



**RN to BSN Online
Nursing Program Handbook
2024-2025**



All policies, course requirements, and the contents of this handbook are subject to revision on a semester by semester basis.

Students are governed by and responsible for the content therein and are expected to review the most current academic year handbook at the beginning of each semester.

Table of Contents

Welcome	6
Mission, Vision, and Philosophy Statement.....	6
Mission Statement	6
Vision.....	6
Philosophy.....	6
Admission.....	6
Faculty and Staff	7
Professional Standards and Guidelines.....	7
Student Learning Outcomes	8
Non-discrimination Policy	8
Student Success	8
Student Services.....	9
Academic Advisement.....	9
Academic Center for Excellence (ACE Lab)	9
Alternative Modalities	9
Bookstore.....	9
Distance Learning.....	9
Library	9
Safety and Security	9
Scholarship.....	10
Student Participation	10
Veterans.....	10
Student Files.....	10
RN to BSN Student Requirements.....	10
Online Classroom	11
Communication in the Online Classroom	11
Computer Skill Requirements:	11
Computer Hardware/Software Requirements:	11
Computer Specifications	11
Operating System.....	11
Browsers	11
Internet Speed	12

Canvas on Mobile Devices:	12
Online Proctored Testing:	12
Drop Box	12
How to Learn Online	12
Program Progression.....	13
Scholastic Standards for Students	13
Essential Facts for Course Progression	13
Academic Requirements for Progression	13
Registration.....	13
Academic Policies.....	14
Grading.....	14
Grading Scale for Nursing Courses:.....	14
Rounding Grades.....	14
Incomplete Grades.....	14
Submitting Assignments	14
Class Discussion Postings	14
Exams	15
Plagiarism.....	15
Penalties for Plagiarism.....	15
Examples for quoting or citing a source:	15
Academic Integrity.....	16
Academic Warning.....	16
Academic Honesty	16
Withdrawal Policy	16
Leave of Absence	16
Licensure, Certification, and Skills	16
RN License.....	16
CPR Requirements	17
Accountability and Maintaining Skills	17
General Policies and Procedures	17
Dress Code	17
Physical Requirements.....	17
Communication Guidelines.....	17

Social Media.....	17
Confidentiality.....	17
Student Expectation at Practicum Facilities	18
Graduation Process.....	18
RN to BSN Program Agreement	19

Welcome

The Health Sciences faculty welcomes you to the online Bachelor of Science in Nursing (BSN) program and wishes you the success of pursuing your advanced career pathway in the field of nursing with Chipola College. We the faculty will be available as major resources to your success through student learning outcomes and course objectives.

Success will be determined on the commitment that you apply to the learning opportunities and the development of self-directed study in advanced nursing education.

Mission, Vision, and Philosophy Statement

Mission Statement

Chipola College Health Sciences Nursing Program provides accessible, affordable, quality health care education to qualified students.

Vision

Chipola College Health Sciences Nursing program utilizes innovative teaching modalities and community partnerships to promote education in the healthcare field. Faculty promotes quality healthcare education that embraces cultural, ethnic and social diversity. This will empower the student to provide quality healthcare for individuals, families, and communities.

Philosophy

Registered nurses will be supported and guided through the development of an advanced professional career. This process will incorporate an active research and analysis that will support their patients, families, groups, and communities. These individuals will be leaders and managers in their communities utilizing current, evidence-based practices to develop processes that are pertinent, relevant, and conducive to the improvement of health care delivery. The curriculum at a minimum includes patient focused care, cultural diversity, collaboration, interpersonal relationships and leadership skills, health teaching and counseling, and provides the student with knowledge of the professional role and function of a registered nurse.

Admission

Chipola College reserves the right to change, without notice, any statement in this handbook concerning, but not limited to, rules, policies, curriculum, and courses. Such changes shall be effective whenever determined by the faculty, administration, or governance. Official notification of changes will be posted on the website via the College's Learning Management System. It is the student's responsibility to be knowledgeable and adhere to the program requirements, Chipola College policies, and procedures. The RN to BSN Student Handbook, College Catalog, and Student Handbook/Planner are available to each student.

Chipola College RN to BSN program requires an official transcript showing an Associate of Science Degree in Nursing from a regionally accredited institution; a valid unrestricted, unencumbered RN license from the State of Florida, Alabama, or Georgia; an Associate Degree from a Florida public institution or 60 semester hours and completion of Chipola's general education requirements. Twenty-five percent of the total semester hours toward graduation must be earned in academic programs in residence at Chipola College.

Faculty and Staff

Name	Telephone	E-Mail Address
Trilla Mays, Ed.D., MSN, RN Dean, School of Health Sciences	850-718-2278	mayst@chipola.edu
Amber Bruner, MSN, RN	850-718-2323	brunera@chipola.edu
Chastity Duke, Ed.D., Ed.S., MSN, RN	850-718-2334	dukec@chipola.edu
Kali Gray, MSN, RN	850-718-2294	grayk@chipola.edu
Annamarie Johnson, MSN, RN	850-718-2346	johnsona@chipola.edu
Amy Sampson, MSN, RN	850-718-2453	sampsona@chipola.edu
Robbin Pumphrey, MBA, MSN, RN		pumphryr@chipola.edu
Gregory Riley, MSN, RN		rileyg@chipola.edu
Julie Smith, DNP, ARNP		smithj@chipola.edu
Health Sciences Department Fax Number	850-718-2495	

Please allow faculty up to 48 business hours excluding holidays and weekends to respond to emails from students. If students have issues contacting an instructor after 48 hours, please contact Dr. Trilla Mays.

Professional Standards and Guidelines

The RN to BSN online program at Chipola College incorporates the following established professional standards, guidelines, and competencies: 1) Accreditation Commission for Education in Nursing 2) Joint Commission National Patient Safety Goals, 3) Quality and Safety Education for Nurses, 4) Healthy People 2020, and 5) the Florida Department of Education requirements.

The RN to BSN student learning outcomes is reflective of the four (4) concepts of the program philosophy and incorporate activities and experiences related to these. The concepts include evidence-based practice, professionalism, effective communication, and critical thinking to ensure safe patient care. These concepts are threaded throughout your Student Learn Outcomes noted in your course syllabi. Examples such as: assignments, projects, discussion boards, presentations, and projects will assist you with your program and educational advancement. The Student Learning Outcomes are utilized to evaluate your expected level of achievement throughout your course work.

Student Learning Outcomes

- N1 Apply effective interpersonal relationship and leadership skills in the management concepts, decision making, delegation, and provision of high quality nursing care in a variety of settings.
- N2 Critically evaluate evidences-based findings from various sources, determine relevance and application to improve patient outcomes.
- N3 Evaluate needs within various practices including acute care, long term care, and community settings and formulate teaching plans based on identified issues, and improved health care delivery.
- N4 Serve as a change agent and client advocate in the practice of professional nursing with individuals, families, groups, and communities.
- N5 Apply the nursing professional role and foundation, to promote effective teambuilding in the delivery of health teaching and counseling skills throughout the lifespan of the client.
- N6 Identify and deliver culturally sensitive care to diverse populations served within various practice settings.

Non-discrimination Policy

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment. Title IX of the Education Amendments of 1972 (20 U.S.C. ss1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions, which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Chipola College complies with all aspects of this and other federal and state laws regarding non-discrimination. Questions about compliance with Title IX or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence, should contact the College's Equity Officer and Title IX Coordinator:

Wendy Phippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, pippenw@chipola.edu

Student Success

Faculty focus at Chipola College is on the success of every student throughout the RN to BSN online program. To facilitate success, the College supports students through the Student Affairs Department that is accessible and equally available to all enrolled students. Resources include: financial aid, scholarship information, academic appeals, and other services. These resources are available on the College website, College Catalog, and College Student Handbook/Planner. Several examples of these services are listed below.

Student Services

Academic Advisement is available to all students to provide professional academic, career, and pre-enrollment services through the Office of Student Affairs.

Academic Center for Excellence (ACE Lab) provides free tutoring or test reviews in almost every subject to all students at the institution. Subjects include accounting, biology, chemistry, most mathematics courses, physics, history, computer science, literature and humanities. Tutoring begins the first week of class and concludes on the last day of finals. Schedules are posted on campus bulletin boards and on the ACE website. There is an ACE Tutoring link in your Canvas Course.

Alternative Modalities are provided for all enrolled students requiring special accommodations. Some of these accommodations include but are not limited to, note taker, time extension for class assignments and tests, and assistance with registration. A complete list of these accommodations can be found in the Students Handbook/Planner; the College Catalog; the colleges website; and students with disabilities office, on campus. The student is responsible for initiating contact with the Office of Students with Disabilities located in A-104. Students must identify themselves and provide appropriate documentation which will be used to determine eligibility for reasonable accommodations; students are requested to voluntarily provide this information prior to the beginning of classes for each semester.

Bookstore on campus has been in partnership with Barnes & Nobles since 1998 to provide exceptional services to the student. The RN to BSN student has the ability to utilize this service for ordering program textbooks, skill lab equipment, and accessories.

Distance Learning is utilized for the RN to BSN program students. Utilizing the College's distance learning is in alignment with the institutions Mission Statement to provide accessible, affordable, quality educational opportunities for area citizens through the use of technology. Nursing students taking online course(s) must meet entrance admission requirements of the College. Students are required to register during the registration dates listed in the College calendar.

Library services are available to all students. The Library is a comprehensive, learning resource center that is an integral part of the College's instructional program. Multimedia materials support the course offerings of the college and the professional and personal growth of the students. The collection includes approximately 30,000 books, 67,000 electronic books, 900+ audiovisuals and 150 periodical subscriptions. The Library is open 60.5 hours a week fall and spring semesters and 40 hours a week during the summer semesters. The Library staff provides services that include reference and research support. The Library has an audiovisual viewing area, photocopy machine, study rooms, and carrels. There are 14 computers downstairs (main floor) in reference area, 24 computers in the library tech lab, and 2 additional computers with lockdown browser and webcams available for reference work. Students with a current Chipola Photo ID can access the online catalog, databases, and electronic books 24 hours a day from LINCCWeb. The Library website (www.chipola.edu/library) has information about LINCCWeb and other library services

Safety and Security is maintained through an agreement with the Jackson County Sheriff's Department and onsite campus security. The services are provided 24 hours a day. The Safety policies are listed in the College Catalog, Student Handbook/Planner, and College website.

Scholarship Information is available through the Chipola College Foundation, Financial Aid Department. Specific nursing scholarship information is available at the Health Sciences Department.

Student Participation in Governance Activities: Chipola College RN to BSN program encourages students to participate in the governance of the department and the College; the feedback and participation of the student is essential for the nursing program's success. BSN students are invited to attend Faculty and biannual Advisory Committee meetings.

Veterans are provided services at Chipola College; the college is certified by the Florida State Approving Agency for training under the various veterans' training laws. College policies and procedures are applicable to all eligible students who complete application for, and receive, Veterans Affairs assistance. Educational assistance, counseling, and advisory services are available to all veterans through the Veterans Affairs Office.

Student Files

Students must keep a copy of all records turned into the Health Sciences Department. This includes, but is not limited to, plan of study, the Student Handbook Agreement signature page, and other program-related documents.

College Records comply with the Buckley Amendment and all other applicable federal and state laws in order to protect the privacy of Chipola College student educational records. The process for maintaining student records is available in the College's Catalog, College Handbook/Planner, and on the College website.

RN to BSN Student Requirements

Chipola College and the Department of Health Sciences strive to meet student expectations. All Chipola students are expected to review and follow the Colleges policies and procedures.

The following are RN to BSN program expectations:

1. Read and understand the RN to BSN Student Handbook.
2. Sign the Agreement located in the RN to BSN student handbook and maintain a copy for your personal records. It is your responsibility to complete this task within the first week of your first registered course. Failure to do so is grounds to be dismissed from the program.
3. Follow the course syllabi and course expectations for all RN to BSN courses.

Online Classroom

Communication in the Online Classroom

All communication with your instructor should be handled through Canvas Inbox. Responses to all Canvas Inbox questions and inquiries will be provided in 48 hours with the exception of weekends.

Computer Skill Requirements:

To successfully complete this course, you should be able to:

- access the internet
- use Canvas comfortably
- create and submit files in commonly used word processing program formats
- use HonorLock for proctored examinations

Computer Hardware/Software Requirements:

1. Students must have Uninterrupted Internet Access, specifications listed under Internet Speed.
2. Online Textbook Access if applicable.
3. Virus protection software, installed and active to prevent spread of viruses via the internet and email. Update anti-virus software routinely.
4. Microsoft Word 2010 or higher version. Microsoft 365 can be accessed through the free Microsoft Office 365 e-mail account by following these steps:
 - Log in to your Chipola College/Office 365 e-mail account at:
<https://www.outlook.com/my.chipola.edu>
 - Select Office 365 link in the upper left corner
 - Select “Install Office Apps” dropdown list on the upper right side of the webpage Select Office 2016.
5. Students should have access to a computer that meets current hardware and software requirements, see below.

Computer Specifications

For best performance, you should use a computer that supports the most recent browser versions. It is recommended to use a computer five years old or newer with at least 1GB of RAM.

Operating System

Canvas: Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Honorlock minimum requirements: Windows 10, MacOSX 10.13 or higher, ChromeOS.

Browsers

Canvas:

- Chrome 83 and 84
- Firefox 77 and 78 (Extended Releases are not supported*)
- Edge 83 and 84
- Safari 12 and 13 (Macintosh only)

Honorlock:

Google Chrome (version 79 and higher)

Internet Speed

Canvas: Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments. It is recommended to have a minimum Internet speed of 512kbps.

Honorlock minimum requirements: 1.5 Mbps download, 750 Kbps upload

Canvas on Mobile Devices:

You can access Canvas from any browser on your Android/iOS device. However, mobile browsers are not supported, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser. Canvas is designed to be used within Canvas mobile applications (i.e. Canvas Student app). The Canvas Student app is available as a free for download on both phones and tablets. This app provides access to Canvas while on the go. View [Canvas Student mobile features](http://bit.ly/cnvs-student-app) (http://bit.ly/cnvs-student-app) by version/device.

Important Note: The Canvas Student App on mobile devices does not support completing proctored exams using Honorlock. Students must use desktop or laptop computers to complete online proctored exams. Google Chrome operating system is required. iPads may not be used for proctored exams.

Online Proctored Testing:

Most courses use **Honorlock** for online proctored testing. To utilize Honorlock, students must adhere to the Chipola College Academic Honor Code and the Online Testing Requirements listed below. Chipola College reserves the right to require a re-test at an approved proctor location. Failure to follow proper online testing requirements may result in a zero (0) grade for your exam and/or additional consequences as outlined in the Student Governance section of the Chipola College catalog.

For the best online testing experience using Honorlock, we recommend you verify your computer requirements and internet speed prior to your exam. Visit <https://honorlock.com/support/> Use the **RUN SYSTEM CHECK** button to test your operating system and browser. Then click the **SHOW SPEED TEST** button to check your internet connection. See the Proctored Testing Information in your Canvas course for additional instructions to complete proctored exams. If you run into any issues, contact Honorlock Tech support at 1-844-243-2500 or click the live chat button on the Honorlock Dashboard.

Drop Box

The student is required to scan pertinent information at the beginning of each semester into a course drop box. Scanned information will include a valid driver's license, valid CPR card, and active unencumbered RN license. Refer to the course syllabi for any additional information that may need to be scanned.

How to Learn Online

- Students will be able to access their online courses on the first day of each term via the College's E-Learning Canvas system.
- The syllabus will provide information regarding instructional materials (such as the textbook or any other software required) and an overview of the Canvas course content as well as the name, telephone number, and an e-mail address of the instructor.
- Coursework should be completed during the term it begins. These are not correspondence courses in which the student works at his/her own pace.
- Organization and self-motivation are essential for on-line success.

- Access Canvas several times per week for assignments, postings, discussion boards, exams and announcements.
- Prepare for technology “glitches” by initiating course work immediately.
- A Technology Center is available on campus and located on the second level of the Library. Equipment includes 24 Internet workstations.
- *ACE Tutoring*, is a Canvas course each student can assess for assistance with scholarly writing.

Program Progression

Scholastic Standards for Students

When a student registers at Chipola College, he/she is obligated to accept the College’s rules and regulations that are available online, included in the Students Handbook/Planner, and College Catalog.

Essential Facts for Course Progression

To graduate from the College’s BSN program; students must have earned 120 credits to obtain a baccalaureate degree. At least forty (40) credits must be earned in courses numbered 3000 and above. At least forty (40) credits must be earned in residence at Chipola College and a total of sixty (60) credits of the work credited toward the baccalaureate degree must be earned in an accredited senior institution. All course requirements addressed in the practicum course NUR 4955 must be met. Students must attain a minimal GPA of 2.0 to be eligible to graduate from the College. Students must have a grade of “C” or better in all nursing and general support study courses.

Academic Requirements for Progression

The following criteria must be met in order for a student to progress in the Nursing Program:

1. Final grade of "C" or better in all nursing and general education courses.
2. Students must maintain a satisfactory grade point average (GPA). The cumulative GPA may not fall below 2.00 for two consecutive semesters.
3. A student who does not have a "C" average in any course at mid-semester is encouraged to discuss his/her situation with the instructor.
4. Withdrawal Procedure: The Nursing Program follows Chipola College’s policy and procedures for withdrawing from courses.
5. A student will be terminated from the nursing program if the same NUR course is taken and failed twice. If a student receives a grade of “D,” “F,” or “WF” for the second time in the same NUR course, the student will be terminated from the nursing program and not allowed a third attempt at that same NUR course.

Registration

Not all RN to BSN program courses are available each semester. In addition, unless the number of registered students fails to meet the minimum student enrollment policy for a faculty to be assigned an online course a course may not be offered. Every effort is made to ensure courses are available and meet the end of program and student outcomes. Students will be notified: if a course after registration is unavailable; assistance to continue program progression will be initiated to meet the students’ goals. Students can self-register for BSN courses except NUR 4955. Only an advisor can register students for NUR 4955 since that must be taken the graduating semester. Student Support Services at 850-718-2431 have advisors who can assist the student with enrollment in the proper sequencing of RN-BSN courses.

Academic Policies

Grading

Grading Scale for Nursing Courses:

A = 90 - 100

B = 80-89

C = 75 - 79

D = 60 - 74

F = 0 – 59

All BSN students must complete the required academic courses with grade of “C” or higher. Students who do not complete a required academic course within the designated semester with at least a “C” will not be allowed to progress in the nursing program.

Rounding Grades

To be consistent with Health Sciences Department programs the faculty does not round the final course grades. RN to BSN students must pass theory/practicum courses with a non-rounded 75 or higher cumulative score.

Incomplete Grades

Chipola College policy regarding an incomplete is applicable to all enrolled students. The student must be passing the course in order to qualify for an awarded incomplete. An incomplete is granted at the discretion of the instructor, not the student. If the student encounters difficulties (e.g., an illness, employment change, military duty, etc.) which may prevent completion of course work, the instructor is to be notified as soon as possible. Failure to do so will result in a grade of “0” for an assignment, and/or failure of course(s). Requests for extensions must be made in advance and accompanied by appropriate written documentation. “Computer problems” is an unacceptable excuse. Note: Failure to complete and submit assignments on the due dates will result in a deduction of 5 points per day the assignment is late, up to 3 days, no credit will be given for an incomplete assignment after the third day. Students have until the end of the succeeding semester term to complete the work required to remove an Incomplete.

Submitting Assignments

Assignments are to be submitted by the designated due date, typed in APA format unless otherwise specified, doubled-spaced using size Times New Roman 12 font, Calibri 11 font, or Arial 11 font, and in Microsoft-word format. It is the student’s responsibility to include his/her name on all assignments and submit the assignments through the Canvas link unless otherwise specified. Failure to comply will result in point deductions. It is essential to access the Canvas system daily. E-mail attachments are not an acceptable modality for submitting assignments.

Class Discussion Postings

Online courses usually include discussion board assignments. The responses should be in-depth, well developed, and add value to the ongoing discussion. Incivility is not tolerated. Reference requirements, word count, grammar, spelling, and punctuation will be included in the grade. A substantive message is one that is constructive and enhances the discussion. Examples may include but are not limited to: Personal perspective, prior experience, requesting clarification, suggesting alternative solutions, pointed follow-up questions, or sharing another source (reference) or URL (website) related to the discussion topic. It is expected that you utilize scholarly sources (no older than 5 years) to support your discussion. Please follow the directions given for each discussion assignment.

Exams

Exams are either non-proctored or proctored. A proctored exam is taken under the direct observation of a proctor (whether an online proctoring service or testing center). Non-proctored exams are taken without this direct supervision: however, with all exams, students are expected to abide by the Standards of Conduct per Chipola College policy. It is unacceptable to use resource materials during an exam, unless otherwise directed by the instructor prior to the exam. Academic misconduct will result in a "0" grade for the exam and may result in suspension from the college. Exams should be taken on a computer or laptop that is hardwired to the Internet. If the student encounters technical difficulty with Canvas during an exam, the student must immediately contact the course instructor for further instructions. If there is a compelling reason that a student is unable to take an exam on the scheduled date and time, the student must contact the instructor by email and phone prior to the exam. Failure to do so will result in a grade of "0" for the exam. Scheduling a make-up exam is at the discretion of course instructor. Note: The format of the make-up exam will differ from the original exam.

Plagiarism

Plagiarism is defined as submitting anything for credit in one course that has already been submitted for credit in another course, or copying any part of someone else's intellectual work-their ideas and/or words-published or unpublished, including that of other students, and portraying it as one's own. The following are a few examples of plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words by copying the sentence structure of a source without giving credit
- Copying words or ideas from a source that would reflect the majority of your work, whether you give credit or not
- Downloading a paper from the Internet and submitting it as your own work
- Submitting a paper (or clinical assignment) you wrote and submitted in a previous course

Penalties for Plagiarism

The instructor may summarily reduce the grade for the assignment, or the course, and is required to notify the student and the Dean of that action. Further the instructor may refer the case to the Student Affairs Committee.

Proper quoting, using strict APA formatting, is required, as described by the instructor. Students must properly cite any quoted material. Submitted course work will be monitored and reviewed for plagiarism by the College's online program TurnItIn.com. A similarity score of up to 20% is allowed unless designated differently by the course instructor. Penalties for violating the similarity score will be designated by individual course instructors.

Examples for quoting or citing a source:

- If five or more words in a sequence are taken from a source, those words must be placed in quotes and the source referenced with the author's name, date of publication, and page or paragraph number of publication. Direct quotes should be limited and avoided if possible; otherwise the student's paper will begin to resemble an assignment engaging in "death by quoting".
- If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the ideas must be attributed to the author by proper referencing, giving the author's name and date of publication.

- If a single author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph.
- Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper.

Academic Integrity

RN to BSN nursing students are expected to comply with the Student Honor Code per Chipola College policy noted in the College Catalog and the Student Handbook/Planner. In addition, they must comply with the American Nurses Association (ANA) Code of Ethics. The ANA's Code of Ethics is available at this website: <http://www.nursingworld.org/codeofethics> Please refer also to the [Florida Nurse Practice Act](#) for more details on the legal requirements for all nurses. The underlying principles of these standards are based on common courtesy and ethical/moral behavior. These standards are essential for you to grow professionally and to receive the desired trust and respect of all members of the health care profession.

Academic Warning

A student in jeopardy of failing a RN to BSN course will be notified by the online instructor. The student will automatically be placed on warning and specific measures or coursework necessary for the student to improve will be identified.

Academic Honesty

Students of the Health Sciences of Chipola College are expected to maintain the highest standards of ethical behavior in the classroom and in the workplace. Students are expected to cite references, use quotation marks, and utilize the Publication of the American Psychological Association (APA) format for scholarly writing and do one's own work when preparing assignments, writing papers, taking tests, etc.

Withdrawal Policy

The student is responsible for adhering to the College's withdrawal policy which is located on the College's website, College Catalog and Student Handbook/Planner. The student is responsible for notifying the instructor and contacting the financial aid office, if applicable.

Leave of Absence

If a RN to BSN student finds it necessary to interrupt their studies, the enrolled student is required to notify either the RN to BSN Program instructor or Dean of Health Sciences Department to be considered for an approved leave of absence. The faculty are available to encourage and assist each student with meeting their professional goals. If the student's leave of absence is twelve (12) months or longer, the student will be required to re-register utilizing the College's process for re-admission per the Office of Student Affairs.

Licensure, Certification, and Skills

RN License

RN to BSN students are responsible for keeping their RN license current and unencumbered in order to progress in the program. If, at any time while in the RN to BSN program, the student has an issue with his/her RN license, he/she is required to contact the Dean of Health Sciences or program instructor immediately. The RN to BSN student may be subject to enrollment restrictions, depending on the circumstances. Failure to contact the RN to BSN instructor or Dean of Health Sciences may result in program dismissal.

CPR Requirements

A valid Cardiopulmonary Resuscitation (CPR) certification must be maintained throughout the program. Certification must be provided by the American Heart Association Basic Life Support for Healthcare Providers or its equivalent.

Accountability and Maintaining Skills

As you continue your nursing education, you continue to be responsible for all skills and knowledge. The Learning Resource Lab (Skills Lab) is open for you to maintain previously learned skills. Contact your online instructor to coordinate/schedule an appointment.

General Policies and Procedures

Dress Code

As a nursing student of Chipola College, you should present an image of professionalism to the faculty and staff, and to the community. Your personal appearance is an important factor in presenting this image. Students during the practicum collaboration with an approved mentor are required to wear a white lab coat over dress clothes; unless otherwise delineated by practicum site. Chipola student identification must be worn and clearly readable.

Physical Requirements

Reasonable accommodations will be made for students with disabilities. The student is responsible for notifying the instructor in a timely manner of any accommodation requests.

Communication Guidelines

The RN to BSN program student may contact their instructor via the online Canvas resource regarding any issues or concerns.

The student may request an appointment with the Dean of Health Sciences if an academic concern is not resolved with the online instructor. All student concerns or voiced issues matter to the department; if issues are not resolved within the department; the student will be instructed to follow the Colleges Grievance Policy, located on the College website, College Catalog, and Student Handbook/Planner.

Social Media

Online activities that include but not limited to social media such as Facebook should include only appropriate and respectful content. Incivility such as inappropriate postings that include discriminatory remarks, photos, patient information, harassment, and threats of violence or similar inappropriate or unlawful conduct, will not be tolerated and may subject you to disciplinary action and include termination from the program.

Confidentiality

The RN to BSN students will adhere to HIPPA and will not disclose any patient, health care facility, or staff information outside of the facility during his/her practicum. If, at any time, an RN to BSN student fails to comply with the facilities confidentiality policies, the student will be dismissed from the program and possible legal proceedings per the facility. Copying of patient records is not allowed and will be considered a critical incident.

Student Expectation at Practicum Facilities

RN to BSN students are expected to abide by all healthcare agency policies as well as Chipola College policies. Students are not permitted to leave the practicum premises without the expressed consent of their mentor or Chipola College faculty. Failure to adhere to healthcare agency and Chipola College policies may result in course failure.

Graduation Process

RN to BSN students are responsible for notifying the Health Sciences Department of their upcoming graduation. Chipola College's application for graduation policy is available for the student's review via the College website.

The application for graduation initiates a review by the Office of Student Affairs to validate graduation eligibility. All curriculum requirements and financial obligations to the College must be met prior to graduation.

RN to BSN Program Agreement

NAME: _____ **Student ID:** _____

This agreement will become part of your permanent student record in the Health Science Department.

Chipola College is dedicated to the concept of equal opportunity. The College will not discriminate on the basis of race, color, religion, sex, age, national origin or marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the College will not tolerate such conduct.

1. I understand that I have read the RN to BSN Student Handbook and Chipola College policies and procedures.
2. I understand that I will be held accountable for adherence to the Chipola College policies and procedures, as well as an additional information in the RN-BSN handbook.
3. I understand by completing the required academic course work within this program that I will be eligible for a Bachelor of Science in Nursing Degree.
4. By signing the student acknowledgment for each RN-BSN course, I validate that I reviewed a copy of the Chipola College Student BSN Handbook, within the first week, of my RN-BSN classes.
5. Also, I acknowledge that I am responsible for contacting my course instructor for any clarification within the first week of courses.

Student Name Printed

Chipola Student ID Number

Student Signature

Date