *lending* library.

Is it free?

- Often it will be free, but there sometimes can be charges. Here's how we determine charges:
  - We pass on *all* charges from the *lending* library. We have reciprocal borrowing with come libraries -- we don't charge them, and they don't charge us. If the library is out of our region, we may have to pay a fee just for borrowing. Occasionally the lending library will bill us for their postage in sending the item to us.
  - Each semester, we give you a certain number of requests free of any Montgomery Library charges, even though we pay for quite a lot. We pay for postage to return items to the lending library, fees to use the automated ILL network, and fees for search time. Once you exceed your free requests, we usually have to start charging you for our postage at least. Here is the number of free requests by patron type:

    Faculty/Staff: Ten books and ten journal articles per semester
    Graduate Students: Eight books and twelve journal articles per semester.
    Undergraduate students: Five books and six journal articles per semester

What problems could come up?

- **Copyright rules on single journal titles:** Copyright guidelines are structured to encourage subscription or purchase of titles that are used repeatedly. Most institutions will only fill three articles from the same journal title. So if you are very dependent on one specialized journal, or want to see a whole "special issue", you can run out of allowable requests very quickly. You may need to investigate the purchase of back journal issues, or subscription.

- **Recent publications dates:** Many libraries don't lend items that are less than one-year old; although, we always ask anyway!

- **Dissertations:** Most libraries don't lend dissertations. While we can try, most dissertations are usually *purchased* through UMI Dissertation Publishing. They typically cost about $40 and come shrink-wrapped, delivered to you directly.

If the student has further questions related to accessibility of library resources, s/he can contact:

Mrs. Abby Parker
Technical Services & Digital Resources Librarian
(270) 789-5351
Basement, ML 103

Or

Mrs. Regina Thompson
Interlibrary Loan & Archives Associate
(270) 789-5198
Basement, ML 107

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 5/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Learning Management System
Accessibility for Online Students

Rationale: Students must utilize the Learning Management System to access course information and to interact in the online classroom. Some students may require additional information regarding the use of this medium and are directed to the Moodle Student Tutorials to prepare for coursework.

Policy:

The learning management system used by Campbellsville University School of Nursing is *Learning House* with their *Moodle* system. Students have access to a tutorial that will teach them the basics of using this system by going to http://cu.learninghouse.com/ or http://online.campbellsville.edu/. Here students can click on Moodle Student Tutorial which will guide them to the tutorial information. Moodle also provides a Help Center that is available 24 hours/day, seven days/week. Information related to the Help Center is available at the same site. Students can also access individual help in specific areas of concern by clicking on "Getting Started" on this page. Also found on this page are connections to the virtual library system and the bookstore.

Beginning in the fall of 2015, students will be enrolled in CU 99- Online Orientation, when they enroll in courses. This course is a four module, self-paced course that covers a variety of technology related topics, including the student email accounts, the online learning environment, and the student information system. The content of this course is based on the topics our students frequently request help with and provides a reference students will always have access to, in addition to the 24 hr. support offered through The Learning House.

Students are encouraged to go to this website and familiarize themselves with the materials found there prior to the beginning of course work. If students have questions about accessibility and use of the learning management system, they should contact the instructor for the assigned course prior to the class start date and get help so that they can be ready to start with the rest of the class.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Disability Services

Rationale: Students may suffer from disabilities which may require special accommodations in order to participate in classroom activities. Campbellsville University makes reasonable accommodations as noted in the policy below.

Policy: Campbellsville University is committed to reasonable accommodations for students who have documented physical and learning disabilities, as well as medical and emotional conditions. The School of Nursing abides by the University policy and follows the same procedure as outlined in the *Campbellsville University Student Handbook* which is in compliance with the Rehabilitation and Americans with Disabilities Act.

Students must obtain documentation of the disability or condition to establish eligibility for disability services. Documentation must be from a licensed professional and current in terms of assessment (within the last 3 years). This documentation should be taken to the Coordinator of Disability Services. The Coordinator will then send verification of needed accommodations to the Dean of the School of Nursing. Information regarding a student's disability is considered confidential and will not be released to anyone without written permission of the student. However, if the student does not give permission to notify faculty, the University will not be able to provide accommodations.

Student may contact the Coordinator of Disability Services at (270) 789-5192.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Practicum Requirements

Rationale: The School of Nursing recognizes that students in the RN to BSN Program have some practical experience as a registered nurse. However, most associate degree and diploma programs do not include a clinical experience in the public health/community health setting or in the nursing leadership and management role. The expanded knowledge in your BSN program necessitates an experience in these nursing roles.

Policy: Students will be required to fulfill practicum hours in two courses in this program: Community Health Nursing II and Professional Nursing Leadership Capstone. The specific details of the practicum will be defined for students in those courses. As with other clinical settings, the School of Nursing must comply with specified requirements inherent in those facilities. Requirements may vary depending on the selection of a site for the practicum.

All students entering the RN to BSN Program will be required to show evidence of meeting the Immunization Requirements and CPR Certification prior to enrollment in nursing 371. (See Immunization Requirements policy, which follows.) Students will also be required to complete one initial criminal background check for presentation to facilities that participate in the clinical practicum prior to the start of the practicum.

Campbellsville University School of Nursing will use *a document management system* for maintaining electronic files of immunization records, CPR certification, and professional liability insurance. Upon entry to the semester of these experiences, students will receive a letter directing them to contact the system for instructions about submitting the required documentation. Files can be scanned/uploaded and sent via email, faxed to the company or mailed via the postal system. Students may be required to pay for this service and this company will maintain files throughout their program.

The School of Nursing must reserve the right to request drug and alcohol screening as indicated by facilities offering the practicum experience. Upon request for any of this information, students must comply in order to be eligible to continue coursework. Refusal to comply with the obligations of the clinical practicum will result in dismissal from the program.

Another aspect of the practicum is physical ability to participate in the activities/duties of the setting.   For this reason, students who undergo a major/extended illness or surgery that may impair their physical capability in the practicum setting must provide documentation of a medical release before entering the practicum phase of coursework. Examples of these conditions include, but are not limited to: contagious illness, soft tissue/ bone trauma, surgical procedure, cardiac or pulmonary disease processes, childbirth, etc. Students must be cleared by a medical provider to function without restriction in the practicum setting following any serious health condition. This requirement promotes both patient and student safety and therefore is highly important.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015

Revised 11/16
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Immunization Requirements, Background Check and CPR Certification

Rationale: The nature of nursing courses requires some clinical background that will be conducted in facilities with patients and other health care workers. This entails the necessity of certain precautions to ensure safety of students and of others in the clinical setting. Campbellsville University will maintain records of necessary documents for the clinical site.

Policy: Campbellsville University School of Nursing will use *A document management system* for maintaining electronic files of immunization records, background check, professional liability insurance and CPR certification. Upon admission to the program, students will be directed to the RN to BSN resource room for further information on the process of *CertifiedBackground*.com. Files can be scanned/uploaded and sent via email, faxed to the company or mailed via the postal system. The company will conduct a background check that will be available to potential practicum sites. Students may not be required to pay for this service and this company will maintain files throughout their program. Students will have to pay for their liability insurance.

The following immunizations are required for all students involved in clinical or practicum activities in academic nursing programs. These requirements have been established to help protect health care providers and their patients during encounters with one another in clinical settings. We suggest that the only exclusion to these requirements be for medical contraindications. Documentation of the medical contraindication must be submitted for the student's file.

Each student must show evidence that he or she has completed the following:

1. **PPD** skin testing and TB assessment form (Starting Spring 2017) within the last year. If testing has not occurred a two-step PPD skin testing may be required depending on the clinical agency.
If you are a positive PPD reactor you must submit documentation showing chest X-ray and/or INH treatment dates. This will be the only proof you need throughout the two-year period; however, you will need to provide proof that you have completed the prophylaxis medication.

2. Proof of two **MMR's** (documented after age of 12 months) or proof of immunity (titer results) for Rubella, Mumps, and Measles or physician diagnosed case of mumps, indicating date of diagnosis.
   o   If you were born before 1950, no proof is necessary.
   o   If you were born between 1951-1956, you will need to show proof of one.

- o If you were born 1957 and after, you will need to show proof of two.
- o MMR vaccinations can be given to adults.

3. **Diphtheria, Tetanus-(Td)**: Proof of primary series with adequate schedule of boosters with the most recent within 10 years. Booster status must be kept current.

4. **Varicella: (Chicken Pox)** Antibody titer or vaccination.

5. **Pertussis: (Whooping Cough)** Proof of immunization. Pertussis is the ―P in DPT shot. You will need to show proof of this vaccination as a child. Pertussis is not given to adults, so if you cannot find proof, a titer will be required.

6. **Polio**: Proof of primary series with adequate boosters using licensed vaccine.

7. **Hepatitis B Vaccine**: Three (3) injection series. Student may be in the process of receiving the immunization series.
A signed declination form must be submitted if a student chooses not to receive the Hepatitis B vaccine.

We strongly encourage you to take the Hepatitis B vaccine, rather than signing a declination form. Some clinical agencies will not allow students who have not been vaccinated to give client care in their facility. This ruling by such an agency could hamper your ability to gain the Clinical experiences you need to be successful in this program.

8. **Influenza Vaccine**: Required to have each fall of the year. Also this year, please research information about the Swine Flu Vaccine; while these are not considered mandatory, it is strongly suggested that all healthcare workers (that includes you now) be immunized.

9. **Communicable Disease Exposure**:

Following exposure to a communicable disease, such as TB, Varicella, Mumps, Measles, Meningitis, Pertussis, etc, the student shall immediately report the occurrence verbally to the clinical instructor and a supervising employee. The student shall follow the agency policy concerning exposure to a communicable disease.

CPR Certification
Two-year CPR certification is required. American Heart Association is required.

*These immunizations and CPR certification are required by one or more Clinical Facilities used by all nursing programs at Campbellsville University.
Criminal Background Check
A one-time criminal background check will be required of all students to be available to potential clinical practicum sites in order to comply with their accreditation standards.

Adopted 02/01/2012

Revised 06/18/2013
Reviewed 08/2014
Revised 9/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Professional Liability Insurance

In addition to the documents listed above, BSN students are required to carry their own professional liability insurance for their clinical practicum experiences. When obtaining liability insurance please make sure that the insurance covers up to $1 million each claim, up to a $3 million annual aggregate, for amounts that you become legally obligated to pay as a result of a claim arising out of an incident.

As a registered nurse, you are no longer eligible for the student coverage that the university maintains on Associate Degree students, and must obtain your own policy. A copy of this policy must be on file with CertifiedBackground to ensure clinical sites that you have adequate coverage in the event of a malpractice issue.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 9/2015
Revised 11/16
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

SUBJECT: Name Tags

Students are expected to wear their Campbellsville University School of Nursing nametags when they are in the clinical setting or are on any trips representing the University. Wearing the nametag is a matter of professionalism and is required in health care facilities to identify the student as such.

Upon admission to the RN to BSN Program or prior to taking NUR 371, the student will be asked to supply the preferred name to be placed on the name tag and the name tags will be ordered and sent to the student. Replacements for lost name tags or for name changes will be ordered at additional cost to the student. The RN to BSN program director should be contacted in the event of a lost nametag.

Adopted: August, 2006 Reviewed: July, 2009 Reviewed: August, 2011 Reviewed: July 2012 Reviewed: August, 2013 Reviewed August 2014: May, 2015, Reviewed 1/17, *Reviewed 5/17 Reviewed 2018*

Faculty Accessibility

Rationale: To ensure that students have reasonable access to faculty in the online setting.

Policy: In an online setting, office hours are managed somewhat differently than in the face-to-face setting. Faculty will arrange office hours in the online setting that may be a specific time when students can access the faculty member either in the chat room of the learning management system (Moodle) or by phone.

Students can have access to faculty at any given hour through email. Students can expect a response to their email communications within twenty-four hours, except on weekends and holidays, when the response time may be up to 48 hours.

Many of the faculty members in the online program at Campbellsville University School of Nursing are fulltime employees of the University and maintain office hours at the Bennett-Smith Nursing Building on main campus. These hours will be posted in their Faculty Profile and in the syllabus for their classes. Students may also make appointments to meet with faculty to ensure availability.

Telephone communications can sometimes be an alternative solution to discuss any questions or concerns that students may have. Faculty phone numbers are listed in the Faculty Profile, in the University's phone directory online, and in the syllabus for each course. If additional interaction is required for the distance student, faculty and student can arrange for time in the chat room in the learning management system (Moodle).

Students are encouraged to maintain open communication with all faculty members. Faculty will be interacting through discussion boards and other means throughout the course. Students should become familiar with the instructors and establish regular communication, so that when a need arises, communication will already be in place and contact will be seamless.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Policy: Evaluation of Student Performance

Students will be evaluated using varied means throughout the RN to BSN Program. Faculty may elect to use exams, quizzes, discussion board communications, written homework assignments, presentations and other means to assess student progress toward outcomes.

Faculty will adopt specific rubrics that will be used in each course, so that students are being evaluated in a similar manner from one course to another. Those rubrics are listed in each course and in the syllabus for the course.

Students are evaluated on the End of Program Student Learning Outcomes that are linked to every course through the course objectives and the learning strategies devised to meet those objectives.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Practicum Dress Code

Rationale: When the student participates in the practicum associated with Community Health Nursing II and with the Professional Nursing Leadership Capstone, questions may arise related to dress for those experiences. This policy delineates guidelines for professional dress in the practicum setting.

 Policy: The student is expected to dress professionally in accordance with the assigned setting. For many areas, this will require business casual and a lab coat of the student's choosing. The lab coat may not be labeled or marked in any manner (for example, with the name or logo of an employing hospital). If the setting requires a uniform, it is expected that the student will wear an appropriate professional uniform that is clean, pressed, and neat. Shoes will be clean and neat and fulfill the requirements of the practicum setting. Again, no reference to a workplace or affiliation with another entity will be allowed.

Additional guidelines that may help are listed below:
1. Earrings- one per ear, post only
2. Piercings—ear lobe only, no nose, tongue, or facial piercings, no visible piercings.
3. Tattoos-no visible tattoos, any tattoos must be covered.
4. Hair must be clean and neat, a naturally appearing color
5. Nails-short, clean. Nail polish can be used if light neutral color, no black or unusual color. No artificial nails.
6. Make-up—daywear
7. Uniforms, when applicable, must be clean and pressed; skirts must be below knee in length.
8. Jewelry-watch with a second hand, one ring or one wedding band may be worn. No bracelets or anklets. Religious necklaces may be worn.
9. Under clothing-appropriate under clothing will be worn while in uniform. White or flesh colored hose will be worn. White socks with slacks.
10. Personal hygiene-no gum chewing in patient areas. At all times student must be clean, neat and appropriately groomed while in clinical area. There are no exceptions to this policy. Beards and mustaches must be neatly trimmed.
11. Name Pins-Upon admission to the RN to BSN Program, students will be issued a name pin with the school logo and information that identifies them as students of Campbellsville University. This will be mailed to each student's home address. The student should maintain this nametag and wear it for all related clinical practicums to identify him/her as a student of Campbellsville University.
12. There is no smoking allowed at any clinical setting by a Campbellsville University nursing student or faculty member.

If there are questions about the expected dress, the student should consult with the instructor for that class and seek additional guidance as indicated.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17

Reviewed 5/17
Reviewed 2018

APA Format

Rationale: In preparation for further pursuits in higher education, the faculty adopts the APA format which is currently acceptable style for formal writings in nursing education.

Policy: All formal writing assignments for the RN to BSN Program will use APA format. This is the accepted format being used in nursing today and it is anticipated that it will be used when the student pursues graduate studies.

Students can receive assistance in following this format by contacting their instructors or using the following resources:

American Psychological Association, 2010. *Publication Manual of the American Psychological Association, 6th ed.* Washington, DC: American Psychological Association.

APA Style Tutorial can be accessed at: http://apastyle.org/learn/tutorials/basics-tutorial.aspx

Purdue Online Writing Lab: http://owl.english.purdue.edu/owl/resource/560/01/

APA: The Easy Way! [Updated for APA 6th Edition] Second Edition by Peggy M. Houghton (Author), Timothy J. Houghton (Author), Michele M. Pratt (Editor) ISBN 978-0923568962

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Grading Scale

Rationale: To define the system of grading adopted by the School of Nursing.

Policy: The Campbellsville University School of Nursing uses the 1000-point system for grading for each course. This ensures that students are familiar with the grading requirements from one course to another. Points will be distributed according to each instructor's required assignments for a given course. Grading will be performed according to the following scale:

GRADING SCALE

A=900-1000 or 90-100%
B=800-899 or 89-80%
C=700-799 or 79-70%
D=600-699 or 69-60%
F=599 and below

Grades below the "C" level are not acceptable and will require that the student repeat that course.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Netiquette Guidelines

Rationale: To ensure acceptable communication and to promote a collegial environment in the online learning community.

Policy: In an online course, nearly all of the communication occurs on the Internet; therefore it is important to establish some guidelines for communication that will help to promote a satisfactory online learning community.

1. Imagine your message on a billboard. Anything you send can be forwarded, saved and printed by people it was never intended for. Never send anything that will reflect badly on you or anyone else. *In the RN to BSN courses, discussions may involve sensitive patient or employment-related information. Make sure that all private information is de-identified before posting.

2. Remember that emails/discussions in the learning management system are recorded for educational purposes. Emails sent from your workplace/school can be monitored by people besides the sender and reader, and are technically company/school property.

3. Avoid offensive comments. Anything obscene, libelous, offensive or racist does not belong in an electronic communication such as email or discussion board, even as a joke.

4. Keep your message Cool. Email messages can easily be misinterpreted because we don't have the tone of voice or body language to gives us further cues. Using multiple explanation points, emoticons, and words in all capital letters can be interpreted as emotional language.

5. Be careful about forwarding messages. If you aren't sure if the original sender would want to forward the message, don't do it.

6. Don't expect an answer right away. Email messages may be delivered quickly, but your recipient may not read it right away.

7. Don't sacrifice accuracy for efficiency. Don't send sloppy, unedited email. Experts say that for every grammar mistake in an email, there's an average of three spelling mistakes. While the odd spelling mistake is overlooked, when your readers have to break communication to decipher a word or message, at best, you'll look sloppy, if not illiterate. At worst, they may stop reading.

8. Include the message thread. Keep the original message for a record of your conversation. However, when sending a new message to the same person, start a new thread with a new subject line.

9. Don't type in all CAPS. It's perceived as YELLING. However, don't write with only small letters, as this is perceived as being lazy, because it makes it more difficult for people to read.

10. Write clear, organized messages, with a subject line that gives enough information for the reader to file it and find it later.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Reviewed 5/17

Reviewed 2018

Disruption of Internet Services

Rationale: To establish a means for students to notify faculty of disruption of services and to make up lost work during such times.

Policy: In order to participate in online courses, the student must have access to Internet Services. In the unlikely event that Internet Services are disrupted by a weather event or outage of services beyond the student's control, the student should contact the instructor, either by phone or in person to explain the absence from coursework and make arrangements for making up the work. At the earliest possible convenience, it is anticipated that the student will make up any missed work according to a schedule determined with the instructor.

Most disruptions should be of a temporary nature and not cause a serious difficulty for the student. Faculty will make every reasonable attempt to work with the student to enable an opportunity to make up lost work. However, it may become necessary for the student to seek alternative sites for Internet use, such as the library or a campus computer lab. If the disruption is extended, it may become necessary for the student to take an "incomplete" in the course. See policy regarding "Incomplete" in the *Campbellsville University Student Handbook*.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Academic Honesty

Rationale: Campbellsville University School of Nursing honors the Academic Integrity policy of the university campus as stated here. Each person has the privilege and responsibility to develop one's learning abilities, knowledge base and practical skills. We value behavior that leads a student to take credit for one's own academic accomplishments and to give credit to other's contributions to one's course work. These values can be violated by academic dishonesty and fraud.

Policy: Campbellsville University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Campbellsville University are expected to adhere to the highest standards of academic integrity. By honoring and enforcing this Academic Integrity Policy, the university community affirms that it does not tolerate academic dishonesty.

The School of Nursing strives to preserve for all its students an environment that is conducive to academic honesty. Pursuant to this is the belief that all members of the academic community will be individually responsible for promoting academic honesty. In addition, because the public has a high degree of trust in health care providers, and because the School of Nursing educates future health care providers, students are expected to behave in an ethical manner in all activities and phases of the educational process. Both faculty and students are expected to uphold the code of ethics specific to their professional discipline.

The online student will have some degree of autonomy in working on specified projects and assignments. Assignments will be specified as to what degree of collaboration is allowed within the group, but work that is submitted must reflect the individual work of the student alone.

Knowledge of violations of academic honesty is to be reported to faculty. In all cases where a question of an academic dishonesty exists, the faculty is responsible for reviewing the circumstances surrounding the questionable behavior. Subsequent action, if any, shall be in accordance with established policies and procedures.

Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in a course without the possibility of withdrawal. A student who believes a faculty member has dealt unfairly with him/her in a case involving academic dishonesty may seek relief through the Judicial Process as outlined in the *Campbellsville University Student Handbook*.

Examples of academic dishonesty include, but are not limited to, sharing your work with others, failing to appropriately cite references, or concealing cases of academic dishonesty.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Code of Conduct

Rationale: To define the expectations of behaviors while in the nursing program.

Policy: Be aware that any misconduct such as cheating, plagiarism or other acts requiring disciplinary action are addressed in the *Campbellsville University Student Handbook.* Due to the dire consequences dishonesty may have in the nursing profession, each student is to assume accountability for professional conduct and appropriate moral and ethical behaviors, which include truthfulness, confidentiality and awareness of clients' rights. A breach of this professional conduct will result in the student facing disciplinary sanctions as outlined in the *Campbellsville University Student Handbook.*

The faculty reminds students that this is an educational program which prepares the student to be a liberally-educated professional nurse. The same responsible and accountable behaviors are expected of students that will be expected upon completion of the nursing program and employment in health care agencies. It is the expectation of the School of Nursing that students will be responsible adults and display appropriate professional conduct among faculty, students, and the healthcare community. Finally, as members of the Campbellsville University community, students are expected to uphold the mission and objectives of the University.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Complaints

Rationale: To define a complaint and the process necessary to file a grievance. A complaint is defined as an expression of dissatisfaction related to a policy, procedure, consequence, action, statement or other inequality in treatment or discriminatory acts.

Policy: The following steps will be initiated in processing a complaint:

1. All complaints must be recorded on the appropriate form and signed and dated by the individual making the complaint. The complaint forms are available in the Nursing Office or can be downloaded from this document (see form to follow this policy).
2. If a parent or other concerned person wishes to address concerns related to a student, the student must give written consent or accompany them in person. Federal law prohibits faculty and administration from speaking with a parent or concerned person without student consent.
3. All complaints involving faculty or staff will be addressed by the complainant at the level in the institution where the concerns lie before moving up the chain of command.
4. All complaints will be routed through the Nursing Dean's office.
5. The Nursing Dean or their designee will give written acknowledgment of the complaint, within ten (10) working days.
6. The complaint will be processed in the following manor:
   ▪ All written complaints will be logged in at the Nursing Office.
   ▪ If the complaint is of any department other than Nursing, it will be referred to the appropriate supervisor, and will not be addressed by the Nursing Department other than providing documentation or consultation as requested.
   ▪ Complaints will normally be processed within two weeks. If additional time is needed to process the complaint, the complainant will be notified.
7. If the complainant is not satisfied with results obtained through the process outlined above, they may ask for review by the Vice President for Academic Affairs.

Note: At any point in the complaint process, resolution of the complaint will terminate the process. A written record of the actions taken will be maintained. It is understood that all supportive information and the release of information must be submitted with a complaint.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Campbellsville University
School of Nursing
Complaint Form

Name: _____

Phone: _____

Email: _____

Does this complaint directly involve another person (student, faculty, staff or administrator)?

_____

Have you attempted to resolve this matter with the person directly involved?

_____

If so, explain:

_____

_____

_____

_____

_____

Nature of Complaint:

_____

_____

_____

_____

_____

_____

_____

Outcomes (if any) that you would hope to see regarding this complaint

_____

_____

Signature_____ Date_____

Note: *the Complaint Form must be completed entirely in order for the complaint to be processed.*

Adopted 02/01/2012

Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

Confidentiality of Information

Rationale: To define confidentiality in nursing applications.

Policy: Professional nurses understand the value of confidentiality in the workplace. Students in this program will adhere to confidentiality as though in the workplace. Discussions in the classroom are designed to derive benefit from student experiences and, as such, may entail information of a confidential nature. This policy serves as a reminder to use caution to de-identify any information that is discussed in the virtual classroom. Revealing patient-related information could result in expulsion of the student. When in the practicum setting, students must adhere to the confidentiality policies of that agency/facility.

Confidentiality Reminders:

1. Patient information should only be discussed with other members of the health care team who have a need-to-know. Do not discuss patient information with anyone else, including fellow employees and your family members.

2. Do not tell unauthorized persons that you saw or have knowledge of a patient being seen as an inpatient/outpatient, unless the patient authorizes you to do so (Example: telling a church pastor or family that a patient is hospitalized.) Authorized persons are those members of the health care team who have a legitimate need-to-know.

3. Do not access any information (Example: looking in a neighbor's medical record) unless authorized in your job duties. Do not access more information that is necessary to perform your job.

5. Speak quietly and discreetly so patients, visitors, and others will not overhear your telephone or other conversation with or about patients.

6. If you have a question regarding which family members of a patient you are authorized to speak with concerning a patient's medical information, ask the patient or your supervisor.

7. Before answering questions concerning a patient over the phone, verify with whom you are speaking, to determine whether they are authorized to receive the information.

8. Do not leave papers containing patient information (Example: O.R. schedules, test results, open charts) in open view of unauthorized persons. Likewise, turn your computer screen away from open view and/or use screen saver or fade to dim.

9. Do not discard papers containing patient information in the trashcan. Have them shredded or hand-shred them in small pieces before discarding them.

10. When copying documents containing patient information, make sure that any defective copies are destroyed.

11. Ask visitors to step out of a patient's room when conversations take place regarding medical treatment, diagnosis, etc, unless the patient authorizes the visitor to be present. Speak softly if there is a roommate, to protect the patient's privacy as much as possible.

12. When your duties require you to handle confidential information of your friends or acquaintances, if possible, ask for reassignment to protect that person's privacy as much as possible.

13. In faxing patient information to authorized facilities, verify that the recipient is attending the fax machine, especially if their machine is shared by other persons or departments. Use caution in dialing fax numbers. Always use a fax cover sheet with confidentially statement when faxing documents.

14. Intentional or unintentional breaching confidentiality could result in clinical failure at the instructor's discretion.

15. Do not use the intercom system about confidential information regarding a patient.

16. Do not transfer calls from your area to the room of a secured patient.

17. Refer media inquiries regarding patient information to the instructor or clinical preceptor.

18. When making a phone call to relay patient or other confidential information, if the party is not home, do not leave detailed information on answering machines or with another person answering the phone . Simply state your name, number, and ask that the intended person return your call.

Adopted 02/01/2012
Revised 06/18/2013
Reviewed 08/2014
Revised 3/2015
Reviewed 1/17
Reviewed 5/17
Reviewed 2018

SUBJECT: Weekly Devotionals

Weekly Devotionals

In an effort to uphold the mission of the University and the Nursing Program, one day per week a Christian Devotional shall be delivered to the course room of the online course. TheOn line courses will have one or more required threads directly related to Christian principles or Christian Servant Leadership.Relevant readings from the Bible and/or Christian Devotionals are acceptable means for delivering the weekly devotional.

Adopted 04/2010 Reviewed: August, 2011 Reviewed: August 2012 Reviewed: August, 2013 Reviewed August 2014: Reviewed: January, 2015, Reviewed 1/17, Reviewed 5/17, *Reviewed 2018*

SUBJECT: Equipment Use

Rationale: To allow student in the RN to BSN Program to check out equipment for use in BSN core courses

Equipment Use Agreement

You are receiving a piece of equipment from the Online RN to BSN program. This piece (s) of equipment contains items that will be used for your practice to assist in your learning. The contents are solely to be used for educational purposes and are not sterile items. Therefore, no invasive procedures should be performed with this equipment on humans.

Upon receipt of loaned equipment, you agree to the following:

1). I agree to use the contents of the equipment only for educational purposes. I understand the contents of may be 'simulated' and not sterile contents; therefore fit for invasive human use.

2). I agree to use the equipment in a safe and legal manner.

4). I understand and agree that any supplies or equipment loan to me will be stored in a secured manner while in my possession.

5). I understand that if the equipment is lost, stolen, damaged while in my possession, I will be liable to replace the loaned equipment full of charge.

6). I understand I must return the loaned equipment to Campbellsville University School of Nursing in a timeframe designated by faculty and student agreement dates.

_____   _____

PRINTED NAME (Legibly)   SIGNATURE   DATE

Course Currently Enrolled related to Equipment need:

_____

Course Faculty Name:

_____

Course Faculty Signature:

_____

Designated Equipment Loan Period: _____to _____

List of Equipment Loaned:_____

Revised 3/2015

Reviewed 5/2016

Reviewed 5/2017

Reviewed 6/2018