

UNIVERSITY *of*
NORTHERN COLORADO



School of Nursing

**NURSING MAJOR
STUDENT HANDBOOK
FOR RN-BSN PROGRAM**

www.unco.edu/nhs/nursing

2009-2010

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INTRODUCTION TO STUDENT HANDBOOK

A. PURPOSE

The purpose of this handbook is to provide information for the RN-BSN students about the guidelines, policies and procedures of the Nursing Program. You also need to be knowledgeable about the requirements for graduation in the UNC bulletin that you are admitted into.

Success in completing the BSN degree is dependent on the student:

1. Discussing progress with your faculty advisor each semester.
2. Reading the catalog regarding liberal arts core.
3. Reading your RN-BSN Handbook.

B. CONTENT

The handbook is divided into six sections:

- Section I. Curriculum Design, Nursing Program Philosophy and Objectives.
- Section II. Policies pertaining to expected professional student performance in the Nursing Program.
- Section III. Policies for student interaction and influence in the governance system of the School of Nursing.
- Section IV. Student services provided by the University of Northern Colorado and the School of Nursing.
- Section V. Guide to program planning and general survival guide for RN's.
- Section VI. Challenge and Transfer Guide for RN's.

SECTION I CURRICULUM DESIGN

A. SCHOOL OF NURSING PHILOSOPHY

Each individual is a holistic, biopsychosocial and spiritual being evolving and developing over the lifespan within a dynamic environment. The individual interacts and develops relationships as a member of a family and culture within a larger community and society. The individual is respected as a unique person who may initiate, perform, accomplish and maintain activities with a changing capacity for self-care. All individuals have a right to health care.

Health is a dynamic state on a wellness continuum. Health is the integration and balance of the physical, spiritual, and emotional self resulting in a state of optimal functioning. Health is the responsibility of the individual, family, community and society.

Society and culture are a functional and integrated whole with interdependent parts. The components of society and culture, such as political, economic, religious, kinship, and health systems perform separate functions but mesh to form an operating whole.

Health care is in a constant state of change. Persistent and growing underserved and vulnerable populations exist whom professional nursing can influence. Numerous societal demands require creative interventions, alternative settings and new partnerships and coalitions to maximize health care delivery. Cost-effective utilization of health care resources emphasizes primary and secondary prevention strategies.

Nursing is both an art and a science that promotes, supports and restores optimal health in individuals, families, and communities. It is a professional discipline that is an integral component of the health care delivery system. Nursing is a caring profession that is an integral component of the health care delivery system. Nursing involves the application of the nursing process, collaboration with members of the interdisciplinary team, and initiation and implementation of scientific nursing research. The profession of nursing is practiced in a variety of settings.

The nurse is a caregiver, client advocate, teacher, leader, manager, and researcher. With an awareness of his or her own values and beliefs, the nurse is sensitive to the values and beliefs of others. The nurse is professionally accountable and autonomous for nursing interventions and is responsible for continued professional growth.

Learning is a lifelong process that involves the acquisition of knowledge, skills and attitudes. The educational process of the professional nurse includes the systematic investigation of health utilizing critical thinking, communication, technology and therapeutic nursing interventions. Preparation for leadership, cultural competency and self-direction is an integral component of the educational process. Students move from relative dependence to functioning independently, in preparation for assuming professional responsibility. Faculty facilitate the self-directed learning process.

The educational process is seen as a collaborative relationship between students and faculty. The professional nurse is educated at the baccalaureate level with a background in the arts, sciences, and humanities, as well as the discipline of nursing for entry level into the profession as a generalist. The graduate program in nursing prepares advanced practice nurses who may practice in primary care settings, health care facilities and educational institutions. Graduate study promotes scholarship that is characterized by scientific inquiry, the ability to implement conceptual models into practice and the ability to test research propositions in a clinical setting. Both the undergraduate and graduate programs provide the basis for continued graduate studies.

B. OVERALL PROGRAM OBJECTIVES

1. Analyze information and ideas and utilize research findings to make competent clinical judgments and appropriate professional decisions.
2. Demonstrate therapeutic interventions (physical and psychosocial) guided by the nursing process and standards of care to maximize self-care capabilities of individuals, families, and communities.
3. Use effective verbal, non-verbal, interpersonal, written, and technological communication skills.
4. Practice nursing in a holistic, culturally competent manner with individuals, families, communities and society.
5. Apply the roles of leader, manager and professional in health care delivery.

C. ADMISSION GUIDELINES

Admission Requirements for the RN-BSN Program are as follows:

1. Admission to UNC.
2. Graduate of any RN program.*
3. 3.0 grade point average (minimum).
4. Licensure as a registered nurse.
5. Letter of reference.
6. 1000 hours of work experience in last 3 years (minimum). Discuss with faculty advisor.
7. Student essay.

Transfer of credit for a total of 90 semester hours from regionally accredited four-year institutions may be accepted. Up to 64 semester hours of credit earned at a community college may be approved.

**The Colorado Nursing Articulation Model is a process to facilitate RN students' progress with minimum repetition. Any licensed RN graduate can articulate without testing to validate nursing knowledge from previous programs. Some testing may be required to receive credit for support course knowledge. After completing 12 credits of UNC nursing courses, 40 credits will be awarded for previous nursing studies.*

D. RN-BSN NURSING PROGRAM OF STUDY

Required Support Courses:	Required Credits:	Completed Credits:	Liberal Arts Core:	Required Credits:	Completed Credits:
1. CHEM 281 Fundamentals of Biochemistry	5		Area 1: Communications: 1a. Elementary Comp 1b. Intermediate Comp	6	
2. ENG 123 College Research Paper	3				
3. PSY 230 Human Growth & Development	3				
4. STAT 250 Statistics for Health Sciences	3		Area 2: Mathematics: 2a. Statistics	3	
5. BIO 245 Anatomy and Physiology I	4				
6. BIO 246 Anatomy and Physiology II	3		Area 3: Arts & Humanities: 3a. Arts 3b. Lit/Humanities 3c. Ways of Thinking 3d. Foreign Language	6-9	
7. NURS 327* Pharmacology	3				
8. FND 357* Nutrition in Health and Illness	4				
Total:	28				
* may take challenge exam					
Required Nursing Courses:	Required Credits:	Completed Credits:	Area 4: History:	3	
			Area 5: Social/Behavioral Sciences:	3-6	
1. NURS 333 Introduction to Professional Practice	2		5a. Econ/Political Science		
2. NURS 310 Foundations I	3				
3. NURS 335 Foundations II	3		5b. Geography		
4. NURS 410 Foundations III	3				
5. NURS 328 Health Assessment	4		Area 6: Physical/Life Sciences:	7	
6. NURS 435 Foundations IV	3		Area 7: International	3	
7. NURS 464 Professional Roles Practicum	4		Area 8: Multicultural	3	
8. NURS 453 Community Health	4		Total:	40	
9. NURS 454 Community Health Practicum	4				
Total:	30		Approved Electives:		
Notes:			Total:		

E. REQUIRED NURSING COURSES

Nursing is an independent, professional discipline requiring critical inquiry and discriminating judgment to assist individuals and groups maintain health. The nursing courses required for RNS have been chosen to encourage the development of such critical thinking as well as leadership skills. The curriculum also includes courses in general education that are the mark of a good university education.

NURS 333 Introduction to Professional Practice (2)

Facilitates movement of registered nurses into the professional roles of a Baccalaureate prepared nurse.

NURS 310 Foundations of Professional Practice I (3)

Examines the roles of the professional nurse in multidimensional health care settings. Professionalism, accountability, and theory-based practice explored.

NURS 328 Health Assessment for RNS (4)

Focuses on healthy individuals, families, and communities with particular emphasis on family and beginning community appraisal.

NURS 335 Foundations of Professional Practice II (3)

Develops beginning research skills in relationship to the health outcomes throughout the lifespan. Emphasis is on economics, education, and culture in nursing.

NURS 410 Foundations of Professional Practice III (3)

Emphasizes issues in professional nursing practice as they relate to the changing health care environment. Students will utilize principles of learning, research, team building and collaboration.

NURS 435 Foundations of Professional Practice IV (3)

Emphasis is on the nurse as a leader/manager in society with respect to current issues and trends.

NURS 453 Community/Population-Based Health for RNS (4)

A theoretical perspective to illness management and restoration of health applied to individuals, families, and communities.

NURS 454 Community/Population-Based Health Practicum for RNS (4)

Focuses on therapeutic interventions guided by the nursing process applied to community health nursing and case management of complex health problems in community settings.

NURS 464 Professional Roles for RNS (4)

A combination of seminar and preceptored practicum that provides socialization into the role set of the professional nurse with an emphasis on leadership and management.

F. INFORMATION ON SYLLABI AND CLINICAL PRACTICE

1. Nursing Major Course Syllabi - Each nursing syllabus is considered the student-teacher contract for that specific course. The course objectives are your guide for succeeding in the course. Most course syllabi include critical behaviors, each of which *must* be achieved for you to pass the course. The faculty will carefully explain the requirements of each course during the first part of the semester. If you have questions or need clarification, please contact the course faculty member early in the semester. Evaluation practices (grading) may vary from course to course. Please be sure you understand the evaluation policy.
2. Clinical Practice - Nursing practice is offered in a variety of agencies. These agencies include hospitals, nursing homes, industry, schools, and public health agencies. Clinical nursing experiences are offered in the Denver area, Greeley, Windsor, Brighton, Loveland, Fort Collins, and rural Colorado. Student practicums in the agencies are assigned according to available resources.

G. GRADUATION REQUIREMENTS

A bachelor's degree is an academic title granted to a student who has completed a specific course of study. Degree titles are authorization by the Colorado Commission on Higher education, and programs leading to the degrees are administered by the University, the College of Health and Human Services, and the School of Nursing.

The faculty of UNC has established five general requirements that a student must meet to earn a baccalaureate degree:

1. Earn a minimum of 120 semester credit hours
2. Earn a UNC GPA of at least 2.0
3. Complete at least 40 credit hours in courses designated as Liberal Arts Core courses.

These courses are from the Catalog of the academic year in which the student first enrolls. University Catalogs expire after six years.

4. Meet all the requirements for the bachelor's degree in Nursing as listed in the current Catalog when the major is officially declared.
5. Complete 30 hours total from UNC campus.
6. Complete 20 of the last 30 hours for your degree with UNC to meet "residency" requirement.

H. RN-BSN TO MASTERS AT UNC

1. Students in the RN-BSN program at UNC are allowed to apply to our masters programs at the beginning of their final year of BSN classes. If accepted, a student would be able to start masters classes without holding the BSN for a year.
2. Contact the following for other specific programs:

Master's Nursing Education	Dr. Janice Hayes janice.hayes@unco.edu
Family Nurse Practitioner	Dr. Rhonda Squires rhonda.squires@unco.edu
Nursing Education Certificate	Dr. Debra Leners debra.leners@unco.edu

SECTION II POLICIES

A. PROGRAM, COURSE AND FACULTY EVALUATION

As a nursing major you will have the opportunity (usually each semester) to evaluate your nursing courses and faculty. However, if you have specific concerns please relate them to your course faculty member, the course coordinator, or the Assistant Director of the School of Nursing (SON).

Each course is part of the total program; courses build upon previous courses. You are requested to evaluate the course(s) in relation to the specific course objective and the total curriculum.

B. SPECIFIC POLICY ABOUT GRADES

In the nursing program, you must earn a minimum of "C" in all required nursing courses. If you earn a "D" or "F" or "U" or "W" (while failing) in a nursing course, you must retake that course when it is available before being allowed to progress to the next semester in the nursing program on a space available basis. Nursing courses may be repeated only once.

C. "STOPPING OUT A SEMESTER"

If you need to "stop out" for any reason: (1) discuss with the RN-BSN Coordinator of the School of Nursing and (2) write a letter to the RN-BSN Coordinator of the School of Nursing, indicating those semester(s) you will not be able to enroll and your future plans.

If you "stay out" for 2 semesters or more, you will be automatically withdrawn from the nursing major; you must reapply to the School of Nursing if you decide to pursue the nursing major.

If you stop out for one semester or more and then come back, your name will be placed on a waiting list for openings in the nursing courses and your progression in the nursing program will be on a "space available" basis.

D. RE-ADMITTANCE AFTER DISMISSAL

Students who are dismissed from the School of Nursing by the faculty, and who wish to seek readmission must reapply for admission to the School of Nursing.

Procedure:

1. Write a letter to the Assistant Director of the School of Nursing requesting readmittance into the program.
2. The Assistant Director refers the request of the Student Affairs Committee who will consider the request and supporting data and make the final decision.
3. If the student is readmitted, the student will be placed on space available status and may be readmitted conditionally.

E. CRITICAL BEHAVIORS FOR SATISFACTORY ACHIEVEMENT IN CLINICAL NURSING COURSES

To achieve a satisfactory/passing grade in all clinical nursing courses the student must demonstrate safe nursing care and acceptable professional behavior. Failure to adhere to the following practices may result in a failing grade for the course, School of Nursing probation, and/or suspension from the School of Nursing.

Students will:

1. Refrain from engaging in client care when the student's physical or emotional condition is a threat to clients and/or others.
2. Carry out nursing interventions in a safe manner.
3. Engage in nursing practice in accordance with the student's level of preparation, legal limitations, and agency policy.
4. Communicate with faculty and health team members honestly and accurately including reporting errors of omission or commission to appropriate persons.
5. Maintain confidentiality of client information.
6. Notify faculty or the individual designated in advance if he/she will be absent from any assigned experience.
7. Seek appropriate supervision and/or consultation in the planning and provision of nursing care.
8. Acknowledge and accept responsibility for their own actions.

F. UNEXCUSED ABSENCES

As a NURSING STUDENT, you will be responsible for the following action(s): Call your clinical Preceptor if you will be absent or late within 12 hours before your scheduled clinical lab. Failure to notify faculty of intended absence may result in "U" (unsatisfactory) or "F" grade for the course.

G. STUDENT DISHONEST ACTS

Dishonesty violates the professional code of ethics. Students are expected to conduct themselves according to Standards of Professional Behavior and Practice. Examples of dishonesty include but are not limited to the following:

1. Taking an exam or writing a paper for another student.
2. Copying a few sentences for a paper without using footnotes to credit the source.
3. Copying or sharing information from answer sheets and/or care plans without doing the work independently.

4. Leading one to believe you have completed a required assignment or activity when indeed you have not.
5. Fabricating data.
6. Stealing school, agency or client property.

Students will be held accountable for their dishonesty. Students may report observations or knowledge of dishonest acts to the faculty. Such reports are confidential.

H. POLICY FOR STUDENTS DEMONSTRATING ADDICTION

The School of Nursing faculty believe they have the right and responsibility to protect the public's health, safety and welfare from addicted and/or drug dependent nursing graduates. Therefore, as a condition of enrollment in the SON clinical program, the student must be drug and/or alcohol free in the clinical setting.

I. PROBATION/TERMINATION

School of Nursing Faculty reserve the right to place on probation or to require withdrawal from nursing courses or the nursing program any students who, fail to satisfy the requirements of scholarship, health status and/or performance.

Nursing majors must earn a minimum grade of "C"/"S" in all required nursing courses for progression in the Nursing program." Students must successfully complete all required semester nursing courses before they can progress into the next semester of the clinical program. A student receiving less than "C" or "S" in a nursing course will fail the course and will be dismissed from the school. The student may request re-admission to the program to repeat the course failed on a space available basis only.

Clinical Nursing Majors

Students in Semester 1-5 of the nursing program who:

1. Earn a D, F, U (or W when taken with unsuccessful completion) in a required nursing course.
OR
2. Are on University probation (cumulative or semesterly).

If at the end of any subsequent semester, the student:

1. Continues on University probation
OR
2. Earns, a D, F or U in another nursing course
OR
3. Fails to successfully complete any nursing major course required

The student will be required to withdraw from the nursing program.

J. SCHOOL OF NURSING CLINICAL AGREEMENTS

For all agencies utilized for clinical practice for students there is in place a formal agreement signed by their chief administrator and the president of this University. Each agreement spells out:

1. The responsibilities of the University through the School of Nursing.
2. Responsibilities of the agency.
3. Joint responsibilities of the UNC/SON and the agency
4. Special provisions.

If you need to review the document, please make an appointment with the Director's secretary.

In general, those sections you need to be knowledgeable about are:

1. Learning experiences for students are selected in cooperation with faculty and agency professional staff.
2. Faculty and students must respect the confidentiality of records and patient/client data imparted during the educational experiences.
3. The student is insured under UNC's workmen's compensation policy when in clinical practicums. If a UNC nursing student is injured while on duty in an agency, he or she should notify their instructor immediately and follow UNC Workmen's Compensation procedures as directed.
4. Students must have completed their health clearance.
5. Students may utilize the library, lounges, conference rooms, and audiovisual equipment in line with educational requirements.
6. Absolutely no monies are to be exchanged between the agency staff, faculty, patients, or students.

In all articles of the formal agreement there is mutual interdependence to maximize benefits for the student learning experiences.

K. HEALTH HAZARD STATEMENT

During your nursing education, it is possible that you may be exposed to certain situations or diseases that are potentially harmful to unborn babies. For this reason, we recommend that you notify your clinical instructor if you become pregnant.

L. BLOODBORNE PATHOGENS HBV/HIV

Policy

In order to reduce the possibility of exposure of Human Immunodeficiency Virus (HIV) and Hepatitis B (HBV) of nursing students, faculty and clients, the UNC School of Nursing requires vaccination for HBV, and education on universal precautions and other prevention techniques for HIV. This policy conforms to the requirements of local Colorado state and federal laws and the Centers for Disease Control guidelines for preventing transmission of HIV/HBV. The policy recognizes individual rights, equal opportunity, voluntary testing, and confidentiality of test results and health records. The policy contains procedures for managing those who may have been exposed to HIV/HBV. Unless immuno-suppressed or pregnant, nursing faculty and students cannot refuse to care for those with HIV, HBV or AIDS. For students and faculty who are HIV positive, reasonable accommodation will be made by the school to allow continuation of the student education or faculty career. The school will annually review this policy for scientific correctness.

Procedure

1. *Hepatitis B Virus (HBV)*

- a. Vaccination-HBV is preventable.
- b. Students are required to present documentation showing they have started the series of HBV immunizations prior to any contact with clients unless immuno-suppressed or medically at risk from the vaccine. The student is responsible for the cost of vaccinations. The series must be completed. Faculty are also required to be immunized.
- c. Students and faculty who decline vaccination must sign a declination statement. By doing so, the individual acknowledges the potential risk of acquiring and/or transmitting the disease.

2. *Human Immunodeficiency Virus (HIV)*

- a. Management
 - ◆ Prevention is the only method of controlling HIV. No vaccine is available.
 - ◆ Inquiry into HIV status will not be a part of student or faculty application processes.
 - ◆ Qualified individuals will not be denied admission to the nursing program or employment as faculty on the basis of HIV status.
- b. HIV Testing
 - ◆ The HIV antibody testing decision is voluntary for nursing students and faculty. In the event of possible exposure compliance in regard to testing is recommended and may be required by our contracted health care agencies.
- c. HIV Status - Students and Faculty
 - ◆ All students regardless of HIV status, will adhere to CDC guidelines.
 - ◆ Students who know they are infected are urged to voluntarily inform the Assistant Director of the SON.

RN-BSN
M. NURSING HEALTH AND SAFETY CLEARANCE REQUIREMENTS

Rationale for Health and Safety Requirements

Clinical agencies are required by their accrediting and regulatory bodies to guarantee that staff, students, faculty and visitors meet health and safety standards. There are periodic audits by agency representatives to verify that the School of Nursing is compliant. Your cooperation in meeting the *Health and Safety Requirements* will enable you to have access to the clinical sites that will prepare you for the practice of professional nursing.

Policy Regarding Required Clearances

Photocopies (front and back) of clearances below are due to Nursing office as follows:

1. **First Submission:** Upon acceptance into program, before attending orientation in August.
2. **Renewals:** By the first day of the month in which they expire.

CLEARANCES DUE BEFORE ATTENDING ORIENTATION IN AUGUST (AT TIME OF ACCEPTANCE)	RENEWAL DUE DATE
<input type="checkbox"/> 1. Background Check: (federal and state). Background checks can be obtained through American DataBank at www.uncobackgroundcheck.com .	N/A
<input type="checkbox"/> 2. Drug Screen: Drug screens can be obtained through American DataBank at www.uncobackgroundcheck.com .	N/A
<input type="checkbox"/> 3. Spring grades: Unofficial transcript/grade report acceptable. Due at completion of Spring Semester if any required prerequisites taken.	N/A
<input type="checkbox"/> 4. RN License: Print verification from DORA web site. Or a print out from your state's licensing website. (www.dora.state.co.us/registrations/Verification.htm .)	Due 1 st of the month in which it expires
<input type="checkbox"/> 5. Initial Health Clearance: <ul style="list-style-type: none"> • Official documentation of health history and annual exam performed by provider of choice; may be on physician's letterhead, script, or physical form • Immunization record of MMR • Immunization record of HEP B • Current PPD test (TB); X-ray required if test positive 	<u>Yearly PPD renewals only required.</u> Due on the 1 st of the month in which it expires.
<input type="checkbox"/> 6. CPR: Certification must be "Health Care Provider Professional" with "hands-on" training.	Renewal due by the 1 st of month in which it expires.
<input type="checkbox"/> 7. Malpractice Insurance: Can be obtained through recommended company or through personal insurance company of your choice. Coverage must be \$1 million per claim and \$3 million aggregate.	Renewal due by the 1 st of month in which it expires.
<input type="checkbox"/> 8. OSHA Test: To be taken in program.	Renewals done yearly in class.

Individual clinical agencies may have additional requirements specific to their agency. These requirements need to be met prior to the first day of clinical. Instructions will be given on how to meet these requirements prior to first day of clinicals.

It is ultimately the responsibility of the student to keep track of expiration dates and to turn in renewals by the first of the month deadline.

If this documentation is not provided to the SON by the deadline, you will be considered out of compliance with the policy and **not eligible to proceed in the nursing program**. If dropped from courses, once verification of renewal is shown, student will be allowed to reregister but a processing fee may be assessed by the Registrar.
Copies may be: • Mailed to SON, UNC, Campus Box 125, Greeley, CO 80639 or • Faxed to 970-351-1707 or • Dropped off in Gunter 3080.

I understand the School of Nursing health clearance policy and agree to comply as stated above. I am aware I will be dropped from classes if not in compliance. Please sign and send a copy of this back with your clearances.

Signature

Date

Program

N. MALPRACTICE INSURANCE

UNIVERSITY OF NORTHERN COLORADO/SON/NF-SO	<u>5/4/01</u>
Title of Policy: <u>Malpractice Insurance</u>	Date adopted by NF-SO
Sponsoring Committee: <u>Director</u>	Date reviewed for Currency & initial:
	<u>3/21/07 lc</u>
	<u>2/29/08 ULT Committee</u>

Policy

Because of the increasing legal requirement by clinical agencies used by the School of Nursing for individual student malpractice coverage, the SON requires all students in its clinical programs to obtain individual malpractice coverage with minimal limits of \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

Procedure

1. Students shall be informed upon admissions to the School of Nursing programs of the requirement of carrying individual malpractice insurance throughout their clinical program.
2. Information regarding agency options for such insurance will be provided in student handbooks and the SON office.
3. Students may be required by clinical agencies to show proof of their individual malpractice coverage. Failure to have required coverage will necessitate withdrawal from the clinical course.

AGENCY OPTIONS	ADDRESS/TELEPHONE/WORLD WIDE WEB/FAX
Nurses Service Organization	4870 Street Road, Trevoise, PA 19049; 1-800-247-1500. <i>SNA membership makes you eligible for special rates with NSO – the official NSNA professional liability insurance carrier.</i> <u>www.nso.com</u> <i>Tips:</i> <ul style="list-style-type: none"> • Click in top right-hand corner on “student”. • Click on “full-time”. • Under Profession – click on “nurse”.
Marsh Affinity Group Services a service of Seabury and Smith (formerly Maginnis & Associates, Inc.)	Professional Insurance Administrators: 332 S. Michigan Avenue, Chicago, IL 60604; 1-800-621-3008 ext. 105 <u>www.proliability.com</u> <ul style="list-style-type: none"> • Check “student” under first box.
Your homeowners insurance agency	Contact your insurance agent for information.

O. COMPUTER REQUIREMENTS

UNIVERSITY OF NORTHERN COLORADO/SON/NF-SO	<u>2/09</u> Date adopted by NF-SO
Sponsoring Committee/Person/Ad Hoc Group/Task Force Members: <u>Administrative Policy</u>	Date reviewed for currency & initial: _____
Title of Policy: <u>UNC School of Nursing Computer System Requirements</u>	

Policy

The following hardware and software are *minimum specifications* to work with the the UNC School of Nursing pedagogy. Students must have access to the following computer system requirements at admission to all nursing programs.

Procedure

Modem. Please note that access to *High speed cable or DSL is REQUIRED:*

Platform. Windows 2000 or XP; MacOS 9 or MacOS X. If using Windows Vista, browser modifications will be necessary as noted below.

PC Hardware

1. PC Desktop
 - a. Intel Pentium 4 3.0 GHz or newer
 - b. Intel Celeron D 3.0 GHz or newer
2. PC Laptop
 - a. Mobile Intel Pentium 4 1.2 GHz or newer
 - b. Intel Celeron M 1.4 GHz or newer
 - c.

Mac Hardware

1. Mac Desktop: 2.0 GHz or Faster G5 Tower and iMac or newer
2. Mac Laptop: 2.0 GHz G4 iBook or newer (laptop)
- 3.

All Systems

1 G of RAM; Access to computer DVD player/recorder and/or flashdrive; sound card with speakers or headphones.

Software

Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Adobe Acrobat Reader, Virus Protection Program, NOTE: If using Microsoft Office 2003, user must download Compatibility Pack for Microsoft Office 2007 at www.microsoft.com/downloads/details.aspx?FamilyID=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en

Video and Audio Files (Download the free versions)

- a. Flashplayer - www.adobe.com/support/flashplayer/downloads.html
- b. Quicktime - www.apple.com/quicktime/download/
- c. Realplayer - www.real.com/

Browser

Blackboard is utilized for delivery of all online coursework; NOTE: AOL as a browser does not interface adequately with Blackboard. Safari 2.x , Firefox 2.x , Internet Explorer7.x SP2 and above (Windows) is recommended. If using Windows Vista, Internet Explorer is not recommended. Use Mozilla FireFox 2.0 You also may need to turn off popup blockers to use blackboard.

Note: JavaScript & Cookies must be enabled.

**SECTION III
POLICIES FOR STUDENT(S) INTERACTION(S) AND INFLUENCE IN THE
GOVERNANCE SYSTEM OF THE SCHOOL OF NURSING**

A. GOVERNANCE STRUCTURE OF THE SCHOOL OF NURSING

The governance structure is guided by the School of Nursing by-laws, adopted by faculty. The by-laws have been revised throughout the years; the last revision was in 1993. Students are elected by their peers to represent them at the NF-SO meeting.

B. NURSING FACULTY STUDENT ORGANIZATION (NF-SO)

This is a committee of the faculty as a whole, plus student representatives. This group meets a minimum of three times per semester for communication of information and for decision making regarding Nursing program policies. Student representatives have full voting privileges at all meetings.

All student RNs have an RN-BSN representative who receive the NF-SO agenda and minutes. Students may contact their representative. All NF-SO meetings are open for students to attend. They are scheduled on Friday afternoons, generally (check with a faculty member or secretarial staff for dates).

The registered nurse students shall annually elect one representative to the Nursing Faculty-Student Organization who shall have full voice and vote in all Nursing Faculty-Student Organization meetings with the exception of declared executive sessions. The RN-BSN representative will receive the NF-SO agenda prior to the meeting so they can attend or e-mail comments or concerns.

C. CURRICULUM ORGANIZATION

This is a committee of the faculty plus two undergraduate and one graduate student representatives. This group meets regularly during each semester as needed for curriculum development, implementation, and evaluation of the undergraduate and graduate programs. Student representatives have full voice and vote in all CO meetings with the exception of declared executive sessions, Minutes and agendas will be circulated to all voting members one week prior to meetings. Meeting dates are scheduled in advance and are usually held on Friday afternoons on campus. RN-BSN students are encouraged to make comments to the Curriculum Organization through their NF-SO representative.

D. ACADEMIC OR PROGRAM CONCERNS

Your course faculty encourage you to make appointments with them to discuss your concerns and questions or to receive clarifications about course issues.

If you have concerns or need clarification about a course, contact the course faculty member first. If you are dissatisfied with the results of the meeting with the course faculty member, your next step is to contact the Assistant Director of the School of Nursing. Your academic advisor may also assist you to clarify issues or to help you utilize the system. Please contact your advisor for ways of getting in touch with the appropriate people.

E. ACADEMIC ADVISOR

Each nursing student has an academic advisor who is a member of the nursing faculty. The RN-BSN coordinator is your advisor while in the online program.

Your academic advisor is a critical contact person within the faculty of the School of Nursing. She is available to help you with problems you may encounter, or has information to give for referral to other sources of help for student problems and/or situations which you may encounter while attending UNC.

You must contact your advisor if you anticipate the need to drop a course or change your course plan.

F. SCHOOL OF NURSING ACADEMIC APPEALS PROCEDURES AND RESPONSIBILITIES

The purpose of the procedures outlined below is to provide the student with easily implemented means for appealing any academic decision which he/she considers unwarranted or capricious. Before utilizing these procedures, or between any of the appeals steps outline below, the student may and is encouraged to seek advice from his/her academic advisor.

It is further recommended that attempt at mediation between student and instructor be pursued.

1. Step 1

- a. A conference with the instructor involved for the purpose of trying to resolve the problem.
- b. If no resolution is reached in Step 1A, the student should request a conference with the instructor's course coordinator. (If the instructor involved is the course coordinator, the student would then schedule Step II conference with the Assistant Director.)
- c. If the problem remains unresolved, the student may petition by filing the grievance with the Assistant Director. A faculty committee will hear input from both student and faculty involved. Both parties must submit written data to the committee. The committee may make recommendations to a faculty member but does not have the authority to change a grade.

2. Steps 2 and 3

If the student does not believe the above has resolved the problem, the student shall request a conference with the Director and then with the Dean of CHHS as outlined in the University Academic Appeals Procedures Steps 2 and 3.

3. Step 4

If the student is not satisfied with the results of the Step 3, the student may appeal the case to the University Academic Appeals Board, filing a written request for a hearing through the office of the Vice-President for Academic Affairs. Such a request shall identify the instructor or the department involved and shall describe in specific detail the grounds for the complaint. The student must request this hearing before the end of the academic semester following that in which the problem originated, or before the end of the following Fall semester if the problem originated in the Spring semester. (Refer to the University Academic Appeals process in the University Bulletin and Rights and Responsibilities of Students statement available from the Vice President for Student Affairs.)

SECTION IV
STUDENT SERVICES PROVIDED BY UNC AND SON

A. STUDENT FILE

All student files are located in the nursing offices. You may need to have access to your file occasionally; please check with the secretarial staff for the procedure to utilize your file.

B. RELEASE OF INFORMATION

Often students request a reference for employment and/or data about their academic progress for loans, scholarships, insurance, etc. A signed release of information must be in your student file before we can comply with any request.

C. REFERENCING SERVICES

The faculty of the School of Nursing are responsible for encouraging graduates to maintain a professional resume and basic reference data. The University Placement Center's purpose is to provide the basic referencing services for UNC graduates. Graduates may enroll with the UNC Career Services Center if they desire referencing services. Individual references may be provided by faculty upon request.

D. GRADUATE CHECK

The informal graduation check must be initiated by the student at the Registrar's Office in Carter Hall, 970-351-2231. It may be initiated without charge after the student has completed 90 semester hours. The School of Nursing recommends that it be initiated as soon as all grades from your first year of classes are available on transcript. It certainly should be initiated early in the summer semester of your final year.

SECTION V GENERAL INFORMATION FOR RN'S

A. GUIDE TO PROGRAM PLANNING

1. Courses can be taken:
 - a. By enrolling in a class at UNC.
 - b. Enrolling in a class at a junior college or another university (see RN Transfer Guide for examples).
 - c. Correspondence (Colorado Consortium for Independent Study or other)
 - d. Challenge exam - get specific information from your advisor and see Section VI.
2. There is a limit on the number of hours you can receive via challenge, correspondence and transfer. Check the Catalog that you are under to make sure that you follow the regulations.
3. 20 of the last 30 semester hours must be taken at UNC and you must have at least 30 hours from UNC to obtain a UNC degree.
4. Liberal Arts Core requirements may change depending on the catalog you are admitted under. Know which catalog you are under and the general education requirements for that year. (See guide to completing GE requirements)
5. Graduates of Associate of Arts programs have automatically met the Liberal Arts Core requirements.

B. MISCELLANEOUS

1. Health - Health benefits are available to all students should you desire them.
2. Physical - Prior to taking clinical courses, all nursing students must have nursing clearance. Medical waivers are possible in some situations. See specific guidelines on health clearance.
3. Tuition - Tuition costs vary slightly each year. Tuition for a semester can be deferred or paid in installments. Contact the Registrar's Office for information.
4. On-Line Technology Fees and Other - Technology fees are charged in addition to tuition for all on-line courses. They are payable at the beginning of each semester and cover costs such as equipment, supplies, faculty travel for supervision, computer software, duplication of course materials, etc.
5. General Fees - On-line students are exempt from on-campus fees (e.g. technology, recreation, UC tax.) This is a substantial savings but is offset by the on-line technology fee.
6. Conferences - It is often to your benefit to attend recommended conferences outside of class time. In the event you have this opportunity, you are responsible for the registration fee. The faculty will always make alternative arrangements for students unable to attend a conference.

7. Library - Michener Library is available for your use. You need only identify yourself with a student ID card. This also entitles you to borrow books from a number of other universities through intra-library loan service. Additional information about using the library as an off-campus student is distributed in orientation.
8. Books - Textbooks may be purchased at either the UNC Bookstore or private bookstores. The UNC Bookstore usually orders enough books for all the students registered for the course. Books can be purchased by calling 1-800-551-1134 or by <http://unco.bncollege.com>
9. Communication - It is very important to contact your advisor regularly and thoroughly read your RN newsletters that are mailed to your home. Please be sure the SON office has your current address while you are in the program.

SECTION VI COMPLETION OF CREDIT

Students must earn credit through transfer, challenge examination, or enrolling and completing course requirements in four general areas:

- ◆ Liberal Arts Core courses;
- ◆ Required support courses (courses offered by other departments required of all nursing majors), many of these courses also meet Liberal Arts Core requirements;
- ◆ Nursing courses;
- ◆ Electives (nursing or general education) required to complete the necessary 120 hours for graduation.

A. CREDIT BY CHALLENGE

See Guide to Challenge Exams

There are several mechanisms for receiving credit by challenge. A detailed description of how challenges are performed is given in a separate form titled, "Guide to Challenge Exams for R.N.s". Different forms of challenge will require different fees from students depending on the exam company and how they are scored. The fee continues to be less than that of actually enrolling in the course. Required nursing courses may be taken no more than two times to receive credit in the School of Nursing.

1. *Specific Types of Challenge Exams*

There are four different types of challenge exams used by UNC and accepted by the School of Nursing. Procedures are listed to aid the student in filling out the applications properly, insuring appropriate payment, and assisting in methods of preparation necessary to receive full credit toward courses in the School of Nursing.

B. COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

1. *Application, Fees and Test Results*

CLEP exams are administered through the Career Center, University Center. Because of the manner in which the CLEP exams are administered and the manner in which credit is awarded, it is recommended that the student contact the Career Center, 970-351-2127, for an appointment to receive advising prior to registration for any of the exams. CLEP exams are given by appointment and scores are available within 3-9 weeks. Appointments should be made at least one week prior to testing.

Registration forms are available in the Testing Center and must be filled in and returned to the Testing Center as described in the College Level Examination Program Examination Program handout (Available at the University Center). The standard fee for each CLEP exam is \$80.00 per test (A \$15.00 registration fee plus a \$65.00 test fee). CLEP exams are 90 minutes in length. Test results will be mailed to the student and the University Testing Center within 3 to 9 weeks.

2. *Preparation*

CLEP exams are designed to measure knowledge which has been gained from sources other than classroom experience. General knowledge alone usually does not prepare the student to pass one of the special subject exams. Students are encouraged to study for exams prior to testing. It is recommended that syllabi of the courses being challenged be reviewed for content and special outside reading lists. Faculty may be contacted for assistance but the student must remember that faculty are in no way responsible for or

even knowledgeable about specific tests which a national testing company has developed. The Testing Center has study guides which can be checked out of their library.

Students who fail to pass the exam may retake the CLEP no less than 6 months after the initial exam to be able to earn credit for a course. There are no restrictions on the number of times a CLEP may be taken when the proper waiting period is maintained.

C. AMERICAN COLLEGE TESTING-PROFICIENCY EXAMINATION PROGRAM (ACT-PEP)

ACT-PEP tests to verify nursing knowledge are not required.

D. NATIONAL LEAGUE OF NURSING (NLN)

1. Application, Fees and Test Results

Call or visit Career Services (970-351-2790) to order a test and make an appointment to take it; the approximate \$75 fee must be pre-paid for them to send the order. Once ordered, it takes about 3 weeks to arrive, you have a week window to take it, and scores are returned to the School of Nursing and then to you in about 3 weeks. Ninety minutes is usually required to complete the exam. Students may retake the NLN exams only once. With continued unsatisfactory scores, the student must enroll in the course for credit.

2. Preparation

Students are strongly encouraged to study for exams prior to testing. Course syllabi should be reviewed for content. Required texts for specific courses will also be helpful.

E. PREPARATION FOR CHALLENGES

It is believed that RN's may possess much of the knowledge of the required support courses and can receive college credit for this knowledge by successfully completing an appropriate exam.

Generally, to prepare for an exam, about six hours of "quality" time is necessary. The student should thoroughly review the pertinent material. Notes do not have to be taken, only if there is something that may be particularly relevant (e.g. for the NLN Pharmacology exam - insulin needs to be carefully reviewed).

Books to review are available at Michener Library or the UNC Bookstore or some private bookstores. For Pharmacology, many students find that the □Pocket Guide or drug handbook (like ones kept on med carts) are sufficient. A similar type of handbook may work for Nutrition tests. Check out a Microbiology text from the library for that test; this also works for Pharmacology and Nutrition.

Students who have completed the exams may be able to share with you how they prepared for the exam. Also, some students have found that being in a study group (1 hour a week) also was helpful.

It is important to remember that 99% of the RN students pass the exams on the first try if they have prepared with about six hours of study. Students may retake all of the exams at least once. Try not to over stress yourself in preparing for an exam!

C. CREDIT BY TRANSFER

Transfer credit for courses taken at an accredited junior college, college, or university may be granted upon an official evaluation of the applicant's valid transcript from such an institution of higher learning. This evaluation is done by both the UNC Office of Admissions (General Education requirements) and by the School of Nursing. (Required support and Nursing courses). Your advisor can assist you in obtaining information about transferring credits.

The following policies apply to transfer credit evaluation of nursing or required support courses:

1. Upper division credit cannot be granted to lower division courses. That is, courses with 100-200 course numbers will not receive transfer equivalency for 300-400 level courses, even though the course title may be similar. R.N.'s are provided the opportunity to demonstrate achievement of 300-400 level nursing course objectives through challenge examinations.
2. In order to earn credit for any courses in the basic sciences which include a laboratory, evidence must be provided that the course completed at another institution included a laboratory. For example, to transfer credit for CHEM 108 "Fundamentals of General and Organic Chemistry" the equivalent course must have included a laboratory.

**SECTION VII
TIPS FOR RN STUDENTS**

A. STUDENT SERVICES

Information that may be helpful to you:

		LOCATION	PHONE #
Financial Aid Office	Student Financial Resources	Carter 1005	970-351-2502
Center for Human Enrichment	Provides academic advising, tutoring	Michener L78	970-351-1905
Student Health Center	Provides variety of medical nursing services	Cassidy Hall	350-4930
University Counseling Center	Aids students dealing with personal problems and can help them assess professional and personal goals. Also provides biofeedback training and test anxiety management problems. Confidential and free.	Cassidy Hall	970-351-2496
Career Services <i>Linda Morehead</i>	Provides information on challenge exams.	University Center	970-351-2127
Center for Adult Student Services	Provides information, advising and hospitality to undergraduate students 25 and over.	University Center	970-351-2941
Registrars Office	Provides tuition classification, registration, maintenance of academic records, transcripts, performs graduation check.	Carter Hall	970-351-2231
Extended Studies	Provides information on independent study courses. Manages online courses	Michener L50	970-351-2944 or 1-800-232-1749
Michener Library, Circulation Desk		Michener	970-351-2671
Career Services	Provides CLEP, MAT, NLN testing and career counseling services	University Center	970-351-2127
School of Nursing		Gunter 3080	970-351-2293
Katrina Einhellig	RN-BSN Coordinator	Gunter 3130	970-351-2269

B. SIGMA THETA TAU INTERNATIONAL – HONOR SOCIETY OF NURSING

The mission of the honor society is to provide leadership and scholarship in practice, education and research to enhance the health of all people. The society supports the learning and professional development of members who strive to improve nursing care worldwide.

During the final semester of your RN-BSN program, students within the top 1/3 of your class will be invited to be inducted into the Nursing Honor Society. Induction into this prestigious group is an honor that you can maintain throughout the entirety of our nursing career. The induction ceremony is held in the spring semester following your graduation from the program. If you have been invited to join the society and have already paid your membership fees, you can receive a Sigma Theta Tau honor cord that can be worn during your graduation ceremony.

If you have further questions regarding the Honor Society and membership opportunities, please contact your advisor.

**University of Northern Colorado
School of Nursing
RN-BSN Student Handbook Agreement**

I have read, understand and agree to abide by the policies and guideline outlined in this School of Nursing RN-BSN Student Handbook. I have asked questions to clarify anything I don't understand.

Name (Print) _____

Signature _____

Date _____