



# NURSING STUDENT HANDBOOK



SCHOOL OF NURSING

#StrayerSuccess

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## **FOREWORD**

Welcome to the RN to BSN Program within the School of Nursing at Strayer University!

This Nursing Student Handbook is prepared for and distributed to all RN to BSN Program students at Strayer University. The purpose of this handbook is to supplement the student policies, procedures, and practices presented in Strayer University communications and publications. The School of Nursing adheres to Strayer University policies; however, there are instances where the RN to BSN Program has developed its own policies and procedures to meet the special needs of the curriculum and the expectations of nursing practice, nursing education, and regulatory bodies. In these cases, the School of Nursing has established policies, procedures, practices, and expectations that may differ from non-nursing courses and programs at the University. Therefore, this handbook contains information regarding these guidelines and should be used in conjunction with the University Catalog and the University Student Handbook. All courses, policies, and procedures listed in this handbook are administered under the academic policies of Strayer University, which are fully described in the University catalog of Strayer University. Please read this handbook carefully and refer to it whenever necessary. Students are responsible for all of the information contained in this handbook, as well as, other nursing documents and the University Catalog and Student Handbook. Changes in policies and procedures may be necessary during your time in the nursing program. Any change in policy and procedure will be posted on the School of Nursing Blackboard website and/or emailed to your Strayer email address. The Nursing Faculty reviews the Nursing Student Handbook annually and may make changes as necessary. Changes will be communicated to students via addendums to the Student Nursing Handbook. If you would like clarification regarding any of the content, please contact your Nursing Advisor.

Strayer University is accredited by the Middle States Commission on Higher Education (3624 Market Street, Philadelphia, PA 19104. 267-284-5000), which is one of the six regional accrediting bodies in the United States. The Commission is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. To find out more, visit the Middle States Commission web site at [www.msche.org](http://www.msche.org).

### **A Note About Our Accreditation Status**

The RN to BSN Program at Strayer University is a new applicant pursuing initial accreditation by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

\*New applicant status is neither a status of accreditation nor a guarantee that accreditation will be granted. Please be advised that without programmatic accreditation, Strayer RN to BSN Program students and graduates may not be able to transfer credits to an outside institution in the pursuit of a Master's degree or other higher education in nursing, apply for federal scholarships or grants, obtain federal employment or join the military in an RN capacity until that accreditation is obtained.

## WELCOME FROM THE DEAN

Dear RN to BSN Student:

It is my pleasure to welcome you to the RN to BSN Program at Strayer University! Congratulations on your decision to advance your nursing education! It is an exciting and challenging time to be a nurse! The healthcare landscape is changing; healthcare is shifting from inpatient to community-based settings, the focus on quality and safety in healthcare is heightened, the emphasis on evidence-based care is more pronounced, and we are charged with caring for an aging population with increasing co-morbidities and acuity. Earning your BSN will position you to be a leader in this dynamic healthcare environment. We are pleased that you have chosen our program to pursue your BSN and we are prepared to partner with you to promote your success. Our program is designed to prepare you to function effectively in *today's* dynamic healthcare environment. Your associate degree or diploma in nursing coupled with your clinical practice experiences will serve as the foundation for your development as a generalist registered nurse. Our program will help you build on your education and experiences, while strengthening your clinical decision-making and leadership skills and abilities.

We are excited about your transition to becoming a baccalaureate prepared nurse! We look forward to working with you during your educational pursuits here at Strayer University. We anticipate that this will be a rewarding and meaningful experience that will strengthen your commitment to the profession and will aid in your personal and professional growth. If there is ever anything that I can do to assist you on your journey, please feel free to contact me. Welcome to Strayer!

Sincerely,



Hannah Anderson Hughes, MSN, RN-BC, CNE

Vice Provost/Dean, School of Nursing

## **STRAYER UNIVERSITY MISSION STATEMENT**

Through exceptional service and a personal commitment to student success, we help all students obtain a valuable education and change their lives, starting the day they enroll.

- Academic quality – We provide rigorous, engaging, and professionally relevant academic programs and experiences for our students.
- Student success – We provide opportunities and supportive learning environments to enable students to achieve academic, personal, and professional success.
- Educational access – We make post-secondary education available to a diverse population of qualified students.
- Customer service – We provide exceptional service to students and all other University stakeholders.

## **STRAYER UNIVERSITY CORE COMPETENCIES**

Core competencies are the learning outcomes that all Strayer University graduates are expected to demonstrate. These competencies align with the University's mission, central values, and with the program goals and course objectives of all Strayer University degree offerings. By providing adult learners with the core competencies needed to enhance their lives and their places of work, the University contributes to the intellectual, social, cultural and economic well-being of its graduates. Among the outcomes expected for student learning are the following core competencies:

- Professional competence – the ability to apply the knowledge and skills of their disciplines to real-world settings to the benefit of their professions
  - Communication skills – the ability to effectively interpret, compose and articulate ideas and information in a variety of formats and presentation methods
  - Critical thinking – the ability to analyze, evaluate and construct arguments based on their merits
  - Analytical reasoning – the ability to identify, evaluate and solve problems using quantitative and qualitative information
  - Information literacy – the ability to locate, critically evaluate, and effectively use information for the purposes intended, to include decision-making and problem-solving
  - Ethical behavior – the ability to evaluate complex issues and situations and make informed ethical choices.
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## **RN TO BSN PROGRAM OVERVIEW**

### **Strayer University RN to BSN Program Mission Statement**

Strayer University's RN to BSN program is a rigorous academic experience that fosters professional and intellectual growth for registered nurses from a variety of backgrounds. Our supportive learning environment enables registered nurses to achieve their personal and professional goals and equips them both for a successful transition to the role of the professional nurse and for their lifelong learning pursuits. Graduates are prepared to provide ethical, competent, compassionate, and high-quality, interdisciplinary nursing care to diverse populations in complex settings.

### **Strayer RN to BSN Program Philosophy**

The philosophy of Strayer University's RN to BSN Program reflects the beliefs of the institution and its faculty, provides direction for the program, and contributes to the delivery of high-quality health care and the advancement of the nursing profession. It is consistent with Strayer University's mission and expresses the faculty's views on four concepts critical to nursing education and the practice of professional nursing: individuals, health, professional nursing, and education and learning.

**Individuals** are unique, holistic human beings with distinct beliefs, learning styles, ethnicities, heredity, and physical and mental health. All aspects of the individual influence their health, and their health-related needs, beliefs, and preferences. Conversely, health has profound effects on individuals' lives.

**Health** is a subjective, dynamic state of physical, mental, spiritual, and social well-being; individuals move along a health continuum throughout their life. Individuals define, understand, and value health in diverse ways and their perceptions of health are essential to the healthcare provider. Individuals from all backgrounds deserve to receive informed, high-quality health care that is consistent with individual's beliefs, preferences, and choices.

**Professional Nursing** is the art and science of understanding, advocating, and caring for the health of diverse populations according to evidence-based standards. Professional nurses demonstrate ethical standards, empathy, altruism, caring, and a commitment to safe, high-quality care. Using evidence and clinical judgment, nurses provide and improve culturally-competent, evidence-based care in complex, inter-professional settings.

**Education and Learning** are lifelong responsibilities of the professional nurse. Curricula enhance critical thinking and engage learners in discovering methods for becoming significant contributors to the evidence-based advancement of nursing and healthcare. Nursing faculty embody caring, and create a positive teaching and learning environment for adult learners that supports individual learning styles. Faculty develop, assess, and continuously improve the curricula and student learning experiences. As part of the learning process, faculty thoroughly and fairly evaluate students' acquisition of knowledge, clinical reasoning, and clinical judgement, and their transition to professional nurses. Students are expected to take an active role in the learning process, assume accountability for academic success, and demonstrate academic integrity.

Strayer University's RN to BSN Program stimulates a passion for lifelong learning. The program engages students in developing the knowledge, skills, and attitudes required to provide safe, high-quality, compassionate care while advancing the nursing profession. The program facilitates personal and professional growth while preparing students for graduate education and advanced roles in nursing and healthcare.

## **Strayer RN to BSN Program Learning Outcomes**

Based upon its mission, philosophy, and the core competencies of Strayer University, the program learning outcomes of the RN to BSN program are to:

1. Integrate knowledge gained in the study of arts and sciences as a foundation for ethical, evidence-based, interdisciplinary, professional nursing practice.
2. Apply leadership theories, concepts, and abilities in the delivery and continuous improvement of high quality, safe, patient-centered nursing care in complex settings.
3. Integrate various theoretical frameworks and research findings into the practice of evidence-based, patient centered nursing care.
4. Manage information and use technology to inform clinical decision making, continuous quality improvement, and improve patient outcomes.
5. Apply knowledge of healthcare policy, finance, and regulatory requirements to effectively function in the healthcare environment, improve healthcare delivery, promote cost containment, and improve health outcomes for individuals, groups, and communities.
6. Demonstrate effective professional communication and inter/ intraprofessional collaboration in the delivery of evidence-based, patient-centered care.
7. Provide equitable, culturally-competent, population-focused care, incorporating concepts of health promotion and disease, and injury prevention.
8. Provide quality nursing care within a framework of professional competence including moral, ethical, and legal practices consistent with professional nursing practice.
9. In diverse settings, engage in lifelong learning preparation for delivering caring, high quality, evidence-based, person-centered, professional nursing care to persons across the lifespan and the health-illness continuum.

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## **RN TO BSN PROGRAM GENERAL INFORMATION**

The RN to BSN Program is comprised of general studies and advanced nursing courses. Students who have earned an associate degree or professional nursing diploma and hold an unencumbered RN license may enroll in the program. Upon successful completion of all program requirements, a BSN degree is conferred. Depending upon availability, students may choose to enroll in general studies courses concurrently with the nursing courses to allow for a seamless transition.

Students who have previously completed an Associate Degree in Nursing will be awarded 45 quarter credit hours for Area I courses. All other college courses and all courses transferred from a diploma nursing program will be evaluated for course by course transfer in accordance with Strayer University policy.



Students are expected to maintain an active unencumbered RN license from a state where the program is currently offered and where the student is able to complete the clinical requirements of the program. Students are awarded 45 quarter credit hours for completing an associate degree or diploma in nursing and holding an active, unencumbered RN license.

The RN to BSN program requires 180 quarter credits for degree conferral; at least 45 quarter credits are required to be taken at Strayer University in order to receive the BSN degree (students not transferring an upper level statistics course will be required to take 49.5 quarter credits at Strayer University). The remaining 135 quarter credits may be taken at Strayer University or completed via approved block credit transfer, course-by-course transfer, CLEP, or other Strayer University recognized course exemption/substitution programs.

This program is delivered using the eleven week quarter format and is year round. It may be completed by choosing a full-time or a part-time pathway. It is designed to be completed in as little as four quarters, but must be completed within 4.5 years in order to meet requirements for graduation.

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#### **NURSING PROFESSIONAL STANDARDS**

The Strayer University RN to BSN program adheres to The American Nurses Association's (ANA) *Code of Ethics for Nurses with Interpretive Statements (2015)* which establishes the "...ethical standard for the profession and provides a guide for nurses to use in ethical analysis and decision making." The code is foundational to nursing practice and is an expectation for Strayer nursing students. More information can be found at: [American Nurses Association](#)

#### **NURSING EDUCATIONAL STANDARDS**

The Strayer University RN to BSN program is thoughtfully designed to support your transition to a baccalaureate prepared nurse. The foundations of our program are Quality and Safety Education for Nurses (QSEN) and American Association of Colleges of Nursing (AACN) *The Essentials of Baccalaureate Education for Professional Nursing Practice (2008)*. QSEN and *The Essentials* are evidenced in our program outcomes and threaded throughout our curriculum. More information on these standards can be found at:

[QSEN: Quality and Safety Education for Nurses](#)  
[American Association of Colleges of Nursing](#)

**RN to BSN PROGRAM OUTLINE**

Strayer University Bachelor of Science in Nursing Program		Quarter Credit Hours
<b>Area I</b>	<b>College Core Component</b>	<b>45 Hours</b>
<b>Sciences</b>		
SCI210	Anatomy and Physiology w/lab I	6
SCI211	Anatomy and Physiology w/lab II	6
SCI215	Microbiology w/lab	6
SCI205	Nutrition	4.5
<b>Social Sciences</b>		
SOC100	Introduction to Sociology	4.5
PSY105	Introduction to Psychology	4.5
PSY205	Life Span Development	4.5
<b>Humanities</b>		
ENG115	English Composition	4.5
ENG221	Oral Communication	4.5
<b>Area II</b>	<b>Advanced General Education Component</b>	<b>54 Hours</b>
<b>Sciences</b>		
SCI121	Natural Sciences, including: Biology, Chemistry, Geology, Physics, Pathophysiology, Botany, Astronomy, Zoology, Materials Science, etc.	4.5
CIS354	<b>Technology for Healthcare Professionals</b>	<b>4.5</b>
<b>Mathematics</b>		
MAT104	Algebra with Applications	4.5
MAT304	Statistical Concepts for Healthcare or equivalent	4.5
<b>Humanities/ Social Sciences</b>		
HUM303	<b>Computers and Society</b>	<b>4.5</b>
HIS104/ HIS 105	Early U.S. History OR Contemporary U. S. History <u>or</u> US Government	4.5
ENG215	Research and Writing or equivalent	4.5
4 HUM Courses	Humanities/Fine Arts/History or Social Science course focused on psychology or sociology. Electives (Religion, World Culture, Literature, Philosophy, Ethics, Fine Arts, History, Foreign Language)	4.5
HUM		4.5
HUM		4.5
HUM		4.5
Elective	General Elective	4.5
<b>Area III</b>	<b>Licensed RN</b>	<b>45 Hours</b>
<b>Area V</b>	<b>Nursing Major Component</b>	<b>36 Hours</b>
NUR300	<b>Transition to Baccalaureate Nursing Practice</b>	4.5
NUR310	<b>Quality and Safety in Healthcare</b>	4.5
NUR315	<b>Applied Healthcare Informatics</b>	4.5
NUR325	<b>Application of Pathophysiology to Advanced Health Assessment</b>	4.5
NUR400	<b>Complementary Healthcare Issues</b>	4.5
NUR410	<b>Interdisciplinary Leadership and Management</b>	4.5
NUR425	<b>Population Focused Nursing for Diverse Communities</b>	4.5
NUR499	<b>RN to BSN Capstone</b>	4.5
<b>Total</b>	<b>BSN Program Requirements</b>	<b>180 Hours</b>

## RN to BSN PROGRAM COURSE DESCRIPTIONS

Course Number	Pre/Co Requisites	Course Title and Description
NUR 300	Pre-requisite: None	<b>Transition to Baccalaureate Nursing Practice</b> Equips students for the transition to the role of the baccalaureate-prepared registered nurse (RN). Students examine how nursing and non-nursing theories, professional organizations, standards, and guidelines are applied to nursing practice to improve healthcare delivery. Introduces students to the program's mission and philosophy and to the key concepts in the RN to BSN Program curriculum, including: caring, professionalism, evidence-based practice, and collaboration. Students begin development of an ePortfolio, which will be used throughout the program to describe their professional practice, growth and their achievement of the program learning outcomes.
NUR 310	Pre-requisite: None	<b>Quality and Safety in Healthcare</b> Explores the concepts of evidence-based practice, teamwork, collaboration, patient-centered care, and the ethical, legal, and technological issues associated with promoting a culture of safety, quality improvement processes, and quality assurance. Students will plan, implement, and evaluate a quality and/or safety initiative consistent with caring concepts and the QSEN framework.
NUR 315	Pre-requisites: CIS354; NUR300; NUR310 Co- Requisites: HUM303; MAT 304	<b>Applied Healthcare Informatics</b> Builds on previous knowledge of technology use in healthcare settings and facilitates development of connections among concepts related to research, evidence-based practice, and healthcare informatics and how they interface to impact healthcare delivery. Emphasis is placed on the concepts and issues involved with technology use in today's rapidly changing healthcare environment. It explores how technology and informatics are designed to enhance individual and population health outcomes, improve patient care delivery, and strengthen the nurse-patient relationship.
NUR 325	Pre-requisite: NUR300	<b>Application of Pathophysiology to Advanced Health Assessment</b> Enables the registered nurse to develop as a baccalaureate generalist by applying pathophysiological concepts to advanced health assessment techniques. Learners use critical thinking and discovery skills to apply health assessment and health promotion concepts to the care of diverse clients across the lifespan and along the health and wellness continuum. As interdisciplinary team members, learners are prepared to make contributions to clients' holistic health. Using Shadow Health®, a computerized simulated health assessment suite, and practical experiences, students learn to apply advanced health assessment techniques to improve current and future patients' health outcomes.
NUR 400	Pre-requisite: NUR300; NUR310	<b>Contemporary Healthcare Issues</b> Explores the baccalaureate generalist's role in the dynamic healthcare environment. Emphasis is placed on health care policy and politics, cost containment, and regulatory issues. Emerging topics are also discussed, including: accessibility and provision of healthcare to vulnerable and diverse populations; the effect of health information and literacy on consumer behavior; the emerging field of genetics and genomics; the evolving needs of the contemporary nursing and healthcare workforce, and complementary/alternative therapies and their influences on patient-centered healthcare.
NUR 410	Pre-requisite: NUR300; NUR310	<b>Interdisciplinary Leadership and Management</b> Explores leadership and management concepts, principles, and theories associated with healthcare policy, advocacy, and regulation to advanced leadership development. Building upon previous coursework focused on maintaining a culture of quality and safety, this course also emphasizes the related leadership and management contributions to quality and safety in healthcare environments. Learners explore formal and informal

		leadership roles and responsibilities at various levels within the healthcare system. Effective inter/intra-professional communication, collaboration, and application of professional values are emphasized.
<b>NUR 425</b>	Pre-requisite: NUR300; NUR310	<b>Population-Focused Nursing for Diverse Communities</b> Explores population-focused nursing, community/public health concepts, and population health trends on the continuum of individuals, families, aggregates, and communities. The course provides theoretical content essential to the assessment, planning, implementation, and evaluation of communities and aggregates, and examines the effects of contemporary issues and health policy on the public's health. In experiential learning, students will conduct a community assessment and use evidence-based research to develop a plan designed to improve or promote the health of a select population.
<b>NUR 499</b>	Co-Requisites NUR400, NUR410 & NUR425;  Pre-requisites: All General Education and 300 level nursing courses must be completed prior to taking NUR 499	<b>RN to BSN Capstone</b> Provides students an opportunity to synthesize knowledge acquired in the liberal arts and nursing discipline. Also, explores trends and issues that influence contemporary nursing practice and engages students in career advancement activities. The course focuses on the application of research and evidence-based practice principles. Career readiness within the context of nursing and healthcare, is emphasized, including socialization to the role of the professional nurse, the importance of professional identity, professional certification, professional organizations, and ongoing professional development. In addition to demonstrating competence in each of the nine <i>Essentials of Baccalaureate Education for Professional Nursing Practice</i> (2008), students culminate their learning by working with a preceptor to develop a research/evidence-based practice project focused on improving quality and/or safety within a healthcare setting. Students finalize the ePortfolio, which documents their professional practice, growth, and their achievement of the program learning outcomes.

**RN to BSN PROGRAM RECOMMENDED COURSE SEQUENCING**

<i>Strayer University School of Nursing</i>			
<b>RN to BSN Program - Recommended Course Sequence (Full-Time)</b>			
<b>**Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
CIS354 Technology for Health Professionals (4.5 qtr. hrs.)	HUM303 Computers and Society (4.5 qtr. hrs.)	NUR325 Application of Pathophysiology to Advanced Health Assessment (4.5 qtr. hrs.)	NUR425 Population-Focused Nursing for Diverse Communities (4.5 qtr. hrs.)
MAT304 Statistical Concepts for Healthcare (4.5 qtr. hrs.)	NUR310 Quality and Safety in Healthcare (4.5 qtr. hrs.)	NUR400 Contemporary Healthcare Issues (4.5 qtr. hrs.)	NUR499 RN-BSN Capstone Course (4.5 qtr. hrs.)
NUR300 Transition to Baccalaureate Nursing Practice (4.5 qtr. hrs.)	NUR315 Applied Healthcare Informatics (4.5 qtr. hrs.)	NUR410 Interdisciplinary Leadership and Management (4.5 qtr. hrs.)	
<b>13.5 qtr. hrs.</b>	<b>13.5 qtr. hrs.</b>	<b>13.5 qtr. hrs.</b>	<b>9 qtr. hrs.</b>

\*\*All general education and 300 level NUR courses must be completed prior to enrolling in NUR499.

<i>Strayer University School of Nursing</i>			
<b>RN to BSN Program - Recommended Course Sequence (Part-Time)</b>			
<b>**Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
CIS354 Technology for Health Professionals (4.5 qtr. hrs.)	MAT304 Statistical Concepts for Healthcare (4.5 qtr. hrs.)	HUM303 Computers and Society (4.5 qtr. hrs.)	NUR325 Application of Pathophysiology to Advanced Health Assessment (4.5 qtr. hrs.)
NUR300 Transition to Baccalaureate Nursing Practice (4.5 qtr. hrs.)	NUR310 Quality and Safety in Healthcare (4.5 qtr. hrs.)	NUR315 Applied Healthcare Informatics (4.5 qtr. hrs.)	NUR400 Contemporary Healthcare Issues 4.5 qtr. hrs.)
<b>9 qtr. hrs.</b>	<b>9 qtr. hrs.</b>	<b>9 qtr. hrs.</b>	<b>9 qtr. hrs.</b>
<b>Quarter 5</b>	<b>Quarter 6</b>	<b>Quarter 7</b>	<b>Quarter 8</b>
NUR410 Interdisciplinary Leadership and Management (4.5 qtr. hrs.)	NUR499 RN-BSN Capstone Course (4.5 qtr. hrs.)		
NUR425 Population-Focused Nursing for Diverse Communities (4.5 qtr. hrs.)			
<b>9 qtr. hrs.</b>	<b>4.5 qtr. hrs.</b>		

## **STRAYER UNIVERSITY RESOURCES**

The RN to BSN program is offered by the Strayer University School of Nursing. The statements in the Strayer University RN to BSN Program Student Handbook are supplemental to the Strayer University Catalog and the Strayer University Student Handbook. All students are subject to the academic policies and procedures set forth in the Strayer University Catalog and the Student Handbook. Students must familiarize themselves with the policies concerning incompletes, withdrawals, academic standing, refunds, and other such matters contained in these publications. Strayer University's policies and procedures are applicable to the RN to BSN program except where specific RN to BSN Program policies are noted in this handbook. In case of conflicts regarding policies, the policies as written in the Nursing Student Handbook take precedence over the guidelines presented in other publications.

## **STRAYER UNIVERSITY CATALOG INFORMATION**

Important information can be found in the Strayer University Catalog. The link below will provide you with quick access to information such as:

- Academic Calendar
- General Information
- Accreditation
- Undergraduate Admission Policy
- Tuition and Fees
- Financial Information
- Academic Policies and Procedures
- Student Services and Activities
- Strayer University Catalog 2015- 2016

## **STRAYER UNIVERSITY STUDENT HANDBOOK INFORMATION**

Important information can be found in the Strayer University Student Handbook. Students will receive a username and password to access iCampus via an email upon submitting an application that is accepted. Students should access iCampus via this web link: <https://icampus.strayer.edu>. The following information can be found in iCampus:

- Student Rights and Responsibilities
- Accommodations for Students with Disabilities Student Disciplinary and Grievance Policies and Procedures
- Code of Student Conduct
- Academic Integrity Policy
- Student Financial Aid Policies and Procedures
- University Services and Policies

### **Accommodations for Students with Disabilities**

It is the policy of Strayer University to afford qualified students with disabilities an equal opportunity to participate in, and thus benefit from, all programs, services, and activities of the University. This includes, but is not limited to, providing appropriate academic accommodations and auxiliary aids and services for persons with disabilities as defined in Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990 (ADA); and applicable federal and state nondiscrimination laws. Details regarding this policy can be found in the Strayer University Student Handbook and accessed here: <https://icampus.strayer.edu>.

CHANGE NOTICE: The information in the Catalog and Student Handbook is accurate as of February 2016 and contains information relating to the 2015 and 2016 academic years. Strayer University

reserves the right to make corrections and changes affecting policies, fees, curricula or any other matters contained in this and subsequent issues of the Catalog or in any of its other publications. For the most current version of the Catalog please see the online version at <http://www.strayer.edu/course-catalogs>.

## **RN to BSN PROGRAM ACADEMIC POLICIES AND PROCEDURES**

### **Academic Policies and Procedures**

All students are subject to the academic policies and procedures set forth in the Strayer University Catalog and the Student Handbook. Students must familiarize themselves with the policies concerning incompletes, withdrawals, academic standing, refunds, and other such matters contained within these publications.

### **Admission Requirements**

The basic requirement for admission to the School of Nursing RN to BSN Program is a completed Associate Degree in Nursing or completed Diploma Program preparing for registered nursing licensure with a cumulative GPA of 2.0, along with an active, unencumbered Registered Nursing license from a state where the RN to BSN Program is currently offered and where the student is able to complete the clinical requirements of the program.

Applicants must submit the following items to the Admissions Office:

- A completed application form and enrollment agreement
- Documentation of an Associate Degree in Nursing OR documentation of a completed Diploma
- Active, unencumbered RN license from a state where the RN to BSN Program is currently offered and where the student is able to complete the clinical requirements of the program.
- Completed FERPA Release Form regarding disclosures of information to the applicant's state board(s) of nursing and to Clinical Experience Activity Sites

### **Code of Student Conduct**

In addition to the code of student conduct documented in the Student Handbook, nursing students are expected to adhere to the American Nurses Association Code of Ethics. To access the ANA Code of Ethics with Interpretive Statements: [ANA Code of Ethics](#)

Termination from Strayer University could occur if a student is discovered to have an undisclosed arrest or conviction; engages in improper, unlawful, or unprofessional conduct or otherwise violates the Student Code of Conduct policy and/or the American Nurses Association Code of Ethics; Students who have restrictions placed on his or her registered nursing license OR have their registered nursing license revoked while they are attending the program will be terminated from the University. Students terminated from the RN to BSN Program may not appeal this decision.

### **RN to BSN Program Social Media Policy**

The purpose of this policy is to ensure the preservation of Strayer University and the RN to BSN program's brand identity, integrity and overall reputation while minimizing residual risks from online communication and collaboration. It is also intended to protect students', faculty, and preceptors' privacy while following clinical agency guidelines.

1. This policy applies to RN to BSN program students for any written or photographic electronic communication published online regarding program related matters and information, public or private.
2. Confidentiality of students, faculty, staff, and preceptors, are to be maintained at all times. Client information or clinical situations should never be discussed on social networking sites.
3. The use of/posting of unauthorized (where permission has not been obtained from involved parties) pictures, logos, videos or program materials is strictly prohibited.
4. Students shall not use online social networking to harass, threaten, bully, or discriminate against other students, faculty, staff or any member of the public. Text, photos, e-mails, or videos that are demeaning, belittling or insulting to faculty, staff, or students may not be used/posted.
5. Personal information about students, faculty, staff, preceptors, and clinical sites will not be shared on networking sites without written permission from all involved parties.
6. Social networking, texting, e-mail, and other recreational computer use should not be done during class or clinical time.
7. Students who use online social networking and identify him/herself as associated with the RN to BSN program must clearly and explicitly note any views or opinions made are explicitly his/her own and not that of Strayer University School of Nursing.
8. Faculty and staff have the right to search for and monitor any comments or discussions about Strayer University School of Nursing employees, students, clinical sites/patients or other matters directly related to Strayer University School of Nursing.
9. On campus computing resources and network capacity may not be used for illegal purposes.

Examples of illegal purposes include, but are not limited to:

- a. Intentional harassment of other users
  - b. Intentional destruction of or damage to equipment, software, or data belonging to SU or other users
  - c. Intentional disruption or unauthorized monitoring of electronic communications
  - d. Unauthorized copying of copyrighted material.
10. Computing resources and network capacity should be used in accordance with the high ethical standards of the University community as described in the “Code of Student Rights, Responsibilities, and Conduct” and the “Student Handbook”. Examples of unethical and/or illegal use are outlined below:
- a. Unauthorized use of computer accounts, access codes, and network identification numbers assigned to others
  - b. Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth)
  - c. Academic dishonesty (plagiarism, cheating)
  - d. Violation of software license agreements
  - e. Violation of network usage policies and regulations
  - f. Violation of another user’s privacy

The violation of this policy will result in disciplinary action, including program expulsion.



## **Academic Advising**

Academic advising represents an essential part of the student's positive Strayer experience. The Nursing Advisor, who reports to the Dean of the School of Nursing, serves as the primary point of contact for nursing students to guide them from enrollment to graduation and achieve academic success. The Nursing Advisor is responsible for academic appeals, escalations, appropriate course enrollment, and new student orientation and onboarding.

New students enrolled in the RN to BSN Program are required to attend the Strayer University New Student Orientation as well as the Nursing Student Orientation and complete Online 101 to prepare to be successful in online coursework. The Nursing Advisor will explain students' choices regarding paths to program completion, and provide access to tools and resources required for success, such as tutoring services.

The RN to BSN Program enrolls students for multiple quarters as defined by the course sequence chosen by the student. In order to facilitate this service, continuing students will be automatically enrolled in future courses according to their academic progress. Students will only be permitted to change their course enrollment prior to the end of the Add/Drop period each term without financial penalty. After the add/drop period, changing classes in which you are auto enrolled may result in an out of pocket expense and/or may have financial aid implications. Please see the Strayer University Catalog for full details in your state of residence.

## **Academic Standing**

Strayer University's Academic Standing policy can be found in the catalog. RN to BSN Program students will have their academic standing evaluated after completion of 9.0 quarter credit hours.

## **Independent Study**

Independent Study (IS) may be used in the RN to BSN Program under extenuating circumstances at the discretion of the School of Nursing Dean or designee. An example might include the case of a military student called to active duty who needs an individualized plan of study to complete the program. In this situation, parts of courses may be combined into a single IS class to provide the student with the updated knowledge necessary to successfully be awarded a degree. The School of Nursing Dean or designee will work with the faculty to indicate which learning outcomes and assignments are to be met within the course design for the designated student.

## **Online Class Attendance**

In order to satisfy weekly attendance requirements, online students must demonstrate weekly attendance actively by completing one of the following actions in the current week's module, as directed by the instructor: (1) submit an academic assignment; (2) submit a quiz or an exam; (3) participate in a posted online academic discussion. Logging into the online class without active participation (as described above) does not constitute official weekly attendance. Participation must be within the Blackboard course. Work completed outside of the Blackboard environment does not count toward attendance.

## **Online Threaded Discussion Participation**

Most discussion Boards in nursing major courses (NUR prefix) within the RN to BSN Program span a two-week time period to correspond to the length of modules within courses. However, there are some discussion boards

that last one week because of the odd-number of weeks included in each quarter (11 weeks). Discussion board guidelines based on module length are as follows:

**A. One Week Module Discussion Boards**

1. Students are required to make their original post by 11:59 pm ET on Wednesday.
2. The reply posts must be made by 11:59 pm ET on Sunday
3. Students are required to post a minimum of two (2) other posts (replies) to two (2) other students' original threads (one [1] post per one [1] other student).

**B. Two Week Module Discussion Boards**

1. Students are required to make their original post during the first week by 11:59 pm ET on Sunday.
2. The reply posts must be made by 11:59 pm ET on Sunday of the second week of the Discussion.
3. Students are required to post a minimum of two (2) other posts (replies) to two (2) other students' original threads (one [1] post per one [1] other student).

### **Nursing Student Portfolio**

Students will create an academic portfolio using a Strayer University provided e-portfolio tool. The portfolio will be a collection of assignments completed throughout the nursing program. It will allow documentation of the student's transition from RN to BSN. In addition to highlighting student achievement, the portfolio will demonstrate satisfaction of the Program Learning Outcomes and The Baccalaureate Essentials.

RN to BSN students will begin creating their portfolio in the first core nursing course (NUR300) and will continue adding to the portfolio throughout the nursing program. In the final nursing core course (NUR499) students and the assigned faculty will complete a final evaluation of the portfolio.

Within each course students will find instructions regarding how to create and add items to their portfolio. Appendix B contains suggested assignments for students to include; however, portfolio contents are not limited to these assignments, as students are encouraged to select any artifact that they feel demonstrates mastery of the program outcomes and the Baccalaureate Essentials.

### **Readmission and Reinstatement of Students**

Students who were previously enrolled in the RN to BSN Program are subject to the following requirements:

- Students who were previously expelled from the RN to BSN Program for any reason are not allowed to re-enroll.
- Students will be accepted into the RN to BSN Program subject to current program requirements, regardless of previous acceptance into the RN to BSN Program.

Block Credits will be conferred as previously validated per the Awarding of Transfer Credit Policy. Course-by-Course Credits will be conferred per the current program requirements:

- All previously completed courses on the current program requirements will be accepted

- Any previously completed course no longer required at the time of readmission cannot be counted toward completion of the degree unless it is accepted as a transfer credit based on the Awarding of Transfer Credit policy
- Students will be required to take any courses on the current program requirements not met by (a) or (b) above.

RN License Validation: All licenses must be validated upon re-admission by the University per the Awarding of Transfer Credit Policy to continue to receive the block credit of 45 quarter hours.

NUR Core Course-by-Course Credits will be conferred per the current program requirements:

- All previously completed courses on the current program requirements will be accepted if successfully completed within 10 years of re-entry
- All previously completed courses, regardless of successful completion, that are no longer required at the time of readmission cannot be counted toward completion of the degree

### **Reenrollment of Military Students**

The Dean of the School of Nursing will review the current program placement for students whose studies were interrupted by a call or order to active duty for more than 2 years and develop an individualized plan of coursework that will not exceed the original number of courses required to complete the program. This will ensure that the student is receiving updated material consistent with the nursing profession, but is not required to complete additional work for graduation.

### **Repeating Coursework**

Students in the RN to BSN Program may have no more than a total of five repeat grades, only two of which may be in NUR courses. Students must maintain a grade of “C” or higher in all NUR courses and an overall 2.0 cumulative GPA for the entire program. Once a student has reached the maximum number of repeated courses, all subsequent courses where an “F” is received will result in the student being terminated from the RN to BSN Program.

For all courses, except NUR courses, this policy is subject to the maximum courses allowed by the University as noted in the University Catalog. The student will not be allowed to appeal this decision or reapply to the RN to BSN Program after being terminated.

### **Treatment of Late Assignments**

Strayer University understands students may face illness or other exceptional circumstances that could impact their ability to attend class and complete course requirements. The University encourages faculty to approach late work from a perspective of empathy and understanding. Strayer University serves busy adult students who have many competing demands. While academic pursuits must be a top priority for our students, faculty members are encouraged to provide **reasonable** accommodations for students who request an extension.

Students who have documented exceptional circumstances ( as defined below) must notify the course professor and may make their original discussion post and all reply posts during the second week of the

module, no later than 11:59 p.m. EST on Sunday night. Late posts beyond the Sunday night of the second week of each module are not accepted.

It is possible that this may be the only assignment submission that week; it is imperative that the post is submitted by 11:59 p.m. Sunday to prevent the student from being inaccurately counted as absent that week.

### **Documented & Undocumented Exceptional Circumstances**

1. A documented exceptional circumstance may include, but is not limited to:
  - Student's long-term (4 days or more) illness and/or hospitalization;
  - Natural disasters (particularly those that lead to the loss of power/internet connection at the time of the assignment deadline);
  - Military deployment;
  - Hospitalization and/or death of an immediate family member;
2. An undocumented exceptional circumstance may include, but is not limited to:
  - Short-term (3 days or less) illness of the student or student's child;
  - Unexpected circumstances related to a student's employment; and
  - Unexpected child or elder care.

### **RN Licensure Maintenance**

All students in the RN to BSN Program must provide the University upon enrollment with a copy of their active, unencumbered RN license from a state where the RN to BSN Program is currently offered and where the student is able to complete the clinical requirements of the program. Students must also maintain an active RN license as a condition of continued enrollment.

It will be the student's responsibility to update the University whenever they renew their RN license by sending a copy of the new RN license to the School of Nursing Program Coordinator. Students must immediately report any restrictions or limitations on their license to the Dean. Failure to report any change in licensure status may result in immediate dismissal. The Dean is obligated to report unprofessional conduct to a student's respective State Board of Nursing. Disciplinary action by a State Board of Nursing may result in immediate dismissal from the RN to BSN program.

### **Academic Integrity**

Strayer University holds its students and employees to high standards of academic integrity and will not tolerate acts of falsification, misrepresentation, or deception. All students are required to sign an Honor Pledge upon admission to the University. Acts of intellectual dishonesty include but are not limited to the following: cheating; plagiarism; fabricating data or citations; stealing examinations; using instructor editions of textbooks without authorization; copying and pasting discussion posts or other work without proper citation; having another student or non-student do a project, take an exam, or take an entire course or submit the work of an entire course as though he or she were the student; facilitating another student's act of academic dishonesty, i.e., doing a project, taking an exam, or taking an entire course for another student; using technology to disseminate exam questions and answers;

tampering with the academic work of another student; and resubmitting work completed in another course (with the exception of compiling previous coursework, if approved, into a Directed Research Project).

Please see the University's Academic Integrity Policy in the Student Handbook, available online at <https://icampus.strayer.edu> for the possible consequences and specific disciplinary procedures followed in the event of a violation.

### Course Assignments

The RN to BSN program faculty requires that all students use the American Psychological Association (APA) writing format for all written assignments unless otherwise instructed. This writing style serves as a guide to format written work and manuscripts within the nursing profession. Students will receive a copy of the *Publication Manual of the American Psychological Association* (2009) 6th edition, to use as a reference for writing according to APA format.

### RN to BSN Program Grading Scale

Academic standing, which is expressed as the grade point average (GPA), is based upon the following grading system:

Grade/Status+	Explanation	Quality Points	Grading Scale
A	Excellent	4	90-100
B	Good	3	80-89
C	Average	2	70-79
D	Below Average	1	60-69
F	Failure	0	59 or below
WF	Withdrew Failing	0	
WP	Withdrew after Census prior to Acad. Penalty Date		
I	Incomplete		
W	Withdrew		
X	Audit		
NS	No-Show		
R	Repeated Course		

### Preceptorship Grading

Preceptorships are graded on a pass/fail (satisfactory/unsatisfactory) basis; however the products (assignments, papers, presentations) of the preceptorship are graded according to the rubric provided within the course. Preceptors evaluate students' performance using the *Preceptor Evaluation of Student Performance* form and based on the preceptor's input, faculty issue the "satisfactory or "unsatisfactory" grade for the preceptorship experience. Students must receive a "satisfactory" grade in the preceptorship component of any course that involves a clinical experience activity.

### Graduation Requirements

RN to BSN Program students will be awarded a Bachelor of Science in Nursing degree when they have:

- Successfully completed all program requirements with a minimum of a "C" in all NUR courses and a cumulative GPA of 2.0 for all courses taken at Strayer University

- Achieved the number of credit hours required to graduate as defined in the University Catalog
- Satisfied all financial obligations
- Submitted a degree conferral application along with requisite fee.
- Maintained an active, unencumbered RN license from a state where the RN to BSN Program is currently offered

## **STUDENT SERVICES**

### **Nursing Advisor**

The Nursing Advisor serves as the main point of contact for nursing students to guide them in achievement of academic success. The Nursing Advisor will motivate, advise, assist with course selection, and assist with the enrollment process in order to help students meet their educational goals. The Nursing Advisor will explain students' choices regarding paths to program completion, and provide access to tools and resources required for success, such as tutoring and advising services. The Nursing Advisor is responsible for academic appeals, escalations, and appropriate course enrollment.

### **Student Success Coach**

Every student at Strayer University is assigned a Student Success Coach. In conjunction with the Nursing Advisor, Student Success Coaches are an additional point of contact for nursing students. Coaches can clarify program requirements, discuss course offerings, provide additional student support regarding University resources, direct students to the appropriate department and provide encouragement to enhance the student experience and promote student success.

### **Tutoring**

Tutoring services are available for general studies courses can be accessed via iCampus or in your Blackboard course. Tutoring for nursing courses is available via APlus50 and can be arranged through [www.tutor.com](http://www.tutor.com). Please contact the School of Nursing to arrange tutoring for nursing courses and for more information regarding resources available. The Nursing Advisor can also assist the student with identifying tutoring resources.

### **Library/Learning Resources**

The Library's databases and ebooks in support of the Nursing program are accessible through the Resource Center tab located on the top menu ribbon in each Blackboard course shell or through the student iCampus portal (Campus & Library > Learning Resources Center > Databases). The Library's Discovery page can also be reached directly using <http://research.strayer.edu>. Authentication using your Strayer email credentials may be requested.

The Discovery page can be used to search across most all of the library's resources or individual databases can be selected from databases listed at the bottom of the page. Nursing databases include CINAHL Complete (EBSCOhost), The Cochrane Library, MedLine Complete (EBSCOhost), and ProQuest Nursing and Allied Health Source. eBooks can be accessed from the eBooks (EBSCOhost) link at the bottom of the Discovery page as well as from the Books link to the Library's catalog at the top of the page. The Library's Ask Your Librarian service provides online research

support and is available Monday-Friday between the hours of 9:00 a.m. - 6:00 p.m. (ET); use the form on the iCampus, Learning Resources Center – Ask Your Librarian page or email [AYlibrarian@strayer.edu](mailto:AYlibrarian@strayer.edu) directly.

Students living near a Strayer Campus may visit the Learning Resources Center for further assistance from the Learning Resources Center Manager. Consult and use the Campus Location finder on [www.strayer.edu](http://www.strayer.edu); call ahead to insure access and availability of staff.

## **Career Services**

Strayer University is committed to helping students reach their career goals. Through the University's Career Center, students have access to a wide range of services and resources. These resources have been carefully selected to assist students in preparing for future professional positions. Although the intent is to actively engage students in the career development process, participation in career development activities and/or completion of any Strayer University program does not guarantee a student will find employment after graduation.

Career resources and services offered to students may be found behind the iCampus login on the University Career Center webpage: <https://icampus.strayer.edu/ucc>.

### *On-line Career Resources:*

- Career Gallery: On demand career and specialty webinars
- Candid Career: Alumni providing career advice via short video clips
- Live online webinars: Sessions led by Career Experts
- Links to information on resume writing, cover letters, interviewing, networking, and job search strategies

### *Campus-Based Career Resources*

Additional resources are located in the Learning Resources Center (LRC). Each campus has a Career Resources Area which includes books, periodicals, and local job listings. The Learning Resources Center Manager on each campus is able to provide assistance with resume preparation and help students with the many career related resources found on campus and online. LRC Managers frequently organize on-campus Career Networking Events bringing together students, alumni, and employers. A corporate Career Services team supervises and trains the LRC Managers in the delivery of career resources and supports all the online systems and communications with students and alumni.

## **RN to BSN Program Portfolio**

Throughout the RN to BSN program students will be developing an electronic portfolio which will highlight academic accomplishment and evidence completion of program learning outcomes. Information specific to the portfolio can be found in Appendix B.

## **STRAYER UNIVERSITY FACULTY AND STAFF**

At Strayer University, our nursing faculty and staff are well prepared professionals who are sincerely interested in your success. At the beginning of each course the faculty will provide their contact information and office hours. Throughout each course they will provide an active learning environment using educational best practices; and throughout the program they will provide you mentoring and feedback in a supportive atmosphere. The entire nursing team is committed to helping our students “practice within complex healthcare systems and assume the roles: provider of care; designer/manager/coordinator of care; and member of the profession” as established within American

Association of Colleges of Nursing (AACN) *The Essentials of Baccalaureate Education for Professional Nursing Practice* (2008).

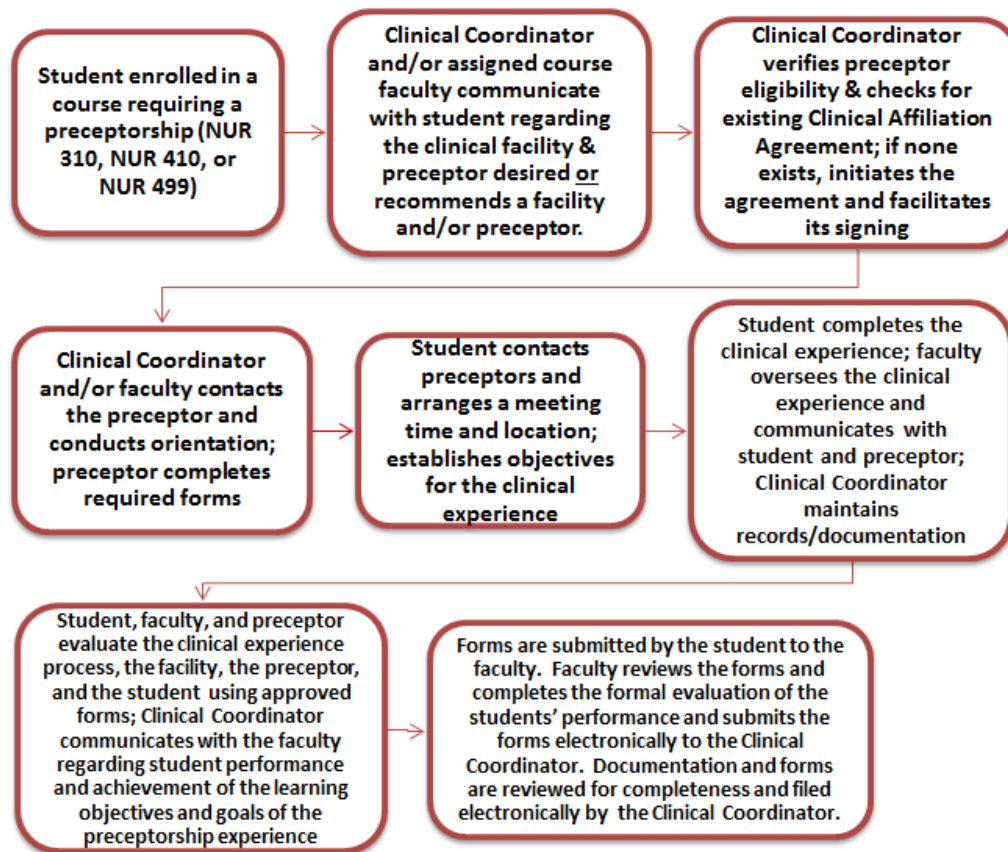
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## RN to BSN PROGRAM EXPERIENTIAL LEARNING POLICIES AND PROCEDURES

### Preceptorship Process

#### RN to BSN Program Preceptorship Process



#### Experiential Learning Site Requirements

Experiential experiences are required in NUR 310, NUR 325, NUR 425 and NUR 499.

All students must contact the experiential learning site at least one month prior to beginning the required course (or by the timeframe stipulated by the facility). A current U.S. RN license is required in the state where the experiential learning experience is to be

scheduled. Strayer University carries malpractice insurance for all RN to BSN Program students. Students requiring information regarding or documentation confirming malpractice insurance for a healthcare facility should contact the Clinical Coordinator. Credentialing documents such as CPR, criminal background checks, and immunization requirements will be uploaded into the secured students' individual portal on the CastleBranch.com website.

## **Preceptorships and Clinical Affiliation Agreements**

The School of Nursing will maintain clinical affiliation agreements with healthcare facilities to allow students options from which to choose as locations for their experiential learning opportunities. Students may choose to seek preceptorships/ learning experiences within facilities with whom the School of Nursing has an existing relationship or may seek new relationships. Experiential learning experiences will be student-driven to enhance the students' experience and facilitate the best learning opportunities by capitalizing on students' knowledge, expertise, preferences, and interests. Students are ultimately responsible for securing their experiential learning site and completing their project within the parameters of the course, assisted by the Clinical Coordinator to identify appropriate sites. Students should contact the Clinical Coordinator regarding the process for obtaining a preceptorship at a experiential learning site and/or establishing a new affiliation using the *New Experiential Learning Request Form*.

## **Clinical Coordinator Responsibilities**

The Clinical Coordinator will verify students' criminal background check results, drug screen results, and currency of immunizations, RN licensure, and BLS certification prior to the beginning of each term where a clinical rotation is planned.

The Clinical Coordinator will issue students who meet all requirements a Clinical Passport, which enables the student to initiate a schedule with a preceptor and begin the rotation when the course begins.

The Clinical Coordinator will work with the Legal Team and clinical facilities to obtain clinical affiliation agreements.

The Clinical Coordinator will send any documentation requested by the healthcare facility, including: the students' immunization record/ titer results, copy of the BLS card, copy of the RN license, proof of malpractice insurance, and any other facility-specific documentation.

## **Student Clinical Site Responsibilities**

Students will complete the criminal background check and drug screen request online on the CastleBranch.com website per instructions distributed during nursing student orientation.

Students will upload their immunization records/ titer results by the established deadline.

Students will notify the Clinical Coordinator during the term before a clinical practice experience (minimally one month prior) of their interest/preference for a clinical site.

Students will follow-up with the preceptor to obtain signatures.

## **INSURANCE REQUIREMENTS**

### **Professional Liability Insurance**

Strayer University provides professional liability insurance to each nursing student while enrolled in course work that only includes experiential learning activities. Students not enrolled in courses which include experiential learning activities are not covered by liability insurance. Strayer University does not

provide liability insurance for clinical practice conducted outside of the RN to BSN program requirements.

### **Personal Health Insurance**

Students are encouraged to maintain personal health insurance coverage while enrolled in the RN to BSN Program. Neither Strayer University, nor affiliated healthcare facilities, will be financially responsible for any medical or healthcare costs incurred by students.

### **Incident Reporting**

Any incidents or unusual occurrences that occur in healthcare facilities while students are completing experiential learning requirements must be reported to the Clinical Coordinator within 24 hours of its occurrence by emailing [ClinicalCoordinator@strayer.edu](mailto:ClinicalCoordinator@strayer.edu) and to your course faculty. An incident report form must be completed and submitted per the instructions on the form. Incident report forms can be retrieved from the School of Nursing Community Page (Blackboard Site).

## **BLOODBORNE PATHOGENS/INFECTIOUS DISEASE POLICY**

### **Experiential Learning Agencies**

Students should adhere to the facility's policy regarding bloodborne pathogens and infectious diseases when participating in experiential learning experience activities.

### **Standard Precautions and Isolation Practices**

All students will follow standard precautions and second tier isolation practices as defined by the CDC and the agency policy and procedures to minimize exposure to infectious disease.

### **Accidental Exposure, Post Exposure, and Follow-up**

- A. Healthcare facilities used by the Strayer University's School of Nursing RN to BSN program for experiential learning activities, are to have written post-exposure plans including follow-up of the exposed faculty or student including antibody or antigen testing, testing of the source patient, counseling, illness reporting, and safe and effective post-exposure prophylaxis according to standard CDC recommendations and the appropriate state law.
- B. In the event of significant exposure to blood or body fluid, defined by the CDC as: "a percutaneous injury (e.g., needle stick or cut with a sharp object) or contact of mucous membrane or no intact skin (e.g., exposed skin that is chapped, abraded, or with dermatitis) with blood, saliva, tissue, or other body fluids that are potentially infectious."

The nursing student will:

1. Immediately and thoroughly wash or rinse (if mucous membrane) the exposed area
2. Report the incident to the clinical instructor

The preceptor will:

1. Report the incident immediately to the appropriate representative at the clinical facility
2. Facilitate completion of the steps for follow up as outlined by the policies and procedures at the clinical facility.

Note: All testing and/or treatment after exposure will be at the student's expense.

## Castle Branch

Strayer University's RN to BSN Program has partnered with Castle Branch to manage students' criminal background checks, drug screens, immunization records, RN licensure, and CPR (BLS for Healthcare Providers) certification. Instructions for completing the criminal background check and drug screen will be given to students during new student orientation and/or prior to beginning a clinical rotation. Castle Branch will review expiration dates and compliance to health requirements and inform of the student if updates are required. It is the student's responsibility to update records as requested.

Students accepted into the nursing program are required to have a Criminal Background Check and will follow the procedure provided prior to beginning the first course with a clinical component. Evidence of a positive background check will be evaluated on a case by case basis. In the event that the criminal background check identifies a criminal history, the student will be advised as to the status of their enrollment. Strayer University takes seriously the success of each student and places the safety of students, faculty, and patients in the highest regard. A positive criminal background history can negatively impact the students' ability to participate in clinical experiences at many clinical facilities and therefore, impact the students' ability to successfully complete the program.

### Release of Health, Criminal Background, and Drug Screening Records

Healthcare facilities where students are engaged in experiential learning activities may require students to show proof of immunization status, drug screen results, and/or criminal background check results. Students may self-disclose this information to

healthcare facilities. Healthcare facilities may also request that Strayer University release such records prior to allowing students to participate in experiential learning activities. Students enrolled in the RN to BSN program consent to release of this information for the purpose of participating in experiential learning experience activities by signing the FERPA waiver upon enrollment.

### Criminal History and Sex Offender Crimes against Minor Background Checks

All nursing students are required to complete a Criminal History and Sex Offender Crimes against Minors Background Checks and additional state-specific checks prior to beginning the first course with a clinical rotation (NUR 310). The cost of the background check is included in the tuition and fees and will be paid for by the School of Nursing. Nursing students are personally responsible for logging on to the Castle Branch website and completing the request within the specified timeframe. Students will have access to their results via their online portal. Healthcare facilities may not allow students who have a positive criminal history to participate in experiential learning activities within their facility. If a positive result of a student's background is reported to Strayer University from Castle Branch, the student will be unable to complete experiential learning requirements, and therefore are unable to meet the requirements of the nursing program.

<b>Criminal Background Checks include the following:</b>
• All Counties Previous 7 years w/ maiden & alias names
• Residency History
• Social Security Alert
• National Record Indicator Search w/ Nationwide Sex Offender w/ maiden & alias names
• Nationwide Healthcare Fraud & Abuse (OIG, GSA, OFAC, etc)
• All Counties Previous 7 years w/ maiden & alias names
• Specific requirements based on student's state of residence

## Drug Screening

All nursing students are required to complete a urine drug screen prior to beginning the first course with an experiential learning activity component (NUR 310). The cost of the drug screen is included in the tuition and fees and will be paid for by the School of Nursing. Nursing students are personally responsible for logging on to the Castle Branch website and completing the request within the specified timeframe. Students will have access to their results online via their portal. Clinical facilities do not allow students who have a positive drug screen to participate in experiential learning activities within their facility. If a positive result of a student's drug screen is reported to Strayer University from Castle Branch, the student will be unable to complete experiential learning requirements, and therefore are unable to meet the requirements of the nursing program.

Students are responsible for notifying the Clinical Coordinator if they incur criminal charges/ and or convictions while enrolled in the nursing program. Criminal charges and/or convictions can prevent a student from being permitted to participate in experiential learning activities within healthcare facilities and students may be terminated from the RN to BSN program. The Vice Provost/Dean of the School of Nursing will determine whether students with criminal convictions can remain in the RN to BSN program; however, the Vice Provost/Dean cannot guarantee students' authorization to participate in clinical rotations at individual clinical facilities.

***Students who have a lapse in program enrollment of 6 months or greater will be required to repeat the criminal background check and drug screen before being re-enrolled in the RN to BSN program.***

## Immunization Requirements

Strayer University must comply with various state health and immunization standards which require students to provide proof of proper immunization. Licensed nursing personnel may also be required to provide additional immunization information pursuant to state laws, regulations, or guidelines.

Strayer University's immunization requirements are as follows:

During studies in the Strayer University RN to BSN program and in order to participate in any clinical activities, students are required to be up to date with the following immunizations, regardless of if there are differing requirements at the state level for students admitted into higher education programs:

### *Required Immunizations*

Measles, Mumps, Rubella (MMR)	Titers Showing Immunity or Immunization Records of two MMR Boosters within past 5 years
Varicella	Titer Showing Immunity or proof of immunization (history of disease not accepted)
Tetanus/Diphtheria/Pertussis (Tdap)	Booster within past 10 years
PPD	One-time, 2 Step PPD (thereafter, annual PPDs)
Annual PPD	Screening – Must submit documentation showing test date, date read and result. A positive result requires documentation of a negative chest x-ray and physician follow up documenting no evidence of active tuberculosis.
Hepatitis B	3 Part Series or Positive Titer

Hepatitis C	Antibody Titer or physician's note regarding status of immunity
Flu Vaccine	Annually
Other	As required by clinical site

### *Recommended Immunizations*

Although we do not require these immunizations, specific clinical sites may ask for additional immunizations to include, but not limited to: the Hepatitis C and Hepatitis A immunizations. We will consider any medical and religious exemptions to the immunization requirements on a case by case basis depending on the rules and regulations of the clinical site and local and state regulations.

### **CPR Requirements**

RN to BSN students are required to have a current Basic Life Support for Healthcare Providers (BLS) card. All BLS cards must be obtained through the American Heart Association and meet the requirements for Health Care Providers with AED. BLS certification must be renewed every two years.

### **Dress Code for Experiential Learning Activities**

In keeping with the professional standards of the nursing profession, students are expected to present a professional image and appearance when participating in clinical experiences. Students should wear professional attire with a white lab coat (short or long) and their Strayer University picture identification. Students should limit the amount of jewelry, make-up, and should have no visible tattoos and body piercings. In instances where the clinical facility's dress code requirements differ from that of the program's the student should notify the Clinical Coordinator of the facility's requirements via email and adhere to the facility's requirements.

### **Change in Health Status**

Any student who is/or becomes pregnant while enrolled in a course with a clinical component is responsible for the following:

1. Notifying the course faculty and Clinical Coordinator in writing.
2. Obtaining a clearance from her obstetrician/physician stating that she is physically able to safely complete course and clinical requirements. The student must be able to perform the duties expected of an RN to BSN student.
3. Notify the course faculty and Clinical Coordinator in writing if there are any problems during the pregnancy.
4. If the student is unable to complete the semester because of the pregnancy, he/she must follow the withdrawal policy as stated in the University Catalog.
5. Chest x-ray should not be obtained during pregnancy. Students should consult with their physician regarding immunizations while pregnant. Some immunizations are contraindicated while pregnant and required immunizations should be obtained prior to pregnancy or immediately following delivery. The Clinical Coordinator must be advised of the student's plans to maintain compliance to the required immunizations during pregnancy. Clinical facilities may not permit students to participate in clinical experience activities without the required immunizations; in these cases, students must make alternate arrangements with the course faculty, Clinical Coordinator, and Nursing Advisor.

A student who has been ill or hospitalized must submit a Medical Release form provided by a health care provider that indicates the student is allowed to return to class and is able to participate in clinical

activities without any medical restrictions. In some instances, students may not be permitted to participate in clinical activities with assistive devices, such as crutches, splints, casts, etc.

### **RN to BSN Program Inclement Weather Policy**

If local weather conditions prevent the student from attending a scheduled experiential learning experience/ preceptorship, students should notify their preceptor/clinical site and faculty member. The clinical time should be re-scheduled as soon as possible. Students should use professional judgment to maintain their safety at all times.

### **Social Media in the Healthcare Facilities Policy**

The following information is published by National Council of State Boards of Nursing (NCSBN) regarding the use of social media relative to the clinical setting and must also be adhered to by the RN to BSN program students. It is important to recognize that instances of inappropriate use of social media can and do occur, but with awareness and caution, nurses can avoid inadvertently disclosing confidential or private information about patients.

The following guidelines are intended to minimize the risks of using social media:

- First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.
- Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.

- Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer.

Source: NCSBN (2011) A Nurse's Guide to the Use of Social Media

## **APPENDIX A: INFORMATION INTEGRITY**

Students enrolled in the RN to BSN program are to submit a limited FERPA waiver before matriculation to permit the Strayer University School of Nursing to communicate with each student's board(s) of nursing to ensure compliance with nursing professional requirements relating to the disclosure of criminal or inappropriate behavior of nurses.

### **Client Medical Information Policy**

The Health Insurance Portability and Accountability Act (HIPAA) provides for federal protection of individuals' medical information. The law requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on use and disclosure that may be made without patient permission. Students should be familiar with and adhere to all guidelines regarding patient privacy and confidentiality. Specific information can be found

at: <http://www.hhs.gov/ocr/privacy/index.html>



## **APPENDIX B: RN TO BSN PORTFOLIO ASSIGNMENTS**

Students in the RN to BSN program will create an academic portfolio using a Strayer provided e-portfolio tool. The portfolio will be a collection of assignments completed throughout the nursing program. It will allow documentation of transition from RN to BSN. In addition to highlighting student achievement, the portfolio will demonstrate satisfaction of the Program Learning Outcomes and The Baccalaureate Essentials.

RN to BSN students will begin creating their portfolio in the first core nursing course (NUR300) and will continue adding to the portfolio throughout the nursing program. In the final nursing core course (NUR499) they will receive a final evaluation of the portfolio.

Within each course students will find instructions regarding how to create and add items to their portfolio.

## APPENDIX C: EXPERIENTIAL LEARNING ACTIVITIES

The RN to BSN program includes experiential learning activities in the following courses: NUR 310, NUR 315, NUR 325, NUR 410, NUR 425, and NUR 499. These activities facilitate students' integration of new practice-related knowledge and skills. In some cases students (under the direction of their nursing faculty member) will be required to identify a preceptor who can help guide the students' experiential learning experience. The purpose of this appendix is to provide an introduction to experiential learning activities and define roles and responsibilities assigned to the experiences. If you have not already done so, please review the Strayer RN to BSN Program Preceptorship Manual. Application of theoretical learning will be enhanced by participation in experiential learning activities. The activities that are part of the Strayer RN to BSN program are listed by course below.

### Strayer RN to BSN Program Experiential Learning Activities

Course Title	Experiential Learning Activity
*NUR 310 Quality and Safety in Healthcare	Students will be given the option of selecting one of two different quality and safety experiential learning activities. They will collaborate with a preceptor who is responsible for quality and safety in a healthcare setting. Students will be required to identify a quality or safety issue within the healthcare setting and pilot a plan or strategy designed to address the issue. Students will then assess and evaluate the effects of the plan/strategy and prepare a presentation that describes their plan and process.
NUR 325 Application of Pathophysiology to Advanced Health Assessment	<p>Students will use Shadow Health®, a computerized simulated health assessment suite which simulates diverse patients in multiple virtual settings using real assessment findings. The virtual patients in this program are able to respond to the students' detailed questions while conducting a health assessment, as the students use therapeutic communication and individualized care approaches. Students are able to assess the patients, and engage these virtual patients in appropriate patient education and health promotion activities.</p> <p>Students will also complete a comprehensive health assessments on an adult, including a health history (submitted on the approved form) and physical assessment (video recorded and assessed by faculty according to a rubric) and design a plan of care based on identified healthcare needs, including appropriate health promotion activities based on the age, ethnicity, culture, and health goals of the client. They will address individualized needs and identify inter-professional healthcare team members who should be involved in the care of the client.</p>
*NUR 410 Interdisciplinary Leadership and Management	<p>Students will shadow a nurse leader in a clinical setting and consider each of the American Organization of Nurse Executives (AONE) competencies as a guide to examine each of the leadership functional areas. Students will interact with leadership-focused scenarios that facilitate problem-based learning during the course. Students will make leadership and team decisions as both formative and summative assessments throughout all modules.</p> <p>Students will also role-play as a manager and will create a blog post regarding various leadership and management topics in each module. Students will be journaling throughout the course about the decisions they made and strategies for improving throughout the state of affairs at the institution for which they are charged with leading. In addition, the students will analyze a quality and safety initiative and consider each phase of the project from a leadership perspective.</p>
NUR 425 Population-Focused Nursing	Students will explore and assess population health within a chosen community. They will analyze data and choose a Healthy People 2020 initiative based upon

for Diverse Communities	the identified risks within the setting. Data will be gathered by examining the community, utilizing multiple databases, and speaking with government and community health leaders. Students will develop a plan of care for their chosen community aggregate, which is presented to the class. Upon approval from the course faculty regarding the chosen approach, the student will use reliable evidence to create a brochure providing the selected demographic with strategies to mitigate risk to the population. Students will have the opportunity to implement this project in NUR 499. Students will also interview a community health nurse to learn more about his or her scope of practice and practice environment.
*NUR 499 RN to BSN Capstone	Students will be synthesizing program concepts and applying the Baccalaureate Essentials and related program learning outcomes and will design a Research/EBP Capstone Project that builds upon and implements a project related to one of the experiential learning activities initiated in one of their previous nursing courses. This project will focus on the application of research to nursing practice to promote improvement. The student will find a preceptor with appropriate credentials (RN who is BSN prepared or higher- See <i>Preceptorship Manual</i> ), who works in a healthcare setting in an area related to the chosen project. The preceptor will mentor the student while he/she is completing the experiential learning activity and will guide the development of the Research/EBP Capstone Project. The nursing faculty member will oversee the clinical experience and must approve the preceptor and project prior to the student beginning the experiential learning activity. Students may be required to speak with leaders within community settings and/or healthcare providers to gather data that will guide strategic planning and project management.

\*Preceptor/mentor required

### ROLES AND RESPONSIBILITIES FOR EXPERIENTIAL LEARNING ACTIVITIES

The roles and responsibilities of students, faculty, and preceptors are well-defined in the preceptor manual. Please refer to this document for further clarification. Here is an overview:

Role	Responsibility	Credential
Student	<ul style="list-style-type: none"> <li>● Selects project topic in collaboration with faculty member and receives approval</li> <li>● Identifies an appropriately experienced and credentialed preceptor</li> <li>● Provides preceptor with course guidelines and experience objectives</li> <li>● Responsible to coordinate project experience and meetings with preceptor</li> <li>● Prepares presentation of project</li> <li>● Completes preceptor evaluation form</li> </ul>	<ul style="list-style-type: none"> <li>● Completion of prerequisite coursework</li> <li>● Unencumbered RN license to practice in the state in which the experiential learning activity is taking place.</li> </ul>
Preceptor	<ul style="list-style-type: none"> <li>● Provides the course faculty with CV or resume</li> <li>● Signs and returns preceptor agreement</li> <li>● Agrees to coach student in project</li> </ul>	<ul style="list-style-type: none"> <li>● Minimum BSN, MSN preferred</li> <li>● Two years nursing experience</li> <li>● Current licensure in state in which the clinical activity is taking place.</li> </ul>

	<p>content area via telephone, email, face-to-face or other agreed upon format</p> <ul style="list-style-type: none"> <li>● Collaborates to meet student needs, focusing on project objectives</li> <li>● Ensures a supportive milieu</li> <li>● Provides feedback to student and faculty member</li> <li>● Communicates with the Clinical Coordinator as needed</li> <li>● Completes student evaluation form</li> <li>● Models professional behavior</li> </ul>	
<b>Faculty</b>	<ul style="list-style-type: none"> <li>● Assists student with, and approves project topic</li> <li>● Facilitates preceptor/student relationship</li> <li>● Guides and monitors clinical experience activities</li> <li>● Available to student and preceptor via phone or email and coordinates regular check-in (minimally three times during the quarter)</li> <li>● Communicates regularly with Clinical Coordinator</li> <li>● Completes student evaluation with input from student and preceptor</li> <li>● Provides final grade for the project &amp; course</li> </ul>	<ul style="list-style-type: none"> <li>● Credentials as required by Strayer University.</li> </ul>

## APPENDIX D: SYSTEM REQUIREMENTS FOR ONLINE CLASSES

Check your technological capability. All you need to take online classes at Strayer University is a computer and access to the Internet. All the necessary software is available at no cost from our website or through website links. Strayer University's virtual classrooms use RealAudio.

### MINIMUM SYSTEM REQUIREMENTS\*:

#### Microsoft Windows

- Windows XP (32-bit)
- Windows Vista (32-bit, 64-bit)
- Windows 7 (32-bit, 64-bit)
- High speed Cable, DSL or FIOS (recommended) or dial up modem with 56K bps
- Sound card and speakers
- At least one of the following with Java\*\* enabled (latest version of JRE—Java Runtime Environment required) which is of “Sun JRE 6”:
  - Internet Explorer 8 (recommended)
  - Internet Explorer 7 (not supported for Windows 7)
  - Firefox 3.6 (supported)
  - Firefox 3.5 (supported)

#### Apple Macintosh OS

- Mac OS X 10.5 “Leopard” (32-bit, 64 bit)
- Mac OS X 10.6 “Snow Leopard” (32-bit, 64-bit)
- High speed Cable, DSL or FIOS (recommended) or dial up modem with 56K bps
- Sound card and speakers
- At least one of the following with Java\*\* enabled (latest version of JRE—Java Runtime Environment required) which is of “Sun JRE 6”:
  - Safari 5.0 (recommended)
  - Safari 4.0 (supported)
  - Safari 3.2 (not supported for OS X 10.5 or OS X 10.6)
  - Firefox 3.6 (supported)
  - Firefox 3.5 (supported)

### MINIMUM FEATURE REQUIREMENTS:

- Browser Plug-ins:
  - Adobe Flash Player
  - Adobe Shockwave Player
  - Adobe Reader
- Media Players (only one required)
  - . Windows Media Player
  - . Real Player
  - . Quick Time Player
- Other
  - .Java
  - MS Office Viewers

*\* The computer hardware must meet the requirements of the Operating System to be used. A microphone may be required for active participation in synchronous courses.*

*\*\* Java applets need to be enabled in order to work in a web browser. JAVA applets are programs created in JAVA. These applets are designed to display animations, play sounds, draw dynamic interactive graphics, play games and present usable spreadsheets online.*

## **APPENDIX E: NURSING TECHNICAL STANDARDS**

In preparation for advanced professional nursing roles nursing students are expected to demonstrate the ability to meet the demands of an advanced professional nursing career. Certain functional abilities are essential for the delivery of safe, effective nursing care. An applicant to the Strayer University RN to BSN program must meet the following technical standards and maintain satisfactory demonstration of these standards for progression throughout the program. Students unable to meet these technical standards will not be able to complete the program. Students shall notify faculty of any change in their ability to meet technical standards. The technical standards include but are not necessarily limited to the following:

### **General Abilities:**

Each student is expected to possess functional use of the senses of vision, touch, hearing, and smell so that data received by the senses is integrated, analyzed and synthesized in a consistent and accurate manner. Students are also expected to possess the ability to perceive pain, pressure, temperature, position, vibration, and movement in order to effectively evaluate patients. Students must be able to respond promptly to urgent situations.

### **Observational Abilities:**

The student must have the ability to make accurate visual observations and interpret them in the context of clinical/laboratory activities and patient care experiences. The student must be able to document these observations accurately and timely.

### **Communication Abilities:**

Each student must effectively communicate verbally and non-verbally to obtain information and explain the information to others. Students must have the ability to read, write, comprehend and speak the English language to facilitate communication with patients, family members, and other members of the healthcare team. Students must be able to document and maintain accurate records, present information in a professional manner and provide patient instruction to effectively care for patients and their families.

### **Motor Abilities:**

Students must be able to perform gross and fine motor movements with sufficient coordination needed to provide complete physical assessments and provide safe effective care for patients. Students are expected to have psychomotor skills necessary to perform or assist with procedures, treatments, administration of medications, and emergency interventions including CPR if necessary. Each student must have sufficient levels of neuromuscular control and eye-to-hand coordination as well as possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for safe patient care. Students must be able to bend, squat, reach, kneel or balance. Clinical settings may require that students have the ability to carry and lift loads from the floor, from 12 inches from the floor, to shoulder height and overhead. Students must be able to occasionally lift 50 pounds, frequently lift 25 pounds, and constantly lift 10 pounds. Students are expected to be able to maintain consciousness and equilibrium and have the physical strength and stamina to perform satisfactorily in clinical settings.

### **Intellectual – Conceptual Abilities:**

Each student must have the ability to develop problem-solving skills essential to professional nursing practice. Problem solving skills include the ability to measure, calculate reason, analyze, and synthesize objective and subjective data, and to make decisions, in a timely manner that reflect

thoughtful deliberation and sound clinical judgment. Students must demonstrate application of these skills and possess the ability to incorporate new information from peers, instructors, and the nursing and healthcare literature to formulate sound judgment to establish care plans and priorities in patient care activities.

**Behavioral and Social Attributes:**

Students are expected to have the emotional stability required to exercise sound judgment, and complete assessment and intervention activities. Compassion, integrity, motivation, and concern for others are personal attributes required of those in the nursing program. Students must fully utilize intellectual capacities that facilitate prompt completion of all responsibilities in the classroom and clinical settings; the development of mature, sensitive, and effective relationships with patients and other members of the healthcare team. The ability to establish rapport and maintain interpersonal relationships with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds is critical for practice as a nurse. Each student must be able to adapt to changing environments; display flexibility; accept and integrate constructive criticism given in the classroom and clinical settings; and effectively collaborate in the clinical setting with other members of the healthcare team.

**Abilities Related to Management of Stressful Situations:**

Each student must be able to adapt to and function effectively in relation to stressful situations encountered in both the classroom and clinical settings, including emergency situations. Students will encounter multiple stressors while in the nursing program. These stressors may be (but are not limited to) personal, patient care/family, faculty/peer, and or program related.

## STUDENT ACKNOWLEDGEMENT FORM

Handbook Effective Date August 24, 2016

I, \_\_\_\_\_ (Student's Printed Name) acknowledge that I have received a copy of the Nursing Student Handbook and that I have read and understand its contents. I agree to comply with the RN to BSN Program's requirements and guidelines.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

**CHANGE NOTICE: The information in this Nursing Handbook ("Handbook") is accurate as of August 2016 and contains information related to the 2015 and 2016 academic years. Strayer University reserves the right to make corrections and changes affecting any of the matters contained in this Handbook.**