Francis Marion University

School of Health Sciences

Department of Nursing

RN to BSN

Student Handbook

2026-2027

Table of Contents

Welcome	5
Welcome Letters	
Dean School of Health Sciences/Chair, Nursing	6
RN to BSN Program Track Coordinator	7
Mission, History, Core Values, BSN Learning Outcomes	8-11
Organizational Chart	12
Overview of the RN-BSN Program	13
Admission Requirements	13
Nursing License for Admission	13-14
Transfer Credit for Nursing Courses(s)	14
Address/Name Change	14
South Carolina Residency	14
Use of Social Security Number	14
Privacy of Student Records	14
Health and Safety Documentation Requirements	14-15
Required Documentation	15-18
COVID-19 Vaccination Policy	18-19
Campus Services:	
Library	19-20
Campus Technology	20
Writing Center	20
Financial Aid and Registrar	20
Counseling and Testing Center	21
Contact Phone Numbers and Email Addresses	21
Student Organizations	21-22
Blackboard Learn	22
Academic Advising	22-23
Fees and Expenses	23
Financial Assistance	23
Register for Classes and Paying Bill	
Access Patriot Portal	23
Identify Open Courses	23-24
Register for Classes	24
Common Issues with Registration	24-25
APA Writing Style	25
Policies	
Attendance	26
Progression in Program	26
Repeating Courses	26
Dismissal from the Program	26-27
Readmission to the Program	27
Withdrawal from the Program	27
Withdrawal Procedure	27
Voluntary Withdrawal	27
Petition for Leave of Absence	27-28

Readmission after an Extended Absence	28
Petition for Variance from Policies	28
Guidelines for Resolving Student Complaints	28
Graduation from University	
Application for Degree	28
Graduation Requirements	28
Changes in Graduation Requirements	29
Academic Information	
Student Responsibilities	29
American Health Care Provider (CPR-BLS)	29
Required Hardware and Software	30
Computer Use	30
Email	31
Phone Usage/Messaging	31
Emergency Preparedness	31
Hazardous Chemical Spills	31
Cancellation of Classes/Clinical	31
Emergency Contact	31
Employment Demands	31-32
References for Employment	32
Clinical Policies & Guidelines	32-39
Injury Occurrence	39
Code of Ethics	39
Nurse Practice Act	39
Americans Disabilities Act	39-40
Diversity, Equity and Inclusion	40
Incivility	40-41
Social Networking	41
FMU Non-Discrimination	41
Academic Dishonesty and Plagiarism	41-42
Artificial Intelligence (AI) Policy	42
Concerns & Grievances	42-43
Policy on Substance Abuse	43-44
Alcohol and Other Drug Policy	44-46
Curriculum	
Disclaimer	46
Plan of Study	46
Course Descriptions and Practicum Requirements	46-48
Grading	
Grading Scale	48
Rounding	48
Grading Grids	48
Final Examinations	48
Scheduled Tests/Exams	48
University Grading Policy	48
Posting of Grades	49

Grade Changes	49
Grade Appeals Policy	49
University Course Withdrawal Policy	49-50
Discussion Board Guidelines	50
Online Participation	50
Grading Rubric for Discussion Board	50-51
Communication Blackboard Policy	51-52
Student Evaluation	53

RN to BSN Student Handbook

Welcome to the RN to BSN Nursing Program at Francis Marion University (FMU). The *RN to BSN Student Handbook* will help you successfully navigate through online content.

In addition to this resource, you will want to review the *Francis Marion University Student Handbook* and *Catalog*. The current editions of the *Francis Marion University Catalog* and *Student Handbook* as well as the *RN to BSN Student Handbook* are online and are irrevocable contracts. The University and the Department of Nursing (DON) regulations are policy statements to guide students, faculty, and administrative officers in achieving the goals of the institution.

The Baccalaureate Degree Program in Nursing/Master's Degree Program in Nursing and Doctor of Nursing Practice Program and/or Post-Graduate APRN certificate program at Francis Marion University is accredited by the Commission on Collegiate Nursing Education.

Commission on Collegiate Nursing Education
655 K Street, NW, Suite 750
Washington, DC 20001
Phone: 202-887-6791
Email: http://www.ccneaccreditation.org

Dear Students,

Welcome to the Francis Marion University RN to BSN Program. This is an outstanding educational process, which will prepare you for contemporary professional nursing practice. I would like to congratulate you on your decision to continue your nursing education. A baccalaureate in nursing is necessary in today's healthcare world that is comprised of technological advancements, evidence-based practice, and national health initiatives. Collegiate nurses will be at the forefront of healthcare reform and change. Francis Marion University provides a superior education that develops students' leadership skills in order to affect healthcare progress.

The faculty of Francis Marion University's Nursing Program have years of experience in nursing and education. We are all here to help you succeed in your educational goals. We pride ourselves on the competencies, critical thinking ability and caring attitudes our graduates take with them to care for the citizens of the Pee Dee Region and beyond. We invite you to establish a professional relationship with us so we can mentor you through this educational process.

The journey of returning to school to obtain a BSN is exciting. Use this manual as a resource to help you navigate the path. Remember that the faculty and I are always available to assist you along the way.

On completion of this collegiate study, you will have enhanced your skills as an excellent and caring professional. Your clinical decision-making skills and critical thinking ability will enable you to continue onto graduate school or take a leadership role in the healthcare workforce.

Congratulations on your acceptance into this program. The next eleven months will be a positive life-altering experience. The nursing faculty and I feel honored to be able to share this journey of learning with you and will do everything possible to promote your success.

Sincerely**,**

Karen Gittings, DNP, RN, CNE, CNEcl, Alumnus CCRN
Professor of Nursing
Dean, School of Health Sciences

Rhonda Brogdon, DNP, RN, MBA
Associate Professor of Nursing
Chair, Department of Nursing

Dear RN to BSN Nursing Students:

Greetings and welcome to the beginning of your next educational adventure! If you are reading this guide, you have been accepted into the RN to BSN Program at Francis Marion University. Congratulations!

Starting an educational endeavor is both exciting and stressful. Many ask, “Can I do this? Do I have time? Can I compete with younger students? Will I really learn anything, and will my practice as a registered nurse really change?” The answer is YES to all of these questions.

Just because the RN to BSN program is in an online format does not mean you will not have access to the faculty or support persons. You may call or email us, and we will get back with you to answer your questions. We can make arrangements to meet face-to-face and or have a conversation over the phone. The faculty and I are here to facilitate your success.

Sincerely,

Nina Russell, DNP, FNP-C, MSN-Ed, APRN
Associate Professor of Nursing
Department of Nursing
RN to BSN Track Coordinator

Mission Statement Francis Marion University

Francis Marion University is a four-year public institution established by the state of South Carolina. It is located in the northeastern part of the state near the city of Florence and has more than 4,000 students. Its purpose is threefold: to provide students with an excellent education, stimulate inquiry and research, and serve the Pee Dee Region and the state of South Carolina.

Francis Marion University adheres to the primary purpose of its establishment as a college in 1970: to make available excellent educational programs for the people of the region and the state. The University offers bachelor's degrees in a wide range of liberal arts disciplines, as well as in the health sciences, education, and business. The University also offers professional degrees at the baccalaureate, graduate and specialist levels. While maintaining high standards, we serve students with a broad range of preparation and ability. We seek a wide variety of students, primarily from the Pee Dee Region, but also from the entire state, other states, and foreign countries. We believe that a student body diverse in age, racial and ethnic background, and country of origin enriches the education of all students. To achieve its educational goals, the University has outstanding faculty members distinguished by high achievement and diverse academic backgrounds. We provide traditional and, when appropriate, non-traditional instruction, access to an excellent library as well as electronic resources, and staff members committed to student learning and success. A low student-faculty ratio and faculty concern for the individual student help us to achieve our goals. The University recognizes the importance of the out-of-the-classroom experience and offers opportunities for students to engage in activities that promote personal growth. In addition, the University provides students with special learning opportunities, such as an honors program, internships, study abroad destinations, and cooperative degree programs.

Since our highest priority is excellence in teaching and learning, we believe that intellectual inquiry and analysis by students and faculty members are essential. We encourage all scholarly pursuits, including student research for courses and faculty research for presentation and publication and for use in the classroom. The University provides faculty members with support for professional development through resources for innovative teaching, scholarship, and service. Our goal of an academic experience built on inquiry and research as well as the transmission of information allows students to develop their ability to think and communicate, to gain knowledge and skills, to pursue a career or further study, to appreciate the creativeness of the human mind, to be aware of the human and natural environment of the world, and to have the capacity to pursue a life of learning and understanding.

The University also serves the needs of Florence and the surrounding area in ways beyond formal education. Numerous artistic and cultural activities, athletic programs, health initiatives, and outreach efforts benefit not only our students, but also the community. To foster the economic development of the region, we offer consulting services to businesses, industries, and government. Academic and practical assistance to area schools is basic to our endeavors. Faculty and staff members participate in and contribute to a wide range of community activities.

Francis Marion emphasizes liberal arts education while offering new academic programs and innovative technology. It is small enough to provide attention to each student, but large enough to offer a variety of academic and cultural resources. It thus combines the advantages of a liberal arts college with the resources and programs of a public university (*FMU Catalog, current edition)*

History
The School of Health Sciences began as a DON at FMU. The original baccalaureate nursing program was approved by the South Carolina Board of Nursing on March 17, 2005, and by the South Carolina Commission on Higher Education on May 5, 2005. The baccalaureate nursing program was previously administered by MUSC as a satellite of the College of Nursing. Strong community support led the Francis Marion University Administration and Board of Trustees to establish a Memorandum of Agreement with MUSC transferring the program to the administration of Francis Marion University. Since the inception of the Department of Nursing, the health sciences have grown considerably.

Mission Statement
The Francis Marion University Department of Nursing prepares graduates to function competently as caring professional nurses in a variety of healthcare settings. The program endeavors to instill in students the value of lifelong learning.

Core Values
The core values of the FMU BSN Program include competence, caring, and commitment.

- ***Competence*** is defined as the development of the ability of the professional registered nurse to integrate evidence-based knowledge and skill to be a leader in providing safe, effective, value-based patient care.
- ***Caring*** is defined as the ability of the professional registered nurse to provide compassionate, holistic, culturally sensitive care to individuals, families, and communities across the life span.
- ***Commitment*** is defined as the ability of the professional registered nurse to embrace technological advances, life-long learning, and be a collaborate member of the interdisciplinary healthcare team.

BSN Program Learning Outcomes
The baccalaureate generalist program in nursing prepares the graduate to:

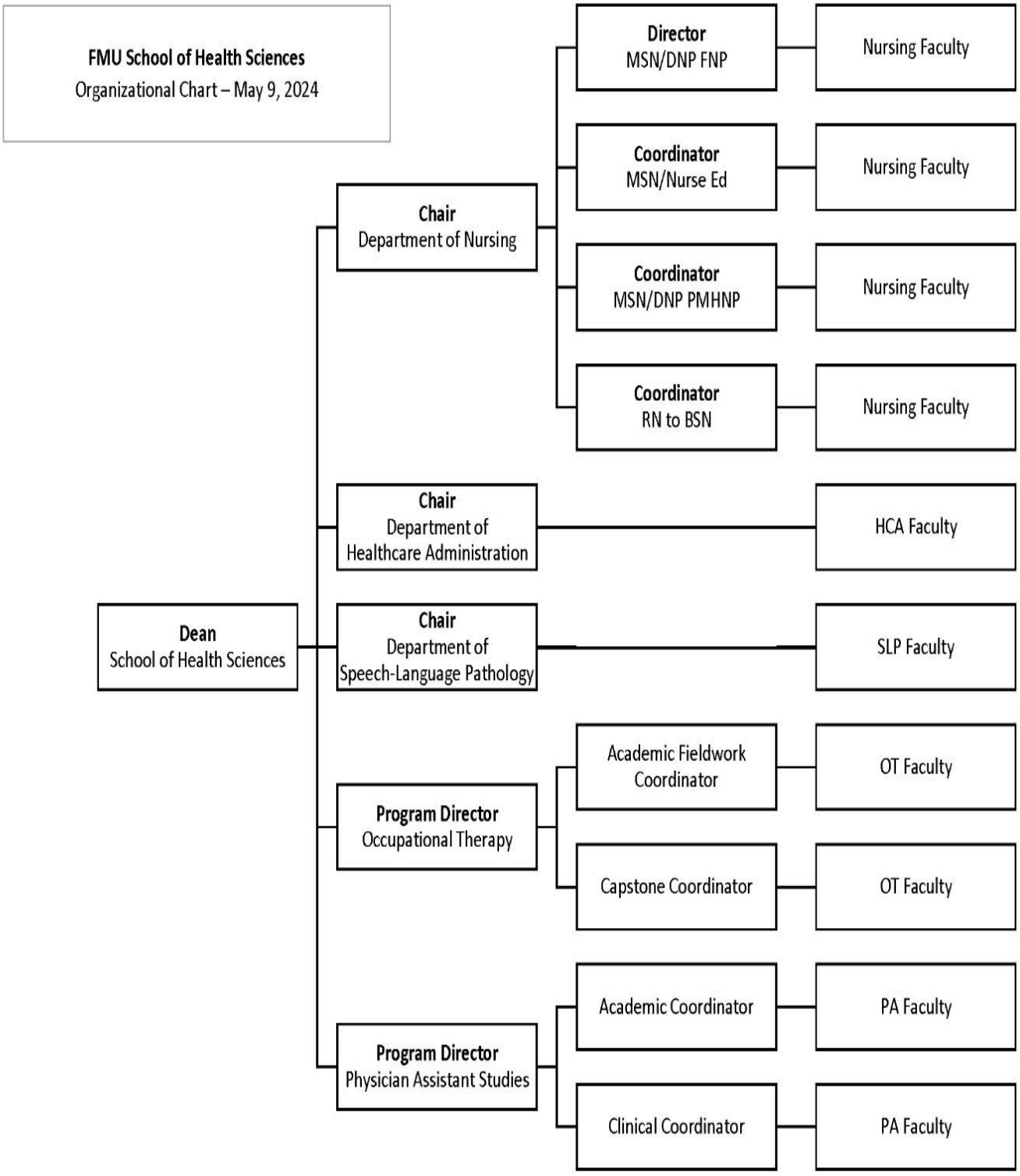
BSN Program Learning Outcomes

AACN Domains	Outcomes for BSN Program
Domain 1: Knowledge for Nursing Practice: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice	1. Provide safe, effective, and compassionate care to all individuals and groups across the lifespan based upon the underpinning principles of the liberal arts and sciences in collaboration with healthcare team members to practice in a manner that integrates, translates, and applies nursing knowledge to improve patient outcomes.

Domain 2: Person-Centered Care: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.	2. Demonstrate holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate person-centered care that focuses on the individual within multiple complicated contexts, including family and important others, and that builds upon scientific bodies of knowledge.
Domain 3: Population Health: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes. (Kindig & Stoddart, 2003; Kindig, 2007; Swartout & Bishop, 2017; CDC, 2020).	3. Apply and integrate population-specific care that spans the healthcare delivery continuum, from public health prevention to disease management, including, collaborative activities with both traditional and non-traditional partnerships for the improvement of equitable population health outcomes.
Domain 4: Scholarship for the Nursing Discipline: The generation, synthesis, translation application and dissemination of nursing knowledge to improve health and transform health care (AACN, 2018).	4. Engage in nursing scholarship to generate, synthesize, translate, apply, and disseminate nursing knowledge to improve health and transform healthcare delivery across the lifespan.
Domain 5: Quality and Safety: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.	5. Embody the core values of quality and safety in nursing practice by employing evidence-based practice models to guide patient care and minimize risk of harm, for patients and providers, through the use of established and emerging best practice principles.
Domain 6: Interprofessional Partnerships: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.	6. Promote intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes in care settings.
Domain 7: Systems-Based Practice: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, and equitable care to diverse populations.	7. Coordinate resources effectively across the healthcare continuum by embracing evidence-based methodologies to respond to the challenges of an evolving healthcare system while advocating for the needs of diverse populations to ensure safe and equitable care for all.

Domain 8: Informatics and Healthcare Technologies: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.	8. Implement the concepts of informatics and healthcare technologies to provide safe, high-quality, and efficient healthcare services by gathering data and assimilating information that drives best practices for decision making, in accordance with professional regulatory standards, when caring for patients, families, and communities in various care settings.
Domain 9: Professionalism: Formation and cultivation of a sustainable professional identity, including accountability, perspective, collaborative disposition, and comportment, that reflects nursing's characteristics and values.	9. Cultivate a sustainable, professional identity of accountability, perspective, collaborative disposition, and behaviors, that reflects nursing's characteristics and values to provide care to patients, families, and communities.
Domain 10: Personal, Professional, and Leadership Development: Participation in activities and self-reflection that fosters personal health, resilience, and well-being; contributes to lifelong learning; and supports the acquisition of nursing expertise and the assertion of leadership	10. Participate in professional activities and self-reflection that foster personal health, resilience, and lifelong learning to support the acquisition of nursing expertise and assertion of leadership. (AACN, 2021).

School of Health Sciences Organizational Chart



Overview of the RN to BSN Program
The Francis Marion University RN to BSN Program Track is a three-semester, 30-credit hour online nursing curriculum. The emphasis is on leadership, group process, communication skills, and team building. Students will be taught the skills of life-long learning and will be prepared for graduate education in nursing.

The RN to BSN program track follows an adult learning theory model. As such, the faculty acknowledges the learner's need for autonomy, decision making, and relevance of content within the learning environment. Students are given flexibility in choosing learning topics and learning activities.

The course content is developed to meet accreditation standards and is circular in design. Students may access the curriculum at any point, rather than following a longitudinal model. This allows increased flexibility in admissions, course progression, and individualization for each student's learning needs.

Nursing content is fully online. Students need to be self-motivated and able to work within this autonomous environment. Orientation to the library services, Blackboard, and American Psychological Association (APA) publication guidelines are provided. Blackboard Learn, a virtual learning and classroom management program, is the delivery format for the RN-to BSN program, and all work will be done within this system.

Each course is formatted in weeks. Learning is accomplished by textbook readings, additional web sources, group projects, and individual assignments. Discussion board questions are presented as outlined by the faculty. This format replaces classroom discussion, and for the adult learner, a great deal of knowledge is gained from these discussions. All group projects are done totally online or face-to-face in a designated group site specific for the members of the group.

Evaluation of each course is done at the conclusion of the semester, and evaluation is completed upon graduation. The evaluation results are used to improve individual courses, the overall program, and to better meet learning needs.

Admission Requirements
The primary factor considered for admission to the RN to BSN Program Track is the applicant's previous overall academic success. The RN to BSN Program Track seeks to assure diversity among its applicants and student body. Prior nursing experience and a commitment to health care is also valued. To be considered for admission, applicants should have a minimum of a "C" in all courses taken and excellent references. A completed application file includes 1) official application and fee, 2) official transcripts from all post high school education, 3) three (3) professional references (preferably instructors and employers), 4) a resume, and 5) a copy of an active SC RN license. In addition, all requirements under Health and Safety Requirements Section must be met.

Nursing License for Admission to the RN to BSN Program Track
RN to BSN students must submit proof of an active South Carolina nursing license. Students with an encumbered license that are refused by any of our affiliated practice sites will be

dismissed from the program. A copy of an active SC RN license must be uploaded into CastleBranch.

Transfer Credit for Nursing Course(s)
The RN to BSN Program Track adheres to the University policies for transfer credits. Refer to the current edition of the Francis Marion University Catalog. In addition;

- Selected non-clinical undergraduate nursing credits taken at other universities or colleges may be considered for acceptance toward partial fulfillment of the requirements of the BSN degree.
- To be considered for transfer, non-clinical nursing courses must have been completed at the baccalaureate level in an accredited program within two (2) academic years of admission, with a grade of "C" or better.
- Clinical nursing courses are not transferable.
- Transfer credit is not granted automatically.
- After acceptance to the BSN Program, the student must submit a course outline/syllabus of the non-clinical course to be considered for transfer to the Department of Nursing (DON) Chair or designee for individual review and evaluation.
- The Registrar's Office will be notified in writing regarding approved transfer coursework.

Address/Name Change
It is the student's responsibility to notify the University Registrar and the BSN Program of any changes in their name, address, and telephone number within two (2) weeks of the change.

South Carolina Residency
All students who are out-of-state residents are strongly encouraged to review the definition of a "Legal Resident" in the current edition of the *Francis Marion University Catalog*.

Use of Social Security Number
The RN to BSN program track adheres to the University policy on Use of Social Security Number. Refer to the current edition of the *Francis Marion University Catalog*: *Academic Information*. The student's nine (9)-digit student number should be used consistently on all quizzes, test, and examinations.

Privacy of Student Records /Access to Files
The BSN Program adheres to the University policy as outlined in the current edition of the *Francis Marion University Catalog: Academic Information*. Students have the right to inspect and review information contained in their educational records. Students wishing to view their records must make a written request to the Registrar listing the item or items of interest. Student records will be made available within forty-five (45) days of the request.

Health and Safety Documentation Requirements

Nursing students are legally and ethically responsible to provide a safe environment, effective, and compassionate care while developing their role as a provider of care, manager/coordinator of care, and a member of the profession within identified healthcare agencies. To that end, the BSN Program in collaboration with its practice partners utilizes resources developed by The South

Carolina Hospital Association to assure all nursing students develop core competences necessary to meet their legal and ethical responsibilities.

These resources include specific learning modules, required certifications and documentation of one's fitness for nursing which includes student's physical and mental wellness and the absence of transmittable disease. Other requirements will help to protect the student while being exposed to patients with transmittable diseases. These resources are documented through a web-based system from CastleBranch. The student must bear the cost of these requirements. Each requirement is identified in this section of this handbook with procedural information and required documentation.

Students admitted to the BSN Program must satisfactorily complete health and safety requirements prior to attending class or clinical and maintain them while enrolled in the program.

Students who are newly admitted to the BSN program must have all documentation requirements loaded into CastleBranch by the first day of class. Students who lack documentation or their documents have expired will not be permitted to attend any clinical or class until current documents are submitted. Students will receive one educational warning per week for any missing documentation. All warnings are cumulative. After missing the second clinical day in any one course related to missing/expired documentation, the student will be failed from the course because of inability to meet the clinical requirements of the course.

Submitting Documentation
Students receive instructions to register for CastleBranch upon acceptance to the RN to BSN Program. Instructions are located in the RN to BSN Student Orientation site. Students are advised to begin collecting documentation including the needed immunizations, certifications, etc.

Required Documentation for RN to BSN Students

The Nursing Program uses a web-based system from CastleBranch to hold students required documentation for accreditation and clinical compliance. Please refer to the instruction sheet to create a FMU CastleBranch account located in the RN to BSN Student Orientation site. You will upload all required documentation to CastleBranch. Please see items below of the required CastleBranch documents.

In addition, Passport Training Modules must be completed using the CareLearning platform; You may be familiar with CareLearning as many hospitals utilize this platform; however, if you do not have a CareLearning account or do not remember how to access a previous account, please refer to the instruction sheet to create a new CareLearning account or access a previous CareLearning account located in the RN to BSN Student Orientation site. Finally, please see the SC Student Passport Completion Report listed below for all required training modules. After you complete all courses, please submit your transcript from CareLearning to CastleBranch.

Some requirements may take a week or longer to complete; therefore, please begin collecting this information as soon as possible. **The deadline to submit all required documentation to CastleBranch is two weeks after classes start.**

Background Check and Drug Test (*See Instructions to Set-up CastleBranch Account*)

Your background check will be initiated automatically when you register for CastleBranch. They will also provide you with instructions to complete your drug test, which may be done at any LabCorp location.

Please Note: A positive background check means results were found, which include speeding tickets and minor traffic violations. Please wait until you have received your results before reporting whether you have a positive background check. If you do have a positive background check, you must contact the Clinical Coordinator to discuss your results and submit a Positive Background Check Understanding Form.

Required Documentation

Immunizations:

- ❑ **Immunization Form** (*Form Found in CastleBranch*)
  Download the blank form for the next four requirements here. You may use the same form for all four requirements, but you must upload it separately to each one.

- ❑ **Measles, Mumps & Rubella (MMR)**
  Either 2 vaccinations or a positive antibody titer for all three components (lab report required for titer).

- ❑ **Varicella (Chicken Pox)**
  Either 2 vaccinations or a positive antibody titer (lab report required for titer).

- ❑ **Hepatitis B**
  Either 3 vaccinations or a positive antibody titer (lab report required for titer).

- ❑ **Tetanus, Diphtheria & Pertussis (Tdap)**
  Documentation of Tdap within the past 10 years, or Tdap any time + Td booster within the past 10 years.

- ❑ **COVID-19 Vaccine-** *See COVID-19 Vaccination information*.

- ❑ **Influenza or Declination**
  Vaccine must be for the current flu season (October-March). Submit the form from your healthcare provider or pharmacy. ***Due October 1st for fall admission or with your other requirements for spring admission.

TB Skin Test:

- ❑ **TB Skin Test**
  Students currently employed at a healthcare facility, a 1-step PPD is required prior to admission or start of the semester. Students who are not currently employed at a healthcare facility, a 2-step PPD is required and must be placed within the 3-months prior

to admission or start of the semester. In case of previous infection, a chest x-ray and a TB symptom checklist are required.

Insurance Coverage:

- ❑ **Professional Liability Insurance** (*coverage for student nurses*)
  Must have $1 million/$3 million coverage. Upload the certificate of coverage from your provider. Nursing Service Organizations link for affordable liability insurance: https://www.nso.com/malpractice-insurance/individuals/nursing-students

- ❑ **Health Insurance**
  Upload *both sides of your card in the same file*.

Training and Certifications:

- ❑ **RN License**
  Upload a copy of your current RN license.

- ❑ **Driver's License**
  Upload *both sides of your driver's license in the same file*.

- ❑ **CPR Certification**
  Must be American Heart Association BLS. *Sign the back of your card*, and *upload both sides in the same file*. You may submit a letter from your instructor until your card arrives. AHA e-cards are also accepted.

- ❑ **CareLearning Passport**
  Register at http://passport.carelearning.com. After you complete the initial set of required courses (see list below), you must manually add the hospital specific courses. Please add and complete the two hospital courses labeled as required as well as any additional hospitals, if applicable:

  SC Student Passport Completion Report for the following modules:
  - ❑ Abuse, Neglect, and Exploitation
  - ❑ AIDET
  - ❑ Bloodborne Pathogens
  - ❑ COVID-19: Coronavirus Disease 2019
  - ❑ Culturally Competent Care
  - ❑ Customer Service
  - ❑ Electrical Safety
  - ❑ Emergency Preparedness
  - ❑ Fire Safety
  - ❑ Hand Hygiene
  - ❑ Hazard Communications
  - ❑ HIPAA
  - ❑ Infection Prevention and Control for Non-Clinical Employees
  - ❑ Isolation and Standard Precautions
  - ❑ Lewis Blackman Patient Safety Act
  - ❑ Moving, Lifting, and Repetitive Motion
  - ❑ Pain Management

- ❑ Patients Rights
- ❑ Population Specific Care: Pediatric
- ❑ Population Specific Care: The Adult Patient
- ❑ Sexual Harassment
- ❑ Slips, Trips, and Falls
- ❑ TB Prevention
- ❑ Workplace Diversity
- ❑ Workplace Violence Prevention

❑ *Hospital Specific Courses:
- ❑ MUSC-Florence, Marion, Black River Orientation **(Required)**

(*Required, <u>if completing practicum hours at any of this site</u>)

*The hospital specific courses are not included automatically when registering for Passport and must be added separately after completing the others listed. A copy of the student's transcript showing completion of these modules must be uploaded into CastleBranch.

McLeod Health Orientation is not a part of the CareLearning Passport. A required Computer Based Training (CBT) PowerPoint is required to be read and an Attestation Form will be signed to attest that required training has been completed. This replaces the CareLearning Passport for McLeod Health and is required for all faculty and students who have clinical experiences at McLeod Health.

Please submit the Attestation Form to the Clinical Coordinator.

<u>References & Resume:</u>

- ❑ **References**
  Upload all three references in the same file.
- ❑ **Resume**

<u>Nursing Program Forms: *(Forms Found in CastleBranch)*</u>

- ❑ **RN to BSN Student Information Form**
- ❑ **RN to BSN Orientation Form**
- ❑ **Mental and Physical Eligibility Checklist**
- ❑ **Latex Questionnaire**
- ❑ **Student Affirmation Form**
- ❑ **Honor Code for the Use of MEDs in the Clinical Area**

If you have any questions about your documentation requirements, please contact the Clinical Coordinator (*843-661-1689*).

**Detailed instructions for CastleBranch and CareLearning Passport will be provided in the RN to BSN Blackboard orientation site.*

<u>COVID- 19 Vaccination:</u>

Effective as of August 4, 2023, the Centers for Medicare & Medicaid (CMS) has rescinded the healthcare worker COVID-19 vaccine mandate.

Our practice partners, where students complete clinical rotations can implement and modify vaccine requirements at any time, and our students must comply in order to proceed in the program. The Department of Nursing must adhere to requirements by our practice partners in order to provide student clinical experiences.

If you had the COVID-19 vaccination, please upload the documentation to CastleBranch.

Campus Services:

Library Resources
The library currently houses a NetLibrary e-book collection of 1456 books in the field of Nursing under the subject heading of Health and Medicine, many of which can be accessed electronically. The University provides access to an extensive collection of electronic resources including CINAHL full text.

Membership in **PASCAL** (Partnership Among South Carolina Academic Libraries) has further enhanced the university's ability to provide a wide variety of quality resources for nursing. For example, through PASCAL and beginning January 2010, Ovid Lippincott online was made accessible to faculty and students.

The library's web site **http://www.fmarion.edu/Health_Sciences** lists selected print resources and electronic resources in its **Health Sciences Subject Guide** which is listed under **Subject Guides** tab on the library's homepage or found under **Research Help "Choose a subject"**. Below is a copy of the page that lists databases used to search for journal articles, and Web Resources to which faculty and students have both campus-wide and remote access. To access library resources off-campus: http://libguides.fmarion.edu/JARL/off_campus.

Journal Articles and Databases	Internet Resources
Academic Search Complete APA Academic Writer CINAHL Complete The Cochrane Library Consumer Health Complete Health Sources: Nursing/Academic Edition Nexis Uni-Academic & News (formerly Lexis Nexis) Libert Online Lippincott Williams & Wilkins Nursing and Health Profession MEDLINE PubMed Science Direct STAT! Ref 3D Human Anatomy and Physiology STAT! Ref medCalc 3000 UpToDAte ECO 1995-via OCLC FirstSearch	American Nurses Association Gray's Anatomy of the Human Body Hands on Health - South Carolina Healthfinder: Nursing Human Anatomy Online McGill University Virtual Stethoscope Merck Manual of Diagnosis and Therapy National Center for Health Statistics National Coalition of Ethnic and Minority Nurse Associations National Institutes of Health National Library of Medicine National Student Nurses Association Physical Exam Study Guides RN Central

(PASCAL) ECO 1995-via OCLC FirstSearch ECO 1995-via OCLC FirstSearch (DISCUS)	Rx List South Carolina – Health and Medical Resources U.S. Department of Health and Human Services

Students receive library access as soon as they are enrolled. The student ID number allows remote access 24 hours a day, 7 days per week.

An online library orientation will be provided. Orientation is given as soon as the student satisfies financial obligations to the University because it is administered through the Blackboard Learn System.

Campus Technology
FMU offers students technological and media support daily (8:30 AM to 5:00 PM) via telephone at (843) 661-1111. Blackboard help is available 24/7 from the company, with contact information found on the initial opening screen in Blackboard.

Blackboard Learn orientation is provided by the Nursing Department upon acceptance to the RN to BSN program track and must be completed before students can begin classes. A Blackboard Learn tutorial is available on the Blackboard Learn site once it is accessed.

Students are issued a student identification number upon acceptance to the University (four zeros followed by five numerical digits). Students will use this number to access all campus technology systems.

The FMU home webpage (www.fmarion.edu) has a convenient drop-down menu that provides access to all University functions and departments. This user-friendly webpage has a direct link to Blackboard Learn and SwampFox email, so students have easy access to necessary sites.

Writing Center
The FMU Writing Center is fully accessible online. The writing center provides one-to-one assistance on a wide range of writing tasks including projects, research, literary analysis, creative writing, lab reports, resumes, and graduate school applications. Since college-level writing is required in the RN to BSN program track, students who struggle with grammar or writing issues are highly encouraged to seek the help of the Writing Center. Students can access the Writing Center on the FMU website.

Financial Aid and Registrar's Office
The Financial Aid Office is open during business hours and will answer financial aid questions for students by email (access through the FMU website) or phone (843-661-1190). Students must have their student ID number when calling. Students must file a FAFSA if seeking financial aid through the University.

The Registrar's Office is responsible for all official transcript evaluations. The Registrar reviews student files and approves petitions for graduation. Any questions about transcript evaluation, course transfer evaluation, or eligibility for graduation should be addressed to the Registrar's office at 843-661-1175.

Counseling and Testing Center
The Testing, Counseling, and Special Services Center is responsible for meeting the personal counseling needs of FMU students. Professional counselors are available to help with personal, relationship, and/or emotional issues. The office also coordinates the CLEP testing services. The Office serves as the focal point for academic services for students with disabilities. All students with disabilities should contact the Counseling and Testing Center prior to registration (843-661-1840).

Contact Phone Numbers

Dean, School of Health Sciences	Dr. Karen Gittings kgittngs@fmarion.edu	843-661-1688
Chair, Department of Nursing	Dr. Rhonda Brogdon rbrogdon@fmarion.edu	843-661-1674
RN to BSN Program Track Coordinator	Dr. Nina Russell nrussell@fmarion.edu	843-661-1682
Coordinator of Nursing Student Services	Mrs. Kelly Heavner kelly.heavner@fmarion.edu	843-661-1226
Department of Nursing Administrative Assistant	Ms. Sidney Coker sidney.coker@fmarion.edu	843-661-1690
Clinical Coordinator of Nursing	Ms. Arie Meyer Arie.Meyer@fmarion.edu	843-661-1689
Admission's Office		843-661-1231
Registrar's Office		843-661-1175
Cashier's Office		843-661-1596
Reference Librarian		843-661-1300
Writing Center		843-661-1528
Internet Technical Support		843-661-1111

Contact information for individual course faculty can be found in the syllabus.

Student Nurses Association (SNA)
SNA provides students with an opportunity to discuss issues and increase knowledge of the profession. Students have opportunities to function in leadership roles, mentor other students,

participate in community service, and network with other students at state and national levels. Students also have the opportunity to hear from experts in the field and to gather support for career decisions. Faculty encourage students to participate at the local, state, and national levels.

Sigma Theta Tau International (STTI), Chi Lambda Chapter
The mission of the Honor Society of Nursing, Sigma Theta Tau International (STTI), is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. STTI membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Francis Marion University's Chapter of STTI, Chi Lambda, was chartered October 16, 2014.The honor society conducts scholarly meetings at least twice each year and inducts members once per year**.**

Minority Nursing Association (MNA)
The Minority Nursing Association (MNA) is a professional organization that was established in August 2013 for nurses and nursing students in the Pee Dee Region. As professional nurses, we can encourage and support one another to grow personally and professionally and provide guidance and mentoring to minority nurses and nursing students. One of the goals of the organization is to work together as advocates to identify and address the healthcare needs in minority communities of the Pee Dee Region through health promotion initiatives and activities.

Health Occupation Students of America (HOSA)
HOSA is an international student organization who mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions.

Blackboard Learn
Blackboard Learn is the computer software medium for course work in the RN to BSN program track. All students must be competent in the use of Blackboard Learn in order to be successful in the educational process.

Upon acceptance to Francis Marion University RN to BSN program track, students are enrolled in Blackboard Learn orientation, which must be completed prior to beginning any online or hybrid nursing courses. Confirmation of Blackboard orientation is sent via email by the RN to BSN Coordinator. Prior to beginning this orientation, students must have the appropriate hardware and software installed on personal computers.

Questions regarding Blackboard Learn orientation should be directed to the RN to BSN Program Coordinator first (nrussell@fmarion.edu) prior to calling Technical Support.

Academic Advising
The FMU Registrar is responsible for the management of the registration process by which students enroll in classes. Registration procedures for each term are described in the schedule of classes for that term and on the University's web site. It is essential that each student obtain

advisement throughout his/her Plan of Study in order to progress smoothly through the sequence of courses. The following policies and procedures are designed to facilitate the student's progression throughout the RN to BSN program track;

- Upon enrollment in the BSN Program, each student will be assigned an academic advisor,
- It is recommended the students communicate with their assigned academic advisor at least once each semester prior to the pre-registration period to discuss and update the student's plan of study, and
- To change an academic advisor, the student must submit a written request to the Department Chair of Nursing.

The process of academic advisement is one of information exchange, communication, teaching, and guidance. The advisor/advisee relationship enables the student to obtain information needed to maintain enrollment as a nursing student, to stay abreast of the rules and regulations of the BSN Program and the University, and to provide the student with a trusted guide. The advisor should be the student's most accurate source of information and be available on a regular basis to answer questions or address concerns. As a guide, the advisor has the opportunity to assist the student with articulating and realizing some of his/her career goals. The advisor will assist the student to develop an initial plan of study; the investment of time needed for the program should be addressed, so that the student can make necessary adjustments for work or personal schedules to accommodate any unanticipated demands. The student will be provided information on the available campus resources that might be of assistance.

Fees and Expenses

Students are required to have all current fees paid by established deadlines in order to attend classes. Any student who is not in good financial standing for the current semester is advised to resolve the problem by talking to a representative in the Financial Aid for assistance or setting up a payment plan with the Cashier's Office.

Financial Assistance Information

Contact the Financial Aid Office at 843-661-1190 or by visiting the web site at http://www.fmarion.edu. The contact number for the Cashier's Office is 843-661-1596.

REGISTRATION & TUITION

Access Patriot Portal:

1. Go to the Francis Marion University website: www.fmarion.edu,
2. On the top left corner, click on Patriot Portal,
3. Click on "Portal Sign-On", and
4. Students can access open courses, course plans, request advisor review of plans and unofficial transcripts in the Patriot Portal system.

Identify Open General Education Classes:

The nursing course numbers that are needed for the semester will be emailed directly to students. Students must identify general education course numbers they wish to take concurrently. To do so, follow these steps:

1. While in Patriot Portal for Students, click on the *Course Catalog* link,
2. Choose the appropriate subject for registration,
3. Click on the link that correlates with the appropriate course,
4. Click on "View Available Sections" for the appropriate course,
5. Identify the section that works best for the overall schedule. Students should choose at least one alternate class in the event that the first choice is not available,
6. Select "Add Section to Schedule" for the preferred section,
7. When the "Section Details" window opens, make sure that "Graded" is selected in the dropdown window in the middle of the screen and then click "Add Section." This will only add the section to the plan; it does NOT confirm registration in the course,
8. To review all course sections planned for the semester, click on the tab titled "Course Plan." This is the proposed plan for the identified semester, and
9. After course sections are planned and reviewed in the "Course Plan", students need to complete the below steps to confirm registration in the course.

Register for Classes:

1. Once the above steps are completed for identifying and reviewing course sections, students need to ensure that registration holds are lifted and they are within the window of registration based on their current earned hours,
2. If the student is open and eligible to register, they register by clicking "Register Now" while still in the "Course Plan" tab in the Patriot Portal,
3. An error message will pop up if selected courses are full, require a matching lab, or have a prerequisite. NOTE: The only course for the RN to BSN program track that requires a prerequisite is Literature. *Students must take English 102 before enrollment in Literature,* and
4. To confirm registration of hours, students should check on the amount of hours listed next to "Enrolled" left of the "Register Now" button. If there are any hours next to the "Planned" tab then that means the student has planned for a course but is not currently registered. All confirmed registered courses will denote a green check-mark and the message "Registered, but not started" underneath the course name.

Common Issues with Registration

Difficulty confirming registration with a course included in the plan: This likely means that the student has added a Course to the Course Plan and not a specific Section of the course. In order to be able to register for courses, students must choose a specific section for each course. To choose a specific section for a course type in the EXACT course name in the "Search for courses..." search bar. For instance, search for SOCI-201. Click "View Available Sections for SOCI-201." Then choose one of the Sections and click the corresponding green "Add Section to Schedule" button. Follow this process for the rest of the courses.

Difficulty removing a course section from the course plan (this is different from the confirmed registered courses): To remove a course from the COURSE PLAN, click on "Timeline." Click the X beside the course that needs to be removed from the plan.

Difficulty dropping a course included in the schedule for the semester after registration is confirmed: To remove a course from the registered SCHEDULE (courses the student is enrolled

in). Click on "Course Plan" and then click on "Calendar" (it is light gray, and it is found to the right of "List.") The enrolled courses should be in the left column (they may be in a different place on a mobile device), and under each course, look for the green check mark with "Registered, but not started" right beside it. Scroll down to the green "Drop" button. Click the green "Drop" button that corresponds with the desired course to drop.

For questions, please call:

Registrar's Office: 843-661-1175
Mrs. Kelly Heavner, Coordinator of Nursing Student Services: 843-661-1226
Dr. Nina Russell, RN to BSN Program Track Coordinator: 843-661-1682

THOSE WHO ARE PART OF AN AGENCY CONTRACT WILL NOT BE ABLE TO SELF-REGISTER FOR NURSING CLASSES. However, students self-register for any non-nursing courses taken in addition to nursing.

APA Writing Style/Literary Format

In order to provide consistency, uniformity, and standardization for all written documents in nursing courses, the *Publication Manual of the American Psychological Association (7th edition)* (APA Style Manual) is the adopted writing style. It is strongly recommended that students purchase the book. This format should be used by all nursing students in writing papers as part of course assignments (unless otherwise specified). In addition;

- All graded and/or written assignments must be typewritten (Microsoft Office: WORD) or written in black ink, double-spaced with one-inch margins per APA,
- All required written assignments will be considered late if not received by faculty by the designated time and date. Late work will be accepted per faculty discretion and as outlined in the course syllabus. An exception to this policy will be made only if the student has made prior arrangements with the respective faculty member,
- The student must submit all written course requirements in order to receive a course grade,
- Written work should be submitted directly to the appropriate faculty member as outlined in the course syllabus. Important written work, especially graded assignments, should not be placed in faculty mailboxes or in the door boxes located outside the faculty member's office without the direct permission of the faculty member. A copy of all written work submitted to faculty should be kept by students, and
- Faculty reserve the right to request that all written assignments be electronically submitted via "Assignments" on Blackboard Learn System™.

The American Psychological Association (APA) writing style is the accepted standard for the FMU DON **Students are required to have the most recent edition of the APA manual:**

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.). American Psychological Association. ISBN-13: 978-1-4338-3217-8

APA orientation will be included as part of the Blackboard orientation and must be successfully completed prior to commencement of course work.

RN to BSN Program Track Policies:

Attendance

Online participation is needed throughout the program of study. Faculty encourage students to access online course content once a day; however, faculty require students to access online course content and review announcements a minimum of once a week. Weekly log-in, regardless of assignment due dates, is a requirement for online courses. Students who fail to log-in each week will be withdrawn from the course.

Progression

A student must earn a minimum grade of "C" in each nursing course. A student earning a grade of less than" C" must repeat the course and achieve a "C" or better in order to remain in the program. If a student earns less than a "C" in a second nursing course, the student is dismissed from the program. **If a student is readmitted to the Nursing Program after dismissal, one failure would be grounds for dismissal**.

"**The RN to BSN track may be completed on a part-time basis, but all course work must be completed within five "5" calendar years**" (*FMU Catalog, current edition*).

Repeating Courses

"Once a student has completed, either successfully or unsuccessfully, a course at FMU, he/she may not repeat the course at another institution for transfer credit to FMU. However, a student may be permitted to repeat for additional credit a course he/she took for credit ten or more years previously" (*FMU Catalog, current edition*).

A student must repeat a nursing course in which a grade of "W" or below a 2.0 was earned. A nursing course can be repeated one (1) time only with a grade below 2.0. A student can only enroll in a course a maximum of three (3) times. A grade of "W" or withdrawal counts in this number. No additional nursing courses may be repeated. The BSN Program adheres to the University's policy and procedures as to the computation of the overall grade point average. This policy also applies to non-degree seeking students who are later admitted to the BSN Program.

Dismissal from the Program

The APG committee may recommend to the DON Chair that a student be dismissed from the BSN Program if the student;

- Fails two (2) nursing courses (including elective nursing courses),
- Fails to register for consecutive semesters,
- Has a grade point average (GPA) that indicates the student will not be able to meet the 2.0 requirement for graduation,
- Does not complete requirements for the degree within the five (5)-year period after initial registration in the BSN Program,
- Demonstrates unsafe/unethical clinical practice,
- Has violations of the University's Student Honor Code,
- Has excessive absences in classroom or clinical areas,
- Demonstrates conduct incompatible with the practice of professional nursing, or
- Patient abandonment.

The student has the right of due process and may appeal the dismissal within seven (7) calendar days the letter's date. The student should write a letter of appeal that indicates the reasons for unsuccessful course completion and include professional steps being taken to become a successful nursing student. The letter should be addressed to the APG Committee Chair. The letter can be submitted electronically (properly labeled with the student's name and date) or hand delivered. Only under unusual circumstances will a student, who has been dismissed or voluntarily withdrawn under the above stated circumstances, be allowed to reenter the BSN Program. The student will be notified in writing of the APG committee's decision. APG Committee deliberations are confidential and students will not be provided an explanation for the decision rendered. Decisions are individually based on information provided by the student, the student's academic record, and the student's potential for successful program completion. The student should register for courses in another major as soon as possible in the event the appeal is denied. The student will be notified of the appeal determination within thirty (30) calendar days from the date the appeal letter is received. A copy of the request and the committee's reply will be placed in the electronic Nursing Student's File. Once a decision is made, the student cannot submit a second appeal.

Readmission to the Program
All applications are evaluated on an individual basis. If a student is readmitted to the BSN Program after a dismissal, one (1) course failure is grounds for dismissal.

Withdrawal from the Program
When withdrawing from the program, the student notifies his/her faculty advisor and completes the Withdrawal Grade Report form available in the Registrar's office. The BSN Program adheres to the guidelines set forth by the University. Refer to the current edition of the *Francis Marion University Catalog*.

Withdrawal Procedure
Students who withdraw from the program must make an appointment with the faculty advisor to discuss reasons for the decision to withdraw from the program. Complete withdrawals must be initiated by the student at the Registrar's Office. A Complete Withdrawal Grade Report will be completed. Failure to complete the Complete Withdrawal Grade Report form may result in the grade(s) of "WF" for the course(s).

Voluntary Withdrawal
A student who chooses to withdraw from the BSN Program must follow FMU's policy and procedures in the current academic year's catalog. If the student withdraws from the BSN Program and decides to return, then the student must re-apply. The student's application will be placed into the current pool of applications for evaluation for acceptance. There is no guarantee the student will be accepted again.

Petition for a Leave of Absence from the BSN Program
If an extenuating situation arises during the student's time in the BSN Program that makes it difficult for the student to complete course work, then the student may request a *Leave of Absence (LOA)*. The student must present his or her case in writing to the APG Committee indicating the reason for the LOA. The student will receive a letter from the APG Committee

Chair regarding the decision. A LOA can only be granted for one academic semester in order to maintain the student's place in the BSN Program. It is the responsibility of the student to stay in contact with the DON Chair and the Student Services Coordinator about his or her return. If the student fails to follow this policy, then the student will be dismissed from the program. The student will need to re-apply if he or she chooses to return.

Readmission after an extended absence
Any student that is returning to the FMU BSN Program after a leave greater than two (2) semesters will have his or her academic transcript from the BSN Program reviewed by the APG Committee. Recommendations on repeating or auditing nursing courses will be submitted to the DON Chair, who will make the final decision.

Petitions for Variance from Policies
The APG Committee acts upon petitions from students seeking exception(s) to the BSN Program academic policies and/or regulations. A written request for an exception must be submitted to the Committee Chair with supporting rationale and documentation. Petitions will be addressed at the next scheduled meeting. The student has the right to present his or her case to the committee. A request to do this must be sent to the Chair of the APG Committee. The committee will consult with nursing administration on the determination of the petition. The student will receive a letter from the committee regarding the decision on the petition. A copy of the petition and the committee's reply will be placed in the student's file. Should the student choose to appeal the petition decision, they should follow the university's grievance policy.

Guidelines for Resolving Student Concerns or Complaints
Students experiencing academic difficulty are strongly encouraged to schedule an appointment with the classroom or clinical faculty for assistance. If students are unable to resolve an academic issue, then they should consult individuals in the following order;

1. Course coordinator, if different from above,
2. DON Chair
3. Dean, School of Health Sciences

It is regarded as unprofessional in the discipline of nursing not to follow the appropriate chain of command. For quicker resolution, students are encouraged to seek resolution of conflict using this process. It is the desire of the nursing faculty to facilitate faculty-student dialogue in order to promote a positive environment for learning.

Graduation from the University

Application for Degree
Undergraduate students are required to file an Application for Degree with the Registrar's Office during pre-registration the semester prior to graduation. Refer to the current edition of the *Francis Marion University Student Handbook* for final deadline dates and fee requirements. Those students desiring to graduate in absentia should complete the appropriate information on the degree application.

Graduation Requirements
Students must have a minimum of 120 college semester credit hours to graduate. Of those, 30 credit hours must be from FMU within the past five years.

Changes in Graduation Requirements

"Students returning to FMU after an absence of one year or more will be expected to meet the graduation requirements stated either in the University Catalog of the year in which they returned to FMU or in the University Catalog of the year in which they graduated. The effective University Catalog must not be more than ten years old" (*FMU Catalog, current edition*).

ACADEMIC INFORMATION

Student Responsibilities

Each student is responsible for the proper completion of his/her academic program, for familiarity with the *FMU Catalog, the University Student Handbook*, and the *RN to BSN Student Handbook (current editions)*. Each student is responsible for maintaining the grade point average required, and for meeting all degree requirements. The academic advisor will counsel, but the final responsibility for a successful college career rests with the student.

CPR Certification

The BSN Nursing Program requires students to complete the American Heart Association BLS Provider certification. This certification must be completed prior to admission and kept current while all students are enrolled in the nursing program.

A copy of the course completion card must be uploaded into CastleBranch. Either a paper card or an AHA eCard is acceptable proof of certification. Paper cards must be signed on the back to be considered valid. If students are awaiting a card, please submit a letter or certificate of completion from the instructor as temporary documentation until the card arrives.

The Military Training Network Healthcare Provider certification may be submitted in place of BLS Provider, as the AHA recognizes the MTN cards as equivalent to their own. Because our clinical sites specifically require AHA, no other CPR certification (including American Red Cross) will be accepted.

The CPR course through the American Heart Association website is at http://cpr.heart.org. The AHA offers an online hybrid course, which still requires an in-person skills check before receiving a course completion card. Courses are also offered by the Nursing Program and area hospitals as needed.

Warning: Online-only CPR courses are <u>not</u> approved by the American Heart Association.
"The American Heart Association does not approve training courses created by other organizations, does not allow its course completion cards to be given to students who do not complete the skills check portion of American Heart Association training, and there are no 'AHA-compliant' training courses or 'AHA-certified' professionals conducting training. An organization that has been approved to issue cards with the AHA logo upon successful completion of an AHA training course should display the 'Authorized Training Center' logo to help you know they are authorized." (AHA Fraud Warning, http://www.heart.org/HEARTORG/General/Fraud-Warning_UCM_451200_Article.jsp)

Maintaining current certification is the sole responsibility of the student.

Required Hardware and Software for the Online Learning
Since the FMU RN to BSN program track is online, having reliable access to computer and Internet services is mandatory. The required word processing program is Microsoft WORD.

All students are encouraged to have a back-up plan in the event of computer issues, loss of electrical services, or other technical problems that would hinder timely participation in the online classroom. Personal computer issues will not be considered an excuse for absence.

Computer Use:
Personal Computer:
Every nursing student is required to have a personal laptop computer for coursework and online testing. The minimum configuration should include:

- The current version of Microsoft Windows or macOS.
- Microsoft Office. FMU provides Office 365 free to all actively enrolled students; contact the Campus Technology office for more information.
- Wireless Internet access.
- A webcam (either built-in or USB) for off-campus online testing.
- A battery with at least a 2-hour capacity. Because not all classrooms provide individual power outlets, students should ensure batteries are fully charged before testing.

A Windows PC is strongly recommended because the Nursing Department requires certain specialized software that may be unavailable for, or have reduced functionality on, other systems. iPads, Android tablets, and Chromebooks are specifically known to be incompatible with Nursing's software requirements. It is the student's responsibility to ensure they have access to a suitable device. Personal handheld devices are recommended that can download e-books for reference. If a student does not have a handheld device, they will be able to purchase the paper copy of the book.

Other Computer Access on Campus
FMU's Academic Computer Center and the Nursing Program Computer/ Student Lounge in the Lee Nursing Building (LNB) are open to all enrolled students. Access to the laboratory may require a valid University ID Card. Students are required to supply their own external drives and printer paper. The software and documents available are copyrighted products and may not be reproduced, in part or in whole for any purpose. Students are required to follow all FMU policies with regards to disk write rights, piracy, viruses, climate, and media when working in the computer lab.

Acceptable Uses of the Internet
Francis Marion University Internet guidelines are available in the current edition of the *FMU Student Handbook* and on the web address http://www.fmarion.edu under the academic computing link. In addition, FMU has Computer Center Rules with regard to disk write rights, piracy, viruses, climate, and media. The RN to BSN program track adheres to all of the guidelines set forth by the University.

Email
Electronic mail is an essential component of communication between the nursing faculty, administration, and students; therefore, all nursing students are required to have an active FMU email account. Email responses to faculty are expected with 24 hours. In return, faculty will email students within 24 hours with the exception of weekends and holidays. Email to all faculty and students in the department must be addressed professionally with a proper salutation, complimentary closing, and signature. If any of the proper ingredients are lacking, the email will be returned with a note that states "please address this email in a professional manner." Each email should address one issue.

Phone Usage and Messaging
Students are only to call faculty or text faculty if it is an emergency clinical situation. Faculty will not use verbal phone conversations or texting to discuss any issues with student. Contacting faculty (other than an emergency clinical issue) must be done by email.

Emergency Preparedness
Francis Marion University's Emergency Preparedness Plan is designed to guide University personnel in responding to urgent situations and crises through planned and executed series of steps that will ensure the safety of our people and property. The BSN Program will adhere to all guidelines set forth in the Emergency Preparedness Plan. All students should register in Swamp Fox Alert.

Hazardous Chemical Spills
Refer to University's Emergency Preparedness Plan June 30, 2014. Website reference location is https://www.fmarion.edu/wp-content/uploads/2016/07/3.11.2-7-FMU-Emergency-Plan2014.pdf.

Cancellation of Classes/Clinical
The BSN Program adheres to the policies of the University with regard to scheduled class times. In the case of inclement weather or other disasters, the BSN Program will follow the schedules established by the University. Students are to activate Swamp Fox Alert in order to receive information about closures. Students are also encouraged to listen to local radio and television for these schedule changes. Faculty may also notify students via email or Blackboard. Students are also reminded that they are to utilize sound, personal judgment when deciding whether to commute for a learning experience in hazardous weather conditions.

Emergency Contact
Students should *not* provide any of the nursing program telephone numbers for routine or emergency contacts. Instead, students should list either family members or close friends as their emergency contacts. Students may inform a close relative or friend to contact the nursing program in case of an emergency.

Employment Demands
There is no policy limiting the number of hours a student enrolled in the BSN Program may be employed, since the ability to handle the combined responsibilities of college and employment is individualized. Many students find it necessary to work while enrolled in school to help defray

living and educational expenses. The nursing curriculum is demanding and requires preparation and study time in addition to scheduled classes and clinical experiences. Certain practicum experiences involve intensive clinical work requiring the student's full time and attention.

Students who try to balance work-loads greater than 20 hours per week and a full-time academic load often place themselves at risk for academic failure. Students should plan for such experiences so they may reduce or eliminate other work commitments during intensive practicum experiences. Students who fail to meet the established academic standards in the BSN Program due to employment cannot receive special consideration. Students who need to work to pay for college expenses should discuss this with their nursing academic advisor before they are in academic jeopardy. Students may need to stop academic work for a period to help ensure success.

References for Employment
The faculty of the BSN Program support students and graduates in their career endeavors and are willing to provide references when appropriately requested. Students *must request permission* of faculty to list the faculty member as a reference on their resumes and/or applications.

Clinical Policies and Guidelines

The student is responsible for obtaining transportation to and from the clinical sites.

Clinical Attendance and Punctuality
100% attendance and punctuality of all clinical experiences is expected. The following policies apply to clinical absences and tardiness:

- When a student cannot attend the clinical session, the student must call and speak directly to staff at the assigned clinical unit one hour prior to the start of the clinical session. Additionally, the student must email the clinical instructor one hour prior to the start of the clinical session. Failure of the student to notify the clinical instructor prior to a clinical absence may result in an educational warning.
- Following an absence, students are responsible for contacting the Course Coordinator about make-up requirements.
- Punctual attendance is required at all clinical sessions. Tardiness is not a professional attribute. Late is defined as arrival at the clinical site past the designated start time. Any student who arrives at the clinical site 15 minutes or more past the designated start time, even if a first occurrence, will be sent home. The first time a student is late; he/she will receive a written warning for tardiness/unprofessional behavior. The second time a student is late, he/she will receive a second written warning for tardiness/unprofessional behavior, and will be sent home from the clinical setting for the day; this constitutes a clinical absence, and will be subject to the above attendance policy. The third time a student is late, he/she will be sent home, and will receive a course failure. The student who arrives at his/her clinical setting with symptoms of illness may be sent home by the clinical faculty, constituting a clinical absence.

Clinical Preparation and Conduct

- Each semester students will be provided specific written guidelines as to prepare for clinical and written assignments.

- Students are expected to come prepared for clinical/lab.
- If a student is unprepared for clinical/lab or violates any clinical policy, the student may be sent home and the incident will result in a warning, a second occurrence of the same or different infraction will result in a second educational warning, and a third incident will result in a clinical/lab and course failure.
- All warnings are cumulative and a third one can constitute a failure.
- A clinical (course) failure or a program failure may be assigned by the faculty, in consultation with the chair, if the student is responsible for a sentinel or grossly unsafe or negligent event, even if it is the first occurrence.

A sentinel event (critical incident) is an unexpected occurrence involving death or serious physical or psychological injury, or the risk thereof. Serious injury specifically includes loss of limb or function. The phrase, "or the risk thereof" includes any process variation for which a recurrence would carry a significant chance of a serious adverse outcome. Such events are called "sentinel" because they signal the need for immediate investigation and response.

~ The Joint Commission, 2014 (http://www.jointcommission.org/sentinel_event.aspx)

Clinical Evaluation of Student Performance

Students should retain a copy of each of their clinical evaluations. Student performance in the clinical area will be evaluated utilizing processes outlined in the Clinical Evaluation Tool for each course. The student must achieve a satisfactory level of performance in the lab/clinical in order to progress**. If a student is assigned an unsatisfactory clinical grade, a course grade of "F" will be assigned. Course faculty are responsible to assign the clinical grade.**

- When a student's clinical performance in any clinical situation indicates that a student is unable or unwilling to perform at a safe and/or professional level of practice, the clinical faculty in consultation with the faculty Course Coordinator will remove the student from the clinical area and it will constitute an educational warning for that day.
- Should an event occur that requires an educational warning given, a written action plan will be developed by the student in conjunction with the Course Coordinator and the clinical instructor. If the stipulations in the action plan are not met by the date and time identified, the student will receive a second warning.
- A third warning will result in dismissal from the BSN Program.
- Students are encouraged to continuously articulate learning needs throughout each semester in order to enhance the clinical and course faculty's ability to facilitate relevant learning assignments and opportunities.
- A clinical (course) failure or a program failure may be assigned by the faculty, in consultation with the DON Chair, if the student is responsible for a sentinel or grossly unsafe or negligent event, even if it is the first occurrence.

Professional Dress Code
In recognition of the educational and professional environment of Francis Marion University, all individuals associated with this institution are expected to maintain a neat and clean appearance at all times.

In view of nursing's professional goals, all students enrolled in the RN to BSN program track must project a professional image of nursing when engaged in clinical learning or preplanning experiences. Remember that when acting outside the University classroom, you will be seen as a guest, a representative of the RN to BSN program track, and a professional nursing student. The dress code is designed to protect the personal safety of students while in the clinical area. Although this dress code is congruent with the majority of health care agencies, some have dress codes that may be different or more restrictive. The Course Coordinator will inform the student of any additional agency requirements. Guidelines specific to clinical sites will be given by the clinical faculty during any clinical experiences. Shorts or jeans are not appropriate attire. Students must have proper identification (which may be picture ID), and required equipment/supplies needed for clinical/lab experiences**.**

Specific guidelines are as follows

- The uniform is not to be worn when students are working in an agency as volunteers or for pay,
- Only an approved FMU BSN Program identifier may be displayed. All others must be removed or covered,
- **Uniform:** When involved in nursing practice in hospital settings, students must wear the approved uniform,
- All uniforms must be neat, clean, without wrinkles, tears, or frays, and properly fitting with appropriate undergarments. The uniform may be an approved dress or pants and top. Hemlines must be professional in length and be no shorter than the top of the kneecap. No change in the design is allowed,
- **Shoes:** Shoes and shoelaces should be solid white and clean with an enclosed toe and heel. Stockings and/or socks must be worn and be white and plain. Socks may not be worn with dress-type uniforms,
- **Lab Jacket:** All students are required to wear a white, long sleeve lab jacket with tailored hemline. During pre-planning activities and specified clinical and administrative experiences, the lab jacket must be worn over professional street clothes. Clothing must be neat, clean, with appropriate length skirts or trousers, professional shoes, and appropriate shirts/blouses,
- **Unacceptable attire**: Jeans, denim, open-heeled clogs, heels higher than 2 ½ inch, sandals or thongs, shorts or mini-skirts, frayed or camouflaged clothing, tight-fitting, torn, or low-cut clothes are deemed by the BSN Program as unprofessional and are inappropriate,
- **In designated settings**: Students may be required to change to scrubs and/or gowns. In this event, the student uniform jacket must be worn to and from the clinical setting over professional style clothes. Unacceptable attire may not be worn. In some clinical settings (psych, community health, day care), appropriate attire will be designated by Course Faculty in accordance with agency policies, and

- **Identification:** Approved Francis Marion University /BSN Program identification must be worn in every clinical setting. A FMU student ID badge, an institutional ID badge, or picture ID if required.

    - **A name pin** (white lettering on blue background) as follows:

      RN to BSN Students:
      Student's Name
      FMU BSN Program
      RN-BSN Student

- **No chewing gum or tobacco products (includes e-cigarettes)** are allowed in any clinical experiences.
- **Tattoos:** All tattoos must be covered during the clinical experiences, i.e., if a student has an ankle tattoo, pantsuit uniform or opaque hosiery must cover it. If the tattoo is in an area that cannot be covered by clothing, consult your Course Coordinator prior to attending any clinical activity.
- **Hair:** Hair must be short (or pinned up), neat, clean, and well managed to avoid contamination of patient areas and self. Elaborate hair styles and ornaments may not be worn. Unnatural hair colors or streaks of unnatural colors, i.e., lime green; blue, etc. are not consistent with the professional image of nursing. Beards and mustaches must be well groomed and clean and in compliance with the clinical agencies guidelines.
- **Nails:** Fingernails must be short enough not to injure patients. No nail polish or artificial nails are allowed.
- **Jewelry:** Jewelry must be minimal and conservative. Visible body piercing and tongue piercing jewelry should be removed prior to clinical experiences. Wedding rings may be worn. No more than one stud-style earring per earlobe may be worn. Stud or post earrings must be less than one-half inch in diameter. Bracelets, necklaces, or dangling earrings are not permitted. Official SNA (Student Nurses Association), Sigma Theta Tau or original nursing school pin may be worn. Also, some clinical areas may require you to pin your rings and watches to your uniform. MediAlert bracelets are acceptable.
- **Fragrances:** Non-scented make-up and hair products may be worn. No perfumes or colognes are allowed. Lotions and deodorants must be limited to those with light scents.
- **Makeup:** Should be understated and subtle.

    ***The location purchase of attire will be provided in the orientation site.*

Failure to comply with these policies will result in dismissal of the student from the clinical area. The student will receive education warning. If there is a repeated offense, the Clinical Faculty will notify the Course Coordinator and a second warning will be issued, if a third occurs it will constitute a course failure in the present course or subsequent clinical courses. ****Any student who does not return his or her McLeod badge will be issued an incomplete in the course.*

Health Insurance Portability and Accountability Act of 1996 Statement
The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule provides a Federal law to protect privacy and confidentiality by preventing a release of an individual's

(patient's) individually identifiable health information (i.e., information in a medical record). The faculty of the BSN Program at Francis Marion University recognizes the importance of protecting health information and understands the responsibility to educate the students as to the requirements of HIPAA. HIPAA protects all health care information generated by a healthcare provider, health plan, or facility. This information is protected whether it is verbal, written or electronic. The following information is a description of the HIPAA guidelines as they apply to students and faculty. A nursing student having access to individually identifiable health information must complete HIPAA Privacy Rule training. Typically, this Privacy Rule training must be completed prior to the student beginning clinical. Records of the training sessions are maintained in the BSN Program. Nursing students may view individually identifiable health information for treatment purposes. In other words, FMU BSN students must be involved in the care of the patient to view a patient's individually identifiable health information (i.e., the contents of a medical record).

Individually identifiable health information may be stored in a variety of formats including paper, electronic (computers), video, audio, and photographs. Regardless of the format, all individually identifiable health information must be protected. *Under no circumstances should any of this information be copied and/or removed from the clinical agency.*

Caregiver Responsibilities

Caregivers (students and faculty) must be careful with the protected information to which they have access and should be aware of the environment in which they are discussing patients. The following guidelines are required for faculty and students in both classroom and clinical:

- Patient issues should only be discussed in a confidential area on the nursing unit, and in post-conference held in a private room. There should be discussion of patient issues with as little information identifying the patient as possible. Case study presentations should be used in which the patient is described by age and diagnosis but not by name, initial or room number.
- Information (report sheet, notes, and lab) should be disposed of properly at the facility *before leaving the unit.* No records or protected health information are to be removed from the facility.
- Information should only be shared with individuals who are directly caring for or have permission to have information regarding the patient.
- Computer security should be ensured at all times. Do not share passwords. Log off when you leave.
- Information related to patients or student assignments should never be faxed.

FMU BSN students can follow basic "dos and don'ts" to protect a patient's privacy. All of these are just a commonsense approach to protect the privacy of individually identifiable health information.

The Dos:	**The Don'ts:**
• Do I need to look at this patient's health information to provide treatment to the patient? • Do keep a patient's room door closed when providing care or discussing health information; • Do speak softly when discussing health information while others are present; • Do excuse visitors when patient information is to be discussed; • Do follow proper procedures when disposing of a patient's health information; • Do log off computer systems when you are finished accessing health information; • Do report any privacy violations to your college or the privacy officer.	• Don't talk about a patient's health information in public places; • Don't choose a computer password that can be easily guessed, such as your last name; • Don't let faxes or other printed papers with a patient's health information lie around unattended; • Don't walk away from open medical records; • Don't give out a patient's medical condition or location. Refer the call or request to your instructor or charge nurse on the unit.

In addition, each FMU BSN student must realize that mental health, HIV/AIDS, sexual assault, and alcohol/drug abuse records are protected by additional Federal and State laws. Therefore, these types of individually identifiable health information must be protected with greater care.

Student Health Policies

Francis Marion University and the BSN Program are committed to provide professional and cost-effective health care for its students through Student Health Services. Refer to the current edition of the *Francis Marion University Catalog* for additional information.

Any student who suffers from an injury, develops a physical or emotional problem, and/or takes medication that alters critical-thinking and clinical decision-making, has the responsibility of notifying all appropriate nursing faculty so that appropriate measures can be taken. Prior to returning to the clinical environment, the said student **must** provide a letter to all appropriate nursing faculty from their health care provider indicating **"no restrictions."**

"Any student who presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time, or any student who demonstrates behavior which conflicts with the safety essential to nursing practice", can be dismissed from the BSN Program (SC Board of Nursing).

Health Costs/Coverage

The University and/or the BSN Program are not liable for health care costs associated with a student's illness or injury from clinical practice and/or lab activities.

Infectious/Communicable Disease Policy
Infectious/communicable diseases are common and may be a threat to students and faculty. During the performance of clinical practice activities, students may have contact with patients with AIDS (HIV), Tuberculosis (TB), Hepatitis B, and other infections. This contact may expose the student to infectious agents and may result in the student transmitting an infectious disease to other patients, family members, faculty, and other students. To help protect the health and safety of its students, as well as that of patients, the BSN Program requires:

- Medical History Form
- Latex Allergy Questionnaire
- Immunization Requirements

These must be uploaded into CastleBranch.

Prevention and Transmission of Transmittable Disease
All students are required to abide by the Centers for Disease Control (CDC) and Prevention and Occupational Safety and Health Administration's (OSHA) universal precautions and precautions applicable to individuals with infectious/communicable diseases. It is the student's responsibility to become thoroughly familiar with these guidelines and to practice Universal Precautions in all clinical/laboratory settings. Universal Precautions may be summarized as treating all body substances; body fluids as potentially infectious. Protective Personal Equipment (PPE) should be used to reduce the risk of exposure to potentially infectious material.

Student Refusal to Care for Patients with Infectious/Communicable Diseases
Refusal to provide care to patients with infectious/communicable diseases is not in keeping with performance expectations for students in the BSN Program and is inconsistent with the ethics of the nursing profession. It is expected that students will provide care to assigned patients with any infectious communicable disease. In cases where continuing clinical practice presents more than a minimal risk, such as when a student is immune-suppressed, the clinical faculty may decide to temporarily reassign the student. In the case of caring for patients with an airborne contagion, such as TB, caregivers must be specially fit tested with an N95 respirator.

Nursing's mandate to provide care is exquisitely expressed in an ANA publication:

> Nursing is a caring profession, oriented toward patient advocacy. Because of nursing's long history of standing ready to assist the ill and vulnerable in society, society has come to rely on nursing and to expect that it will rise to the health demands of virtually any occasion. In a sense, this reciprocity is crucial to the profession. All must know that care will be given when needed and that it will not be arbitrarily, prejudicially or capriciously denied (American Nurses Association, 1992).

Exposure Incidents and Follow-up to Blood/Body Fluids
Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or potentially infectious materials that result from the performance of student activities. Students who follow the recommendations developed by the CDC have minimal danger of contracting any infection in the course of their clinical activities. Initial and subsequent care and follow-up activities including recommendations related to counseling, prophylactic/treatment regimes, continued or restricted practice after a student's exposure

incident will be determined by the student's health care provider. Any student who experiences a blood or body fluid exposure incident is responsible for all medical costs incurred for his/her counseling, follow-up care/treatment and/or diagnostic tests/procedures conducted. These blood or body fluid exposures, like all incidents that occur on school time, must be reported to the supervising clinical instructor immediately.

INJURY DURING LEARNING EXPERINECE

Injury Occurring During the Course of Any Learning Experience

In the event that a student acquires an injury and/or a needle stick during a learning experience (classroom, skills laboratory, simulation laboratory, healthcare organization or extramural learning experience) the following procedure should be followed:

Injury Occurring During the Course of Any Learning Experience

In the event that a student acquires an injury and/or a needle stick during a learning experience (classroom, skills laboratory, simulation laboratory, healthcare organization, or extramural learning experience) the following procedure should be followed.

1. Wash the affected area immediately with soap and water if the injury is a needle stick.
2. Report the incident to your supervising faculty or preceptor immediately.
3. Contact CompEndium (FMU's worker compensation plan) at 877-709-2667 prior to seeking medical care unless immediate medical attention is needed.
4. Students should seek medical care as they deem necessary.
5. CompEndium makes the decision, not FMU, about claim payment.
6. All students are to have healthcare insurance.

Code of Ethics

The Nursing Program subscribes to the "Code of Student Conduct" as defined in the "Students' Rights and Responsibilities" section of the current edition of the *Francis Marion University Student Handbook* and *Catalog (current editions).* The Nursing Department subscribes to the American Nurses Association (ANA) Code of Ethics; whereby, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity, which might impair the image of the University, the Nursing Program, or the nursing profession. Please see the *RN to BSN Student Handbook (current edition)*: *Academic Integrity* and
http://www.nursingworld.org/MainMenuCategories/EthicsStandards

South Carolina Nurse Practice Act

Students must abide by the South Carolina Nurse Practice Act (*South Carolina Department of Labor, Licensing, and Regulation: Board of Nursing, Title 40*) found at
http://www.scstatehouse.gov/code/t40c033.php or the South Carolina Board of Nursing website under policies.

Americans with Disabilities Act (ADA)

If a student has a documented disability and requires special assistance or accommodations, they should contact the University Counseling and Testing Center (*Francis Marion University Student Handbook*, *current edition*). Accommodations will be made with proper documentation from the University Counseling and Testing Center. The student must provide documentation to

any or all course or clinical instructors of classes or clinical rotations in which the student would like to use the accommodations. If at any time during the semester the student's accommodations need to be altered, the student will provide documentation from the University Counseling and Testing Center.

Diversity, Equity and Inclusion:
The School of Health Sciences is committed to advocating for the welfare of our students regardless of race, color, ethnicity, gender identity, physical disability, religious or political beliefs, culture, age, sexual orientation, marital and military status, in addition to socioeconomic status. We are committed to embracing diversity and equity and ensuring inclusion. We see strength in our differences, and we are committed to providing a quality education to all students that promotes their academic success by providing a respectful, safe, caring and compassionate environment.

Incivility:
The School of Health Sciences has a zero tolerance to incivility. Incivility can create an unpleasant work environment, which may affect students, faculty, and staff. Incivility encompasses a range of behaviors which can be contentious, threatening, insulting, or potentially litigious or otherwise interferes or has the potential to interfere with an individual's or group's professional responsibilities, self-respect, or ability to collaborate productively with others. It is behavior that creates an unsafe, intimidating, hostile, destructive or offensive work, academic or clinical environment. Incivility behavior applies to faculty, staff, and students in the School of Health Sciences. Examples of incivility include but are not limited to the following:

- Shouting or using vulgar, profane, or abusive language,
- Abusive behavior,
- Physical assault or threat thereof,
- Intimidating behavior,
- Refusal to cooperate with others,
- Conduct that constitutes sexual harassment,
- Refusal to adhere to School of Health Sciences policies,
- Inappropriate comments written in official documents that impugn faculty, staff, or students of the School of Health Sciences,
- Non-constructive criticism addressed to an individual in such a way to intimidate, belittle or suggest incompetence,
- Imposition on staff of unnecessarily burdensome or idiosyncratic requirements that are generally not professionally accepted and do not result in improved efficiency,
- Making or threatening reprisals for reporting disruptive or inappropriate behavior,
- Inappropriate email conduct, lack of properly addressing faculty, shouting or using inappropriate language.

Incivility Course of Action: Incivility demonstrated will be managed as follows:

1. If possible and reasonable, attempt to resolve the issue by asking the individual to discontinue the inappropriate behavior and document the attempted resolution.
2. If incivility is repeated, the individual should bring the incivility occurrence issue to the attention of the Department Chair.

3. If the incivility occurrence issue is not resolved by the Department Chair, it will be sent to the Dean of the School of Health Sciences.
4. If the incivility occurrence issue is not resolved by the Dean of the School of Health Sciences, then the individual can take the unresolved issue to the Provost.

***Student incivility will warrant a written warning.**

Social Network/Photo Policy:
Students are encouraged to use their most professional judgment in regard to Internet social networking sites and photos. Information and /or pictures about clinical or patient information, in any format is not appropriate on social networking sites. Information and/ or pictures about FMU Nursing Programs, faculty, other students, laboratory, or simulation experiences in any format must receive prior approval from FMU nursing faculty before posting to social media. If granted approval, students must include the department hashtag #FMUnursing. Violations of this policy will result in dismissal from the program for lack of maintaining professional standards.

FMU Non-Discrimination Policy
Francis Marion University follows all federal and state laws banning discrimination in public institutions of higher learning. Francis Marion adheres to all Title IX policies, and does not discriminate on the basis of race, color, sex, religion, ethnicity, national origin, age, sexual orientation, gender identity, veteran status or any other protected category under applicable local, state, or federal law. General questions regarding Title IX can be directed to the Office of Civil Rights (www.ed.gov/ocr). Specific questions may be referred to the University's Title IX Coordinator (titleixcoordinator@fmarion.edu).

Maintaining Academic Honesty and Integrity

Academic Dishonesty and Plagiarism
See Honor Code found in the *University Student Handbook: Rights and Responsibilities Standards of Conduct.* All students and faculty are expected to refrain from acts of academic misconduct including, but not limited to, **plagiarism**, the giving or falsifying of any academic documents or related materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned work. Please see the *RN to BSN Student Handbook* (*current edition*): *Academic Integrity*.

Plagiarism is a form of academic misconduct and is the use of another person's words or ideas without providing credit to that person. Plagiarism is the theft of another person's words or ideas when giving the impression that it was the student's original idea. These words and ideas may be from a variety of sources including printed works, speeches, presentations, and/or internet sites and documents. Appropriate and complete APA referencing of words and ideas obtained from others is a requirement in ALL courses. If a work is anonymous, as may be the case with some internet documents, it still must be fully referenced.

Written assignments are assessed throughout the semester to identify any discrepancies in writing style or quality via the **"SafeAssign"** feature provided in the Blackboard Learn System for breach of academic dishonesty.

Artificial Intelligence (AI) Policy:
This course assumes that work submitted by students will be generated by the students themselves, working individually or in groups as directed by instructions. This policy indicates the following constitute cheating or plagiarism: a student has another person or entity do the work of a graded assignment for them, including purchasing work from a company, hiring a person or company to complete an assignment or exam, and/or using generative AI tools (such as ChatGPT). The faculty reserves the right to question any assignment that is suspected of AI and the student may receive a grade of a zero for the assignment.

Concerns & Grievances

Grievance Procedure
The Department of Nursing (DON) defines concerns and/or complaints as student issues that are not resolved at the level of the course coordinator and are elevated to the level of the DON Chair. The DON adheres to the University Guidelines for Student Concerns or Complaints as outlined in the current edition of the *Francis Marion University Catalog.* Student concerns or complaints are handled in a professional manner. Discussion and problem solving of issues should be based on facts. Resolution should acknowledge the satisfaction of all parties but must maintain the integrity of the nursing program. If the issue(s) cannot be resolved through the procedures above; a formal grievance may be filed as described in the current edition of the *University Student Handbook.* Also refer to the current edition of the *RN to BSN Student Handbook.*

Student Concerns or Complaints:
The DON adheres to the University's Guidelines for Student Concerns or Complaints as outlined in the current edition of the *Francis Marion University Catalog*. "The University deems it essential that all students be provided an adequate opportunity to bring concerns, complaints, or suggestions to the attention of the administration with the assurance they will be treated promptly, professionally, fairly, and without fear of reprisal. If any student believes he or she has been mistreated by any member of the faculty or staff, the procedures below should be followed. These procedures are intended to simplify the proper route for students to follow in reporting any perceived mistreatment by a university employee and are not intended to replace any existing policy or process for matters that may be grieved (i.e., sexual harassment, grade appeals, etc.).

- Concerns about faculty on academic or other matters should be reported to the department chair or dean who supervises the professor or instructor.
- Concerns about any form of perceived mistreatment by a university employee should be reported to the employee's supervisor or to the office of the Vice President of the division to which the employee belongs.
- Concerns about admission, registration, advising, or financial assistance issues should be reported to the Associate Provost for Enrollment Management or the Provost's Office.
- Concerns about billing, student accounts, or other administrative issues (Campus Police, Dining Services, Bookstore, etc.) should be reported to the office of the Vice President for Business Affairs.
- All other concerns about non-academic matters, including complaints about treatment by other students, should be reported to the Student Affairs Office. Students should be aware that once a concern is reported, the complainant may be directed to take further steps or action to have the matter addressed. By reporting to the offices above, the student will be able to determine the appropriate steps to address his or her concerns"

Student concerns or complaints are handled in a professional manner. Discussion and problem solving of issues should be based on facts. Resolutions should acknowledge the satisfaction of all parties but must maintain the integrity of the Nursing Program. If a concern or complaint is not resolved with the DON Chair, students are encouraged to follow the chain of command.

Student Concerns or Complaints related to Admission, Progression, or Graduation
Issues/concerns related to deviations from the prescribed admission policies, progression policies, program of study, and graduation policies should be addressed first with the DON Chair. If there is no resolution with the DON Chair, a letter can be sent to the Chair of the APG Committee. The following procedures will then be followed:

1. The APG Committee Chair may request the student be present at the committee meeting if further clarification is needed,
2. The student will receive a letter from the APG Committee regarding their decision on the request, and
3. The student's request and the Committee's decision will be placed in the student's academic file and is final.

Student Concerns or Complaints related to Nursing Courses
Course concerns in a single course, such as the quality of instruction, fairness and equity in awarding grades should use the following procedures:

1. If the issue concerns a single course, the student should make an appointment with the course faculty or course coordinator and attempt to come to an amicable resolution, and
2. If the issue cannot be settled at the course level, an appointment should be made to discuss the issue with the DON Chair.

Student Concerns or Complaints related to the Curriculum
Issues involving the curriculum, sequencing, and scheduling of courses should begin with an appointment with the DON Chair.

Student Grievances
Issues that are not resolved within the Department of Nursing are processed further following the chain of command. Grievances related to grades are handled by the University Grade Appeal Committee. Refer to *Francis Marion University Catalog* and *University Student Handbook* for further information.

BSN Program Policy on Substance Abuse
Our philosophy regarding student substance abuse revolves around protecting the public's health and safety. To ensure patient safety, comply with clinical facility policies and the South Carolina Board of Nursing policy, the BSN Program has adopted the "Alcohol and Other Drug Policy" which coincides with other University policies regarding these issues.

Substance abuse is defined as the non-prescribed use or abuse of any legal or illegal drug and/or alcohol. It is also the abuse of legally prescribed, but abusively, dangerously, illegally used drugs. The BSN Program will be responsible for appropriately identifying students who are

abusing alcohol/ drugs and referring students to appropriate programs, agencies, or resources, either on or off campus as needed. For definition of this policy, use or abuse of illicit/illegal drugs, the illegal use of alcohol, or use of any substance that disrupts the operation of the BSN Program or is deemed to be unsafe in relation to patient care are prohibited. Additionally, the BSN Program may refer students to the appropriate FMU office in situations that may involve violations of other University policy relating to these issues.

Alcohol and Other Drug Policy

Students, faculty members, and staff of the FMU's BSN Program are responsible, as citizens, for knowing about and complying with the provisions of South Carolina Law that make it a crime to possess, sell, deliver, or manufacture those drugs designated as "controlled substances". Any student enrolled in the BSN Program who violates this law is subject to both prosecution and punishment by the civil authorities and to disciplinary proceedings by the University and the BSN Program. For a complete account, please reference the current edition of *Francis Marion University's Student Handbook* in the Students' Rights section: Alcohol and Other Drug Policy Summary

Use of Cannabidiol

Cannabidiol, or CBD Oil, is an unregulated drug at the present time. Evidence is mixed on whether use of CBD Oil could result in a positive drug screen. At this point in time, any type of CBD Oil or substance that contains CBD oil is prohibited for use in nursing students. When prohibited drug and/or alcohol use has been confirmed through positive test results, the student shall meet with the DON Chair or designated representative and be dismissed from the program. South Carolina is a mandatory report state. Any student with an RN license who tests positive on a drug screen will be reported to the South Carolina Board of Nursing.

Student Drug Screen Policy

To maintain the safety of students, staff, and patients, the nursing program will apply the following guidelines to all on and off-campus student activities:

- Students must submit a 10-panel urine drug screen, initially done through CastleBranch, upon admission to the nursing program. A random 10 panel urine drug screen will be required if the student exhibits behavioral or performance problems including but not limited to:
    - *Erratic behavior*
    - *Slurred speech*
    - *Disorientation*
    - *Staggering*
    - *Loss of consciousness*
    - *Falls*
    - *Nervousness*
    - *Poor concentration*
    - *Falling asleep during class/clinical activities*
    - *Increased absenteeism/tardiness*
    - *Impaired clinical judgment*
    - *Patient harm/negligence*

- If intoxication is suspected, faculty will inform the student that he or she cannot remain at the facility and, for personal and public safety, must obtain transportation.
    - *Local police will be notified when a student is unable to obtain alternative transportation.*
- The student must submit to a drug screen, at a facility of their choosing, by 5pm of the occurrence date.
    - *The student is responsible for the entire cost of the drug screen.*
- The student's drug screen will be considered positive if testing is not completed by 5pm of the occurrence date.
    - *It is the student's responsibility to find an agency and/or schedule an appointment to complete the drug screen.*
- The nursing department reserves the right to request a random drug screen from any student at any time.

Consequences of Failure to Participate in or Cooperate with Testing
An instance of failure or refusal to participate in or cooperate with testing shall be deemed an occasion of impermissible drug/alcohol use that justifies dismissal under the BSN Program policy on Dismissal from the Program.

Possession and Distribution of Drugs or Alcohol
Any student arrested for possession of drugs or alcohol must notify the DON Chair within twelve (12) hours of the incident and cannot participate in patient care or clinical until the allegations are resolved. This is to be in compliance with the policies and procedures of our practice care partners. Failure to notify the DON Chair or designee within twelve (12) hours will result in dismissal from the program.

Consequences of Impermissible Drug Use
When prohibited drug and/or alcohol use has been confirmed through positive test results, the student shall meet with the DON Chair or designated representative and be dismissed from the program.

Any information concerning a student's alleged or confirmed use of drugs/alcohol shall be restricted to institutional personnel and the South Carolina Board of Nursing. No individual test results of the drug/alcohol screen will be provided to clinical agencies. No release of such information will be made without the student's written consent, unless in response to appropriate judicial process. The institution, however, will not voluntarily disclose such information in the absence of a subpoena or court order.

Disclaimer
Faculty members have the prerogative to schedule extra learning activities, change course content and test/exam dates as deemed appropriate, related to learning outcomes. If the syllabus is changed for any reason, faculty will notify students on the announcement page of Blackboard and/ or by email.

RN to BSN Plan of Study

Core Courses Offered in the Fall Semester	
NRN 333 Health Assessment and Promotion in Nursing Practice (5:3-6) NRN 334 Research in Practice (3) NRN 445 Population-Focused Nursing Care (5:4-3)	13 semester hours
Core Courses Offered in the Spring Semester	
NRN 448 Healthcare Policy Development (3) NRN 449 Leadership and Management in Nursing (5:4-3) NRN 302 Principles of Pathophysiology (3)	11 semester hours
Core Courses Offered in Summer I Semester	
NRN 332 Professional Nursing and Nursing Practice (3) IPHC 450 Healthcare Informatics (3)	6 semester hours
Total Hours: 30	

RN to BSN Course Descriptions:
NRN 302 Principles of Pathophysiology (3) This course examines the physiologic mechanisms underlying selected alterations in health that occur throughout the life cycle. Relationships between physiologic responses and environmental influences are explored as these factors interact adversely on body system functioning. Coping and adaptation, as normal human responses to potential or actual health problems, are emphasized as well as selected diseases, evaluation, and treatment processes.

NRN 332 Professional Nursing and Nursing Practice (3) Explores the past, present, and future of professional nursing. Emphasis is placed on critical thinking and life-long learning, professional values and philosophies, socialization and role development of the professional nurse, and the legal and ethical aspects of nursing practice.

NRN 333 Health Assessment and Promotion in Nursing Practice (5:3-6) This course provides the RN to BSN student the opportunity to refine and validate therapeutic nursing skills and interventions necessary to provide culturally sensitive physical assessment, health promotion, and health protection to patients across the lifespan. Emphasis is placed on communication, teaching-learning, critical thinking, diagnostic skills in relation to clinical decision-making, and the delivery of evidence-based nursing interventions. The practicum for this course is designed to strengthen the RN's clinical judgment and assessment skills.

NRN 334 Research in Practice (3) (Nursing RN to BSN 334 is same as Interprofessional Healthcare 334). Examines the steps of the research process and provides the student with the basic skills and knowledge to evaluate research. Emphasis is on the review and critique of published nursing research with consideration of the utilization of research findings to

develop evidence-based nursing practice. Ethical considerations in research are addressed. Credit cannot be received for both Nursing RN to BSN 334 and Interprofessional Healthcare 334.

NRN 445 Population Focused Nursing Care (5:4-3) This course is designed to develop the RN to BSN student's knowledge and skills in applying health promotion and disease prevention frameworks, nursing and public health concepts, epidemiology, and environmental health knowledge in providing care for populations in the community. Emphasis is placed on community assessment strategies, community partnerships, and the design, implementation, and evaluation of interventions for health promotion and disease prevention. The practicum of this course is designed to challenge the critical thinking and clinical decision-making skills of the RN, as the RN will analyze and synthesize data to develop health promotion and disease prevention strategies for that specified population within the community.

NRN 448 Healthcare Policy Development (3) (NRN 448 is same as IPHC 448). This course offers the student the opportunity to discuss healthcare policy and explore political system operations. Disparity in care and social inequity for vulnerable populations such as the uninsured, elderly, physically or cognitively disabled, and terminally ill are discussed. Current healthcare issues such as quality of care are analyzed. Funding of the US healthcare system, both private and public, is evaluated. Comparisons are made to other industrialized nations' healthcare systems. Value systems are analyzed as they impact healthcare reform. Emphasis is placed on the professional's role as a change agent in the political arena and healthcare system. Credit cannot be received for both NRN 448 and IPHC 448.

NRN 449 Leadership and Management in Nursing (5:4-3) This course provides the RN-to-BSN student the opportunity to explore the organizational structures, management roles, and leadership behaviors within healthcare systems. Systems theory is utilized, and relevant issues such as employee management, budgeting, communication, interprofessional teamwork, quality improvement, and ethical decision-making within organizations are addressed. Group process and change theory are also emphasized. For the practicum of this course, the RN will synthesize the application of theory, evidence-based practice, nursing management, and leadership.

IPHC 450 Healthcare Informatics (3) This course will provide an overview of health information management including computer technology, information management and distribution, as well as practice implications. Students will explore technological resources designed to improve communication, education, and delivery of healthcare and evaluate legal and ethical issues related to health information systems. Additionally, students will employ information technology to improve healthcare delivery by designing support tools to improve clinical practice, promote public health, and enhance disease management.

Practicum Requirements
Students taking classes with a practicum component must complete Passport Learning annually. Passport Learning may be accessed at http://passport.carelearning.com/. Students are to also complete CastleBranch requirements.

Grading

Grading Scale:

Alphabetic	Raw Score
A	94-100
B +	90-93
B	87-89
C+	83-86
C	80-82
D+	76-79
D	73-75
F	72 or below

Rounding
Per policy, only final grades will be rounded. Final grades of 0.50 or greater will be rounded up to the next whole numeric value. Therefore, a 79.50 is the minimum grade needed to pass this course, as this is rounded to an 80. Exam and quiz scores will not be rounded and will be entered in grade book in Blackboard to the nearest hundredth of a percent.

Grading Grids (Rubrics)
Grading Grids (rubrics) are utilized to provide appropriate assignment feedback to the on-line student, and to maintain consistency in assigning grades. Grading Grids for each individual assignment can be found in the within the course in Blackboard. The appropriate Grading Grid must be pasted at the end of each assignment before it is sent to the faculty for grading. Papers and projects will not be graded without the Grading Grid.

Final Examinations
The standing of a student in his/her work at the end of a semester is based upon class and clinical assignments, quizzes, tests, and the final examinations. Final examinations will be given during the University's exam week schedule.

Scheduled Tests/Exams
Missed tests/exams will be administered during exam week per the Course Coordinator. Any student who misses more than one (1) scheduled course test/exam may receive a recommendation for course failure.

University Grading Policy
All courses, except those dropped during the official Drop /Add Period are recorded on the student's academic record maintained by the Registrar's office. Merit grades are assigned by the Registrar on a continuous scale ranging from 0 to 4 points. Faculty use the raw score (the percentage of correct answers) to grade tests/examinations. Alphabetic grades are assigned by course faculty according to the BSN Program grading scale.

Grades(s) – Incomplete (IN) or Withdrew (W).
Refer to the current edition of the *Francis Marion University Catalog*: *Academic Information*.

Posting of Grades
All grades will be electronically calculated by Blackboard and posted on Blackboard Learn System™. No information with regard to the grade earned on any quiz, test, examination, clinical or classroom assignments will be given out over the phone. Review of tests is at the discretion of the faculty member. At the end of each semester, final grades are made available to students through the student's Patriot Portal.

Grade Changes
The BSN Program adheres to the University's policy for requesting a grade change. Please refer to the current edition of the *Francis Marion University Catalog: Academic Information*. Grade changes are only made in extreme circumstances.

Grade Appeals Policy
The BSN Program adheres to the University policy for Grade Appeals. Please refer to the current edition of the *Francis Marion University Catalog*: *Academic Information*. The University Grade Appeals committee will hear final course grade appeals not resolved at the level of the academic unit.

Any nursing student considering a grade appeal should fully understand that each faculty member has the academic freedom to determine grade criteria according to the BSN Program guidelines and by any method chosen by the faculty member as long as those methods are communicated to every student in the class, and are applied to all students equally.

Unless the faculty member has acted in an arbitrary or capricious manner in the assignment of the final course grade in question, or unless the faculty's grading is in violation of the guidelines established by the University or his/her own policies as noted in the syllabus (unless the syllabus was amended by the faculty) or other written documents, it is the right of the faculty member to determine whether or not the final course grade should be changed.

University Course Withdrawal Policy
A student is expected to follow the course schedule for which he/she registers. However, prior to the withdrawal date a student may initiate withdrawal from a course. Withdrawals requested prior to the withdrawal date will have a recorded grade of W. After the withdrawal date, a student may not initiate withdrawal from a course. Withdrawal dates will be November 10 in fall semesters and April 10 in spring semesters. In the event that November 10 or April 10 fall on a Saturday or Sunday, the withdrawal date will be the Monday immediately following that date. When a student initiates withdrawal from a course, the withdrawal is not complete until the student fills out a Drop Form, obtains all required signatures, and delivers the form to the Registrar's Office.

A faculty member may withdraw a student from his/her course at any time during a semester prior to the submission of senior or final grades, and the grade recorded will be "W". Reasons for withdrawal may include, but not be limited to, course policy or Honor Code violations. Students withdrawn from a course for an Honor Code violation may be assigned a grade of "F" in accordance with individual course policies. When a faculty member withdraws a student from a course, the withdrawal is not complete until the faculty member fills out an Automatic Dropping

of Students Form, obtains the signature of the Department Chair or Dean, and delivers the form to the Registrar's Office.

Discussion Board Guidelines
Discussion board is a mechanism developed for class discussion. It is intended to be informal, yet respectful. For assigned week(s) one or more question(s) will be placed in the discussion board forum in the course. It is expected that all students will respond to each question(s). For full discussion board credit, the student's main response to each question must be posted by 11:59 pm of the assigned week. Each student must respond to at least two classmates' posts by 11:59 pm of the assigned week for full credit. Therefore, each student will have a total of three (minimum) posts for each question in the discussion board. ***It is expected that all students will read all posts.*** Any questions posed by the faculty or a classmate in discussion board must be responded to.

Keep in mind that although this is an informal posting, if a student is using information obtained from another source the reference information must be provided as part of your post. Politeness and courtesy are expectations. Any post that appears spiteful or judgmental will be deleted. The discussion board is one of the best learning tools in an online or hybrid course.

Online Participation
The purpose of online discussion is to encourage reflection and sharing of different knowledge and experiences. The student is responsible for reading all postings within the discussion board, responding to student questions directed to you individually, and meeting the discussion board criteria of posting your major response, and responding to at least two of your classmates' posts.

Because the discussion board adds to the learning of your classmates, discussion and contribution is taken seriously. You will be evaluated on the quality of your contributions, your insight, contribution to knowledge, and by inspecting the frequency of your postings and reading of the discussion.

Discussion Board Grading Rubric: <u>No Quotes!! Must paraphrase all information!</u> The following rubric will be used to evaluate and grade online discussion board questions and participation:

Initial Post (50 points)	**1st Peer Post (25 points)**	**2nd Peer Post (25 points)**
➢ **Must be on time** ✓ **10 points** ➢ **Each question &/or key issue of interest must be addressed** ✓ **10 points** ➢ **All responses must be substantive & include the essential components and information required for a complete and thorough response of the question(s) &/or key issue(s)**	➢ **Must be on time** ✓ **5 points** ➢ **Each peer response must be substantive; meaning, that student responses must depict a reflection on another's response to the discussion <u>by referencing or identifying key points as well as adding new thoughts or ideas supported by the course textbook</u>** ✓ **10 points**	➢ **Must be on time** ✓ **5 points** ➢ **Each peer response must be substantive; meaning, that student responses must depict a reflection on another's response to the discussion <u>by referencing or identifying key points as well as adding new thoughts or ideas supported by the course textbook</u>** ✓ **10 points**

✓ **10 points** ▪ ***All responses must be based on information found in the course textbook, not from opinion or personal experience*** ➢ **Posts must include a minimum of one reference & the course textbook must always be cited-no exceptions** ✓ **10 points** ▪ ***Additional resources may be used, however the course text must be cited*** ➢ **Each reference(s) must be cited accurately in APA format (7th edition)** ✓ **5 points** ▪ **1-2 APA errors: 2 points** ▪ **More than 2 APA errors: 5 points** ➢ **Posts must be grammatically accurate to include subject-verb agreement, spelling, punctuation, etc.** ✓ **5 points**	▪ ***All responses must be based on information found in the course textbook, not from opinion or personal experience*** ➢ **Posts must include a minimum of one reference & the course textbook must always be cited-no exceptions** ✓ **5 points** ▪ ***Additional resources may be used, however the course text must be cited*** ➢ **Each reference(s) must be cited accurately in APA format (7th edition) & be grammatically accurate to include subject-verb agreement, spelling, punctuation, etc.** ✓ **5 points** ▪ **1-2 APA errors: 2 points** ▪ **More than 2 APA errors: 5 points**	▪ ***All responses must be based on information found in the course textbook, not from opinion or personal experience*** ➢ **Posts must include a minimum of one reference & the course textbook must always be cited-no exceptions** ✓ **5 points** ▪ ***Additional resources may be used, however the course text must be cited*** ➢ **Each reference(s) must be cited accurately in APA format (7th edition) & be grammatically accurate to include subject-verb agreement, spelling, punctuation, etc.** ✓ **5 points** ▪ **1-2 APA errors: 2 points** ▪ **More than 2 APA errors: 5 points**

Communication Policy for Blackboard Learn

Online classes require a special set of guidelines to enable equal participation for all students, and to assure privacy, respect, and accountability are maintained. Online discussions are an integral part of the RN to BSN. The intent of online discussions (discussion boards) is to replace the sharing that would occur between students in the classroom, to allow faculty to identify student learning and correct misconceptions, and to share in the educational process as professional nurses. To help you become accustomed to working in an on-line classroom, the following guidelines are listed to help you become accustomed to working in an on-line classroom:

1. Students are expected to check their email and discussion board at least every two days daily for student posts and faculty updates.

2. The faculty instructor will determine which week(s) discussion board questions will be done and set a time for required student responses. Students are to respond to each primary question as assigned (11:59 PM) and respond to at least two classmates' posts in

each discussion board question(s) as assigned for full discussion board credit for the question. Additional detailed information on discussion board participation can be found in the course material in Blackboard and in each course syllabus.

3. Professional respect requires students to respond to discussion board questions directed to them specifically by their peers.

4. A grading rubric will be utilized to assign grades for each week's discussion participation by each student. The student will find the rubric in the course materials in Blackboard, as well as in each course syllabus.

5. Some courses will require the students to work in groups. A designated group discussion site will be made available for these discussions. It is highly encouraged that the students utilize the Blackboard group discussion site for their team communications. If a question of equal participation comes up, the faculty will be able to review the group discussions to assess each group member's role.

6. Do not dominate the discussion. Stay on topic. If you have something you want to address that is off topic, email the person directly. General questions can be posted in the Faculty Forum section of the discussion board.

7. Use a positive and respectful tone.

8. Abusive comments will not be tolerated. You may lose points, or this may be grounds for being asked to leave the course. If you are dealing with a sensitive or controversial topic, take time to reflect and write your responses in WORD first before posting so you don't regret a response later.

9. Typing in WORD before posting will help you eliminate spelling and grammatical errors. Using all caps to highlight a point is generally considered "shouting" online.

10. Reference all information used in your post that is not your own knowledgebase.

11. Although information shared online cannot be assumed to be private, please respect the examples and information shared by others.

12. Each course faculty will monitor and respond to discussion board posts as appropriate. However, the discussion board itself is intended to be student-directed.

Netiquette

All members of the class are expected to follow rules of common courtesy in all email messages, and threaded discussions. Respect is required. If your discussion post is a response, begin the post with the student's name. Please write your name at the end of all discussion postings so we know who has contributed to the learning process.

Student Evaluation of Course and Instructor

Every semester students are provided the opportunity to evaluate each course, clinical site, and faculty so educational quality may be maintained and enhanced. All students are encouraged to respond to the evaluation with honesty, sincerity, and a sense of confidentiality. The BSN Program will adhere to the University's guidelines in administering the evaluations.

Thank you for choosing FMU's RN to BSN Program!