



**COLLEGE OF HEALTH PROFESSIONS
SCHOOL OF NURSING**

**RN to BSN Student
Handbook**

(Revised January 2019)

**A Supplement to the Marshall University
Student Handbook**

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

acenursing.org

(404) 975-5000

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Greetings:

Greetings from the Chair of the School of Nursing: Dr. Denise Landry

Welcome to the School of Nursing at Marshall University. We are the largest regional provider of nursing education located within a major university setting, and have access to resources which provide students with unique and varied experiences. In the pre-licensure BSN Program we have campuses in Huntington and Point Pleasant, WV (MOVC). Additionally, we offer an online RN to BSN program for graduates of accredited diploma or Associate Degree Nursing programs. Our Family Nurse Practitioner Master's in Nursing Program is televised to Beckley, Bluefield, Point Pleasant, and South Charleston, WV. We also have online MSN programs in Nursing Administration and Nursing Education. We offer a collaborative Psychiatric Mental Health Nurse Practitioner and Nurse Midwifery with Shenandoah University School of Nursing in Winchester, Virginia.

We have a long history of excellence on the national RN licensure examination (taken by our pre-licensure RN students) and the Family Nurse Practitioner Certification Exam. This is a direct result of the hard work on the part of our dedicated faculty who bring experience and passion into the educational process. In addition to traditional classroom methods of instruction, we also excel in the use of innovative technologies to enhance learning, including our dynamic online programs of study.

We exist in a challenging world for all health professions, especially the nursing profession. The need for nurses has never been greater and will only grow with the coming years. Many studies support the need for more nurses, especially those with Bachelor's in Nursing (BSN) degrees and advanced degrees. It is the responsibility placed upon faculty to assure tomorrow's nurses are prepared and ready to assume leadership roles and safeguard our most vulnerable populations: the ill. To this end, the faculty and I stand ready to support student achievement and education at the undergraduate and graduate level.

Important University Links:

Academic Calendar: to view academic calendar click on the link and select the appropriate semester. <http://www.marshall.edu/calendar/academic/>

University policies can be reviewed by going to www.marshall.edu/academic-affairs and clicking on “Marshall University Policies ” or by going to http://www.marshall.edu/academic-affairs/?page_id=802 and clicking the appropriate link for the following policies: Academic Dishonesty/ Academic Dismissal/ Academic Forgiveness / Academic Probation and Suspension /Affirmative Action/Dead Week/D:F Repeat Rule/Excused Absence/Inclement Weather/ Sexual Harassment/Students with Disabilities/ University Computing Services Acceptable Use

Students should review the following University policies: Incomplete grade, Students with disabilities, Grade appeal, D/F forgiveness, Academic dishonesty, University excused absences, Core curriculum, and others as needed. See the Marshall University Undergraduate Catalog for the Marshall University policies: <http://www.marshall.edu/catalog/undergraduate-catalogs/>

MU online: <http://www.marshall.edu/muonline/>

MyMU:

https://adfs.marshall.edu/adfs/ls?wa=wsignin1.0&wtrealm=urn%3amymu.marshall.edu&wctx=https%3a%2f%2fmymu.marshall.edu%2f_layouts%2f15%2fAuthenticate.aspx%3fSource%3d%252F&wreply=https%3a%2f%2fmymu.marshall.edu%2f_trust%2fdefault.aspx

Inclement Weather Policy:

If you have questions pertaining to the University being closed during inclement weather, you may call Marshall University 304-696-3170.

Computer Requirements for Online Course Work:

MU OnLine is powered by Blackboard Learn 9.1. If your computer does not have an appropriate operating system, Blackboard Learn may run slowly or may not run at all. Prior to using Blackboard Learn on your computer, compare your current system configuration with the list of Tested Devices and Operating Systems found on the **Blackboard Browser Support** page. MU recommends that you use Firefox or Chrome before you try Microsoft Edge or Internet Explorer on Windows systems, and Safari or Chrome on Mac systems.

Before purchasing a new computer, please visit the **IT Recommended Hardware** page for recommendations for both Windows and Mac systems.

Web Browsers - To determine which web browsers to use with Blackboard Learn, see **Blackboard Help: Supported Browsers**. Choose a recommended browser which Blackboard has certified for compatibility. In addition, you should have at least two approved browsers installed on your computer to accommodate ongoing browser version changes. MU recommends that you use Firefox or Chrome before you use Internet Explorer.

For additional information go to <http://www.marshall.edu/muonline/computer-browser-requirements/> Note: Information updated January 2019

School of Nursing Vision Statement:

Marshall University School of Nursing endeavors to be regionally recognized for innovative programs in nursing education, scholarship, and interdisciplinary partnerships that improve the health and well-being of the individual, family, and society.

School of Nursing Mission Statement:

To provide quality, innovative education to improve the health and well-being of the individual, family, and society.

To accomplish this mission, the School of Nursing:

1. Maintains rigorous professional education standards through the high expectation of student learning and performance.
2. Encourages involvement of faculty in service to society and the profession.
3. Supports the engagement of faculty and students in research, practice, and other scholarly endeavors.
4. Provides an environment that is sensitive to a culturally and ethnically diverse student body, faculty, and staff.
5. Maintains an environment that provides for academic freedom and shared governance.

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; Reviewed 10/2017

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 Social Justice Policy Statement:

Marshall University Board of Governor's Policy GA-3 Social Justice

Policy. 2.1. Marshall University is committed to bringing about mutual understanding and respect among all individuals and groups at the University and to eliminating all forms of discrimination as provided by West Virginia and federal law.

2.2. Consistent with its comprehensive mission, and in recognition that the development of human potential is a fundamental goal in a democratic society, the University promotes an education system that values cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in a changing world; and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons regardless of race, color, national origin, sex, age, religion, veteran status, or disability. Passage Date: November 13, 2002. For the complete policy go to:

<http://www.marshall.edu/board/files/Policies/MUBOG%20GA-%203%20Social%20Justice.pdf>

Approved SON 02/27/06; Reviewed SON 10/17

Bachelor of Science in Nursing (BSN) Program

The baccalaureate program in nursing prepares professional nurse generalists to work with individuals, families, groups and communities in a variety of health care settings. Baccalaureate nursing education provides a foundation in the humanities and the biological, social and behavioral sciences. Students are able to apply this foundation, as well as a strong base in nursing science to the professional practice of nursing.

BSN End of Program Student Learning Outcomes

The graduate is a nurse generalist with competence to:

1. Use the nursing process to provide nursing care to individuals, families, groups, and communities in multiple settings, considering cultural diversity.
2. Synthesize theoretical and empirical knowledge from nursing, natural and social sciences, and the humanities to promote, maintain, and restore health throughout the life span.
3. Promote health care through communication and collaboration with clients and other health care providers.
4. Coordinate comprehensive nursing care through the application of management and leadership skills, including prioritizing and delegation of care.
5. Use clinical and critical reasoning to address simple and complex situations.

6. Integrate evidence-based practice into nursing care.
7. Perform as a responsible and accountable member of the profession who practices nursing legally and ethically.
8. 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 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. Approved 1/29/93; Revised 2/26/01; Reviewed & Revised 10/24/01; Revised 02/03; Revised 02/04

RN to BSN Program Admissions:

The School of Nursing offers an online part time 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. Applications for the RN to BSN Program are processed every semester.

Admission Requirements are:

1. 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 (no rounding) 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. **NOTE:** Employer and other background check and drug screens will not be accepted.
5. **Licensed:** Hold an unencumbered* RN license if already licensed as an RN in the one or more states or territories in the United States.

6. **New Licensure Applicants:** 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 RN to BSN 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

Additional Hours of Credit for Associate Degree or Diploma

The School of Nursing awards up to 40 hours of undergraduate nursing credit for an associate degree or diploma for a licensed RN after 12 nursing credit hours are completed. 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 Director of the RN to BSN Program.

RN to BSN Nursing Courses

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

Requirement for BSN

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 and look at course listings for each general education requirement. The graduation requirement for a BSN is 120 hours. No more than 72 credit hours from a community college will count towards a BSN. The exception is for graduates of SWCTC which has an agreement with MU where 81 credit hours will count toward a BSN.

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 (12 credit hours).

Remember: It is the student's responsibility to submit a **letter to the Director of the RN to BSN Program requesting the additional hours of credit; it is not an automatic process.**

Second Bachelors' Degree

Students who already hold a Bachelor's Degree need to meet the requirements as stated MU Undergraduate Catalog.

Application Procedures for College Graduates Second Baccalaureate Degree

An applicant who wishes to pursue a second baccalaureate degree after completion of the first degree may earn another baccalaureate degree by: completing all of the major and minor requirements for the desired degree; completing a minimum of 30 additional hours beyond the 120 minimum hours required for the first baccalaureate degree; meeting the minimum residency requirement of 24 credit hours.

http://www.marshall.edu/catalog/files/UG_17-18_published_09-15-17.pdf

Transfer of Credit from Other Institutions

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. Submit completed forms to the Director of the RN to BSN Program for review and consideration. The student will be notified if approved.

For courses you are not sure of the equivalent, go <https://mubert.marshall.edu/transfer/> for the Course Transfer Equivalency System. Please make sure to keep copies of all your program forms.

SCHOOL OF NURSING BSN ACADEMIC POLICIES

THE POLICIES AND INFORMATION CONTAINED IN THIS HANDBOOK ARE FOR THE NURSING STUDENTS ADMITTED TO THE BACHELOR OF SCIENCE IN NURSING.

THE BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM RESERVES THE RIGHT TO WITHDRAW OR CHANGE POLICIES LISTED IN THIS HANDBOOK. CHANGES WILL BECOME EFFECTIVE WHENEVER THE PROPER AUTHORITIES SO DETERMINE.

NURSING STUDENTS AFFECTED WILL BE NOTIFIED.

Definition of Terms

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

PREREQUISITE (PR) OR CONCURRENT (CC): Defined as a course that must be satisfactorily completed **prior to**, or taken **concurrently with**, a specified course. (terms reviewed by SON without changes 10/24/2017)

SATISFACTORY COMPLETION: 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" must repeat 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 (No rounding)**. 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 (no rounding) 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 (no rounding) at the end of the fall semester. Approved SON 2/23/16

IN ORDER TO GRADUATE, THE MARSHALL UNIVERSITY GRADE POINT AVERAGE MUST BE A 2.0. UNIVERSITY POLICIES AND THE STUDENT CODE OF CONDUCT ARE PUBLISHED IN THE MARSHALL UNIVERSITY STUDENT HANDBOOK. THESE POLICIES WILL BE ADHERED TO BY STUDENTS IN THE SCHOOL OF NURSING. THIS INFORMATION CAN BE ACCESSED VIA MARSHALL UNIVERSITY’S WEBSITE.

Reviewed 10/ 2017, Revised 08/17/16, Revised 10/27/15, Revised 02/27/06, Revised 05/15/02, Approved SON 04/22/02

RN to BSN Withdrawal:

The decision to withdraw from any class, nursing or non-nursing, is one that requires great thought. Students who want to withdraw from any class must meet with their academic advisor (via phone or email) to discuss the issues and potential consequences related to that decision. The issues and consequences are as follows:

-Withdrawal from high-demand classes may result in the student not being able to pre-register for that class the following semester for which the course is offered. Instead, that student will have to wait until the first week of classes to see if there is space available in the class.

-Some nursing courses are prerequisites or co-requisites of other nursing courses. Therefore, the student may have to withdraw from more than one nursing course which may result in part-time

status. Part-time status could affect financial aid and the ability to be covered by the parent's insurance policy.

-Withdrawal from certain non-nursing and nursing courses may delay completion of the nursing program by as much as one (1) year.

A student may withdraw from an individual class after the schedule adjustment period and by the last day to drop an individual course and receive a "W". The student must also drop any co-requisite classes at that time. After the tenth week, the student cannot drop an individual class but must completely withdraw from the university. The university calendar lists specific dates for withdrawal.

SON RN to BSN Program 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

Request to Repeat a Nursing Class RN to BSN Program:

A student who withdraws from a nursing course(s) must contact the Director of the RN to BSN Program 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 Director of the RN to BSN Program.** Approved by SON 5/12/14

RN to BSN Program Policy on Length of Time to Complete the Program:

A student in the RN to BSN Program has five years from enrollment in the first nursing course to complete the RN to BSN Program. Approved RN to BSN Committee 4/18/17

RN to BSN Program Leave of Absence:

Due to restricted enrollment in the School of Nursing, 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 Form must be submitted to the Director of the RN to BSN Program no later than three (3) 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 their 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; Reviewed 10/2017

Returning RN to BSN Student Policy:

Students who wish to return to complete their BSN will be evaluated on an individual basis for the program plan of study development. These returning students were previously enrolled in the MU, SON, RN to BSN program and in good academic standing at the time of leaving. Approved RN to BSN Committee 3/9/17

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 an approved leave of absence from the RN to BSN Program. Adopted 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 Director of the RN to BSN Program 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 Director of the RN to BSN Program. See the RN to BSN Program Application Background Check and Drug Screen Policy for additional information. After a delay of one semester, the application will no longer be considered valid and the student must reapply to the RN to BSN Program and pay the appropriate fee. Approved SON 10/25/16

RN to BSN Program Policy of Transfer Credit for Nursing Course(s):

Students, who successfully completed RN to BSN nursing course(s) (earning a C or better) at another institution, may request the nursing course(s) be evaluated by the RN to BSN Committee for consideration. Syllabi used for the RN to BSN nursing course(s) under consideration must be submitted to the RN to BSN Committee for review. No more than 9 hours of transfer credit(s) for nursing course(s) is possible. It is the student's responsibility to request a review of nursing course(s) upon **admission** to the RN to BSN Program. Nursing course(s) submitted for transfer credit consideration must have been taken within the past **five** years.

Transfer Credit for Required MU Courses:

Students planning to **take courses at other institutions** must use the following procedure. Student must meet with their academic advisor or associate dean 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 taken or mailed 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.

School of Nursing Policy on Academic Dishonesty

Marshall University, the College of Health Professions, and the 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. Reviewed 10/24/2017; Revised 08/17/16; Approved BSN Faculty 08/21/03; 05-13-03; Approved Nursing Faculty 05/13/03

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; Reviewed 10/24/2017

School of Nursing Anti-Plagiarism Software Use Policy:

All PAPERS to be evaluated by the approved anti-plagiarism software program are expected to be turned in to the assignment drop box **no later than 24 hours before the due date** (earlier is

encouraged). **Please note:** It may take up to **24** hours for the student to receive a report back from the anti-plagiarism software program. The student uses the report from the anti-plagiarism software program to identify areas of concern in their paper and to re-write/adjust the paper for any matching issues. Then re-submit their paper to the assignment drop box.

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. Students are expected 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; Reviewed 10/24/2017

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, the student 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, 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; Reviewed 10/24/2017

School of Nursing Academic Appeals (Grievance):

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. The 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, Reviewed 10/24/2017

School of Nursing Communication Information/Policies

Communication Between Faculty and Students

The primary method of communication between faculty 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 course. 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 4/24/12; Reviewed 10/24/2017

Cell Phone Policy

1. All cell phones should be set to vibrate or turned off while in class and clinical or during project based experiences.
2. Cell phone conversations are not allowed within the classroom. If you know you will be

receiving an important call, position yourself near an exit and quietly go outside the classroom to accept the call.

3. Cell phone conversations/texting are not allowed in patient care areas. If you receive a call you must answer, notify your clinical instructor or preceptor and leave the patient care area to do so. Upon return to the patient care area you must check in with your clinical instructor or preceptor.
4. It is not permissible to make personal phone calls or send personal text messages while in the patient care area or during project based experiences. If you must do so during the clinical day outside scheduled break/lunch time you must first notify your clinical instructor or preceptor and leave the patient care area. Upon return to the patient care area you must check in with your clinical instructor or preceptor.
5. Texting in class is subject to the teacher's discretion and should be confirmed by their approval at the beginning of the semester.
6. Failure to follow this policy during clinical or project based experiences will result in an unsatisfactory clinical grade for the day. Approved by Nursing Faculty 10/23/12; Effective 10/23/12; Revised 10/24/2017

Note: Students in the RN to BSN program are expected to turn cell phones off when completing Project Based Experiences. The focus is the learning experience and not the distraction of a cell phone.

Recording Policy

Recording lectures by any means is subject to the teacher's discretion and should be confirmed by their approval at the beginning of the semester. Approved by Nursing Faculty 10/23/12; Effective 10/23/12; Reviewed 10/24/2017

Email Accounts for Students

All communication between Marshall University and the student will transpire via the student's assigned Marshall University email address. All mass mailings will be e-mailed to the student's Marshall E-mail account. It is the students' responsibility to check their MU e-mail on a regular basis to keep informed on all current and any new information concerning the school of nursing and the RN to BSN program. You will not be receiving this information by regular mail or another email account.

If you have a private e-mail account, you can forward your Marshall e-mail to that address.

The student will also receive email in their courses and are responsible for logging in to their courses at least every other day during the semester.

NOTE: Federal Law prohibits us from sending information to your off-campus e-mail address.

Once a student has registered for class, the student can request their university computing account including their university e-mail address. Local students can go to the Drinko Library, first floor with their MU ID. Distance students can call the Computing Services at (304) 696-3200.

School of Nursing Usage of Electronic/Social Media Guidelines Policy:

1. Standards of Conduct for the Use of Electronic/Social Media

- A. 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.
1. Students must recognize they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
 2. Students are strictly forbidden from transmitting any patient-related image via electronic media.
 3. 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.
 4. 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.
 5. It is not acceptable to post any information about a patient even if the patient's name is not identified.
 6. Students should never refer to a patient in a derogatory or disparaging manner, even if the patient is not identified.
 7. No photos or videos of patients may be taken on a personal device, including cell phones.
 8. Students must always maintain appropriate professional boundaries with patients. Online 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.
 9. 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.
 10. Students should bring content that could harm a patient's privacy, rights, or welfare to the attention of faculty.

B. If the student has any doubt about the appropriate use of electronic/ social media they should contact their instructor for further guidance.

2. 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. Approved SON 4/24/ 2012; Reviewed 10/2017

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/

Submission of Assignments for RN to BSN Program

Assignments are to be submitted to faculty as attachments using the specific 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 a critical issues paper, the file name would be: **SmithSa_CritIssues**

School of Nursing Required Health Records and Technical Standards

Health Form

All students admitted to the RN to BSN Program must have a current complete Health Form on file **by July 1 (Fall admission) or January 2 (Spring admission)**.

The School of Nursing Health Form (available online at Verified Credentials) 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.** See policy on Change in Student Health Status

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 or complete required Project Based Experiences specific to the RN to BSN program.

The technical standards form is located on the Verified Credentials website. Once a student creates a Verified Credentials account, the form will be available. A signed technical standards form must be current and on file with Verified Credentials. The documentation is due no later than **July 1 (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 3/30/2010; Approved with revisions 02/2017

Change in Student Health Status Policy

Students experiencing a change in health status (i.e., any health change from student's MUSON health form on file) requiring any medical treatment for the change in health status including but not limited to pregnancy, injury, new onset or exacerbation of chronic illness, acute illness, or hospitalization, **MUST** communicate this information to the School of Nursing main office in writing as soon as possible **but before returning to clinical or project based experiences**. In order to return to clinical or project based experiences, the student **MUST** secure a medical release from a licensed health care provider that confirms the student is able to return to clinical or project based experiences and perform the duties required. An Injury, illness, or pregnancy that prevents a student from completing a clinical, project based experience or didactic requirement may require a student to drop the course and complete it once released by the licensed health care provider. If a student must drop a course due to injury, illness, or pregnancy, a revised program plan of study completed by the student and their Advisor must be submitted to the Admissions, Progression, and Graduation Committee for approval for Pre-licensure and RN to BSN Committee for RN to BSN Program. No guarantee is made by the SON that the revised plan of study will be accepted, implementation of the plan as it depends upon various factors including clinical availability. A revised program may delay graduation for the student. However, the MUSON five (5) year policy from first nursing course to graduation must still be followed.

Approved 11-27-2012 and effective immediately. Revised SON 4/24/2018

Immunization/Lab Testing Requirements

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 and completion of specific lab testing. It is the student's responsibility to pay for all required immunizations or lab tests. Instructions on when and how to provide this information

to the School of Nursing will be sent to students upon admission to the program. As noted below it may take 4 weeks or longer to complete required immunizations or lab tests, students should keep this in mind so as to be able to meet established deadlines. Some vaccines may also interfere with timing of the TB skin test, so students should discuss this with their health care providers prior to TB testing and immunizations.

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 and Td booster every 10 years thereafter.
3. Varicella (chicken pox): Need to provide proof of immunity by one of the following :
 - a. Documentation of two doses of varicella vaccine 4 weeks apart
 - b. Titer showing immunity
 - c. Documented diagnosis of chickenpox or verification of history of chickenpox by your health care provider.
4. TB Test: Students must provide documentation of annual TB testing and testing post-exposure. Students with a history of a positive TB skin tests, or who test positive at any time while in the program, should follow directions **bolded below**.

If the student has been previously diagnosed with TB and/or routinely tests positive to the TB skin test or tests positive while in the program, the student must provide documentation of a clear chest X ray and be evaluated by their Primary Care Provider or Health Department for signs/symptoms of TB (form available on the School of Nursing website). Annual evaluations by a Health Care Provider are required thereafter.

Alternately, students may use annual blood assay testing. 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).

Students who have received the BCG immunization, or who have an allergy to any component of the TB Skin Test, are to utilize one of the blood assays for *M. Tuberculosis* and provide results annually. **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).

5. Hepatitis B Vaccine: a series of 3 shots is required, titer showing immunity, or student must 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 a Hepatitis B waiver in the meantime.
6. Influenza vaccine: Clinical sites may require students have the influenza vaccine, usually between October through March. Students will be notified of these requirements as necessary. Clinical agencies may deny students admission to the facility without documentation to influenza vaccination.
7. Clinical sites may require other immunizations or tests prior to allowing students to participate in activities in their facilities. It is the student's responsibility to pay for all required immunizations or lab tests.

Students that have a medical exemption, must select the waiver option and supply documentation 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 the immunization or testing requirement, they may be disqualified from some or all clinical sites and be potentially unable to complete the program. Revised and Approved by Nursing Faculty Organization 8/2017; Revised 9/12/17

For the RN to BSN student, this may impact your ability to complete the required Project Based Experiences.

School of Nursing ON Drug and Alcohol Testing Guidelines/Procedures

I. Standards of Conduct for Drug Free Environment Policy

- A. School of Nursing students are prohibited while on the premises of Marshall University or any clinical agency from participating in the unlawful manufacture, use, distribution, dispensing, consumption, ingestion or possession of drugs, alcohol or other controlled substances, including, without limitation, any substance which affects behavior.
- B. School of Nursing students are prohibited from reporting to a clinical experience, class, or other school sponsored function under the influence of any controlled substance, including, without limitation, alcohol or drugs, which have the potential of impairing the student's ability to function in an appropriate and safe manner. A student who is prescribed by his/her physician, or ingests any drug (including over the counter

medication) which has the potential of modifying the student's behavior and/or mental/physical acuity, must report to the clinical faculty member that:

1. He/she is taking that drug.
2. The doctor (if any) who prescribed the drug.
3. The condition for which the drug is being taken.
4. The dosage.
5. Duration that student will be taking the drug.

The faculty member shall maintain the confidentiality of such information in accordance with State or Federal laws and regulations, and shall rely upon such information for the protection of the student, other students, patients and other third-parties, (Marshall University adheres to policies prohibiting unlawful discrimination against individuals with a disability. Nothing in this Drug and Alcohol policy is intended to abrogate its policies against unlawful discrimination.)

- C. School of Nursing students, while in the clinical setting, may be subject to policies of the clinical agency, including, but not limited to random drug and alcohol screening.
- D. School of Nursing students must report to the Chair of the School of Nursing or his/her advisor, any students of the School of Nursing, reasonable suspected of being "under the influence" or "impaired". Such reporting obligation includes an obligation to self-report any impairment that a student believes may be the result of his/her own use of any medication or other controlled substance. The terms "under the influence" or "impaired" shall mean that the individual displays behavior or conduct which suggests that his/her ability to function mentally or physically in a safe and/or appropriate fashion is compromised or affected by drugs, alcohol or the combination use of any controlled substances. (See below III A,I).
- E. Any student of the School of Nursing who is arrested for driving under the influence of alcohol or violating any statute pertaining to the manufacture, possession, sale or use of any drug shall notify the Chair of the School of Nursing, or his/her advisor, of such arrest within five (5) days after such arrest. Thereafter, the student must notify the Chair whether such arrest has resulted in a conviction or acquittal, including whether the student entered a plea of guilty or nolo contendere (no contest), as well as whether the student entered into an agreement with the prosecution to reduce charges or defer prosecution.
- F. Any drug screening results which are positive for the presence of alcohol or other controlled substances may be reported to appropriate health care licensing boards or authorities in accordance with local, state, or federal laws or regulations.

II. General

- A. Any student who violates any policy of School of Nursing is subject to disciplinary action up to and including expulsion. Similarly, any conduct by a student which has the potential

of adversely impacting School of Nursing may be subject to review and disciplinary action.

- B. The Chair or the student's advisor will document any reported suspicion that a student is impaired or under the influence, any efforts to confront the student and request a drug test, as well as any post-testing communication.

III. Applicability

A. School of Nursing requires drug testing as follows:

1. Reasonable Suspicion: Any student who demonstrates unusual, unexplained behavior in the class, Clinical environment or anywhere on hospital or University premises. Observable signs might include, but not be limited to:
 - Slurred speech
 - Odor of alcohol on breath or person
 - Unsteady gait
 - Disorientated or confused behavior
 - Significant changes
 - Hallucinations
 - Unexplained accident or injury
 - Other clinical observations consistent with impairment
 - Sloppy, inappropriate clothing and/or appearance
 - Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements
 - Excessive sick leave, excessive lateness when reporting for class or clinical experience or returning from lunch or break, frequent unscheduled short term absences
 - Work takes more time to produce, missed deadlines, careless mistakes
 - Unable to concentrate or distracts easily
 - Inconsistent behavior or mood swings

2. Random: Any student in a "safety sensitive" position who is undergoing treatment and/or in a rehabilitation monitoring program. "Safety sensitive" includes those positions where students' responsibility involves public safety or the safety of others and is determined on a case by case basis.

Notification of selection for random drug testing will be initiated by the Chair or authorized designee who will refer the collection to the Clinic Specialist or authorized designee.

Approved by SON faculty 4/28/15

Counseling and Other Assistance

Help is available on the Marshall University campus at the Student Health Education Program, 145 Prichard Hall (304-696-4800). An Alcoholic Anonymous group meets on campus and is open to all interested parties. Community resources are also available and can be accessed by calling information and Referral Services (304-528-5660). Reviewed 10/24/2017

RN to BSN Requirements and Policies for Project Based Experiences

CPR

Students in the RN to BSN program must **obtain and maintain a current CPR card** (Adult, Infant and Child), **including didactic and skills performance check-off**. Students must submit on admission, proof of having satisfactorily completed an approved CPR course from the list provided below. Students who do not maintain current CPR while taking nursing courses with Project Based Experiences in the nursing courses NUR 318, NUR 333, NUR 410, or NUR 427 will be administratively withdrawn from the class.

It is the student's responsibility to maintain documentation of CPR at all times. Failure to have current CPR will result in the student being declared ineligible to engage in clinical or in any activity involving agencies other than the School of Nursing (Project Based Experiences).

If the student attends clinical or engages in activities involving outside agencies (Project Based Experiences) without current CPR verification on file with the School of Nursing before faculty become aware of the lapse, all clinical or activities engaged in during this time will be given an unsatisfactory grade.

The following CPR courses are the **only ones approved** by the School of Nursing:

1. The American Heart Association Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), BLS Instructor, or ACLS Instructor.
2. The American Safety and Health Institute Basic Life Support, BLS for Healthcare Providers and Professional Rescuers, or Advanced Cardiac Life Support (ACLS), or BLS Instructor, or ACLS Instructor.
3. The American Red Cross courses:
 - a. Basic Life Support for Healthcare Providers or
 - b. BLS for Healthcare Providers Instructor or
 - c. Adult and Pediatric CPR/AED
4. The International Occupational Health and Safety Association BLS or BLS Instructor for Healthcare Provider (inclusive of adult, child and infant CPR and AED).

No other Courses will be accepted. Revised and Approved Nursing Faculty Organization 8/18/17; Revised 9/12/17; Revised 11/2019

Injury in Settings to Complete Project Based Experiences

Any student who is injured during a clinical/ project based 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, Reviewed SON 2/27/18

Criminal Background Checks

To do clinical in the hospitals or participate in project based experiences, all nursing students must complete information for a criminal background check prior to their sophomore year in nursing school for the pre-licensure program. This information will be sent to you via your Marshall e-mail account. If you do not receive the information it is your responsibility to contact the School of Nursing Records Assistant at (304) 696-3821. **NOTE:** For the RN to BSN Program, background checks are completed as part of the admission process.

Drug Screening

Facilities and/or community agencies utilized by the School of Nursing require students have drug screening done within a certain time frame prior to starting clinical or projected based experiences. It is the student's responsibility to ensure that this is completed in time for reports to get returned to the School of Nursing before clinical/project based experiences begin. (It is recommended that students allow at least 2 weeks for this processing.) Information about drug screening will be sent to students via the Marshall e-mail account. For questions about the drug screen process, contact the School of Nursing Records Assistant at (304) 696-3821. **NOTE:** For the RN to BSN Program, drug screening is completed as part of the admission process.

Dress Code for Project Based Experiences

The dress code for project based experiences is business casual; for example, polo shirts or blouses (no tee shirts or lowcut blouses showing cleavage), long slacks (no jeans, ankle length pants, capri pants unless hose are worn, shorts or leggings) or dresses/skirts no shorter than knee length and appropriate shoes with closed heels and toes with socks/hosiery. The Universal Badge (ID badge) should be clipped to the collar and must be worn at all times.

Universal Badges

The School of Nursing **RN to BSN students** use a Universal Badge for Project Based Experiences. An ID badge form is located on the SON website. There is a \$ 5.00 fee that must be paid when the badge is made. This fee is the responsibility of the student. Also, you will need a picture I.D., i.e. driver's license, MU ID, or passport to validate your identity. This Universal Badge must be worn when completing Project Based Experiences at all times.

Please submit the completed ID form 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. Form and money due no later than July 1 (Fall admission) and Jan 2 (Spring admission).

Dress Code Policy

Body Piercing, Tattoos and Artificial Nails

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 clinical/project based experience related activities or any activity representing the SON. Exception is for 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, when preparing items for patient use, or completing Project Based Experiences. Artificial nails are defined as any artificial material such as acrylics, wraps, overlays, tips or bonding material. Approved SON 2/27/2018

MARSHALL UNIVERSITY 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, baccalaureate nursing students must have completed half of the nursing courses in the nursing program, rank in the upper 35% (15% from the junior class and 20% from the senior class) of the class, and have a grade point average of 3.0 (4.0 scale) or higher. No more than one-third of the total number expected to graduate from that class will be nominated. An induction ceremony for new members is held every spring. 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.

Scholarships

Marshall University School of Nursing (SON) has a limited number of endowed scholarships available. The Student Affairs Committee of the School of Nursing awards the scholarships to students based on financial need and the meeting of criteria specified by the founders of scholarship. You may access information regarding the scholarships by contacting the Student Affairs Committee Chair. You may also access general scholarship information from <http://www.marshall.edu/wpmu/sfa> regarding FAFSA.

Academic Advisement and Registration

Students admitted to the RN to BSN Program are assigned an advisor upon admission to the RN to BSN Program. Additionally, upon admission to the program, students are sent the RN to BSN program plan of study and general education worksheet to complete. Once the plan of study has been approved by the advisor, students are registered by the School of Nursing for nursing classes each semester according to the approved plan of study. In specific instances in which students need over 9-12 hours of electives, the advisor may not approve starting the nursing classes until a large majority of the elective classes have been completed. Students who cannot follow their plan of study, need to contact their advisor to modify the plan of study.

General education worksheets are reviewed by the advisor and students are notified via email about any additional general education courses needed to meet the general education requirements for transfer students. Students are responsible for registering themselves each semester for the general education classes and other needed electives. Students are encouraged to register for elective classes when they open as some classes are high demand and fill up quickly. Students may check the academic calendar to see when registration opens each semester.

Students who have an academic problem will have an **ACADEMIC HOLD** placed on their student record in the computer system and must obtain special permission from the Associate

Dean's office to register for classes. An Approval for Registration of Academic Ineligible Students must be attached to all registration forms, schedule adjustments, etc. of students with academic holds. **Academic holds will be removed after academic problems are resolved. It is the student's responsibility to verify the removal of the academic hold.** Specific information on academic problems can be obtained from the academic advisors or the Records Officer, Prichard Hall, Room 421.

Core Curriculum

Effective summer 2010, the University implemented a new Core Curriculum 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 classes a student takes and the senior Capstone experience. This new general education curriculum applies to all majors.

Core Curriculum 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 waived depending upon number of transfer hours*)

3 hours of Communication

3 hours of Humanities

3 hours of Fine arts

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

* Effective Fall 2018, FYS and one CT course will be waived for transfer students coming in with 30-59 credits, and **FYS and both CT courses will be waived for transfer students with 60+ credits.**

RN to BSN Courses with Descriptions

NUR 305 Concepts in Professional Nursing	Emphasizes concepts and processes essential to professional nursing practice. Philosophical
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<p>4 credit hours</p> <p>*MUST BE TAKEN BEFORE (prerequisite) OR WITH OTHER NURSING CLASSES (co-requisite)</p>	<p>and theoretical foundations of nursing are examined. Focus is on professional role and role transition.</p>
<p>NUR 318 Family Nursing (Includes Project Based Experiences)</p> <p>2 credit hours</p> <p>PR/CR: NUR 305</p>	<p>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.</p>
<p>NUR 333 Health and Physical Assessment for the RN (Includes Project Based Experiences)</p> <p>3 credit hours</p> <p>PR: Admission to RN to BSN program</p>	<p>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.</p>
<p>NUR 400 Transcultural Health Care</p> <p>3 credit hours</p> <p>PR/CR: NUR 305</p>	<p>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.</p>
<p>NUR 416 Introduction to Research for Evidence Based Practice</p> <p>3 credit hours</p> <p>Pre-requisite: Statistics Class, NUR 305 Writing Intensive</p>	<p>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</p>
<p>NUR 418 Contemporary Nursing</p> <p>3 credit hours</p> <p>PR: NUR 305</p>	<p>This course 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.</p>

<p>NUR 410 Community Nursing for the RN (Includes Project Based Experiences)</p> <p>5 credit hours</p> <p>PR: NUR 305; NUR 318</p> <p>Writing Intensive</p>	<p>Focus is on the foundations of community-oriented nursing practice for the Registered Nurse with an emphasis on health promotion and disease prevention.</p>
<p>NUR 427 – Professional Engagement in Nursing (RN to BSN) (Includes Project Based Experiences)</p> <p>5 credit hours</p> <p>PR: NUR 305, RN license; PR/CR: NUR 416; NUR 418; NUR 410;</p>	<p>Focus is on analyzing critical issues in nursing using critical thinking, theoretical and empirical knowledge. Critical issues include nursing management and chronic disease management.</p>

RN to BSN Program Plans of Study

The RN to BSN Program is designed as a part time program. **Option A is highly suggested for working students.** General education requirements and statistics must be completed before taking nursing courses or concurrently with nursing courses. Statistics must be taken before NUR 416. All courses must be completed with a “C” grade or higher.

Once nursing courses are started, students have 5 years to complete the program.

OPTION A 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		

OPTION B 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		

OPTION C 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		

COHP Student Record Audits

Student services of the College of Health Profession audit the progression of all juniors and seniors in the college. It is the student's responsibility to respond when contacted by that office.

Graduation

Each student is provided with a copy of the course of study and a copy of their 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 graduation fee to Bursar Office and apply to graduate by turning in a graduation application in the fall semester of their last year along with the Bursar's receipt to Director of Student Services.

Recognition Ceremony and Nursing Pins

All RN to BSN nursing graduates are encouraged 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. Money from ticket sales is used to offset the cost of this event. Information is provided in the BSN Newsletter. The ceremony is held in May each year.

RN to BSN Nursing graduates can also purchase BSN nursing pins. Information is provided in the BSN Student Newsletter or you can contact C. F. Reuschlein Jewelers at (304) 697-7710 to order a MU BSN pin.

FAQ's

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 and tutoring if available for online students also. <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.