



Oklahoma State University

College of Education and Human Sciences

RN to BSN Student Handbook

2020-2021

RN to BSN PROGRAM STUDENT HANDBOOK 2020-2021

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SECTION I: INTRODUCTION

Welcome to the RN to BSN Program

Welcome to the Oklahoma State University RN to BSN program! We congratulate you! We are confident that those of you selected for this program have demonstrated the ability to be successful baccalaureate students as you advance your nursing careers. Our goal is to support your growth to become a highly contemporary nurse leader and strong change agent, no matter where your practice goals lie. We are here to offer guidance and assistance as you strive to accomplish your educational goals.

You are now part of a growing and highly respected program for RNs who wish to advance their education. Established in 2016, the RN to BSN program is part of the College of Education and Human Sciences and the School of Health, Counseling and Counseling Psychology at OSU. The School offers a 100% online RN to BSN program which can be completed in two to three semesters with no requirement to meet on campus.

The online RN to BSN program is a flagship option in the state of Oklahoma and a major offering within the College of Education and Human Sciences as well. As an approved program by the Oklahoma State Regents for Higher Education, the program's reputation is strong and its service expansive. This online program educates eligible RNs not only from the state of Oklahoma but from around the country as well.

The program incorporates the best of professional standards and guidelines (Appendix A), seeking and applying best practices and innovations in nursing education. The program is very competitive in price. Full time students with a 3.25 grade point average are eligible to receive a transfer scholarship of \$2500.

When enrolled in the RN to BSN program, students become a part of the total university community with rights and responsibilities inherent in that capacity. The [2020 Student and Family Guidebook](#) provides an introduction to the history, traditions, opportunities and services provided at OSU. [OSU's University Catalogue](#) provides extensive information on OSU student resources, scholarship opportunities, tuition/fees, academic policies, in addition to specific information on the College of Education. Members of the OSU community are expected to be familiar with the information on the website.

This RN to BSN Student Handbook will serve as your guide during your enrollment in the RN to BSN program. It contains vital information, including program-specific policies and procedures. Please read it carefully and become familiar with its contents. When you have questions, know that your faculty and academic advisor are great resources to supplement the information in the Handbook.

We wish you the best in your endeavors and look forward to helping you reach your goals.

Sincerely,

Mary Malaska

Mary Malaska, DNP, RNC, CNE
Director, RN to BSN Program

Alana Cluck

Alana Cluck, PhD, RN
Clinical Faculty, RN to BSN Program

Accreditation Statements

The baccalaureate degree program in nursing at Oklahoma State University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).



Oklahoma State University holds institutional accreditation with the Higher Learning Commission, HLC (www.hlcommission.org).



Disclaimers

This RN to BSN Student Handbook is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information enclosed, the Handbook is updated only once each year prior to the start of the fall term. OSU and the Program of Nursing reserves the right to make changes at any time with respect to course offerings, degree requirements, services, policies, or any other subject addressed in this document. Any changes in information are widely communicated to students in the program. The information enclosed is provided solely for the convenience of the reader, and OSU expressly disclaims any liabilities that may otherwise be incurred.

This version of the Handbook supersedes all previous versions. Students are accountable for familiarizing themselves with its contents and for compliance with the policies and procedures contained herein.

Oklahoma State University-Stillwater is committed to a policy of equal opportunity and nondiscrimination in employment & education and is a member of the Oklahoma State Colleges and Universities system. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local commission as defined by law. Inquiries regarding compliance should be referred to the Designated Officer: Jackson Landrum, Interim Director, Equal Opportunity/Title IX Coordinator/ADA; jackson.landrum@okstate.edu or student.conduct@okstate.edu; 405-744-9153
See: [OSU's Title IX policies](#).

First Things First!

Before you begin classes in the RN to BSN program, the short list below is your critical to-do list. You may have already completed these tasks – good for you! Please confirm that all necessary post-admission items are completed, submitted, and processed so you can focus on your educational journey from here forward.

- Email. The OKSTATE.edu email is used for all school correspondence. Check it daily. As well, your CWID is your student ID – remember it!
- Orientation. There is an on-line orientation to the RN to BSN program available through Canvas, prior to the start of the program. After admission to the program, information regarding the online orientation session will be sent. Plan to review the information.
- Verifications. Proof of all required immunization, CPR, etc. are due prior to the clinical experiences. The required information is found in the clinical requirement policy in the student handbook. All must be available upon request.
- Computer & Software Requirements. A computer with technology that will support your progress as a totally online student is required. Related information and suggestions are on the OSU RN to BSN website and on page 10.
- Financial Aid. Check out the OSU Student Resources tab. Information on scholarships are available at that site.
- Registration. Meet with your advisor to set up your academic plan and register for classes.
- Functional Abilities. If special accommodations are needed to meet program requirements, see the RN to BSN program’s information on functional abilities under Section III.

Statements of Belief – Why We Are Here!!

Oklahoma State University Mission

Building on its land-grant heritage, Oklahoma State University promotes learning, advances knowledge, enriches lives, and stimulates economic development through teaching, research, extension, outreach, and creative activities.

OSU-College of Education and Human Sciences Statement of Diversity

The College of Education and Human Sciences is committed to the promotion and affirmation of diversity in the broadest sense. We highly value the dignity and worth of individuals inclusive of their gender, race, ethnicity, nationality, sexual orientation, age, physical and mental abilities, religious beliefs, socioeconomic class, and other identities. Valuing diversity also extends to diversity of thought and perspective. We promote and create a dynamic community for personal transformation and social change with an atmosphere of respect and trust in which individuals explore, discuss, and express their beliefs with one another.

OSU Core Values

- Community - We foster a strong sense of community based on shared governance among students, faculty, staff, and administration.
- Diversity – We respect and value the diversity of individuals, beliefs, and opinions.
- Service – We believe that serving others is a noble and worthy endeavor and is one of the distinguishing features of a land-grant institution.
- Steward of Resources – We are dedicated to the efficient and effective use of resources and sustainability
- Excellence – We seek excellence in all our endeavors; we are committed to continuous improvement.
- Integrity – We are committed to the principles of truth and honesty
- Intellectual Freedom – We believe in ethical and scholarly questioning that respects the rights of all to freely pursue knowledge.

RN to BSN Program Mission

The mission of the RN-BSN program is to prepare nurses to practice professional nursing that meets the dynamic health care needs of individuals, families, groups, communities and global populations. Faculty facilitate the education of students in the art and science of nursing to provide leadership with an emphasis on ethics, wellness, cultural competency, population-based and professional inter-collaborative practice.

Philosophy of the Nursing Program

The Oklahoma State University, Nursing Program faculty subscribe to the philosophy that each person should be:

- treated with dignity and respect;
- afforded equal opportunity to acquire a complete educational experience;
- given an opportunity to discover and develop their special aptitudes and insights;
- provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

Faculty believe in the formation of graduates grounded in values and ethics, with an understanding that knowledge is continually evolving. Furthermore, the faculty believe graduates must possess skill to evaluate this knowledge and apply it in situations that touch the lives of others.

Graduates must:

- provide safe care that is culturally and developmentally appropriate and that is centered on building and sustaining positive, healthy relationships with individuals, families, groups and communities;
- practice within a legal, ethical, and professional scope that is guided by accepted standards of practice;
- continually learn and grow as collaborative professionals, in a technologically rich environment, supporting practice with evidence;
- advocate for access to health promotion and quality of health care for all individuals.

Faculty believe that education is enhanced by partnerships that serve students, clients, practicing nurses, organizations, communities and global populations. To that end, faculty strive to meet the workforce needs of a dynamic health care arena. Faculty embrace ongoing expansion and development of our curriculum while maintaining the highest standards of quality and excellence.

Faculty believe that the student and nurse educator are engaged in a transformative, proactive, and collaborative relationship that focuses on development of critical thinking and clinical judgment that:

- encourages students to view unfolding, complex situations from multiple perspectives;
- applies different practice models while applying the nursing process to client care scenarios;
- results in therapeutically appropriate action followed by personal and collaborative reflection.

Faculty subscribe to the following aspects and model components of the National League for Nursing (NLN) Educational Competencies Model:

- Baccalaureate degree nursing is part of a nursing education system that affirms the unique characteristics of each type of nursing program while promoting opportunities for multiple entry points and progression.
- Fundamental to each type of nursing and each type of nursing competency are the core values of caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness.
- Integral to nursing practice are context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care, and teamwork. Together these concepts represent holistic nursing practice.

Nursing is a dynamic, deliberative, and interpersonal practice used to provide holistic care to clients. It includes health promotion, risk reduction, disease prevention, and illness and disease management.

Critical thinking is used within a deliberative decision-making framework. Congruent with American Nurses Association (ANA) *Scope and Standards of Practice* (2015), we believe nursing is a dynamic profession, blending evidence-based practice with intuition, caring, and compassion to provide quality care.

Caring, integral to professional nursing practice, encompasses the nurse's empathy for and connection with the client. Caring is demonstrated in compassionate, sensitive, and appropriate nursing care that preserves human dignity and nurtures the human spirit. Nursing occurs in diverse settings and is responsive to the changing health care needs of a global society.

Professional nursing education is critical to the development of learning as a lifelong process.

Essentials of Baccalaureate Education for Professional Nursing Practice

The OSU RN to BSN program incorporates the American Association of Colleges of Nursing's *Essentials of Baccalaureate Education for Professional Nursing Practice* (2008) professional standards and guidelines, seeking and applying best practices and innovations in nursing education. The nine *Essentials* are:

- **Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice**
A solid base in liberal education provides the cornerstone for the practice and education of nurses.
- **Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety**
Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.
- **Essential III: Scholarship for Evidence Based Practice**
Professional nursing practice is grounded in the translation of current evidence into one's practice.
- **Essential IV: Information Management and Application of Patient Care Technology**
Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.
- **Essential V: Health Care Policy, Finance, and Regulatory Environments**
Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.
- **Essential VI: Inter-professional Communication and Collaboration for Improving Patient Health Outcomes**
Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.
- **Essential VII: Clinical Prevention and Population Health**
Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.
- **Essential VIII: Professionalism and Professional Values**
Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.
- **Essential IX: Baccalaureate Generalist Nursing Practice**
The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

RN to BSN Program Student Outcomes

Graduates of the RN to BSN program are prepared to:

1. Integrate knowledge of the humanities, natural sciences and social sciences in the practice of professional nursing.
2. Provide patient centered care that is respectful of differences, values and expressed needs; involves patients in decision making; is coordinated and promotes optimal health.

3. Practice in a safe, caring, responsible and accountable manner in accordance with professional ethics and acceptable standards of nursing practice.
4. Demonstrate skills in critical thinking and decision making in the use of the nursing process with individuals, families, groups and communities experiencing complex health problems.
5. Demonstrate skill in interdisciplinary collaboration and delegation in designing, managing and coordinating health care of individuals, families and groups.
6. Use quality improvement principles and information technology to communicate and manage knowledge, prevent errors and support decision making to improve patient outcomes.
7. Apply appropriate knowledge of wellness and health problems, including risk factors, in planning and providing comprehensive patient-centered care to individuals and groups.
8. Evaluate the effectiveness of care for individuals and groups using informatics and quality improvement principles for purposes of improving care, assuring patient safety and maximizing outcomes.
9. Integrate best practice with clinical expertise and patient values for optimal care.
10. Develop goals that reflect a commitment to professional development, lifelong learning and scholarship.

Value Statement of Inclusion

The Oklahoma State University RN to BSN Program creates an environment that values a culture of inclusion and openness for faculty, staff and students, and its community partners in pursuit of teaching/learning, scholarship, research and services both locally and globally.

OSU RN to BSN Program Vision

The RN to BSN completion program at OSU is intended to become a major force in local and regional health care by offering an undergraduate BSN degree that will produce leaders in clinical nursing practice.

RN to BSN Program Goals

1. To maintain accreditation by the Commission on Collegiate Nursing Education (CCNE).
2. Maintain an interdisciplinary BSN program across academic units using a variety of evidenced-based and effective online instructional strategies and activities.
3. Recruit, retain, and promote a diverse faculty based on performance and merit in order to instruct students from diverse populations, inclusive of gender, race, ethnicity, community of origin, nationality, sexual orientation, age, physical and mental abilities, religious beliefs, socioeconomic class, and other identities.
4. Recruit, retain, and graduate students holding a current registered nursing license who have graduated from either an associate degree or diploma degree nursing institution.
5. Integrate core competencies into curricular content required for accreditation.
6. Track and evaluate employment opportunities and job placement, employer satisfaction, salary rates and opportunities for professional advancement for BSN graduates within the community and surrounding geographical areas of employment.
7. Strive for an 80% completion rate after three years enrollment in the RN to BSN Program.
8. Aim for at least 80% of the program graduates demonstrating personal or professional growth through membership in a professional association, a community organization or other activity that signify a commitment to citizenship, community service or personal enrichment within 18 months of graduation.
9. Strive for at least 80% of the BSN graduates to be employed in positions reflecting the role of the BSN, enrolled in further nursing education, or commissioned as a military officer, within nine months of graduation.

SECTION II: GETTING STARTED

Time and Commitment

The RN to BSN program, as a totally online offering, has great advantages for the busy adult student. As expected, the nursing program requires a significant commitment of time devoted to study and online engagement. As a general guideline, students should plan to spend three hours preparing for each hour of credit for a course (e.g., a 3 credit course = 9 hours involvement/week; a compressed 8 week course = 18 hours/week). Students often describe the time commitment as rigorous, demanding, flexible and incredibly rewarding.

Computer Literacy

It is necessary that each RN to BSN student have computer literacy for this program. Computer literacy is defined as the essential knowledge needed to function independently with a computer, holding comfortable knowledge about computer operations and software. This includes your ability to:

- word process
- use email (okstate is required as the only official email communication)
- navigate a course learning site called Canvas
- create presentations with or without narration (e.g., PowerPoint or similar format)
- manage documents and files
- search the Internet
- utilize Zoom or similar program

The online orientation program will assist with challenges.

Computer Access and Recommendations

This program exclusively uses the online environment in this educational experience. Therefore, it is important for students to utilize appropriate hardware and software to be successful. OSU's Technology department will help ensure that your equipment will serve your needs; please contact Information Technology (helpdesk@okstate.edu) for any questions:

Suggested Technology Requirements:

Ensure browser is compatible with Canvas.

Check browser and mobile device for compatibility:

Desktop Support:

Browser:

Mozilla® Firefox® -Latest version

Google® Chrome™ -Latest version

Either Firefox or Chrome are recommended.

Apple® Safari® -Latest version; however, while it works for most things, Foxfire or Chrome is recommended.

Microsoft® Edge -Latest version

Microsoft® Internet Explorer® **Not supported**

Tablet and Mobile Support:

Device /Operating System	Browser	Supported Browser Version(s)
Android™ version 8 or 9	Android	Android Latest
Apple iOS version 12 or 13	Safari	Latest
Microsoft Surface™Windows® 10	Internet Explorer	11

- Find help with the basics needed to get started with online classes: O-Key Account Services, the Student Information System, the Bookstore, the Respondus LockDown Browser and Turnitin.
- At a minimum, access to a reliable dial-up internet connection; access to a high-speed internet connection (DSL, Cable, T1) is preferred.
- Ability to open pdf files (free download at <http://get.adobe.com/reader/>).
- Access Flash-based content using Flash player (free download at <http://www.adobe.com/products/flashplayer/>).
- Play back media using Windows Media Player (free download at <http://www.microsoft.com/windows/windowsmedia/default.aspx>).
- View Shockwave files using Adobe's Shockwave Player (free download at <http://get.adobe.com/shockwave/>).
- Navigate the internet and your computer to interact with the learning management system.

If you have technical difficulties, contact the OSU IT Help Desk for further assistance at 405-744-HELP (4357) or toll free at 1-877-951-4836.

As a reminder, OSU uses your OKSTATE.EDU email address as a primary form of communication. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Your Canvas Courses

The RN to BSN faculty strive for consistency in each course display; however, course layout may vary. Examples of site options you will likely see in your online courses include:

- A home page for each course
- Regular News Items posted on the announcement page
- The Home page lists each module or learning unit.
- Assignment tab for written assignments
- Discussions
- Grades
- People

SECTION III: THE RN to BSN PROGRAM

Overview

RNs today are increasingly expected to enhance their educational preparation for practice in today's dynamic, challenging, and exciting healthcare environments. The OSU RN to BSN program is designed to enrich and expand your professional nursing career. For some, the baccalaureate degree may mean increased job security in your current position. Very often, the added degree supports opportunity for roles in leadership in hospital and long-term care practice. As well, the baccalaureate degree is frequently required for many employment opportunities such as in public health, armed services and/or Veteran's hospitals, home health, research centers, correctional facilities, K-12 educational institutions, law firms, and much more.

OSU's evidence-based, online RN to BSN program provides a broader perspective and the ability to make an even greater impact as a professional RN. The program also builds a strong foundation for graduate study.

RN to BSN Curriculum

- The OSU RN to BSN degree requires 120 total credits. Most RN to BSN students will enter the program with at least 60 credits from the Associate's RN degree (30 nursing hour credits will be granted from your associate's program).
- All RN to BSN students complete the eight required RN to BSN courses (26 semester hours) and two HLTH courses (6 hour credits).
- In addition, OSU requires a total of 41 general education credits, one designated diversity credit, one designated international dimension credit, and 17 College of Education and Human Sciences requirements for a baccalaureate degree. These 58 credits can be transfer credits from other accredited institutions.
- All OSU baccalaureate students must complete a total of 60 upper division (3000-4000 level) credits to graduate. Students will earn 32 upper division credits in the required nursing courses; however, some students will need more upper division credits to meet these university requirements.
- As transfer students, OSU policy states that students must complete the last 30 credits in a major at OSU. This is met by completing the 32 credits required for the nursing major.
- If additional upper division credits are needed, the College of Education and Human Sciences and the Health Education and Promotion Program offers electives.
- The eight required RN to BSN courses are offered sequentially as 8-week courses. All NURS 3000 level courses must be completed prior to the 4000 level courses. HLTH courses are offered as 8-week online courses. Students may choose to enroll on either a full time or part time basis.
- Students must maintain a minimum GPA of 2.5 and earn a minimum of a "C" in each required nursing course in order to progress in this major (see related policy in Section V).

RN to BSN Program Required Nursing Courses

The suggested order of course sequencing and course descriptions are listed below:

REQUIRED COURSE	CR	Course Descriptions
NURS 3013 Theoretical and Conceptual Foundations of Nursing	3	Introduction to concepts and theories pertinent to nursing practice in a variety of healthcare environments. Theories are addressed as frameworks for practice. Historical, legal, cultural, economic, and social factors influencing health care are analyzed. Philosophical perspectives related to professional nursing are considered. Strategies are discussed when analyzing and managing ethical dilemmas and the application of these strategies to health and wellness promotion will be examined.
NURS 3025 Health Assessment, Wellness and Community Health	5	Health assessment and its relationship to the prevention and early detection of disease across the life span. Health strategies for communities and diverse populations with social, cultural, environmental, and economic dimensions will be examined. Application of concepts from nursing theorists, core competencies for interprofessional collaborative practice, and the wellness model. Health and wellness promotion in the community will be examined through a clinical component.
NURS 3033 Cultural Considerations in Health Care	3	Improving cultural awareness, cultural sensitivity and cultural competency among health care professionals. Expands the understanding of cultural diversity in relation to health care beliefs and practices and prepares students to better implement and evaluate individualized plans to improve health care delivery in diverse settings and population groups.
NURS 3043 Global and Public Health	3	An introduction of the main concepts of the global health field and explores the impact of professional nursing on the health and well-being of individuals. Overview of principles and goals related to global health, global health issues, burden of disease and interprofessional collaboration to improve health. Students utilize critical reasoning and evidence-based practices to propose and support solutions for public health concerns.
NURS 4023 Trends and Issues in Nursing	3	An overview of the evolution of nursing as a profession while introducing students to their role as scholarly practitioners. Examination of changes in the U.S. healthcare system, the importance of information technology and measures that promote quality, safety and improved outcomes in patient care as well as issues and trends in contemporary practice, the importance of interprofessional collaboration and the influence of socioeconomic, ethical, legal and professional values.
NURS 4034 Leadership and Management in Nursing	4	Examination of selected leadership and management theories and processes critical to a work environment that is efficient, effective, and committed to quality nursing care. Emphasis on the key skills employed by successful nurse leaders/managers. Utilizes a clinical component to prepare graduates for an entry position into the professional nurse manager role.
NURS 4043 Nursing Research and Evidence Based Practice	3	Basic understanding of the research process and its application to nursing and evidence-based practice. Includes appraisal of literature, research design, and statistical methods and analysis. Qualitative, quantitative, and mixed methodology research, data summarization, and principles of measurement will be reviewed. Particular emphasis on ethics and the rights and responsibilities toward human subjects are examined.
NURS 4050 RN to BSN Capstone	2	Implementation of knowledge from the RN to BSN curriculum and application of evidence-based practice while utilizing inter-professional collaboration,

		leadership, management, ethical decision making, healthcare policy at the local, state and global levels, informatics, health, wellness and research. Engagement in community activities promoting health and wellness and the advancement of the role of the baccalaureate prepared registered nurse.
Health 3723 Principles of Epidemiology	3	Survey of epidemiological principles as they relate to the planning of both community and consumer focused health promotion and disease prevention programs.
Health 4783 Health Issues in Gerontology	3	An in-depth study of physiological aspects, special health concerns, chronic illnesses and services as applied to gerontology.

Degree Sheet

The degree sheet in Appendix B lists all prerequisite courses along with the RN to BSN program courses. Prerequisite courses may be taken along with the NURS 3000 level courses but must be completed prior to enrolling in the NURS 4000 level courses. NURS 3013 is the first course in the program and NURS 4050 is the capstone (culminating) course after all other study is completed. Courses are offered in sequential 8-week sessions including the summer. Students needing additional upper division courses will be advised to incorporate those degree requirements as fits the individual students' needs.

Student Representation on Committees

In the spirit of shared governance, students have input into the nursing program through volunteer participation in program committees. All committee meetings may be attended via Zoom. See committee listings and description below:

- Curriculum Committee: provides curriculum input from the student perspective. The committee meets bi-monthly.
- Nurse Planning Committee: provides student input at the program level. Committee meets monthly.
- Advisory Committee: provides student input with the community of interest (ADN program leaders, hospital staff, and BSN representation.) The committee meets annually.

Functional Abilities and Disability Resource Center

The OSU nursing program holds a high responsibility and accountability for nursing practice in a variety of settings. For this program, there will be clinical situations in which key functional abilities (physical and mental) are essential for success in the course.

Every RN to BSN course syllabus indicates that if a student does have a disability and requires consideration for special accommodation to meet course outcomes, the student must apply for services through OSU's Disability Resource Center for considerations to occur. OSU and the RN to BSN Program will endeavor to make reasonable modifications and accommodations for students with disabilities, without compromising the performance standards essential for course and program outcomes. Decisions on accommodations are made on an individual basis.

Contact information follows:

- Student Disability Services
315 Student Union
Oklahoma State University
Stillwater, OK 74078-7015

(405) 744-7116 (Voice/TTY)
(405) 744-8380 (FAX)
- (405) 571-9860 (VideoPhone | Sorenson)

Graduation and Commencement

OSU's graduation requirements are presented at this site: <https://registrar.okstate.edu/degree-requirements>. Students must submit, to Registrar, an Application for Graduation in first weeks of the anticipated graduation term.

RN to BSN graduates are highly encouraged to participate in the commencement ceremony at program completion. The ceremony brings graduates together with family, faculty, and staff – and is an important time to celebrate this achievement! Information regarding commencement activities will be sent approximately one month before the semester ends.

The OSU Bookstore has academic attire and graduation announcements for purchase. Nursing pins are also available for purchase from a separate vendor. Should you wish to make purchases, please enter the related links at <http://universitystore.okstate.edu/>

SECTION IV: RN to BSN STUDENT SUPPORTS

Academic Advisor

Those admitted to the RN to BSN program is assigned to the nursing advisor, Michelle Crew. She will assist with course planning and identification of resources needed for academic progression including instructions on how to apply to graduate for your final semester of enrollment. Each term (fall, spring and summer), you will schedule a meeting via the **STAR System** to plan for course registration for the next term.

To set up an advisement meeting, log into the online scheduling system – the **STAR System**:

1. Go to <http://star.okstate.edu/>. Click STAR System Log-In.
2. Log in to GradesFirst system using O-Key information.
3. Select correct term. Click the blue Get Advising button.
4. Select Reason: **Meet with My Advisor, Advising Appointment**. Click Next.
5. Select your advisor's office location, then an Advisor. Click Next.
6. Select a day and time to meet. For more options, click the blue Next Week arrow. Click Next.
7. Enter information to share with your advisor including phone number and topic. Click Confirm Appointment.
8. Receive confirmation e-mail to your OSU address.

You will not be able to register until you have been cleared with your advisor. At that point, you'll enroll yourself through OSU's Banner system for the next term. Register early!

Information Technology Helpdesk

Canvas is the online learning management system used to deliver the RN to BSN courses at OSU. The starting page for your understanding and using Canvas is under [Information Technology Services](#) on the OSU web. The IT Helpdesk is available to provide support to students and faculty. The Helpdesk link is in each Canvas RN to BSN nursing course. The Helpdesk will provide a rapid response, which can include providing remote computer support, chat sessions, and much more. Contact information for IT is on the web; you may contact the Helpdesk at helpdesk@okstate.edu or call 405-744-HELP for assistance.

Writing Supports in the RN to BSN Program

The [OSU Writing Center](#) provides excellent online assistance at all stages of the writing process. From brainstorming to assistance with APA, the Writing Center provides students the opportunity to review their assignment prior to submission and is highly recommended by the nursing faculty. [Appointments](#) with writing specialists are available and strongly encouraged. (As a reminder, the OSU RN to BSN Program uses APA Style for all papers in the program, as stated in syllabi and assignments.)

For additional writing assistance, Purdue University has an excellent online writing lab known as [OWL](#) that is free to the public. This is an incredibly friendly site where you will find helpful explanations and sample papers to help you with writing and with APA formatting. See these additional OWL links:

- The <https://owl.english.purdue.edu/owl/section/2/>
- The OWL's Powerpoint Tutor: <https://owl.english.purdue.edu/owl/resource/686/01/> (a refresher on the essentials of APA!)

Edmon Low Library

Library services and materials are available both on-line and on-campus through the Edmon Low Library:

<http://www.library.okstate.edu>

- As an online student, you can access OSU's databases and interlibrary loan using your campus email and password. See more information on this page: <http://www.library.okstate.edu>.
- Within the library link, there is a chat feature for the library to assist faculty and students in real-time. When chat hours are not available, questions may be submitted directly to the [library electronically](#).

Records Office

The OSU Registrar's Office can be contacted at <https://registrar.okstate.edu/>. The Registrar manages your student transcripts, and other official documents from admission through graduation. The Records Office is knowledgeable about the RN to BSN program policies for transfer credit and program completion. This office also supports students with academic appeals, grade and tuition refund requests, and more.

Financial Aid

OSU's Scholarship and Financial Aid can be contacted at <https://financialaid.okstate.edu/>. The office has expert counselors who assist students in completing the requirements to access available financial aid of all varieties (grants, federal and state aid, etc.). Online students can readily access the OSU Financial Aid counselors to seek avenues for funding support.

OSU Transfer Student scholarships are available to RN to BSN students who apply by the priority deadline. Full time students with a 3.25 GPA may receive up to \$2500.

SECTION V: RN to BSN PROGRAM POLICIES**Admission Policy:**

Eligibility Requirements for the applicant consist of:

- having obtained an associate degree/diploma in nursing from an accredited program/school
- having a cumulative GPA of 2.5 on a 4.0 scale in all college course work
- holding a current and unrestricted license as a registered nurse in Oklahoma or designated state of residence in the U.S. (list license number on RN to BSN program application)
 - Students may apply while completing their ADN program and be granted provisional acceptance; however, students must have ADN degree conferred and attain licensure prior to classes beginning.
- Students may apply to the program prior to completing their prerequisites; however, students are required to complete all prerequisites prior to beginning the 4000 level NURS course work.

The terms of provisional acceptance will be outlined in the student's acceptance letter. Students who fail to meet the provisional acceptance terms will forfeit their seat in the program and will need to reapply for consideration for subsequent terms.

Attendance Policy: Online

Students are expected to participate in online courses regularly, as directed by course faculty. Some faculty require specific attendance and can monitor student activity in the online class.

Regardless of the attendance policy, students are always responsible for the learning activities for each module (learning unit) in the Canvas® class. Refer to individual course syllabi for specifics.

Clinical Requirements

For clinical courses, it is the responsibility of the student to schedule time to complete the clinical assignments. Each assignment has specific instructions regarding location. Some assignments may be completed at the place of employment. Students must pass the clinical assignments to pass the course. Failure to complete the clinical assignments puts any student at risk for failure of that course.

Students in a clinical setting not only represent themselves as professionals, but they are also a reflection of the OSU RN to BSN Program. While some agencies may have specific requirements, as informed by your course faculty, the following information details general expectations for OSU students in clinical experiences:

1. Prior to the clinical experience, students are required to have a record of the following immunizations: Rubella, Mumps and Rubeola; Varicella; Hepatitis B vaccination or signed waiver; absence of active TB; and current CPR for the Healthcare Provider. Immunization records and CPR verification should be available upon request.
2. Students are expected to conduct themselves professionally at all times. This includes conduct, punctuality, all aspects of communication, personal hygiene, and attire.
 - Students must meet the dress code of the facility they attend.
 - At minimum, students will wear appropriate semi-professional dress and identifying OSU name badge.

- Jeans and casual tops are never appropriate for an OSU student in a clinical or community setting.
3. OSU Nursing Student name badges are provided, on a one time basis, on admission to the RN to BSN major. If the name badge is lost or damaged, the student is responsible for replacement and should contact nursing department.

Testing Policy

Exams are online and must be taken through the Online Classroom. Exams will be comprised of multiple choice questions and may also include essay, short answer, select all that apply, and true/false questions. Content will be taken from assigned readings prior to the exam. The exams will be available beginning at 8am on Sunday and ending at 8am on Friday of the designated week. All exams are timed and must be completed once started. Exams must be completed by the due date and time listed on the calendar. Students who are unable to take the exams and have not notified the instructor in advance will receive a grade of zero. Equipment failure or an inability to connect to the internet are not valid reasons to submit exams late. Students should plan ahead and make sure all exams are completed in enough time to compensate for possible glitches that may affect submission of exams. It is a good idea to identify an alternate computer with which you can submit exams.

Student Conduct Policies

Oklahoma State University is committed to creating and maintaining a productive living and learning community which fosters the intellectual, personal, cultural, and ethical development of its students. Self-discipline and respect for the rights of others are essential to the educational process and to good citizenship. All students are expected to read and abide by the OSU Student Code of Conduct, which is available online at <http://studentconduct.okstate.edu/code> and in print from the Office of Student Conduct Education and Administration, 328 Student Union.

Policy for Drug and Alcohol Problems

In compliance with the Drug Free Schools and Communities Act, OSU coordinates a program to prevent unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. For information on OSU policies about alcohol and drugs, internal and external sanctions that students and employees may receive when those policies are violated, as well as health risks and treatment resources related to drug and alcohol use, please visit <http://studentconduct.okstate.edu/code>.

Tobacco Use Policy

OSU-Stillwater is committed to creating a clean, safe, and healthy living, learning, and working environment - for all students, employees, and constituents of the University (as are those in clinical sites and/or agencies).

While in clinical experiences, online students are subject to the [OSU Tobacco and Vape Free Policy](#). Tobacco use of any kind is not permitted while functioning in the role of the OSU RN to BSN student. Any reports of tobacco use or evidence will result in failure for the clinical experience from where the report was given. See: <https://americashealthiestcampus.okstate.edu/policies>

Chemical Use and/or Abuse Policy

The clinical experiences for the RN to BSN program build on the integrity and character demonstrated in students completing the Associate's RN program and in practice thereafter. However, if there is a reasonable suspicion that a student has used or is using, possessing, transferring, or selling alcohol or illegal drugs, the RN to BSN student may be tested pursuant to the clinical site's employee drug and alcohol testing policy. At some sites, the fees associated with testing will be the responsibility of the student.

If the tests are confirmed positive:

1. The faculty will complete documentation reporting the incident.
2. The student will be immediately dismissed from the clinical site after safe transportation has been arranged.
3. The student will be subject to disciplinary action according to OSU policy.

Academic Integrity Policy

Oklahoma State University-Stillwater has a strong stand regarding academic dishonesty. The consequence of academic dishonesty ranges from disciplinary probation to expulsion. The nursing program holds the following policy on academic integrity:

1. There is NO tolerance for cheating and/or plagiarism on any assignments in this program.
2. As established in the university-wide OSU Student Handbook, "cheating" includes, but is not limited to, the use of assistance in quizzes, tests, exams; using sources beyond those authorized by faculty to complete assignments; engaging in any behavior prohibited by a faculty on syllabus or class directives. "Plagiarism" includes, but is not limited to the use, by

paraphrase or direct quotation, of another's works without full and clear acknowledgement; the use of another's materials or of hiring an online writing service, and etc.

3. When a faculty has convincing evidence of cheating or plagiarism, the student will fail the assignment and may fail the course.
4. All written work must be done individually (unless assigned to a group project) and properly cited and referenced, using APA style.
5. All required assignments may be subject to being screened through plagiarism detection software.
6. If a student has questions about the policy, it is her/his responsibility to discuss it with their faculty or academic advisor.
7. All work must be completed in a manner consistent with the OSU codes for academic conduct. For a copy of the codes for academic conduct, please refer to the OSU Student Handbook and Student Conduct Code at <http://studentconduct.okstate.edu/code>.

Critical Incident Policy

A critical incident is described as a breach of any associated policy of a nursing course, of the program, college, or of professional nursing standards as outlined in the ANA's Code of Ethics and/or Scope and Standards of Practice, nurse practice acts, and more. Examples of critical incidents, in part, would be unprofessional or unethical behavior, unsafe practice, breaches in confidentiality (HIPAA), incivility, lack of integrity, cheating, intentional plagiarism, etc. An occurrence of a critical incident is a significant concern and documentation enables faculty to support re-direction of at-risk behaviors. A critical incident would be documented by faculty on a Critical Incident Complaint Form found at <https://studentconduct.okstate.edu/report>. The documentation of the critical incident, including a plan of action, would be reviewed and signed by the student. The Complaint Form would be filed with the Program Head of Nursing. Note below that any combination of two critical incidents results in program dismissal.

Academic Progression

In order to progress in the RN to BSN major, students will

1. Maintain an overall 2.5 GPA in the nursing program courses.
2. Earn a grade of C or higher in each nursing course.
3. Complete the RN to BSN core nursing courses within 3 calendar years.

Nonfulfillment of Progression Requirements (grade D, F, W)

Should standards for academic progression not be met, the following policy applies:

1. An unsuccessful attempt (grade D, F, W) of any nursing course may be repeated only ONE time on a space-available basis. A second unsuccessful attempt will result in dismissal from the program.
2. Unsuccessful attempts (grade D, F, W) of any TWO nursing courses within the baccalaureate program will result in immediate dismissal from the program. If there have been unsuccessful attempts in any TWO nursing courses, the second failed course cannot be re-attempted.
3. Any nursing course that was unsuccessful (grade D, F, or W) must be repeated successfully before progressing in the major. Following an unsuccessful attempt, in the next semester the student is limited to studying just two courses.
4. The faculty member will communicate any unsuccessful attempts to the Director at the end of the semester.

Probation

A student is placed on program probation if any of the following occur:

1. An unsuccessful attempt (grade D, F, or W) of one nursing course.
 - Student has one term to repeat that course and achieve a C- or higher.
2. Cumulative OSU Nursing GPA drops below the required 2.50 average.
 - The student then has TWO semesters to attain/surpass the 2.50 GPA for progression.
3. There is any critical incident, documenting at-risk behaviors.

Program Dismissal

A student will be dismissed from the nursing program for:

1. Revocation of his/her RN licensure
2. Failure to achieve a minimum of "C" in all nursing courses after one re-attempt of unsuccessful course.

3. Failure to meet progression standards of nursing GPA 2.50 or higher for two consecutive semesters.
4. Any combination of TWO critical incidents documented, which reflect poorly on the professional, ethical conduct expected of OSU's RN to BSN students.

Request for Program Reinstatement

A student, who has been dismissed from the nursing program for academic failure, or any other reason, may request a review for reinstatement.

1. The written request for reinstatement should be addressed to the Director.
2. If the dismissal is for academic performance, a plan of improvement must be included with the request. Reinstatement will be based on the decision by the RN to BSN Admissions Committee and Director.
3. Should reinstatement be granted, the date of return is determined by the Director based on space availability.
4. Reinstated students must adhere to the readmission recommendations/expectations of the RN to BSN committee and Director.

Voluntary Withdrawal from Program & Readmission Considerations

Any student considering program withdrawal is strongly encouraged to meet with the faculty advisor. The processes for withdrawal and readmission follow.

1. A student who withdraws before starting or within the first semester of the program must re-apply to the program for re-admission.
2. Students who withdraw after completing one or more semesters in the RN to BSN program may in good standing, request a leave of absence from the RN to BSN program. However, if a student has not taken a course at OSU for over one year, he/she will need to re-apply for admission to OSU when desiring to return to the program.
3. Requests for leaves of absence must be submitted in writing to the program Director.
4. Readmission following a leave of absence will be granted only if course spaces are available.
5. Again, all students must complete the RN to BSN core nursing courses within three calendar years.

Formal Complaint Policy

The program of nursing within the College of Education and Human Sciences is committed to the promotion of quality education in an environment of civility, fairness, and integrity that is free from discrimination. To honor that commitment, students are encouraged to seek resolution of any concerns, problems, or grievances that they may encounter during the course of their education.

The nursing program defines a formal complaint as a concern, grievance and/or complaint in which an individual feels that he/she has not received treatment consistent with University policy and/or has concerns about students, faculty, staff, or the department as a whole. A complaint becomes formal after it cannot be resolved informally.

The complaint process should occur in the following order:

1. Informal Process
 - The student will first discuss the problem with the person(s) directly involved to seek resolution of the problem (for instance, another student, a preceptor).
 - If the matter remains unresolved, the student discusses the problem with the faculty member.
 - If the matter remains unresolved, the student contacts the Director of the RN to BSN Program. The student provides as much detail about the concern as possible. The student indicates a potential resolution. This communication must be presented via written format accompanied with the student's signature and date. (Note: The Director will keep a record of all complaints for documentation and program quality improvement purposes.)
2. Formal Process
 - If the matter still remains unresolved despite advancing the matter through the informal process ranks, the student will file a formal complaint.
 - In filing a formal concern, students are referred to the OSU Student Conduct Office on the [OSU website](#).
 - Undergraduate grade appeals are addressed in the [OSU website](#).
 - The OSU policy regarding student discrimination grievances can be found at [this link](#).

Incomplete Grades

The mark of "I" (Incomplete) can be granted when the student is unable to complete course requirements for reasons beyond their control and when arrangements have been made with the instructor before the end of the semester ([OSU Policy](#)).

The course with "I" designation must be completed by end of the subsequent term or the grade changes to "F." Should a student receive an incomplete in a nursing course that is a pre-requisite for a subsequent course, the pre-requisite course must have a grade before continuing to the subsequent course.

OSU's Student Email Policy

As provided in the OSU student policy, university email accounts are required for official communication with OSU students. RN to BSN students are encouraged to check their email daily, along with course news announcements, for important updates.

APPENDIX A

Professional Standards and Guidelines

RN to BSN faculty are focused on the dynamic professional standards and guidelines that support the needs of an ever-changing and increasingly global healthcare world. The RN to BSN program student outcomes are framed from standards presented by the American Association of Colleges of Nursing (AACN) in their publication, [*The Essentials of Baccalaureate Education for the Professional Nursing Practice*](#) (AACN, 2008).

The RN to BSN program also incorporates additional professional standards and guidelines into curricular decisions as appropriate. Examples of additional guidelines further informing the RN to BSN program follow:

- American Association of Colleges of Nursing (AACN) (2008). *Cultural competency in baccalaureate nursing education*. Retrieved from <http://www.aacnnursing.org/Portals/42/AcademicNursing/CurriculumGuidelines/Cultural-Competency-Bacc-Edu.pdf?ver=2017-05-18-143551-883>
- American Association of Colleges of Nursing (AACN) (2013). *Public Health: Recommended baccalaureate competencies and curricular guidelines for public health nursing*. Retrieved from <http://www.aacn.nche.edu/education-resources/BSN-Curriculum-Guide.pdf>
- American Association of Colleges of Nursing (AACN) (2010). *Recommended baccalaureate competencies and curricular guidelines for the nursing care of older adults*. Retrieved from <http://www.aacnnursing.org/Portals/42/AcademicNursing/CurriculumGuidelines/AACN-Gero-Competencies-2010.pdf?ver=2017-05-18-132343-233>
- American Nurses Association (2015). *Nursing: Scope and standards of practice*. Retrieved from <http://www.nursingworld.org/MainMenuCategories/ANAMarketplace/ANAPeriodicals/AmericanNurseToday/Archive/2015-ANT/July15-ANT/Issues-Up-Close-July15.pdf>
- American Nurses Association (2015). *Code of ethics for nurses with interpretive statements*. Retrieved from <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>
- Association of Community Health Nursing Educators (ACHNE) (2009). *Essentials of baccalaureate nursing education for entry level community/public health nursing*. Retrieved from http://www.achne.org/files/EssentialsOfBaccalaureate_Fall_2009.pdf
- Cronenwett, L., Sherwood, G., Barnsteiner, J., Disch, J., Johnson, J., Mitchell, P., . . . & Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55, 122-131. doi:10.1016/j.outlook.2007.02.006
- National League for Nursing (NLN). (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, NY: NLN

NURSING, BSN (RN TO BSN)

Requirements for Students Matriculating in or before Academic Year 2020-2021. Learn more about University Academic Regulation 3.1 (<http://catalog.okstate.edu/university-academic-regulations/#matriculation>).

Minimum Overall Grade Point Average: **2.50**

Total Hours: **120**

Code	Title	
General Education Requirements		
<i>English Composition</i>		
See Academic Regulation 3.5 (http://catalog.okstate.edu/university-academic-regulations/#english-composition)		
ENGL 1113	Composition I	3
or ENGL 1313	Critical Analysis and Writing I	
Select one of the following:		3
ENGL 1213	Composition II	
ENGL 1413	Critical Analysis and Writing II	
ENGL 3323	Technical Writing	
<i>American History & Government</i>		
Select one of the following:		3
HIST 1103	Survey of American History	
HIST 1483	American History to 1865	
HIST 1493	American History Since 1865	
POLS 1113	American Government	3
<i>Analytical & Quantitative Thought (A)</i>		
Math course designated (A)		3
<i>Humanities (H)</i>		
Courses designated (H)		6
<i>Natural Sciences (N)</i>		
Must include one Laboratory Science (L) course		
CHEM 1215	Chemical Principles I (LN)	4
or CHEM 1314	Chemistry I (LN)	
NSCI 2114	Principles of Human Nutrition (N)	4
<i>Social & Behavioral Sciences (S)</i>		
Course designated (S)		3
<i>Additional General Education</i>		
Courses designated (A), (H), (N), or (S)		9
Hours Subtotal		41
Diversity (D) & International Dimension (I)		
May be completed in any part of the degree plan		
Select at least one Diversity (D) course		
Select at least one International Dimension (I) course		
College/Departmental Requirements		
Minimum GPA 2.50 with a minimum grade of "C" or "P" in each course		
EDUC 1111	First Year Seminar	1
MICR 2123	Introduction to Microbiology and	5
& MICR 2132	Introduction to Micro Lab	

STAT 2013	Elementary Statistics (A)	3
Select 4 hours Physiology		4
Select 4 hours Human Anatomy		4
Hours Subtotal		17
Major Requirements		
Minimum GPA of 2.50 with a minimum grade of "C" or "P" in each course.		
NURS 3000	Registered Nursing Experience/License (For Associate Degree or Diploma in Nursing + RN License)	30
HLTH 3723	Principles of Epidemiology	3
HLTH 4783	Health Issues in Gerontology	3
NURS 3013	Theoretical and Conceptual Foundations of Nursing	3
NURS 3025	Health Assessment, Wellness and Community Health	5
NURS 3033	Cultural Considerations in Health Care	3
NURS 3033	Global and Public Health	3
NURS 4023	Trends and Issues in Nursing	3
NURS 4034	Leadership and Management in Nursing	4
NURS 4043	Nursing Research and Evidenced-Based Practice	3
NURS 4050	RN-BSN Capstone	2
Hours Subtotal		62
Total Hours		120

Other Requirements

- 40 hours of upper-division course work.
- Required for graduation:
 - a. 2.50 Overall GPA;
 - b. 2.50 GPA in College/Departmental Requirements; and
 - c. 2.50 GPA in Major Requirements.
- The student must earn minimum grades of "C" or "P" in the College/Departmental Requirements and Major Requirements.

Additional State/OSU Requirements

- At least: 60 hours at a four-year institution; 30 hours completed at OSU; 15 of the final 30 or 50% of the upper-division hours in the major field completed at OSU.
- Limit of: one-half of major course requirements as transfer work; one-fourth of hours earned by correspondence; 8 transfer correspondence hours.
- Students will be held responsible for degree requirements in effect at the time of matriculation and any changes that are made, so long as these changes do not result in semester credit hours being added or do not delay graduation.
- Degrees that follow this plan must be completed by the end of Summer 2025.