# WESTERN KENTUCKY UNIVERSITY



***School of Nursing***

**RN to BSN STUDENT HANDBOOK**

**2016-2017**

The baccalaureate degree in nursing at Western Kentucky University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington DC 20036, 202-887-6791, (<http://www.aacn.nche.edu/ccne-accreditation>).

# PROGRAM SPECIFIC INFORMATION

# RN to BSN PROGRAM

## Purposes

The faculty believes there are diverse pathways toward the achievement of the BSN degree. The faculty of the RN-BSN program committed to educational opportunities for registered nurses to enter professional nursing practice. The purposes of the RN- BSN Program in nursing are to:

1. Prepare professional nurses who are generalists.

2. Facilitate educational mobility of registered nurses.

3. Provide the knowledge base for graduate study in nursing

## Organizing Framework

The BSN curriculum is based on the philosophical beliefs of faculty regarding client, health, environment, and professional nursing. The curriculum integrates knowledge from the biological, behavioral, and physical and social sciences and liberal arts to provide a foundation for professional nursing practice. Learning experiences occur through a variety of educational activities and progresses from basic to complex activities to achieve program outcomes.

The curricula content is based on the professional standards and essential guidelines for Baccalaureate Nursing education.

## BSN Program Outcomes

1. Apply knowledge from the behavioral, biological, physical and social sciences, and the liberal arts to provide holistic patient-centered care.
2. Use the nursing process and quality improvement to provide professional nursing care to promote the health and wellness of culturally diverse patients across the lifespan in a variety of settings.
3. Demonstrate leadership in the practice of professional nursing.
4. Use critical thinking skills in professional nursing practice.
5. Use inter- and intraprofessional communications and collaborative skills in professional nursing practice.
6. Demonstrate the role of teacher in professional nursing practice.
7. Integrate informatics skills in the selection of evidence based interventions in professional nursing practice.
8. Adhere to the nursing code of ethics and standards of professional nursing practice.
9. Function as a safe and accountable member of the nursing profession.

# RN to BSN Baccalaureate Nursing Curriculum

# Fall Admission Progression

# RN to BSN Cohort (Part-time)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fall | Spring | Summer | Fall | Spring |
| N300\*  N323  N321 | N340  N339 | N309\*  N315\* | N400  N412  N405 | N430  N431  N408 |

**RN to BSN Cohort (Full-time)**

**This group is reserved for students who have completed and submitted documentation of meeting all general education and statistics requirements. (Also, students must have documentation of successful completion of NCLEX).**

|  |  |  |
| --- | --- | --- |
| **Fall Full-time Cohort** | | |
| **Fall** | **Spring** | **Summer** |
| N300\*  N323  N321  N339  N340  N400 | N405  N430  N431  N412  N408 | N315\*  N309\* |

\*Indicates courses for which a challenge exam is available.

If you enroll in the full-time cohort and turn assignments in late, the following semester you will be asked to drop back to the part-time cohort to enhance your success in the RN to BSN Program.

# Spring Admission Progression

# RN to BSN Cohort (Part-time)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Spring | Summer | Fall | Spring | Fall |
| N300\*  N323  N321 | N309\*  N315\* | N340  N339 | N400  N412  N405 | N430  N431  N408 |

**RN to BSN Cohort (Full-time)**

**This group is reserved for students who have completed and submitted documentation of meeting all general education and statistics requirements. (Also, students must have documentation of successful completion of NCLEX).**

|  |  |  |
| --- | --- | --- |
| **Spring Full-time Cohort** | | |
| **Spring** | **Summer** | **Fall** |
| N300\*  N323  N321  N339  N340  N400 | N309\*  N315\* | N405  N430  N431  N412  N408 |

\*Indicates courses for which a challenge exam is available.

If you enroll in the full-time cohort and turn assignments in late, the following semester you will be asked to drop back to the part-time cohort to enhance your success in the RN to BSN Program.

# POLICIES AND PROCEDURES

# Challenge Examination

**A. Policy:**

1. Students must be admitted to the RN to BSN nursing program before challenging a nursing course.
2. Three courses in the RN to BSN program of study can be challenged to establish credit:
   * Nursing 300 (Concepts of Disease Processes),
   * Nursing 309 (Health Assessment), and
   * Nursing 315 (Concepts of Pharmacology)
3. Students may elect to challenge any, all, or none of these courses.

* Please note: If a student has not received any credit for courses at WKU other than the RN to BSN nursing courses, the student will only be able to receive credit for 6 hours from challenge exams in order to meet instructional hour requirement for graduation.

1. A challenge examination for each course may be attempted only one time.
2. Upon successful completion of the challenge process, you will be given credit for the selected course(s) on your transcript. No grade will be recorded. Please refer to the University Challenge Policy on Credit by Examination in the University Catalog.
3. If you plan to challenge the courses, you should **NOT** enroll in the courses.
4. When you elect to take a challenge examination to establish credit, you are sending the message that you desire to demonstrate your knowledge base in the specific subject. Faculty will not supply textbooks and/or review material to students requesting to challenge a course.
5. You must achieve 850 on the written part of each examination to pass the examination. The exams each have 50 questions. You will be allowed 70 minutes to take each exam.
6. The cost of the exams is $50.00 which includes the testing fee.
7. The testing periods will be February 15th through April 15th and August 15th through October 15th.
8. There will also be a testing period June 1st through June 10th for N300 available only for students entering the RN to BSN program during the immediately following Fall semester and January 5th through January 15 available only for students entering the RN to BSN program during the immediately following Spring semester.

**B. Procedure:**

**Testing**

1. Please go to [www.registerblast.com/wku](http://www.registerblast.com/wku) and choose the RN to BSN Challenge Exam Test link. Click on “register on line.” Once there click on the arrow by RN to BSN Challenge Exams. Choose from the drop down box either N300 (Pathophysiology), N309 (Health Assessment), or N315 (Assessment) test. Proceed to schedule a time to take the exam. You will also pay for the exam using a credit card at this time. Please read all testing instructions carefully. You will be required to contact Evolve and create a username and password.
2. Go to WKU’s home page and explore the Visitors site (<http://www.wku.edu/atwku/visitors.php>) to learn about the location of the Potter hall and parking on campus.
3. You must have the username and password you created with you when you arrive at the testing center.
4. If you have any questions or concerns, email sharon.ercey@wku.edu or call 270-745-3159. To take the exam, report to Potter Hall, room 409.

**Obtaining Credit for Class**

1. You must receive a score of 850 or greater to get credit for the course. Once you have completed the exam (with a score of 850 or greater), go to the Registrar’s office, Potter Hall 2nd floor, complete the application to take the examination, and pay $75.00 ($25.00/credit hour). The fee must be paid immediately following completing the exam.
2. When the testing period is closed, the Coordinator of the RN to BSN program will validate student’s successful completion and submit documentation to Registrar’s office.

**Policy for Student Questioning Grade**

Procedure for student questioning a grade on an individual assignment:

1. The student must take the complaint to the faculty member within the two weeks of the grade being assigned.
2. If a student in any course questions their grade on a written assignment, another RN to BSN faculty member will grade the paper. The student will receive a grade consisting of the average of the original grade and the grade recorded by the second faculty member (even if the grade is lower).
3. Upon questioning a grade, students will be reminded about the procedure for the re-grading of assignments by another faculty member.
4. If the student requests a repeat grading, another RN to BSN faculty member will receive a copy of the paper and the rubric given for the assignment. Student identify information will be removed from the assignment.
5. After grading the assignment, the second grader will give the feedback to the faculty member of the course and he/she will communicate grade to student.
6. It the student is still dissatisfied they will be referred to the student complaint procedure in the WKU Student Handbook.

# Academic Policies: Course Progression Policies

1. In addition to the 36 hours of upper level nursing courses, the student must meet the following curriculum requirements for graduation.
2. Meet university general education requirements.
3. Complete a 3 hour statistics course **before** enrolling in Nursing 412.
4. Each semester, two (2) cohorts of students will be admitted, a part-time and full-time cohort. When accepted for admission, students must choose which cohort they would like. The students in each of these cohorts will progress through the curriculum as a group and must take courses as noted in planned schedule for the designated cohort. The full-time cohort is reserved for students who have completed all general education and statistics requirements. Students must also have a current RN license to practice in Kentucky.
5. Students must complete mandatory orientation in order to begin the RN to BSN program.
6. Students admitted pending NCLEX will be permitted to enroll in the part-time cohort. If unsuccessful on the NCLEX, the student will not be allowed to progress in the nursing cohort courses. Note: This does not affect the student’s ability to take classes to fulfill general education requirements.
7. Before students can register for Nursing 430/431, they must update all health and safety documents.
8. Nursing 408, the capstone course, must be taken in the last semester of the program of study. All nursing courses and general education courses must be completed before or concurrently with Nursing 408.
9. Students receiving a “D” in a science class prior to fall 1990 will not be required to repeat the course. Any student receiving a “D” in a science class after that date will be required to repeat the course.
10. Students must receive a grade of at least a “C” in each nursing course. A student who does not achieve a grade of “C” or higher in a nursing course may repeat the course one time. A second grade of less than “C” in the required nursing course or a grade of less than “C” in any additional nursing course will result in dismissal from the RN to BSN program. For the purpose of this policy, failure of both N430 and N431 would count as one course failure. If a student is unsuccessful in either N430 or N431, he/she must also repeat the corresponding course. Additionally, please refer to the University’s requirements for number of hours/courses that may be repeated.
11. If you request and receive an incomplete grade in a course, you must complete the requirements and have the removed and changed to a letter grade of A, B, or C in order to progress in the RN to BSN program.

## Grading Scale RN to BSN

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

0 – 59% = F

## Computer Skills and List Serve Policy

Computer use is expected using current edition of MS Office software. All courses are web-based using the Blackboard Educational package. Students must check Blackboard for additional information concerning computer program requirements such as browsers.

## ID Badges

All students must be identified as a WKU BSN Student when engaged in learning experiences as a RN to BSN student.

## WKU Student ID

All students are required to obtain a WKU Student ID.

## Online Testing Policy for RN to BSN Program

If a student goes over the time frame allotted for an on-line test, the following penalty will be instituted based on number of questions on test/quiz.

|  |  |
| --- | --- |
| **Number of questions on test/quiz** | **Penalty** |
| 35-50 | No penalty for the first 5 minutes over. For each additional 5 minutes over the student will be penalized 2 points. |
| 16-34 | No penalty for the first 3 minutes over. For each additional 3 minutes over, the student will be penalized 1 point. |
| 15 or less | No penalty for the first 1 minute over. For each additional minute, the student will be penalized 0.5 point |

Please note: This penalty would be in addition to the penalty for late submission.

If you go over the time limit due to encountering a problem during testing which results in you having to leave the test or quiz and return, please send you instructor an email at this time.

## American Psychological Association (APA)

All papers must be submitted following the guidelines noted in the current edition of the *Publication Manual of the American Psychological Association.*

## Plagiarism Detection Software

All faculty reserve the right to turn any assignment into software programs that aide in the detection of plagiarism.

# AWARDS

Students in the RN to BSN program are eligible for the following awards:

1. RN to BSN Academic Award
2. RN to BSN Achievement Award
3. Helen Turner Award
4. RN to BSN Professional Engagement Award

# RN to BSN Academic Award

**Purpose**

The RN to BSN Academic Award is designed to recognize a student who establishes a stellar academic record upon completion of the RN to BSN program at Western Kentucky University.

**Criteria**

The award will be given to the student who:

* Is enrolled in the final semester of the RN to BSN program; and
* Has achieved the highest cumulative Grade Point Average (GPA) of all students in the class.

**Process**

* During the Spring and Fall semesters, the Office Associate will provide the faculty with a list of all students enrolled in N-408 and their GPA. The RN to BSN faculty and staff will select the recipient based on criteria listed above.

**RN to BSN Achievement Award**

**Purpose**

The RN to BSN Achievement Award is designed to recognize a student who best demonstrates outstanding achievement of the program outcomes of the RN to BSN program at Western Kentucky University.

**Criteria**

The award will be given to the student who:

* Is enrolled in the final semester of the RN to BSN program; and
* Has a cumulative Grade Point Average (GPA) of 3.0 or greater.

**Demonstrates**

* Leadership in the practice of professional nursing.
* The use of critical thinking skills in professional nursing practice.
* The use of inter- and intraprofessional communication and collaborative skills in professional nursing practice.
* The role of teacher in professional nursing practice.
* Understanding of value of evidence based nursing practice.
* Accountability.
* Understanding and adherence to the nursing code of ethics and standards of professional nursing practice.

**Process**

* The members of the RN to BSN committee will review names of all students enrolled in Nursing 408 and have a cumulative GPA of 3.0 or greater.
* Following discussion, the recipient will be selected by members of the committee.

# Helen Turner Award For RN to BSN Student

**Purpose**

The Helen Turner Award, established in 1980 by the 7th District Kentucky Nurses’ Association (KNA), pays tribute to the outstanding qualities of this nurse. Ms. Turner served as a nursing leader in the western part of Kentucky and worked diligently to improve the quality of nursing education and patient care.

**Criteria**

The award will be given to the student who:

* Is active in the Kentucky Nurses’ Association.
* Demonstrates leadership potential.
* Has a Grade Point Average (GPA) of 3.0 or above.

**Process**

* The members of the RN to BSN committee will review names of all students enrolled in N408 and have a cumulative GPA of 3.0 or greater.
* Following discussion, the recipient will be selected by members of the committee.
* The recipient will be recognized at the RN to BSN Graduate Recognition Ceremony. Additionally, the recipient in the Spring semester will be recognized at the College Awards Dinner.

# RN to BSN Professional Engagement Award

**Purpose**

The RN to BSN Professional Engagement Award is designed to recognize a student who demonstrates outstanding engagement in the nursing profession while enrolled in the RN to BSN program at Western Kentucky University.

**Criteria:**

The award will be given to the student who:

* Is active in a professional nursing organization *and/or*
* Publishes an article or presents at a professional conference *and/or*
* Serves as a preceptor or mentor for a novice nurse *and/or*
* Demonstrates service to the community *and/or*
* Has a Grade Point Average (GPA) of 3.0 or above.

**Process**

* Students with a GPA of 3.0 or greater may submit an essay in N408 demonstrating their engagement in the nursing profession. The essay must be received by the faculty member of N408 by Friday at 4:00 p.m. the first week of class.
* The faculty members of the RN to BSN committee will review essays.
* Following discussion, the recipient will be selected by members of the committee.

*Revised Aug. 2016*