Oklahoma State University
RN to BSN Student Handbook

Updated 02/28/2018
# RN-BSN PROGRAM

## STUDENT HANDBOOK

**Fall 2017**

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SECTION I: INTRODUCTION

Welcome to the RN-BSN Program

Welcome to the Oklahoma State University Stillwater RN-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 new and highly respected program for RNs who wish to advance their education. Established in 2016, the RN-BSN program is part of the College of Education, School of Health Education and Promotion at OSU. The School offers a 100% online RN-BSN program which can be completed in 2 semesters with no requirement to meet on campus.

The online RN-BSN program is a flagship option in the state of Oklahoma and a major offering within the College of Education as well. As a newly approved program by the Oklahoma State Regents for Higher Education, the program’s reputation will be strong and its service expansive. This online program educates RNs from the state of Oklahoma including Oklahoma City, Tulsa, surrounding cities and towns and RN’s from around the country who are eligible for admission.

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 affordable. Transferring students from an associate or applied science RN degree program in Oklahoma receive a tuition waiver of $2500 yearly.

When enrolled in the RN-BSN program, students become a part of the total university community with rights and responsibilities inherent in that capacity. The 2017 Student and Family Handbook 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-BSN Student Handbook will serve as your guide during your enrollment in the RN-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 academic advisor is your 2nd great resource 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, DNP, RNC, CNE
Program Director, RN to BSN

Alana Cluck, PhD, RN
Clinical Faculty
Accreditation Statements

The baccalaureate degree program in nursing at Oklahoma State University is pursuing initial accreditation by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org). Applying for accreditation does not guarantee that accreditation will be granted.

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

Disclaimers

This RN-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: Dr. Tanya Lowery; Title IX Coordinator/EO Specialist tanya.lowery@okstate.edu; 405-744-9153). See: OSU’s Title IX policies.
First Things First!

Before you begin classes in the RN-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. Are you already in habit of using OKSTATE for all school correspondence? You had to use OKSTATE to be admitted to the program. As well, your CWID is your student ID – remember it!
❖ Orientation. Are you scheduled for orientation? There is a mandatory on-line orientation to the RN-BSN program one week prior to the start of the new term. The orientation sessions are held online at a specific time. After admission to the program, you will have received information on scheduling your orientation session. Have you responded to the orientation invite?
❖ Verifications. Will you have proof of all required immunization, CPR, etc. before nursing classes begin? The required information is found in your online acceptance packet. Be SURE all are submitted before first day of class.
❖ Computer & Software Requirements. Is your home computer set and ready? You will need technology that will support your progress as a totally online student. Related info/suggestions are on the OSU RN to BSN website. Also note Section II for details.
❖ Financial Aid. Have you completed your applications and talked with Financial Aid if needed? Check out the OSU Student Resources tab. You will find information on scholarships at that site.
❖ Registration. Did you have a successful online face to face meeting with your advisor to set up your academic plan? Are you registered for classes?
❖ Functional Abilities. Do you need accommodations to meet program requirements? Please see the RN-BSN program’s info 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, Health and Aviation Statement of Diversity

The College of Education 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

- Excellence -We seek excellence in all our endeavors, and we are committed to continuous improvement.
- Intellectual Freedom – We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.
- Integrity – We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.
- Service – We believe that serving others through outreach is a noble and worthy endeavor.
- Diversity – We respect others and value diversity of opinions, freedom of expression, and other ethnic and cultural backgrounds.
Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public’s trust, are efficient and effective stewards of our resources and are accountable for our actions.

Collaboration – We believe that collaborative relationships in which all participants have a voice enrich the academic and professional environment.

A. **RN-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.

B. **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, and 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.

The Faculty subscribe to the following aspects and model components of the National League for Nursing (NLN) Educational Competencies Model which together represent holistic nursing practice.

- 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.

C. 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-BSN Program Student Outcomes**

Graduates of the RN-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.
10. Develop goals that reflect a commitment to professional development, lifelong learning and scholarship.

**Value Statement of Inclusion**

The Oklahoma State University RN-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.

**Oklahoma State University RN-BSN Program Goals**

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 seek accreditation by the Commission on Collegiate Nursing Education (CCNE) within one year of admitting a first class of students.
2. Develop and 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 and 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, BSN RN and employer satisfaction, salary rates and opportunities for professional advancement for BSN graduates within the community and surrounding geographical areas of employment.
7. Within three years of initial enrollment, 80% of the RN to BSN Program students will earn the baccalaureate degree in nursing.
8. Within eighteen months of graduation, at least 80% of the program graduates will demonstrate personal or professional growth through membership in a professional association, a community organization or other activity that demonstrates a commitment to citizenship, community service or personal enrichment.
9. Within nine months of program completion, at least 80% of the BSN graduates will be employed in positions reflecting the role of the BSN, enrolled in further nursing education, or commissioned as a military officer.

SECTION II: GETTING STARTED

Time and Commitment
The RN-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). Students often describe the time commitment as rigorous, demanding, and incredibly rewarding.

Computer Literacy
It is necessary that each RN-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 Brightspace
❖ create presentations (e.g., PowerPoint or similar format)
❖ manage documents and files
❖ search the Internet

The required 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 for any questions:

- Phone: 405-744-HELP (4357)
- Fax: 405-744-7861
- Toll Free*: 1-877-951-4836
- E-Mail: helpdesk@okstate.edu
- Location: 113 Math Sciences
- Web: OSU IT Home

Below are the suggested technology requirements for the RN-BSN Program.

To successfully meet the technology requirements for participation in this Brightspace course, you should be able to:

Ensure your browser is compatible with D2L
Check your browser and mobile device for compatibility:

**Desktop Support:**

<table>
<thead>
<tr>
<th>Browser</th>
<th>Supported Browser Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft® Edge</td>
<td>-Latest version</td>
</tr>
<tr>
<td>Microsoft® Internet Explorer®</td>
<td><strong>Not supported</strong></td>
</tr>
<tr>
<td>Mozilla® Firefox®</td>
<td>-Latest version</td>
</tr>
<tr>
<td>Google® Chrome™</td>
<td>-Latest version</td>
</tr>
<tr>
<td>Apple® Safari®</td>
<td>-Latest version</td>
</tr>
</tbody>
</table>

**Tablet and Mobile Support**

<table>
<thead>
<tr>
<th>Device /Operating System</th>
<th>Supported Browser Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android™</td>
<td>Android 4.4+</td>
</tr>
<tr>
<td></td>
<td>Android Latest</td>
</tr>
</tbody>
</table>
Apple iOS® 6, 7, 8, 9, and 10
Microsoft Surface™Windows® 8
BlackBerry® (mobile only) BlackBerry 7, 10

Safari
Internet Explorer
BlackBerry

Latest
11
Latest

• Find help with the basics you will need to get started with your online classes – O-Key Account Services, the Student Information System, the Bookstore, the Respondus LockDown Browser, and getting assistance from the Technology Support Center.
• At a minimum, access a reliable dial-up internet connection. Access to a high-speed internet connection (DSL, Cable, T1) is preferred
• 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.mspx )
• 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).

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 Brightspace Courses

The RN-BSN faculty endeavor to support your experience with familiarity in each course display; however, please appreciate that faculty do have varying philosophical approaches and cannot be clones. 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 course home page
• Under Materials tab > the Content area holds the course start information as well as each module (or learning unit) in the Table of Contents.
• Quizzes and surveys
• Discussions
• Drop box for written assignments
• Group/team activities
• Gradebook
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-BSN program is designed to enrich and expand your professional nursing career. For some, the baccalaureate degree may mean job security in your current position. Very often, the added degree supports opportunity for roles in leadership at any level in hospital and long-term care practice. As well, the baccalaureate degree is most often 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-BSN program will give you an important, 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-BSN Curricular Plans

From the admissions process and with your first term advising time, we trust you appreciate that the curricular plans for the RN-BSN program can be uniquely yours. We coach you to completion; the path is yours to create. You have an advising plan established; the advising plan is also presented in Appendix B of this handbook.

Facts about the program’s curriculum:

a) In total, the OSU RN-BSN degree requires 120 total credits. Most RN-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). Some have many more credits, perhaps with previous baccalaureate degrees.

b) All RN-BSN students complete the eight required RN-BSN courses (26 semester hours) and two Health Education and Promotion courses (6 hour credits).

c) In addition, OSU requires a total of 41 general education credits, one designated diversity credit and 17 College of Education requirements for a baccalaureate degree. These 58 credits can be a combination of transfer credits, from OSU-OKC, OSU-Stillwater and other accredited institutions.

d) All OSU baccalaureate students must complete a total of 60 upper division (3000-4000 level) credits to graduate. You will earn 32 upper division credits in the required nursing courses; some students will need more upper division credits to meet these university requirements.

e) As transfer students, OSU policy states that you must complete the last 30 credits in a major at OSU. Again, this is logically met by studying the 32 credits required for the nursing major.

f) Should you need additional upper division credits, the College of Education and the Health Education and Promotion Program offers important electives that can enhance your profession.

g) The eight required RN-BSN courses are offered sequentially as 8 week courses. HEP courses are offered as 8 week online courses.

h) Students must earn a minimum of 2.5 or “C” in each required nursing course in order to progress in this major (see related policy in Section V).

RN-BSN Program Required Nursing Courses

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

<table>
<thead>
<tr>
<th>REQUIRED COURSE</th>
<th>CR</th>
<th>Course Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3013 Theoretical and Conceptual Foundations of Nursing</td>
<td>3</td>
<td>An introduction to theories that is specific to the health care environment. Analysis of the theoretical frameworks of nursing theorists to include: Florence Nightingale, Jean Watson, Patricia Benner, Virginia Henderson and Margaret Neuman, and address the tenets of inter-professional collaborative practices. The application of these theories to health and wellness promotion will be examined.</td>
</tr>
<tr>
<td>NURS 3025 Health Assessment, Wellness and Community Health</td>
<td>5</td>
<td>Introduction to health strategies for communities and diverse populations with social, cultural, environmental, and economic dimensions. Students will revisit the theoretical frameworks of nursing theorists, core competencies for interprofessional collaborative practice, and the wellness model. Application</td>
</tr>
</tbody>
</table>
to health and wellness promotion in the community will be examined through a clinical component.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3033</td>
<td>Cultural Considerations in Health Care</td>
<td>3</td>
<td>Prepares students to become culturally competent health care providers and to provide care for a culturally diverse population. Exploration of institutional, sociocultural and economic factors that impact health and wellness of minority populations.</td>
</tr>
<tr>
<td>NURS 3034</td>
<td>Global and Public Health</td>
<td>4</td>
<td>Explores the impact of professional nursing on the health and well-being of individuals globally. This relationship between health and illness of larger populations of individuals is an ever-evolving facet of being a professional nurse.</td>
</tr>
<tr>
<td>NURS 4023</td>
<td>Trends and Issues</td>
<td>3</td>
<td>Current and emerging topics that directly affect the professional nurse. Concepts include professionalism, professional values, advanced nursing practice, future of nursing practice, case management, changing trends in managed health care, informatics, fiscal responsibility, ethical/legal issues, and global health.</td>
</tr>
<tr>
<td>NURS 4033</td>
<td>Leadership and Management in Nursing</td>
<td>3</td>
<td>Exploration and analysis and analyze leadership and management theories and competencies to develop inter-professional leadership skills, demonstrate leadership and management abilities and integrate leadership and management competencies into their professional nursing practice.</td>
</tr>
<tr>
<td>NURS 4043</td>
<td>Nursing Research and Evidence Based Practice</td>
<td>3</td>
<td>Students will gain basic understanding of the research process and its application to nursing and evidence-based practice. Course content includes evidence-based practice, appraisal of literature, research design, research ethics, and statistical methodology. Qualitative, quantitative, and mixed methodology research, data summarization, statistical analysis, and principles of measurement will be reviewed.</td>
</tr>
<tr>
<td>NURS 4050</td>
<td>Capstone</td>
<td>Variable</td>
<td>Addressing health and wellness across the lifespan, this course emphasizes the role of the RN in the areas of inter-professional collaborative practice, leadership, management, policies, informatics, evidence-based practice, health, wellness &amp; research.</td>
</tr>
<tr>
<td>Health 3723</td>
<td>Principles of Epidemiology</td>
<td>3</td>
<td>Survey of epidemiological principles as they relate to the planning of both community and consumer focused health promotion and disease prevention programs.</td>
</tr>
<tr>
<td>Health 4783</td>
<td>Health Issues in Gerontology</td>
<td>3</td>
<td>An in-depth study of physiological aspects, special health concerns, chronic illnesses and services as applied to gerontology.</td>
</tr>
</tbody>
</table>

**A Sample Plan of Study**

A sample plan of study is presented in Appendix B listing only the required RN-BSN program major courses. NURS 3013 is the first course in the major 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.

**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 may be a clinical situation for NURS 3025 (physical and wellness assessment) when key functional abilities (physical and mental) are essential for success in the course.

Every RN-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-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](https://registrar.okstate.edu/degree-requirements). Students must submit, to Registrar, an Application for Graduation in first weeks of the anticipated graduation term.

RN-BSN students are highly encouraged to participate in the festive commencement ceremony at program completion. The ceremony brings graduates together with family, faculty, and staff – and is an important time to celebrate your achievement! In the term you graduate, you will receive related information approximately one month before the semester ends.

**Graduation Memorabilia**
The OSU Bookstore holds academic attire, graduation announcements, and nursing pins for purchase. Should you wish to make purchases, please enter the related links at [http://universitystore.okstate.edu/](http://universitystore.okstate.edu/)

**SECTION IV: RN-BSN STUDENT SUPPORTS**

**Faculty Advisors**

When you are admitted to the RN-BSN program, you are assigned to a faculty advisor. The role of the advisor is to enhance your experience and success through proactive, informed, and compassionate advising. Your advisor will support you with course planning and strive to identify supports you may need for academic progression and more.

Each term (fall, spring and summer), you will meet virtually during designated advising times to plan for course registration for the next term. Know that 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**

Brightspace is the online learning management system used to deliver the RN-BSN courses at OSU. The starting page for your understanding and using Brightspace 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 Brightspace® RN-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-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/](https://owl.english.purdue.edu/owl/section/2/)
- The OWL’s Powerpoint Tutor: [https://owl.english.purdue.edu/owl/resource/686/01/](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/](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](http://www.library.okstate.edu)
- Within the Brightspace® 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.
- The library supports are extended to the online learners through a specific link within all Brightspace® courses.

**Records Office**

The OSU Registrar’s Office can be contacted at [https://registrar.okstate.edu/](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-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/](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 all RN-BSN students transferring from an accredited nursing program. Full time students may receive up $2500.00 per year.

**SECTION V: RN-BSN PROGRAM POLICIES**

**Attendance Policy: Online**

Students are expected to participate in online courses several times weekly, 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 Brightspace® class. Refer to individual course syllabi for specifics.

There will be one clinical experience, NURS 3025, in the program and attendance is required. This setting will be arranged by the student. Clinical attendance is specified in the respective course syllabi. It is the responsibility of the student to contact the faculty member to discuss any conflicts. Failure to complete clinical hours puts any student at risk for failure of that course.

**Clinical Requirements**

There will be one clinical course, NURS 3025, in the program and attendance is required. This setting will be arranged by the student. Clinical attendance is specified in the respective course syllabi. It is the responsibility of the student to contact the faculty member to discuss any conflicts. Failure to complete clinical hours puts any student at risk for failure of that course.

Students in a clinical setting not only represent themselves as solid professionals, but they are also a reflection of the OSU RN-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 submit 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.

2. In a clinical setting, students are to present as the highest professional in that setting; course faculty will advise.
   a. At minimum, students will wear appropriate semi-professional dress and identifying OSU name badge.
   b. Jeans and casual tops are never appropriate as 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-BSN major. If the name badge is lost or damaged, the student is responsible for replacement and should contact nursing department.

**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](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](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](https://americashealthiestcampus.okstate.edu/policies). Tobacco use of any kind is not permitted while functioning in the role of the OSU RN-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](https://americashealthiestcampus.okstate.edu/policies)

**Chemical Use and/or Abuse Policy**

The clinical experience for the RN-BSN program builds 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-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 by the student and approved by the faculty member present.
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 https://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-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. Achieve satisfactory/passing performance for the one clinical component in NURS 3025.
4. Complete the RN-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-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-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-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-BSN program may in good standing, request a leave of absence from the RN-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-BSN core nursing courses within three calendar years.

Formal Complaint Policy
The program of nursing within the College of Education, Health and Aviation 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, and which is then set out in writing, and forwarded.

The complaint process should occur in the following order:

1. Informal Process
   a) 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).
   b) If the matter remains unresolved, the student discusses the problem with the faculty member.
   c) If the matter remains unresolved, the student contacts the Director of the Program of Nursing. The student provides as much detail about the concern as possible. The student indicates a potential resolution. This communication may occur verbally and/or via written concerns to the Director. The written complaint closes 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
a) If the matter still remains unresolved despite advancing the matter through the informal process ranks, the student will file a written complaint.

b) In filing a formal concern, students are referred to the OSU Student Grievance and Complaint Process on the OSU website.

c) Undergraduate grade appeals are addressed in the OSU website.

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 enrolled in the RN-BSN electronic mailing address (Listserv), which is used for official purposes including announcements related to advising, scholarships, emergencies, etc.

RN-BSN program students must monitor okstate.edu email regularly as the program and university uses this exclusively to receive, read, and respond to program related correspondence.
RN-BSN Program – Professional Standards and Guidelines

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


APPENDIX B
RN-BSN Degree Sheet

COLLEGE OF EDUCATION, HEALTH AND AVIATION
OKLAHOMA STATE UNIVERSITY

Requirements for Students Matriculating in or before Academic Year 2017-2018
BACHELOR of SCIENCE
MAJOR: Nursing (RN to BSN)
Minimum Overall Grade Point Average: 2.50  Total Hours: 120
(cumulative graduation/retention GPA)
Other GPA requirements, see below.

<table>
<thead>
<tr>
<th>General Education Requirements: 41 Hours</th>
<th>Major Requirements: 62 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area</td>
<td>Hours</td>
</tr>
<tr>
<td>English Composition</td>
<td>6</td>
</tr>
<tr>
<td>American History &amp; Government</td>
<td>6</td>
</tr>
<tr>
<td>Analytical &amp; Quantitative Thought (A)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities (H)</td>
<td>6</td>
</tr>
<tr>
<td>Natural Sciences (N)</td>
<td>8</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences (S)</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education</td>
<td>9</td>
</tr>
</tbody>
</table>

**Diversity (D) & International Dimension (I)**
May be completed in any part of the degree plan.
At least one Diversity (D) course
At least one International Dimension (I) course

**College/Departmental Requirements: 17 Hours**
Minimum GPA 2.50 with a minimum grade of “C” or “P” in each course
EDUC 1111
MICR 2123 and 2132
STAT 2013
4 hours Human Anatomy and 4 hours Physiology

Other Requirements: 40 hours of upper-division course work. Required for graduation: (2) 2.50 Graduation/Retention GPA; (2) 2.50 GPA in College/Departmental Requirements; and (3) 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 2022.