

**COLLEGE OF HEALTH PROFESSIONS**

**SCHOOL OF NURSING**

**RN to BSN**

**Student Handbook**

**(Date of last update – March 15, 2017)**

**A Supplement to the**

**Marshall University Student Handbook**

 **Prichard Hall**

 **One John Marshall Drive**

 **Huntington, WV 25755-9510**

**This handbook is developed for students entering the College of Health Professions, School of Nursing, Registered Nurse to Bachelor of Science in Nursing (RN to BSN) program.**

**Students are expected to read the Marshall University Catalog and the Marshall University Student Handbook in order to be familiar with University policies.**

**The Bachelor of Science in Nursing Program is accredited by the:**

**Accreditation Commission for Education in Nursing or ACEN
(formerly known as the NLNAC)**

**3343 Peachtree Road NE, Suite 850  Atlanta, Georgia  30326**

**acenursing.org (404) 975-5000**

|  |  |
| --- | --- |
|  **TOPIC** | **PAGE** |
| College of Health Professions, School of Nursing Faculty and Staff Directory | 4-6 |
| Important Phone Numbers: Marshall University/Academic Calendar Information | 6 |
| Marshall University Mission Statement | 7 |
| College of Health Professions Mission Statement | 7 |
| Marshall University Policy for Students with Disabilities | 8 |
| Marshall University Incomplete Grade and Withdrawal Policy | 8 |
| BSN Program Objectives | 9 |
| School of Nursing Admissions Policy | 10 |
| Social Justice Policy Statement | 10 |
| School of Nursing Statement of Philosophy | 11-12 |
| School of Nursing Academic Policies and Information* Academic Dishonesty Policy
* Failing Grade Policy
* Original Work Policy
* Anti-plagiarism Software Policy
* BSN Online Exam/Quiz Policy
* BSN Online Policy for Late Assignments
* Academic Appeals
* SON Communication Policy
* Use Electronic/Social Media Policy
* Transfer Credit Policy
* E-mail accounts for students
 | 13-18 |
| RN to BSN Academic Policies and Information* Application Background Check and Drug Screen Policy
* Required Grade General Education Requirement and Pre-requisite Class and Overall GPA
* Withdrawal RN to BN Program
* Delay of Admission Policy
* Inactive Student Policy
* Leave of Absence Policy
* RN to BSN Policy of Transfer Credit Nursing Courses
* RN to BSN Returning Students Policy
* Submission of Assignments
* Computer Requirement
 | 18-21 |
| RN to BSN Student Health Policies* Injury in a Clinical Setting Policy
* AIDS/Hepatitis B Policy
* Drug and Alcohol Testing Policy
* Appearance Policy
 | 22-25 |
| RN to BSN Required Records * Health Form
* RN to BSN CPR Verification Policy
* Immunization Requirements Including TB Testing
* Technical Standards Form
 | 25-27 |
| RN to BSN Other Requirements * ID Badge
* Marshall University Orientation
 | 28 |
| RN to BSN Student Organizations* Student Nurses Association
* Sigma Theta Tau-Nu Alpha Chapter Nursing Honor Society
* Nurses Christian Fellowship
 | 28-29 |
| RN to BSN Program Academic Information* Criteria for Admission
* Hours of Credit Awarded for Associate Degree/Diploma
* Nursing Course Descriptions
* Plans of Study for Nursing Courses
* General Education Requirements Plan of Study
 | 29-33 |
| GraduationRecognition CeremonyFrequently Asked Questions | 33-34 |

COLLEGE OF HEALTH PROFESSIONS

DEAN’S OFFICE/ADMINISTRATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**  | **Title** | **Office** | **Email**  | **Phone** |
| Dr. Michael W. Prewitt | Dean of the COHP | PH 224 | prewittm@marshall.edu | (304) 696-5270 |
| Dr. Gary McIlvain | Associate Dean of Student Affairs | Gullickson Hall 108 | mcilvain2@marshall.edu | (304) 696-2930 |
| Rick Rogers | Administrative Associate | PH 224 | rogers144@marshall.edu | (304) 696-2624 |
| Kathy Vanderpoole | Administrative Associate | PH 224 | vanderpoolek@marshall.edu  | (304) 696-3655 |
| Jonathan Brown | Director, Media Center | PH 111B | brownj@marshall.edu | (304) 696-2629 |
| Marilyn Fox | Director Student Services | PH 221 | foxm@marshall.edu | (304) 696-2620 |
| Sharon Peters | Senior Records Assistant | PH 222 | peters@marshall.edu | (304) 696-5270 |
| Carolyn Massie | Student Advisor | PH216 | massiec@marshall.edu | (304) 696-3145 |
| Kelli Price | Student Advisor | PH 214 | price 120@marshall.edu | (304) 696-2618 |

Key: PH = Prichard Hall

SCHOOL OF NURSING FACULTY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Rank** | **Office** | **Email** | **Phone** |
| Dr. Denise LandryChair | Professor | PH 425 | landry@marshall.edu | (304) 696-2630 |
| Dr. Rebecca AppletonDirector of Graduate Program | Professor | PH 420 | appleto1@marshall.edu | (304) 696-2632 |
| Dr. Lynda TurnerDirector of Undergraduate Program | Associate Professor | PH 323 | turner44@marshall.edu | (304) 696-2637 |
| Dr. Sandra PruntyDirector of RN to BSN Program | Professor | PH 409 | prunty2@marshall.edu | (304) 696-2627 |
|  Susan Booton | Assistant Professor | PH 413 A | booton9@masrshall.edu | (304) 696-2622 |
| Bethany Dyer | Associate Professor | PH 316 | fraley3@marshall.edu | (304) 696-5221 |
| Dr. Nancy Elkins | Associate Professor | PH 413 B | elkinsn@marshall.edu | (304) 696-2617 |
| Dr. Ashley Gallion | Assistant Professor  | PH 320 | lantz11@mrashall.edu | (304) 696-2639 |
| Dr. Debra Greene | Associate Professor | MOVC 155 | greene35@marshall.edu | (304) 674-7205 |
| Dr. Susan Imes | Associate Professor | PH 412 | imes@marshall.edu | (304) 696-2621 |
| Klara Kovacs | Instructor | PH 416 | kovacsk@marshall.edu | (304) 696-3298 |
| Dr. Jessica Maynard | Assistant Professor | PH 404 | maynard207@marshall.edu | (304) 696-2628 |
| Dr. Tammy Minor | Assistant Professor | PH 402 | minort@marshall.edu | (304) 696-2619 |
| Tiffany Newman | Assistant Professor | PH 315 B | newman89@marshall.edu | (304) 696-2625 |
| Amber Nowlin | Instructor | PH 403 | rainey6@marshall.edu | (304) 696-3878 |
| Dr. Deanna Pope | Associate Professor | MOVC 154 | evansd@marshall.edu | (304) 674-7273 |
| Dr. Lisa Ramsburg | Associate Professor | PH 322 | kruzan1@marshall.edu | (304) 696-2453 |
| Dr. Paula Reilley | Associate Professor | PH 419 | woodburnp@marshall.edu | (304) 696-2626 |
| Dr. Diana Stotts | Professor | PH 424 | stotts@marshall.edu | (304) 696-2623 |
| Dr. Robin Walton | Professor | PH 417 | walton@marshall.edu | (304) 696-2634 |
| Dr. Susan Welch | Associate Professor | PH 410 | welch@marshall.edu | (304) 696-2631 |
| Dr. Jeanne Widener | Associate Professor | PH 318 | widenerj@marshall.edu | (304) 696-2638 |

**School of Nursing Staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Office** | **Email** | **Phone** |
| Mary Burgess | Adm. Secretary |  | Burgess73@marshall.edu | (304)696-6751 |
| Brandi Waiters | Student Records Assistant | PH 421 | waiters1@marshall.edu | (304) 696-3821 |

MARSHALL UNIVERSITY IMPORTANT PHONE NUMBERS

|  |  |
| --- | --- |
| Academic Affairs | 304-696-6690 |
| Admissions | 304-696-3160 or 1-800-642-3499 |
| African American Students’’ Programs Center | 304-696-6705 |
| Attorney for Students | 304-696-2285 |
| Bursar’s Office | 304-696-6620 |
| Bookstore | 304-696-3622 |
| Computing Services Help Desk | 304-696-3200 or 1-877-689-8638 |
| Counseling Services | 304-696-3111 |
| Disability Services | 304-696-2271 |
| HELP Program | 304-696-6317 |
| ID Card Office | 304-696-6843 |
| Library  | 304-696-2320 |
| Orientation  | 304-696-2354 |
| Registrar | 304-696-6410 |
| Student Financial Assistance | 304-696-3162 |
| Student Support Services  | 304-696-3164 |
| Tutoring Center | 304-696-6622 |
| University College | 304-696-3169 |
| Writing Center | 304-696-2405 |

**Academic Calendar –** The academic calendar for each semester can be found at the following: **https://www.marshall.edu/calendar/academic/**

 **MARSHALL UNIVERSITY**

**Mission Statement**

Marshall University is a multi-campus public university providing innovative undergraduate and graduate education that contributes to the development of society and the individual. The University actively facilitates learning through the preservation, discovery, synthesis, and dissemination of knowledge.

Marshall University will:

 • Provide affordable, high quality undergraduate and graduate education appropriate

 for the state and the region;

 • Provide services and resources to promote student learning, retention, and academic

 success;

 • Foster faculty staff, and student outreach through service activities;

 • Provide a safe and secure employee work environment;

 • Make instruction available throughout Marshall’s service area using all appropriate

 modes of delivery.

 • Enhance the quality of health care in the region;

 • Promote economic development through research, collaboration, and technological

 innovations;

 • Educate a citizenry capable of living and working effectively I a global environment;

 • Support and strengthen the faculty, staff, student, and administrative governance

 structures in order to promote shared governance of the institution;

 • Further the intellectual, artistic, and cultural life of the community and region; and

 • Adhere to the Marshall University Creed and to the Statement of Ethics.

Revised: 02/04

Revised: 02/03

**COLLEGE OF HEALTH PROFESSIONS**

**Mission Statement**

Consistent with the mission of Marshall University, the College of Health Professions is committed to offering quality undergraduate and graduate nursing education. The focus of the College of Health Professions is upon being interactive with the community in assessing the health care needs of the people, including rural and underserved areas, and in responding to contemporary and future needs of society and the nursing profession.

To accomplish this mission, the College of Health Professions:

* Ensures the integrity of the programs through maintenance of rigorous professional education standards and through the high expectation of student learning and performance.
* Encourages involvement of faculty in service to society and the profession.
* Supports the engagement of faculty in research and scholarly activities.
* Provides an environment that is sensitive to a culturally, racially, and ethnically diverse student body, faculty, and staff; and
* Maintains an environment that provides for academic freedom and shared governance.

**Marshall University Policy for Students with Disabilities**

“Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities.  University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304 696-2271 to provide documentation of their disability.  Following this, the DSS Coordinator will send a letter to each of the student’s instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading.  The instructor and student will meet to discuss how the accommodation(s) requested will be provided.  For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 117, phone 304-696-2271.”

Received from University: 1/09

**Marshall University Incomplete Grade and Withdrawal Policy**

***Incomplete****:* The grade of *I* (incomplete) indicates that the student has completed three-quarters of the course, as determined by the instructor, but cannot complete the course for a reason that accords with the university excused absence policy. For courses (traditional or online) that do or do not have a defined absence policy, it is determined by the instructor to issue the *I* grade. Students must be in good standing (for example a *C* grade or better) in the class prior to requesting an incomplete. The course instructor decides whether or not an incomplete will be granted and specifies in writing on the university incomplete grade form what work the student must complete to fulfill the course requirements. The student has until the end of the next fall or spring semester from the date of receipt of the incomplete grade in which to complete the course, or the instructor may establish an earlier deadline. If special circumstances exist, which prevent the student from completing the course in the prescribed time, the incomplete may be extended with the written approval of the instructor, the instructor’s chair or division head, and the instructor’s dean noting the time period for the work to be completed. If the student satisfactorily completes the course in the prescribed time he/she will receive a letter grade. If the student fails to complete the course requirements during the stipulated time, the grade of *I* changes to a grade of *F, NC,* or *U,* depending on the type of grade appropriate for the course. All grades remain on the student’s permanent record as originally submitted by the course instructor, except for *I* grades that have been completed and changed by the instructor. Any grade change is added to the permanent record. In the event that the faculty member leaves the institution or is no longer available, the disposition of incomplete grade or grades is the responsibility of the chair, the dean, or the provost. If the chair is unavailable, the responsibility falls on the dean; if the dean is unavailable the responsibility goes to the provost. The decision will be made in consultation with the faculty in the appropriate discipline.

Continued on page 9

・ ***W (Withdrew****):* If a student drops courses during the Withdrawal period (which lasts until the tenth Friday after the first week of the regular semester), or withdraws completely from the university through the last day of class, he/she will receive a *W.* For eight week courses, summer session courses, and other courses of varying lengths, the *W* period ends the Friday immediately following the two thirds point in the course. Exact *W* dates are published in the annual University Academic Calendar. The *W* (withdrew) has no impact on the Grade Point Average. (Please be aware that withdrawing from a course may change a student’s status from that of full-time to part-time student—a full-time student is enrolled for 12 hours or more. Part-time status could negatively affect financial aid, athletic participation, or health insurance eligibility.Taken from the MU 2016-2107 Undergraduate Catalog

**BACHELOR OF SCIENCE OF NURSING**

**PROGRAM OBJECTIVES**

The graduate is a nurse generalist with competence to:

* Use the nursing process to provide nursing care to individuals, families, groups, and communities in multiple settings, considering cultural diversity.
* Synthesize theoretical and empirical knowledge from nursing, natural and social sciences, and the humanities to promote, maintain, and restore health throughout the life span.
* Promote health care through communication and collaboration with clients and other health care providers.
* Coordinate comprehensive nursing care through the application of management and leadership skills, including prioritizing and delegation of care.
* Use clinical and critical reasoning to address simple and complex situations.
* Integrate evidence-based practice into nursing care.
* Perform as a responsible and accountable member of the profession who practices nursing legally and ethically.
* Examine professional activities that help define the scope of nursing practice, set health policies and improve the health of the public.

Revised SON 5/08/2012

Revised SON 02/04

Reviewed SON 02/03

Revised SON 2/26/01

Revised SON Faculty 5/11/93

**SCHOOL OF NURSING**

**Admission Policy**

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, handicap, national origin, or sexual orientation.

All students must be physically and emotionally able to meet the requirements of each nursing course, and, therefore, the requirements of the nursing program. Consistent with applicable statutes, the School of Nursing will make every effort to make reasonable accommodations in its course delivery to insure that students with disabilities receive equal treatment.

During the course of the nursing education program, students may be exposed to potentially infectious situations. Students with or who develop compromised health status should discuss their health risks with their health care provider.

Revised: 02/04

Revised: 02/03

Revised: SON 2/26/01

Approved: SON Faculty 1/26/93

Marshall University’s RN to BSN Program does not discriminate against applicants from any geographic region of the USA. However, some states do have statutes and laws that make it difficult, perhaps impossible, for Marshall University to reach a legal distance education agreement with facilities in the state. In addition, the required project based experiences that take place in health care facilities in certain states may not be possible due to extreme measures enacted by state organizations to limit learning and career opportunities for qualified RN to BSN students.  In order for Marshall University to reach a legal distance education agreement with a state, the state has to be an approved member of SARA.  Please be aware that it may be extremely difficult to successfully secure health care facilities for the project based experiences in areas that are not approved members of SARA. Without practice sites or legal distance education agreements between Marshall University and the facility, there is a strong likelihood that you may not complete the RN to BSN Program.

To determine if the state in which you are licensed to practice is a member of SARA, please use the following link: <http://nc-sara.org/sara-states-institutions>

**SCHOOL OF NURSING**

**Social Justice Policy Statement**

Marshall University is committed to bringing about mutual understanding and respect among all in individuals and groups at the University. As part of Marshall University, the College of Health Professions, School of Nursing has made a commitment to social justice. Therefore, no one will be discriminated against on the basis of race, gender, ethnicity, age, sexual orientation, religion, social class, or differing viewpoints. Each student will be viewed as a valuable member of this class and as the faculty for the course I will strive to facilitate an atmosphere/learning environment where mutual understanding and respect are actualized.

Approved SON 02/27/06

**MARSHALL UNIVERSITY**

**SCHOOL OF NURSING**

**STATEMENT OF PHILOSOPHY**

PERSON/ENVIRONMENT

The person is a holistic being; an individual who is complex, dynamic, and cannot be reduced to the sum of his/her parts. Each person has values, attributes, and behaviors that are influenced by environment, culture, social norms, experiences, physical characteristics, moral and ethical constructs, and religious beliefs and practices. The person is viewed as a system interacting with the environment and developing relationships with others. The person is capable of growth and development, self-direction, change and goal directed behavior. Each person is diverse and unique in nature and should be recognized as such. Diversity may occur in, but is not limited to, race, gender, ethnicity, sexual orientation, age, socioeconomic status, religious beliefs, political beliefs, and physical abilities. Each person deserves respect and dignity.

HEALTH

 Health is a dynamic process which has variations along a wellness/illness continuum throughout the lifespan. Wellness is the highest functional potential for holistic well-being. Illness incorporates any alteration in health which produces dysfunction or a potential alteration in the individual. Perceptions of health are determined by society and by the person. Health is influenced by heredity, environment, and lifestyle. Individuals ultimately have the right and responsibility to make decisions and set goals concerning their health.

NURSING

 “Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations.” (ANA, 2010, p. 3) Nursing involves integration of many values including caring, diversity, integrity, holism, patient-centeredness, and excellence. Caring is the essence of nursing and can be described as the act and expression of compassion and concern towards others to promote a sense of health and well-being. Diversity is integrated into nursing through recognition and acceptance of unique and individual differences and the beliefs, values, gender, race, and ethnicities among individuals and communities. Nursing practice demonstrates integrity through adherence to moral and ethical principles, respecting the dignity of others and providing honest and trustworthy care. Nursing is patient-centered where the patient is the focus of care and is actively involved in the process of change to enhance health. The value of holism is integrated by viewing the individual as a dynamic being and every aspect of the human condition is considered during the nursing process. Nursing is a dynamic profession continuously striving for excellence. The practice of professional nursing incorporates a spirit of inquiry and judgment utilizing knowledge and science to help patients achieve their highest level of wellness. Nursing practice is performed autonomously and collaboratively.

EDUCATION

Education is an interactive, life-long process, which includes formal education and life experiences contributing to self-fulfillment. Learning is fostered in the cognitive, affective, and psychomotor domains. The educational process occurs in an environment which is conducive to learning by encouraging self-direction and active student participation. Faculty members facilitate learning through the identification of content and experiences necessary for students to integrate knowledge and skills of contemporary nursing practice. Experiences are designed to address the health care needs of patients in a variety of settings.

 Baccalaureate nursing education provides a general education with an introduction to multiple disciplines including fine arts, social sciences, natural sciences and humanities. Baccalaureate education in nursing is the basis for professional practice as a nurse generalist and should be accessible to traditional students and to those who have previous formal educational experiences. It also provides students with the education needed to develop critical thinking skills. Consideration is given to the needs of diverse populations of the 21st century while providing culturally-competent care in a safe, nurturing environment within a complex and changing health care system. This level of education is guided by a spirit of inquiry focused on improvement and delivery of nursing services through evidence-based practice. The professional practitioner is prepared to make critical decisions regarding health care based upon competencies and standards for patients across the lifespan, whether individuals, families, groups, or communities. An individual’s responsibility for continued self-learning, professional growth, and the advancement of nursing as a profession is fostered and expected. Baccalaureate nursing education is the foundation for graduate study.

 Graduate nursing education builds upon baccalaureate nursing education. The hallmark of graduate education is the scholarly exploration of theoretical and clinical concepts. It prepares graduates to practice an advanced level of professional nursing in clinical, administrative or academic positions. Graduate nursing education provides the foundation for doctoral studies.

Approved by the SON Faculty 05/09/2011

The above philosophy was developed and revised incorporating a broad range of materials including, but not limited, to:

* American Association of Colleges of Nursing. (2009). *The essentials of baccalaureate education for professional nursing practice: Faculty tool kit*. Washington, D.C: AACN.
* American Association of Colleges of Nursing. (2009). *The essentials of masters education for professional nursing practice: Faculty tool kit*. Washington, D.C: AACN.
* American Nurses Association. (2010). *Nursing’s social policy statement. (3rd ed.)*
* National League for Nursing. (2010). *Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master’s, practice doctorate, and research doctorate programs in nursing*. New York: National League for Nursing

|  |
| --- |
| **SCHOOL of NURSING POLICIES** |

|  |
| --- |
| **SON Policy on Academic Dishonesty** |

 Marshall University College of Health Professions, School of Nursing will not tolerate academic dishonesty of any kind. Academic dishonesty is defined as:

**I. CHEATING**

A. Unauthorized use of any materials, notes, sources of information, study aids, commercial textbook test banks or tools during an academic exercise. No cell phones, personal calculators, palm computers or “smart” devices (watches, etc.) or hats allowed during exams. Calculators will be provided, if necessary.

B. Unauthorized assistance of a person, other than the course instructor during an academic exercise.

C. Unauthorized viewing of another person’s work during an academic exercise.

D. Unauthorized securing of all or any part of assignments or examinations (including commercial textbook test banks**)** in advance of the submission by the instructor.

**II. FABRICATION / FALSIFICATION**: The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence of a university record.

**II. PLAGIARISM:** Submitting as one’s own work or creation any material or an idea wholly or in part created by another. This includes, but is not limited to:

A. Oral, written and graphical material

B. Both published and unpublished work

C. Any material(s) downloaded from the Internet It is the student’s responsibility to clearly distinguish their own work from that created by others. This includes proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

**IV. BRIBES / FAVORS / THREATS** Attempts to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.

**V. COMPLICITY** Helping or attempting to help someone commit an act of academic dishonesty.

VI. **SANCTIONS:** The instructor will impose one or more of the following:

1. A lower or failing project / paper / test grade.

2. A lower final grade.

3. Failure of the course

4. Exclusion from further participation in the class (including laboratories or clinical experiences).

Please refer to the University Student Handbook, Code of Conduct for the process of charges made and the process for subsequent sanctions imposed, and the process of appeal.

Approved BSN Faculty 5-13-03,

Approved Nursing Faculty 8-21-03, Revised 08/17/16

|  |
| --- |
| **SCHOOL OF NURSING FAILING GRADE POLICY** |

Each nursing course must be completed with a grade of “C” or higher to be considered satisfactory. If a student earns a grade of less than “C” in a nursing course, that course must be repeated. A petition to repeat the course must be submitted to the Director of the RN to BSN Program within 2 weeks of receiving the failing grade. Repeating any nursing course is on a space available basis. **Students may repeat only one required nursing course in which a grade of less than “C” is earned. Students receiving a second D or F in a required nursing course will be withdrawn from the program.**

Approved by SON 2/26/13

|  |
| --- |
| **SCHOOL OF NURSING ORIGINAL WORK POLICY** |

All formal work to be submitted is to be an original work completed by the student for the class at the time the class is being taken. This cannot be a work that has been previously submitted in another class in whole or part unless prior approval has been obtained from the primary Faculty of the class. This policy applies to current classes as well as classes students are repeating.

Approved SON 4/24/2012

|  |
| --- |
| **SCHOOL OF NURISNG ANIT-PLAGIARISM SOFTWARE POLICY** |

All PAPERS that require the use of MU SON anti-plagiarism software program are expected to be turned in to the software program early enough to obtain the similarly index and adjust the paper for any matching issues. It may take up to 24 hours to receive a report back from the anti-plagiarism software program. **A final paper submitted that does not meet the anti-plagiarism software requirements of the class will be reduced according to the grading guidelines for that particular assignment. Assignments that have a high degree of matching may receive a zero grade. Make sure to check the individual course assignment description for the accepted percentage matching allowed for that course assignment. The accepted percentage matching may vary between assignments and courses.**

Approved by SON 5/12/14

|  |
| --- |
| **SCHOOL OF NURSING BSN ONLINE EXAM/QUIZ POLICY** |

Exams/Quizzes are to be completed by each individual; not as a group. The student will have a 72 hour window in which to access the exam/quiz. If exam/quizzes are not completed on time, students will receive a zero for that exam/quiz unless PRIOR arrangements have been made with the Professor concerning that particular exam/quiz.

Approved by the SON 5/12/14

|  |
| --- |
| **BSN ONLINE POLICY FOR LATE ASSIGNMENTS** |

Students are expected to complete assignments as scheduled unless other arrangements have been PREVIOUSLY worked out between the Professor and the student. Late assignments will be reduced by **10% per day.** For example, if the assignment is worth 100 points, that is 10 points off the final assignment grade per day late.This applies to ALL assignments such as and not limited to individual assignments, discussion board assignments, group assignments, and peer review assignments. **ASSIGNMENTS that are 5 days past due or later will not be accepted.**

Approved by the SON 4/23/13

|  |
| --- |
| **SCHOOL OF NURSING ACADEMIC APPEALS** |

The following has been adapted from the Marshall University academic appeals policy. It applies to academic appeals for nursing courses only. Students should refer to the Marshall University student handbook, for academic appeals in non-nursing courses.

In cases where a student is appealing a grade, the grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved.

The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the

appeals procedure.

In those cases in which an undergraduate student has received an instructor-imposed sanction, the student shall follow the procedures outlined below:

1. The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from the imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the beginning of the next regular term. The student who makes an appeal is responsible for submitting **all** applicable documentation. If the instructor is unavailable for any reason, the process starts with the Departmental Chair.

2. If the procedure in Step 1 does not have a mutually satisfactory result, the student may appeal in writing to the Departmental Chair within ten (10) days after the initial action, who will attempt to resolve the issue at the program level. When a student appeals a final grade, the faculty member must provide all criteria used for determining grades.

3. Should the issue not be resolved at the program level, either the student or instructor may appeal in writing to the Dean of the College of Health Professions within ten (10) days of the action taken in Step 2. The Dean will attempt to achieve a mutually satisfactory resolution.

4. Should the issue not be resolved by the Dean, either the student or instructor may appeal in writing within (10) days of the action taken in Step 3 to the Budget and Academic Policy Committee who shall refer the matter to the University Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary.

5. Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board, then either party may file an appeal with the V. P. for Health Sciences within thirty (30) days from receipt of the decision of the Board. The decision of the Vice President shall be final.

 **Note:** A day is defined as a calendar day.

 Reviewed: 02/06

Approved: 05/30/96

|  |
| --- |
| **SCHOOL OF NURSING COMMUNICATION POLICY** |

**Communication between faculty and students**

The primary method of communication between faculty (full and part time) and students shall be the class Blackboard email system (for class-related communications during the semester the class occurs) and the Marshall email account (for non-class related communications). Faculty and students are responsible for checking the Blackboard email system at least every other day during the time classes are ongoing. Faculty and students are responsible for checking their Marshall University email account at least every other day during the academic year (fall-spring) and/or when involved in a nursing class. Students are also required to check their Marshall E-mail account weekly during the summer months and/or periods when students are not actively enrolled in classes. Communication between faculty and students, other than those occurring face to face, including but not limited to telephone conversations and texting, must be followed up with email as soon as possible by the party initiating the communication.

Approved SON 4/24/ 2012

|  |
| --- |
| **SCHOOL OF NURSING** **USEAGE OF ELECTRONIC/SOCIAL MEDIA GUIDELINES POLICY** |

1. Standards of Conduct for the Use of Electronic/Social Media
2. The School of Nursing recognizes that social networks and other electronic media can be beneficial to the delivery of quality healthcare. However, inappropriate use of electronic media such as social networks, chat rooms, forums, etc. , violate a patient’s right to confidentiality and privacy. It may also cross the professional boundary between a nurse and his/her patient. Therefore the School of Nursing has adopted the following guidelines to minimize the risks associated with use of social networks and all other electronic media.
3. Students must recognize they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
4. Students are strictly forbidden from transmitting any patient-related image via electronic media.
5. Students must not share, post or otherwise transmit any patient information, including images, unless there is a patient care related need to disclose information or other legal obligation to do so.
6. Patients should not be identified by name or any other method (such as nickname, room number or diagnosis) that could lead to the identification of the patient. Limiting access to postings through privacy settings is not sufficient to protect the patient’s privacy.
7. It is not acceptable to post any information about a patient even if their name is not identified.
8. Students should never refer to a patient in a derogatory or disparaging manner, even if the patient is not identified.
9. No photos or videos of patients may be taken on a personal device, including cell phones.
10. Students must always maintain appropriate professional boundaries with patients. On-line contact with patients or former patients blurs the distinction between a professional and personal relationship. Inappropriate communication via electronic media is discouraged. This includes instances where the patient contacts the student first. If this should happen, the student should notify their instructor as soon as possible.
11. Students should understand patients, colleagues, institutions and prospective employers may view postings on social media websites. Students should not make disparaging remarks about patients, instructors, other students or facilities, even if they are not expressly identified. Students must not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
12. Students should bring content that could harm a patient’s privacy, rights, or welfare to the attention of faculty.
13. If the student has any doubt about the appropriate use of electronic/ social media they should contact their instructor for further guidance.
14. Inappropriate use of Electronic/Social Media can lead to disciplinary action including but not limited to formal reprimand, suspension or dismissal from the program. Students can also be held personally liable. Such violations may result in civil and criminal penalties including fines or possible jail time in accordance with state and federal laws.

References

Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing*

 *Regulation,* 2(1), 36-41.

National Council of State Boards of Nursing. (2011). *White paper: A Nurse’s Guide to the use of social*

 *media.* Chicago, IL. Retrieved from [www.ncsbn.org/](http://www.ncsbn.org/)

Approved SON 4.24. 2012

|  |
| --- |
| **TRANSFER CREDIT** |

Students planning to **take courses at other institutions** must use the following procedure:

Student must meet with their academic advisor for approval of the courses(s).

Student will also:

* Obtain the Approval of Courses form found in the COHP website and complete the grey area

of the form.

* The form must be sent to the Admissions Office in Old Main.
* The Admissions Office will determine equivalency.
* The Dean of the COHP must give final approval.
* The completed form must be returned to the Registrar’s Office in Old Main.

|  |
| --- |
| **E-MAIL ACCOUNTS FOR STUDENTS** |

All mass mailings will be e-mailed to your Marshall E-mail account. It is your responsibility to check your e-mail messages on a regular basis to keep informed on all current and any new information concerning College of Health Professions. You will not be receiving this information by regular mail.

If you have a private e-mail account, you can forward your Marshall e-mail to that address. Federal Law prohibits us from sending information to your off-campus e-mail address.

**Students can request their university computing account including their university e-mail address, after they have registered for classes. Local students can go to Drinko first floor with their MU ID. Distance students can call the Computing Services at (304) 696-3222. The staff will confirm their registration and will mail distance learners their account information.**

|  |
| --- |
| **RN TO BSN PROGRAM POLICIES** |

|  |
| --- |
| **RN to BSN PROGRAM APPLICATION BACKGROUND CHECK AND** **DRUG SCREEN POLICY** |

All applicants must have completed a satisfactory background check and drug screen as part of the application process to the RN to BSN Program. Application due dates are Spring semester (April 1) and Fall semester (October 1). The background check and drug screen must be completed within the two month period prior to the application deadline of October 1 and April 1 respectively. Thus if the deadline for the application is Oct 1, the background check and drug screen must be completed between August 1 and Sept 30. For the application deadline of April 1, the background check and drug screen must be completed between Feb 1 and March 31. The background check and dug screen must by performed by the company designated by the School of Nursing. Applications without completed background checks and drug screens are considered incomplete. Incomplete RN to BSN applications will not be processed. The cost of the background check and drug screen is the responsibility of the applicant.

Any item identified on the background check or drug screen may impact an applicant’s acceptance into the program. Item discrepancies require the applicant to submit written documentation and an explanation of the incident for review to the RN to BSN Program Director. The identification of certain legal charges (e.g. misdemeanors, felonies, etc.) or substances identified in the drug screen may disqualify the applicant from admission to the RN to BSN Program. The decision for admission will be based upon criteria inclusive but not necessarily limited to: the nature of the charges, when the charges occurred, effect on the RN license of the applicant, and ability of the applicant to participate in project based experiences in affiliating agencies. Please refer to the School of Nursing Drug and Alcohol Testing Guidelines/Procedures for additional requirements for drug and alcohol testing.

Applicants who request their applications be rolled forward one semester must complete a new background check and drug screen. Additionally, In the event that an agency requires a more current background check and drug screen while a student is enrolled in the program, the student will be responsible for obtaining a new background check and drug screen at the time of the agency request.

Approved SON Oct 10/25/16

|  |
| --- |
| **RN to BSN POLICY FOR REQUIRED GRADE GENERAL EDUCATION REQUIREMENTS AND PRE-REQUISITE CLASS AND OVERALL GPA** |

**DEFINITION OF TERMS**

**PREREQUISITE** (PR): Defined as a course that **must** be satisfactorily completed **prior** to admission into a specified course.

**Required Grade** - Students must receive a “C” or higher in all general education required courses and the pre-requisite course (Statistics). Students who earn a grade of less than "C" mustrepeat that course.

**Required GPA** - In order to progress and remain in the nursing program, students must maintain a **cumulative grade point average (GPA) of 2.5 or higher**. A student whose overall GPA falls below 2.5 will be given a maximum of one (1) semester (fall or spring) to raise the overall (GPA) to 2.5 or higher. During this period, classes may be taken during summer school to count toward the GPA. If the GPA remains below 2.5 at the end of the one semester probationary period, the student will be **dismissed** from the School of Nursing.

**Example 1: A student’s GPA falls below 2.5 at the end of the fall semester.** That student may take classes in both the spring and summer terms to raise his/her GPA which **must** be a 2.5 or higher at the end of the last summer term.

**Example 2: A student’s GPA falls below 2.5 at the end of the spring semester.** That student may take classes in summer school and fall to raise his/her GPA which **must** be a 2.5 or higher at the end of the fall semester.

Approved SON 2/23/16

|  |
| --- |
| **REQUEST to REPEAT A NURSING CLASS** |

A student who withdraws from a nursing course(s) must contact the RN to BSN Program Director to request to repeat the course. The request should explain why the student should be allowed to repeat the course and what they plan to do in order to be successful in the course. This request may be submitted electronically or via mail to the Director of the RN to BSN Program**. Requests to repeat a class must be submitted at least two weeks before the beginning of the semester**. The Director of the RN to BSN Program may consult with faculty of the dropped course (s) regarding the student’s status at the time of the withdrawal. The Director may also seek input from the RN to BSN Program Committee regarding the request. Repeating a nursing course is contingent on available space. Students enrolling in any nursing course for the first time receive priority. **A student may only attempt to complete an individual RN to BSN nursing course TWO times.** Instances in which the student drops the course within the first week will not be counted as an attempt. **A student cannot repeat a nursing course without permission of the RN to BSN Program Director.**

Approved by SON 5/12/14

|  |
| --- |
| **DELAY of ADMISSION POLICY** |

Students who are accepted to the RN to BSN Program and elect not to attend the semester they were accepted may roll their application forward one semester. The RN to BSN Program Director must be notified in writing of the student’s intention to roll the application to the RN to BSN Program forward for one semester. Applicants who request their applications be rolled forward one semester must complete a new background check and drug screen. The background check and drug screen must be completed within the two month period prior to the application deadline of October 1 and April 1 respectively. Any item identified on the background check or drug screen may impact an applicant’s acceptance into the program. Item discrepancies require the applicant to submit written documentation and an explanation of the incident for review to the RN to BSN Program Director. See the RN to BSN Program Application Background Check and Drug Screen Policy for additional information.

After delay of one semester, the application will no longer be considered valid and student must reapply to the RN to BSN Program and pay the appropriate fee.

Approved SON 10/25/16

|  |
| --- |
| **INACTIVE STUDENT POLICY** |

A Student who has not taken classes at Marshall University for over ONE year must reapply to the RN to BSN Program and complete all the requirements of a new applicant UNLESS on a leave of absence from the RN to BSN Program.
Adopted by SON 5/12/14

|  |
| --- |
| **RN to BSN PROGRAM LEAVE OF ABSENCE**  |

Due to restricted enrollment in the College of Health Professions, nursing students unable to maintain continuous progression must follow the Leave of Absence policy. The student must request permission in writing for a leave of absence from the RN to BSN Program. Notification should be at earliest possible time. Student Petition for Leave of Absence must be submitted to the Director of the RN to BSN Program no later than three weeks after the start of the semester in which the student is requesting leave. If a Leave of Absence is approved, the student must consult with their advisor to revise the program plan. Students who have not demonstrated responsibility or show potential for successfully completing the program will not be granted a Leave of Absence. Permission for a leave of absence may be granted for up to one year. After one year of not taking classes, students will be considered inactive and must reapply to Marshall University and the RN to BSN Program.
Approved SON 2/26/13

|  |
| --- |
| **RN to BSN POLICY OF TRANSFER CREDIT NURSING CLASSES** |

Students, who have previously taken RN to BSN nursing courses at another institution, may request course evaluation by the RN to BSN Committee for consideration of up to 9 hours of transfer credit for the RN to BSN nursing courses. It is the student’s responsibility to request review of the transfer course(s) upon admission to the RN to BSN Program. Syllabi for the time the RN to BSN course(s) was taken must be submitted to the Committee for review. Courses submitted for transfer credit must have been taken within the past five years.

|  |
| --- |
| **RN TO BSN RETURNING STUDENTS POLICY** |

Previously enrolled students in the RN to BSN Program who are in good academic standing at the time of leaving the program, that are returning to the RN to BSN, will be evaluated on an individual basis by the RN to BSN Committee to design the program plan of study required to complete the program. (Approved RN to BSN Committee March 6, 2017)

|  |
| --- |
| **SUBMISSION OF ASSIGNMENTS** |

Papers are to be submitted to faculty as attachments using the Assignment Drop Box. Assignments are to be submitted in Microsoft Word or Microsoft PowerPoint, unless specified as another form from the course instructor. The file naming protocol is to be used to save papers and submit in the drop box.

The file naming protocol requires your **last name** followed by the first two letters of your **first name** followed by an **underscore** followed a **short title of the assignment**.

* For example, if Sally Smith were submitting an assignment, the file name would be: **SmithSa\_CritIssues**

|  |
| --- |
| **COMPUTER REQUIREMENTS** |

**Computer Requirements:**

Software: Microsoft Word and PowerPoint. Adobe reader

Requirements for a MU Online course, Hardware/Software Check, and Plugins may be found at

 <http://www.marshall.edu/wpmu/muonline/2011/11/07/computer-requirements/>

Service Desk – for assistance needs

 <http://www.marshall.edu/ucs/cs/helpdesk/>

 FAQ – Frequently Asked Questions

 <http://www.marshall.edu/wpmu/muonline/current-students/student-kb/>

|  |
| --- |
| **RN to BSN STUDENT HEALTH POLICIES** |

The College of Health Professions is responsible for ensuring that nursing students have the knowledge and skills required to safely and effectively care for people who require nursing care. Nursing students in the RN to BSN Program, in turn, accept accountability for patient care and safety when they accept admission to the program. This accountability is necessary as nursing is a practice profession and lack of accountability may jeopardize the lives of others. Therefore, the College of Health Professions has developed a policy to assure that the health of the students will not threaten patient safety.

Students must be mentally and physically able to meet the classroom objectives and function safely in the clinical area. Students must notify their faculty when health problems or medications may affect classroom or clinical performance, intellectually or physically. Students may withdraw from nursing courses or apply for a leave of absence in order to give themselves time to receive treatment and improve their mental or physical health. Students may be required to provide evidence from their healthcare provider that the challenges of classroom and clinical laboratory experience will not negatively affect the students’ health or the safety of patients.

Students may be dismissed or temporarily suspended from the RN to BSN Program, if they do not notify faculty of their health problems that may affect patient safety. Students may also be dismissed or suspended if, in the faculty member’s judgment, they are not able to provide safe patient care. Notification of health problems must be given by the student to the appropriate faculty before the beginning of classes, or when the problem develops or is diagnosed during the course. Notification after-the-fact constitutes a serious lack of accountability on the part of the student.

**Injury in Clinical Setting**

Any student who is injured during a clinical nursing experience may be treated at a local health care facility. However, neither the health care facility nor the university is responsible for paying for those student medical services. The student is covered under his or her own health plan or one that they may take out with the university. **The student is responsible for paying for his or her own medical expenses.**

Revised Fall, 2004

**AIDS/Hepatitis B**

Acquired Immunodeficiency Syndrome (AIDS) is a blood-borne disease that affects the immune system. There is no immunization for AIDS, but the chance of transmission can be greatly reduced by education, careful practice, and utilization of universal precautions. The other known blood-borne disease with serious implication for health care workers is Hepatitis B Virus (HBV). Although HBV is more infectious than the Human Immunodeficiency Virus (HIV), HBV is preventable by immunization.

Recognizing individual rights, voluntary testing, and confidentiality of test results and health records, the Marshall University policy regarding HIV\HBV is as follows:

* Students at risk are required to present documentation of a completed series of HBV immunizations prior to any clinical experience, or a signed consent form indicating knowledge of the risk and waiving immunization. Students are encouraged to complete the HBV immunizations.
* Students and supervising faculty members who have the potential for exposure to blood or other potentially infectious materials must comply with affiliated agency guidelines for preventive and post-exposure requirements.
* If an accidental exposure occurs, the individual should follow Center for Disease Control guidelines for occupational exposure.

This is a summary of the HIV/HBV policy for Marshall University. Complete copies of this policy are available in the office of the Student Records Assistant, Prichard Hall 421, College of Health Professions.

Accepted: Fall, 1991; revised 5/2012

**School of Nursing**

**Drug and Alcohol Testing Guidelines/Procedures**

**Drug Screening New Admissions**

All students accepted into the School of Nursing will be required to submit to a drug and alcohol screening. This screening must be completed at a facility approved by the School of Nursing. Any student taking a controlled substance must provide a legal, valid prescription dated prior to the screening. If the student should test positive for any controlled substance without this verification, they may be disqualified from admission to the program. Additional testing may be performed on the same sample at the request of the student or School of Nursing. Additionally, any student with a valid prescription for any mood altering medication will need to provide a statement from their physician documenting that it will not affect the student’s judgment or performance in the clinical setting. **Students testing positive for an illegal substance may be denied admission to the Nursing Program.**

**Drug Screen Current Students**

 Students in academic nursing programs are subject to the same expectations and requirements of a Registered Nurse. The School of Nursing has a responsibility to provide a safe environment and to protect patients and the public from harm and negligence.

Any student that is prescribed a mood altering medication, pain medication, or any prescribed medication that may affect their performance in class or clinical during their educational program must notify the School of Nursing immediately and provide documentation from their physician documenting their ability to safely participate in classroom and clinical activities.

 According to WV Nursing Code of Legislative Rules 19-3-14, a registered nurse is obligated to report any individual who has violated provisions of the code to the West Virginia Board of Examiners Of Registered Nurses. Therefore, faculty, students, or any Registered Nurse who observes anyone exhibiting suspicious behavior during class, clinical, project based experiences, or on-line interactions are required to report the behavior to the School of Nursing Chair and/or appropriate college personnel. The School of Nursing may then require drug and/or alcohol testing. The student’s confidentiality shall be maintained and only those with a need to know will be notified. Suspicious behavior will include but not be limited to:

1. Slurred Speech
2. Unsteady Gait
3. Lack of coordination
4. Disoriented or Confused Behavior
5. Odor of alcohol
6. Behavior indicative of hallucinations
7. Assaultive or aggressive behavior (verbal or physical)
8. Change in level in consciousness
9. Bloodshot eyes or dilated pupils
10. Bizarre behavior

Students shall be escorted to the emergency department or other approved testing site. This may include but not be limited to the following: clinical faculty, nursing faculty, campus security, agency personnel, or EMS personnel. Students may not be escorted by another student. Agency protocol should be followed.

Informed consent shall be obtained prior to testing. Any fees associated with the initial testing shall be assumed by the School of Nursing. If a student chooses to be retested, then the cost of retesting will assumed by the student. Students refusing to submit to drug testing shall be considered in violation of Marshall School of Nursing drug screening policy and may be dismissed from the program. Any students involved in an incident requiring drug testing may not return the clinical area until the completion of the testing and a decision by the School of Nursing, unless otherwise approved by the School of Nursing.

It shall be the responsibility of the faculty member referring the student for drug testing to notify the Chair of the School of Nursing as soon as possible. It is also the responsibility of the faculty member to provide documentation of the incident to be included in the student’s file including but not limited to the following: date and time of the incident, place or agency where the incident occurred, behavior warranting the referral, specific complaints from other individuals, witnesses to the incident, and steps taken to comply with the policy.

All students with a positive drug screen may be referred for treatment. Treatment may be provided by the West Virginia Restore Program through the West Virginia Board of Professional Registered Nurses or a provider of their choice. The student will be required to provide documentation of participation in a treatment program prior to consideration for returning to the nursing program. Additionally, students will need to present documentation from a psychiatrist or counselor certified in addictions recommending their reinstatement to the nursing program. Readmission to the program will be evaluated on a case by case basis. The decision will be made based upon factors including but not limited to, the identified substance, the safety of the student to provide care in the clinical area, and the policies of the affiliating agencies. The School of Nursing will not accept responsibility for arranging special assignments to allow the student to participate in clinical rotations. Students that are reinstated to the program will be required to submit to random drug screens throughout the duration of their academic program. The cost of testing will be at the students’ expense.

Further investigation and action may be needed if the test is negative but there is reason to suspect the student is impaired for other reasons including but not limited to mental health issues or physical illness. In this instance, student will need medical clearance to return.

In the event a student is dismissed from the program, the Student may appeal this decision in accordance with University policy for program dismissal.

Approved SON 5/2015

**Appearance Policy**

**BODY PIERCING, TATTOOING and ARTIFICIAL NAILS**

In order to maintain a professional image, the School of Nursing highly discourages body piercing and tattooing. If the student already has a tattoo or body piercing, the student will, as much as possible, keep the body part covered and/or remove all facial jewelry while engaging in activities outside the SON with the exception of one post earring per earlobe.

Due to a continued concern for infection control, artificial nails will not be worn by anyone providing direct patient care or when preparing items for patient use. Artificial nails are defined as any artificial material such as acrylics, wraps, overlays, tips or bonding material.

|  |
| --- |
|  **REQUIRED HEALTH RECORDS** |

 **HEALTH FORM**

All students admitted to the RN to BSN Program must have a current complete Health Form on file by **July 15 (Fall admission) or January 2 (Spring admission)**.

The School of nursing health form (available online or from the records assistant) must be completed. Satisfactory health record is considered current if it is completed within one year prior to acceptance letter and there has not been any changes in your health within that past year. If there have been any changes in your health status, you MUST complete a new health form upon acceptance to the program. Only students with satisfactory health forms will be permitted to begin and continue in the program. This health form only needs submitted upon admission to the program, unless there are changes in your health status during the time you are enrolled in the program. **If there are changes, to your health status while in the program, you must submit a new nursing health form**.

**RN to BSN CPR VERIFICATION POLICY**

Students in the RN to BSN Program must obtain and maintain a current CPR card (Adult, Infant, and Child). Send proof of CPR certification upon admission to the program and annually thereafter. Students need to have on file a current signed CPR card. Do not send the original card as that card cannot be returned. Failure to have a signed current card on file in the nursing office may result in the student being administratively withdrawn from the nursing courses**.** After the initial submission upon admission to the program, CPR cards are to be submitted to the School of Nursing. **It is the student’s responsibility to maintain current CPR certification and have a current CPR card on file in the nursing at all times.**

The following CPR courses are the only ones acceptable to the School of Nursing:

1. The American Heart Association Basic Cardiac Life Support for Healthcare Providers.
2. The American Safety Health Institute CPR Pro For the Professional Rescue.
3. The American Red Cross courses:
	1. Basic Life Support for the Healthcare Providers
	2. Adult and Pediatric CPR/AED
4. International Occupational Health and Safety Association BLS for the Healthcare Provider (Inclusive of adult, child, and infant) and AED course.

**IMMUNIZATION REQUIREMENTSs**

To ensure compliance with clinical agency requirements all students of the Marshall University School of Nursing are required to present proof of vaccination or immunity to the diseases identified below. Instructions on when and how to provide this information will be sent to students upon admission to the program (MSN, RN to BSN students) or prior to beginning the sophomore year (pre-licensure BSN students).

1. **Measles, Mumps, and Rubella**: Need proof of MMR vaccine X 2 doses at least 4 weeks apart or titer showing immunity.
	* If you were born before January 1st, 1957 you can select the waiver option and supply proof documents including your name and date of birth. Clinical sites are under no obligation to accept a waiver. See note on following page about waiver option.
2. **Tetanus, Diphtheria, Pertussis**: Need proof of Tdap vaccinations, Td booster every 10 years thereafter.
3. **Varicella (chicken pox)**: Need to provide proof of immunity by one of the following :
	1. Documentation of two doses of varicella vaccine
	2. Titer showing immunity
	3. Documented diagnosis of chickenpox or verification of history of chickenpox by your health care provider.
4. TST (TB Skin Test): Students must provide documentation of TB Test (or blood assay testing), then annual TB testing and testing post exposure. Students with history of positive TB testing should follow directions bolded below.

\* **At any point in the testing if the student has a positive TB skin test, or if the student has been previously diagnosed with TB and/or routinely tests positive to the TB skin test, the student must provide documentation of a clear chest X ray and be evaluated annually by their Primary Care Provider or Health Department for signs/symptoms of TB (form available on the School of Nursing website).**

**Blood assay testing for TB**

Students who have received the BCG immunization, or who have an allergy to any component of the TST, are to utilize one of the blood assays for *M. Tuberculosis* and provide results annually. Additionally, students may use the blood assay testing as an alternative to 2-Step TST outlined above. Currently there are 2 blood assay tests for TB: the QuantiFERON-TB Gold In-Tube Test or T-Spot.TB Test. Either may be used.

**In the case of positive blood assays, the student must provide documentation of a clear chest X ray and be evaluated annually by their Primary Care Provider or Health Department for signs/symptoms of TB (form available on the School of Nursing website).**

1. Hepatitis B Vaccine: a series of 3 shots is required, titer showing immunity, or student is to sign waiver. If the series is not completed at the time this information is submitted, it is the student’s responsibility to see that this information is submitted as soon as possible and the student must sign Hepatitis B waiver in the meantime.
2. Influenza vaccine: Clinical sites may require students have the influenza vaccine and/or submit a flu declination form during the flu season, usually October through March. Students will be notified of these requirements as necessary.

Students that have a medical exemption, such as pregnancy, must select the waiver option and supply a support document signed by a healthcare provider detailing the exemption. The support document must include healthcare provider signature, date, address and phone number.

**Clinical sites are under no obligation to accept a waiver of immunization and may refuse placement to students submitting an immunization waiver for any reason. If a student elects to waive this requirement, they may be disqualified from some or all clinical sites and potentially unable to complete the program.**

Revised and Approved SON 4/2015

***\** It is the student’s responsibility to maintain documentation of TB tests and required immunizations at all times in Verified Credentials. If the student engages in class related activities without a current TB test and documentation of required immunizations, students may be given an unsatisfactory grade*.***

**TECHNICAL STANDARDS**

One of the purposes of the Marshall University School of Nursing (MUSON) is to provide graduates with a broad and basic preparation for professional nursing practice. Applicants to the program must be able to meet the cognitive, affective, and psychomotor requirements of the curriculum. The MUSON has identified technical standards critical to the success of students in the nursing program. These standards

are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe patient care The examples listed on the form are for illustrative purposes only, and not intended to be a complete list of all tasks in a nursing program

Reasonable accommodations to meet standards may be available for otherwise qualified individuals with disabilities. Contact the Marshall University Disability Services Office for more information if you think you may need accommodation. (Prichard Hall 117, Phone Number 304-696-2271 or [www.marshall.edu/disabled](http://www.marshall.edu/disabled).). The technical standards form is on the School of Nursing’s website. A signed technical standards form must be current and on file with the Student Records Assistant in the School of Nursing, Prichard Hall 421. The documentation is due **July 15 (Fall admission) or January 2 (Spring admission)**.

Approved SON 2/23/2010

Revised UGAPS 3/2/2010

Approved GAPS 3/9/2010

Revised UGAPS 3/16/ 2010

Approved SON 3/30/2

|  |
| --- |
| **RN to BSN PROGRAM OTHER REQUIREMENTS** |

 **SON Nursing ID BADGES**

The School of Nursing (SON) **RN to** **BSN students** use a Marshall University SON Badge for project based experiences. This MU SON badge must be worn in the community agency at all times. An ID badge form will be sent to the student upon admission to the program and is also available on the website. A $ 5.00 fee must be paid when the badge order is submitted to the SON. The ID badge order form must be submitted by July 15 for students starting the program in the fall and by Jan 2 for students starting the program in the spring. Make sure to follow the directions on the form. Only passport photos will be accepted to validate your identity**. Students who have not obtained an MU SON ID badge will not be registered for classes that have project based experiences**. Please submit to the School of Nursing’s Student Record Assistant One John Marshall Drive, Prichard Hall 421, Huntington, WV 25755 upon admission to the program; 304-696-3821

 **MARSHALL UNIVERSTITY ORIENTATION**If you are new to Marshall University you must complete the orientation. Marshall University will offer an on-line Orientation Program for all students admitted to online RN to BSN Program.  If you have any questions, please call the Orientation Office at 1.800.438.5392.

**STUDENT ORGANIZATIONS**

|  |
| --- |
| **STUDENT NURSES’ ASSOCIATION** |

The Student Nurses’ Association (SNA) is an organization for all nursing students. It is a recognized campus organization. Members of the SNA participate in the following: leadership development, educational opportunities, socialization with other students, various community activities such as: adopt a family at Christmas, health fairs, University flu vaccinations and Big/Nurse Little/Nurse Program. Meetings are once a month and dues are $5.00 per semester. Officers for SNA are voted in from the membership in March. Students are also encouraged to join the National Student Nurses’ Association.

|  |
| --- |
| **SIGMA THETA TAU – NU ALPHA CHAPTER****NURSING HONOR SOCIETY** |

Sigma Theta Tau International Honor Society of Nursing, is the second largest nursing organization in the United States and among the five largest and most prestigious in the world. The Society exists to:

* Recognize superior achievements in nursing
* Encourage leadership development
* Foster high nursing standards
* Strengthen the commitment to the ideals of the profession

Membership is conferred only upon nursing students in baccalaureate or graduate programs who demonstrate excellence in nursing or upon qualified bachelors, masters, and doctoral graduates who demonstrate exceptional achievement in the nursing profession.

To be eligible for nomination, RN to BSN students must have completed 12 hours of RN to BSN nursing courses. Students must rank in the upper 35% of the class and have a grade point average of 3.0 or higher. An induction ceremony for new members is held annually. Other scholarly activities are planned throughout the year.

|  |
| --- |
| **NURSES CHRISTIAN FELLOWSHIP** |

Nurses Christian Fellowship (NCF) at Marshall University is a part of The National and International Nurses Christian Fellowship, a subsidiary of Intervarsity Christian Fellowship. Within the School of Nursing, Nurses Christian Fellowship is a student group that meets throughout the academic year.

|  |
| --- |
| **RN TO BSN PROGRAM ACADEMIC INFORMATION** |

The Marshall University College of Health Professions offers an online RN to BSN Program for registered nurses who have a diploma or associate degree in nursing from a nationally accredited program and wish to earn a baccalaureate degree in nursing. The nursing coursework may be completed in two semesters of full-time study **if** the student has completed all the pre-requisite requirements and the general education requirements of the University. Some students choose to complete the program part-time because of work commitments or the need to complete prerequisite or general education requirements. Applications for the RN to BSN Program are processed every semester.

Admission Requirements

1. Be a graduate of a nationally accredited diploma or associate degree nursing (ASN) program (i.e., ACEN- Accreditation Commission for Education in Nursing)

2. Meet the general education requirements of Marshall University

3. Have an overall Grade Point Average of 2.5 or higher on all college work.

4. Satisfactorily pass a background check and drug screen through the background and drug screen company contracted by the Marshall University School of Nursing. Employer and other background check and drug screens will not be accepted.

5. Hold an unencumbered RN license if already licensed as an RN in the one or more states or territories in the United States.

6. Students applying for the program who are completing their associate degree/diploma upon application to the RN to BSN Program must hold an unencumbered RN license PRIOR to beginning the second semester of coursework or they will be withdrawn from the program.

7. International students applying to the RN to BSN Program must hold an unencumbered nursing license within a US state or territory at the time of application.

**Unencumbered License** - Current unencumbered licensure as an RN in the United States is required. An unencumbered license has not been subjected to formal discipline by any Board of Nursing. This includes but is not limited to reprimand, revocation, probation, suspension, restriction, limitation, disciplinary action, discretionary review/hearing or encumbrance. An unencumbered license is a license that has no provisions or conditions that limit practice in any way. This applies to all current or past RN licensure in one or more states.

Approved SON April 26, 2016

.

**Education Requirements**

The following are the general education requirements for the RN to BSN degree. These may include transfer credit accepted by Marshall University. See at <http://www.marshall.edu/gened/> for more information.

4 hours of Science

6 hours of English Composition

3 hours of Social Sciences

3 hours of Statistics

3 hours of Math (121 or higher)

3 hours of Critical Thinking *(may be met by specific general education courses)*

3 hours of Communication

3 hours of Humanities

3 hours of Fine arts

6 hours of Writing Intensive credit *(met in nursing courses)*

**Additional Hours of Credit for Associate Degree or Diploma**

The School of Nursing awards up to 40 hours ofundergraduate nursing credit for an associate degree or diploma for a licensed RN after 12 nursing credithours are complete. **It is the student’s responsibility to ask for the additional hours of credit once this requirement has been met. To request this additional credit, the student must submit a letter to the RN to BSN Coordinator requesting the additional hours of credit.**

**RN to BSN Nursing Courses -**Students in the RN to BSN program must complete 28 hours of nursing course at Marshall University. The RN to BSN nursing curriculum provides learning opportunities that foster the integration of clinical knowledge, research, and evidence-based practice.

**RN to BSN Courses with Descriptions**

|  |  |
| --- | --- |
| NUR 305 Concepts in Professional Nursing 4 credit hours\***MUST BE TAKEN BEFORE (prerequisite) OR WITH OTHER NURSING CLASSES (co-requisite**) | Emphasizes concepts and processes essential to professional nursing practice. Philosophical and theoretical foundations of nursing are examined. Focus is on professional role and role transition. |
| NUR 318 Family Nursing 2 credit hours**PR/CR: NUR 305** | Focus is on family nursing theory as it relates to human responses, utilizing theoretical models for family assessment and health promotion. Included is consideration of chronic illness.  |
| NUR 333 Health and Physical Assessment for the RN 3 credit hours**PR: admission to RN to BSN program**  | This course will focus on health and physical assessment skills, documentation, and interpersonal skills with emphasis on clinical decision-making. The student is expected to be able to integrate knowledge from the behavioral, natural and social sciences as well as previous clinical practice. This course contains both theory and clinical practicum components. |
| NUR 400 Transcultural Health Care 3 credit hours**PR/CR: NUR 305** | The focus is on health care practices and beliefs in a variety of cultures which interact with the United States health care system. Political, economic, and geographic factors affecting health care are addressed. |
| NUR 416 Introduction to Research for Evidence Based Practice 3 credit hours **Pre-requisite: Statistics Class, NUR 305** | Focus is on research as it relates to evidence based practice. This course addresses the steps of research and evidence based practice to provide a basis for nursing practice |
| NUR 418 Contemporary Nursing 3 credit hours**PR: NUR 305** | This courses focuses on nursing leadership, cost based care, and the professional role of the nurse within a complex health care system. It is designed to explore the professional role of the nurse and associated professional issues in the current health care environment. |
| NUR 410 Community Nursing for the RN 5 credit hours**PR: NUR 305; NUR 318** | Focus is on the foundations of community-oriented nursing practice for the Registered Nurse with an emphasis on health promotion and disease prevention. |
| NUR 427 – Professional Engagement in Nursing RN-BSN 5 credit hours**PR: NUR 305, RN license; PR/CR: NUR 416; NUR 418; NUR 410;**  | Focus is on analyzing critical issues in nursing using critical thinking, theoretical and empirical knowledge. Critical issues include nursing management and chronic disease management. |

**RN to BSN Plans of Study**

**Nursing Course Plans of Study**

|  |  |  |  |
| --- | --- | --- | --- |
| **FULL TIME PLAN OF STUDY**COURSE | Semester  | Date Taking Course(spring or fall and year) | Grade |
| NUR 305 ( First class to be taken) 4 hours | 1st |  |  |
| NUR 318 ( 2 hours) | 1st |  |  |
| NUR 333 ( 3hours) | 1st |  |  |
| NUR 400 (3 hours) | 1st |  |  |
| NUR 416 (3 hours) | 2nd |  |  |
| NUR 410 (5 hours) | 2nd |  |  |
| NUR 418 (3 hours) | 2nd |  |  |
| NUR 427 (5 hours)  | 2nd |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ACCELERATED PART TIME PLAN OF STUDY**COURSE | Semester  | Date Taking Course(spring or fall and year) | Grade |
| NUR 305 ( First class to be taken) 4 hours | 1st |  |  |
| NUR 318 ( 2 hours) | 1st |  |  |
| NUR 333 ( 3hours) | 1st |  |  |
| NUR 400 (3 hours) | 2nd |  |  |
| NUR 416 (3 hours) | 2nd |  |  |
| NUR 418 (3 hours) | 2nd |  |  |
| NUR 410 (5 hours) | 3rd |  |  |
| NUR 427 (5 hours)  | 3rd |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART TIME PLAN OF STUDY**COURSE | Semester  | Date Taking Course(spring or fall and year) | Grade |
| NUR 305 ( First class to be taken) 4 hours | 1st |  |  |
| NUR 318 ( 2 hours) | 1st |  |  |
| NUR 333 ( 3hours) | 2nd |  |  |
| NUR 400 (3 hours) | 2nd |  |  |
| NUR 416 (3 hours) | 3rd |  |  |
| NUR 410 (5 hours) | 3rd |  |  |
| NUR 418 (3 hours) | 4th |  |  |
| NUR 427 (5 hours)  | 4th |  |  |

**General Education Requirements**

Effective fall 2010, the University introduced a new Core Curriculum which is designed to foster critical thinking skills and introduce students to the basic domains of thinking in the disciplines. The faculty's goal in creating this new Core is to provide a direct linkage between the first classes a student takes and the senior Capstone experience. This new general education curriculum applies to all majors. All students admitted fall 2015 and thereafter will follow the Marshall University CORE II General Education Plan of study. (10/28/14)

|  |  |
| --- | --- |
| Natural Science (review accepted courses at www.marshall.edu/gened) | 4 credit hours |
| English Composition (ENG 101/201 or equivalent) | 6 credit hours |
| Social Science (review accepted courses at www.marshall.edu/gened) | 3 credit hours |
| Math 121 or higher (pre-requisite for Statistics; cannot be MTH 225) | 3 credit hours |
| Statistics (EDF 417, MGT 218, MTH 225, PSY 223, SOC 345) | 3 credit hours |
| Critical Thinking **(MUST BE TAKEN AT MU and have CT Designation at time the course was taken**) | 3 credit hours |
| Fine Arts (review accepted courses at www.marshall.edu/gened) | 3 credit hours |
| Communication (CMM 103, CMM104H, CMM 207, or CMM 213, SPH 103, SPH 104H, SPH 207) | 3 credit hours |
| Humanities (review accepted courses at www.marshall.edu/gened) | 3 credit hours |
| Writing Intensive (NUR 416/NUR 418) | 6 credit hours |

A minimum of 120 hours is required for a BSN. For additional information related to what courses meet the general education requirements go to [www.marshall.edu/gened](http://www.marshall.edu/gened) and look at course listings for each general education requirement. **Graduation requirement of BSN is 120 hours. Only 72 hours from a community college count towards BSN except for SWCTC which has an agreement with MU and 81 hours count.** Therefore, depending upon the number of transfer credits towards a BSN, a student may have to take additional elective hours. If your associate degree nursing program was less than 40 hours, MU SON will award up to 40 hours of credit for associate degree upon successful completion of the following classes: NUR 305, NUR 318, NUR 333, and NUR 400. It is up to each student to request additional hours of credit for associate degree from the RN to BSN Program Director. Students who already hold a Bachelor’s Degree need to refer to the MU Undergraduate Catalog for requirements of a second degree.

If you think you may have met the requirements with a transfer course, complete a course substitution form found at: http://www.marshall.edu/cohp/ under School of Nursing, Online RN to BSN, forms. For courses that you are not sure of the equivalent go <https://mubert.marshall.edu/transfer/> for the Course Transfer Equivalency System. Make sure to keep copies of all your program forms.

|  |
| --- |
| **GRADUATION** |

Each student is provided with a copy of the course of study and a copy of the program plan developed with the assistance of their advisor. It is the student’s responsibility to maintain a record of completed courses and to notify the College of Health Professions when ready for graduation. Students must meet all university graduation requirements as outlined in the undergraduate catalog. All graduates must pay a $30 graduation fee to Bursar Office (Call 1-800-438-5389) and apply to graduate by turning in a graduation application in the fall/spring semester of their last year to Student Services (graduation application can be found at [www.marshall.edu/cohp](http://www.marshall.edu/cohp) or email foxm@marshall.edu) .

|  |
| --- |
| **RECOGNITION CEREMONY** |

All RN to BSN Nursing graduates are invited to participate in this traditional ceremony which honors and recognizes the achievements of the nursing graduates. This annual event is planned by the Student Affairs Committee and is held in Huntington, WV. Graduates purchase tickets for their family and friends. This money is used to offset the cost of this event.

RN to BSN Nursing graduates can also purchase nursing pins. Please contact a member of the Student Affairs Committee for details.

|  |
| --- |
| **FREQUENTLY ASKED QUESTIONS** |

I am failing a class. What should I do?

Contact the course professor and see if the professor has any suggestions as how to improve your grade. The tutoring center has tutors for many subjects. <http://www.marshall.edu/uc/tutoring-services/>

Get help early, do not wait.

What if I want to drop the class?

First: Contact your advisor and make an appointment to discuss your options. Do not drop any class until you discuss the ramifications with your advisor.

How do I address my professors in person or in email?

Professors with earned doctorates should be addressed as Dr. ……unless that professor says otherwise. Faculty without an earned doctorate should be addressed as Professor…….

How long will it take for a professor to respond to my email?

Most professors check email daily during business hours on weekdays of fall or spring semester and respond then. Emails sent outside of those hours (nights or weekends) may not get addressed until business hours during the week.