Oklahoma State University

College of Education and Human Sciences

RN to BSN Student Handbook

2023-2024

RN to BSN PROGRAM
STUDENT HANDBOOK
2023-2024
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SECTION I: INTRODUCTION

Welcome to the RN to BSN Program

Welcome, and congratulations on your admission into the Oklahoma State University RN to BSN program! We are confident that you have demonstrated the ability to be successful baccalaureate students as you advance your nursing careers. Our goal is to support your growth in becoming an exceptional 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 Community Health Sciences, 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, as well as a major offering within the College of Education and Human Sciences. As a program approved by the Oklahoma State Regents for Higher Education, its reputation is strong and its service expansive. This online program furthers the education of eligible RNs from the state of Oklahoma, as well as across the United States.

This program incorporates excellent professional standards and guidelines (Appendix A) by exploring and applying best practices and monumental innovations in nursing education. Not only is this program very competitive in price, but an additional scholarship is also available for transfer students in the amount of $2500. Requirements include full-time status and a 3.25-grade point average.

When enrolled in the RN to BSN program, students become a part of the university community with rights and responsibilities inherent in that capacity. The 2021 Student and Family Guidebook provides an introduction to the history, traditions, opportunities, and services provided at OSU.   OSU's Information for families provides extensive information on OSU student resources, scholarship opportunities, tuition/fees, academic policies, and more.

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 within the Handbook.

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

Sincerely,

Alana Cluck

Alana Cluck, Ph.D., RN
Director, RN to BSN Program
Assistant Professor

Amy Birchfield

Amy Birchfield, MS, RN Teaching
Instructor, 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.ccneaccreditation.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 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 regarding 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 Title IX office eeo@okstate.edu or student.conduct@okstate.edu; 405-744-1156.
 See: OSU's Title IX policies.

First Things First

Before you begin classes in the BSN program, the shortlist below is your critical to-do list. 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.
- Your CWID is your student ID and it is important that you remember it.
- Computer & Software Requirements. A computer with technology that will support your progress is required. Related information and suggestions are on page 10.
- Financial Aid. Check out the OSU Student Resources tab for information on scholarships.
- 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 BSN program's information on functional abilities on page 13.

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 Vision

With a commitment to diversity and inclusion, we advance the land-grant mission by developing socially responsible lifelong learners and scholars who serve others to enhance the education, health, and well-being of individuals, families, and communities.

OSU-School of Health, Counseling, and Counseling Psychology Mission

The School of Community Health Sciences, Counseling, and Counseling Psychology fosters the development, integration, and application of knowledge, theory, skill,s and experiences to promote social, physical, psychological, educational, and environmental health.

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.

BSN Program Mission

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

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 person-centered care that is holistic, compassionate, and evidence-based; involves patients in decision-making; is coordinated and promotes optimal health and health equity.
3. Cultivate a professional identity based on nursing values, ethics, and standards of nursing practice.
4. Explore methods of care coordination within systems of health care to promote safe, quality, and equitable care to diverse individuals and populations.
5. Participate in interprofessional collaboration and communication effectively to promote optimal care of individuals, families, and populations.
6. Examine the appropriate use of communication and information technology to optimize health outcomes.
7. Apply principles of wellness and disease management in planning and coordinating measures to improve the health outcomes of individuals and populations.
8. Use principles of quality and safety to enhance the quality of care and assure patient safety.
9. Employ best practices in nursing to improve health outcomes and decrease health disparities.
10. Engage in activities that promote professional development, well-being, lifelong learning, leadership, 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, students, and its community partners in pursuit of teaching/learning, scholarship, research, and services both locally and globally.

BSN Program Goals
1. Maintain accreditation by the Commission on Collegiate Nursing Education (CCNE).
2. Sustain an interdisciplinary BSN program across academic units using a variety of evidenced-based and effective instructional strategies and activities.
3. Strive for an 80% completion rate after three years of enrollment in the BSN Program.
4. Attain at least an 80% employment rate of graduates within 12 months of graduation.

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 levels 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 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.

SECTION II: GETTING STARTED

Time and Commitment

The RN to BSN program, as a completely 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).

Computer Literacy

Each RN to BSN student must 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 a similar program.

Computer Access and Recommendations

This program exclusively uses the online environment in this educational experience. Therefore, students need 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 the 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 is 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

- 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/).
- Ability to 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 official university business and important information regarding courses. 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).

SECTION III: THE RN to BSN PROGRAM

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 completes the eight required RN to BSN NURS 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 transferred 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 Public Health Program offer electives.
- The eight required RN to BSN courses are offered sequentially as 8-week courses. All NURS 3000 level courses must be completed before 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 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	This course explores the impact of professional nursing on the health and well-being of individuals globally. This relationship between the health and illness of larger populations of individuals is an ever-evolving facet of being a professional nurse.
NURS 4023 Trends and Issues in Nursing	3	This course focuses on current and emerging topics that directly affect professional nurses. Concepts include professionalism, professional values, advanced nursing practice, the future of nursing practice, case management, changing trends in managed health care, informatics, and ethical and legal issues.
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 of 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 before 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, with select courses offered in 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 descriptions below:
- Curriculum Committee: provides curriculum input from the student's perspective. The committee meets bi-monthly.
- Nurse Planning Committee: provides student input at the program level. This 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 situations in which key functional abilities (physical and mental) are essential for success in the course.

If a student has a disability and requires consideration for a 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 the course and program outcomes. Decisions on accommodation 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 available online. Students must submit, to the Registrar, an Application for Graduation in the 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 are assigned to a nursing advisor to assist with course planning and the identification of resources needed for academic progression, including instructions on how to apply to graduate in your final semester of enrollment. Each term (fall, spring, and summer), you will schedule a meeting with your assigned advisor using the online scheduling system. All appointments are virtual (Zoom), however, if you need to meet via phone, include a note in the comments section. Students are not able to register for classes until the advisor hold has been cleared. At that point, you'll enroll yourself through the **Self-Service** application located at my.okstate.edu. Register early!

Information Technology Helpdesk

Canvas is the online learning management system used to deliver 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. The Writing Center provides students the opportunity to review their assignments before submission and is highly recommended by the nursing faculty. Appointments with writing specialists are available and may be scheduled from the website (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 online 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 loans 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 Office of 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 coursework
- holding a current and unrestricted license as a registered nurse in Oklahoma or a 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 an ADN degree conferred and attain licensure before starting NURS courses
- Students may apply to the program before completing their prerequisites; however, students are required to complete all prerequisites before beginning the 4000-level NURS coursework.

The terms of provisional acceptance will be outlined in the student's acceptance email. 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. Faculty may 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 arrange for completion of 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 in that course. If students have difficulty finding a site to complete a clinical assignment, faculty are available to assist.

Students in a clinical setting not only represent themselves as professionals but 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:

- 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.
- COVID vaccinations may be required by certain clinical sites. As students choose their sites, it is the student's responsibility to ensure requirements are met for the chosen clinical site.
- 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 a minimum, students will wear an appropriate semi-professional dress and identifying OSU name badge.
  - Jeans and casual tops are <u>never</u> appropriate for an OSU student in a clinical or community setting.
- 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 the RN to BSN director.

Preceptor Policy: Oklahoma Board of Nursing

I. Purpose: Clinical preceptors may be used for supervision of students in community health, leadership/management, independent study, elective courses, home health, and selected hospitals and long-term care facility experiences consistent with Board policy. [OAC 485:10-5-4.1(6)]. This policy is applicable to students enrolled in nursing education programs leading to licensure as a Registered Nurse or Licensed Practical Nurse.

II. Definitions

A. "Preceptor": a licensed nurse who is employed by the facility in which the clinical experience takes place, and who agrees to provide supervision to a student for a specified period of time during the preceptor's scheduled work hours in order to assist the student to meet identified learning objectives.

B. "Preceptorship": a clinical experience in which a student is participating in the provision of care for one or more clients and a faculty member may not be in attendance on-site.

C. "Faculty Member": Clinical instructor employed by the nursing education program meeting qualifications consistent with Board policy.

III. The following established Board policies must be met for a clinical preceptorship:

A. Preceptors may be used for supervision of students only after students have demonstrated to the faculty member knowledge and skills that are required for the clinical situation.

B. Preceptorships may constitute only a small percentage of a student's total clinical experiences.

1. The clinical percentage requirement is waived with a Nursing Academic Practice Clinical Partnership agreement in place.

2. The decision to provide a clinical experience through a preceptorship shall be made after evaluation of the student's individual learning needs and must be justified by the nature of the experience required.

C. When the preceptorship is provided in a setting in which the student is employed, the faculty member must ensure that both the student and the preceptor understand the difference in the student's role during the preceptorship experience vs. their role while employed at the facility.

D. A clinical preceptor shall have not less than the following minimum qualifications:

    a. at least one year of experience in nursing

    b. current unencumbered licensure as an R.N. or L.P.N.

    c. hold a nursing license with comparable or greater educational preparation, i.e.: a B.S.N. to act as preceptor for baccalaureate students; an A.D.N. to act as preceptor for associate degree students; an L.P.N. to act as preceptor for practical nursing students.

E. A written agreement will be established among the cooperating agency, the preceptor, and the nursing education program, and shall delineate the functions and responsibilities of the parties involved in the preceptorship.

F. Medication administration and invasive nursing procedures and care may be supervised by the preceptor after the student has satisfactorily completed initial instruction and clinical practice with faculty member supervision. An appropriate orientation to the setting for the preceptorship experience will be provided by the facility for the student.

G. A faculty member shall be responsible for coordinating preceptorships. Orientation of faculty responsibilities as provided by the nursing program shall be documented in the faculty files.

H. The faculty member shall provide each preceptor with an orientation to the role of the preceptor and shall be responsible for evaluating the effectiveness of the preceptor in the role.

I. The designated faculty member shall be responsible for students' learning experiences and shall meet regularly with the preceptor and student to review clinical objectives, monitor and evaluate learning experiences. Although the preceptor may provide input regarding the student's performance, the faculty member retains responsibility for evaluation of the student's achievement of the clinical objectives.

J. The designated faculty member shall be readily available by telephone when students are under the supervision of a clinical preceptor. The designated faculty member should be available to provide assistance or supervision of the student at the clinical site, should a problem arise that cannot be resolved by telephone.

IV. On-site supervision of students by a faculty member is required at all times, **except** in the following cases:

A. The clinical experience is strictly observational.

1. The purpose of an observational experience is to allow the student to observe specialized or advanced areas of clinical care. In an observational experience, the student does not provide hands-on care.

2. Students may be placed at clinical sites for observational experiences without the supervision of a preceptor, provided that such experiences are limited to a small percentage of the student's clinical time and learning objectives and guidelines for the experience are clearly identified.

3. Examples of observational experiences include, but are not limited to attendance at an AA meeting or birthing class, an experience at the office of a health care provider, or "shadowing" a nurse in a specialized role, such as a wound care nurse or nurse administrator.

Testing Policy

Exams are online and must be taken through Canvas. Exams may be comprised of multiple-choice, essay, short answer, select all that apply, and true/false questions. Content will be taken from assigned readings for the exams. The exams will be available beginning at 8 am on Sunday and ending at 8 am 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 the 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 good citizenship. All students are expected to read and abide by the OSU Student Code of Conduct, which is available online at https://ssc.okstate.edu/student-conduct/code.html 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 the 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 https://ssc.okstate.edu/student-conduct/code.html

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.

Chemical Use and/or Abuse Policy
The clinical experiences for the RN to BSN program are built on the integrity and character demonstrated by 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 according 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 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, and exams; using sources beyond those authorized by faculty to complete assignments; engaging in any behavior prohibited by a faculty on the 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 acknowledgment; the use of another's materials or of hiring an online writing service, 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 screening through plagiarism detection software.
6. If a student has questions about the policy, it is their 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 https://ssc.okstate.edu/student-conduct/code.html.

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 the re-direction of at-risk behaviors. A critical incident would be documented by faculty on a Critical Incident Complaint Form found at. 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 RN to BSN Program Director. Note below that any combination of two critical incidents results in program dismissal.

Academic Progression

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.

Grading Scale

When the final grade for any semester is calculated, the one (1) decimal place past the whole number will be converted to the next highest whole number if it is 0.5 or above.

The grading conversion scale is:

A = 92% - 100%
B = 83% - 91%
C = 76% - 82%
D = 70% - 75%
F = 69% and below

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 unsuccessful attempt at a nursing course (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 RN to BSN Program 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.
    - A 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 an 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 RN to BSN Program 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 made by the RN to BSN Program Director and Faculty.
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 Program Director and Faculty.

Voluntary Withdrawal from the Program & Readmission Considerations

Any student considering program withdrawal is strongly encouraged to meet with the RN to BSN Program Director. The processes for withdrawal and readmission follow.

1. A student who withdraws before starting or within the first semester of the program must reapply to the program for re-admission.
2. Once admitted, students who do not enroll in courses for a fall or spring semester must reapply to the program for readmission.
3. 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 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 a resolution of the problem (for instance, another student, or 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 in written format accompanied by 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 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 on 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 an "I" designation must be completed within one year 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 is 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 https://www.nursingworld.org/practice-policy/scope-of-practice/

- American Nurses Association (2015). *Code of Ethics for Nurses with Interpretive Statements*. Retrieved from https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/

- 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		
English Composition		
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**	
American History & Government		
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**
Analytical & Quantitative Thought (A)		
Math course designated (A)		3
Humanities (H)		
Courses designated (H)		6
Natural Sciences (N)		
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**
Social & Behavioral Sciences (S)		
Course designated (S)		3
Additional General Education		
Courses designated (A), (H), (N), or (S)		**9**
Hours Subtotal		41
Diversity (D) & International Dimension (I)		
It 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 & MICR 2132	**Introduction to Microbiology and Introduction to Micro Lab**	**5**

STAT 2013	**Elementary Statistics (A)**	3
Select 4 hours of Physiology		**4**
Select 4 hours of 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 3043	**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 coursework.**
- **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.**