RN-to-BSN

Student Handbook

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PREFACE

The *RN-to-BSN Student Handbook* has been prepared for use by students enrolled in the NWFSC RN-to-BSN Program.

The current *NWFSC Catalog*, which includes the *NWFSC Student Handbook,* is found on the college website (https://catalog.nwfsc.edu/) and should be used by the student for terms, standards, and procedures applicable to all students and for general information.

The *RN-to-BSN Student Handbook* (hereafter called *Student Handbook*) is meant to guide you through the NWFSC RN-to-BSN Program. It does not override or alter the requirements of federal, state, or local law, policy set by the District Board of Trustees of Northwest Florida Statute College, or other generally applicable college procedure. The contents of this *Student Handbook* may change, without individual notice, whenever determined necessary by the appropriate faculty and administrative bodies. The *Student Handbook*, in its most updated version, will continue to guide all RN-to-BSN students. Official notification of changes will be available in the appropriate department offices and provided via email to current RN-to-BSN students and the updated *Student Handbook* with changes will be posted on the RN-to-BSN program page on the college website. It is the student's obligation to know and adhere to all applicable program and NWFSC rules and regulations.

Nothing in this handbook constitutes, is intended to constitute, or should be construed as creating a contract between a student and NWFSC.

WELCOME LETTER

To the Incoming RN-to-BSN Nursing Student:

Congratulations and welcome! We are so happy to have you join us as a student in the RN-to-BSN Nursing Program at Northwest Florida State College. Our primary goal is to support you in attaining your Bachelor of Science in Nursing Degree and to prepare you for career advancement and the pursuit of an advanced nursing degree.

This RN-to-BSN Student Handbook has been written to provide you with program guidelines and helpful information. These policies encompass the academic, professional, and clinical behaviors that are expected in the program from our graduates. Students will be expected to acknowledge they have read and understand the contents of the RN-to-BSN Handbook and agree to abide by the guidelines in each BSN course.

As such, this Handbook has not been written to replace the *NWFSC Student Handbook*, the *College Catalog*, the Procedures and Policies Manual, or any other official college document. It is to be considered a supplement to those documents. All nursing students are subject to the current rules and regulations set forth by NWFSC as well as the contents of this *Student Handbook.*

Sincerely,

Dr. Tanya Beauregard

Notice of Equal Access/Equal Opportunity and Non-Discrimination

Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities. If you have questions regarding the College's nondiscrimination policy or a complaint regarding harassment or discrimination, please contact:

Roberta Mackey
Executive Director of Human Resources,
Equity Coordinator 100 College Blvd. East,
Niceville, FL 32578
Building: 310
Phone: (850) 729-5337
Email: mackeyr@nwfsc.edu

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, et seq.) and its implementing regulations (34 C.F.R. part 106) prohibit and are designed to eliminate discrimination on the basis of sex in education programs or activities that receive federal financial assistance. The requirement not to discriminate in education programs or activities extends to admission and employment. Discrimination on the basis of sex includes, but is not limited to, sex-based harassment that is sufficiently serious to deny or limit an individual's ability to participate in or benefit from the program at issue. Examples of sex-based harassment include sexual harassment, sexual violence, and gender-based harassment. Northwest Florida State College complies with all aspects of Title IX and other federal and state laws regarding non-discrimination.

If you have questions regarding compliance with Title IX or if you have a complaint regarding sexual harassment or sexual violence, please contact the College's Title IX Coordinator:

Jessica Holley-Guiles
HR Specialist, Title IX Coordinator
100 College Blvd. East,
Niceville, FL 32578
Building: 310
Phone: (850) 729-5365
Email: holleyj4@nwfsc.edu

To read the College's Title IX procedure, click here.

RN-to-BSN Program Structure, Mission, and Philosophy

Structure

The NWFSC RN-to-BSN program allows students who have completed an associate degree in nursing or nursing diploma and who hold a valid Registered Nursing license (RN) to continue their studies in a baccalaureate program offered through Northwest Florida State College

NWFSC Mission Statement

As Northwest Florida's premier educational institution, we prepare today's students for tomorrow's success.

RN-to-BSN Program Mission

The mission of the NWFSC RN-to-BSN Program is to offer dynamic, comprehensive, and innovative educational experiences that will enable students to achieve their nursing knowledge and enhance their professional skills to meet the future health care needs of the community.

RN-to-BSN Program Philosophy

This Philosophy Statement of the Northwest Florida State College Nursing Program is a collective representation of the members of the nursing faculty as individuals and as a teaching group. This philosophy guides us in the development of our nursing program.

Key Terms

Nurses

Using a holistic and scientific approach, nurses provide care to diverse populations in diverse settings. Nurses use compassion, critical thinking, and effective communication to assess, plan, implement, and evaluate care. As accountable members of health care teams, nurses design, manage, and coordinate care. In formulating health care decisions, nurses incorporate evidence- based practice, high ethical standards, and client advocacy, leading to an overall improvement in client outcomes. As responsible members of the profession, nurses support high quality and cost-effective health care to clients across the life span.

Nursing

Nursing is a creative, caring, scientific, and scholarly profession. Nursing focuses on using a broad range of skills and knowledge through the nursing process to assist diverse individuals, families, and groups within a community to achieve optimal health. Nursing actively advocates wellness promotion, illness prevention, and compassionate, affordable, effective health care. Nursing is derived from the biophysical and psychosocial sciences within a critical thinking framework.

Client

Clients are holistic beings having physiological, psychosocial, intellectual, developmental, spiritual, cultural, and environmental needs. Clients have a right to choose and participate in their healthcare decisions. Clients include individuals, families, significant others, and support systems.

Health

Health is defined as a client's ability to reach optimal functioning within a psychological, biological, physical, spiritual, and social environment.

Environment

Environment encompasses all conditions affecting the health, life, and development of a client, and is characterized by uncertainty, rapid change, and opportunity.

Teaching and Learning

The nursing faculty arranges a variety of methods and experiences to accommodate learners from diverse cultural backgrounds with different learning styles. The nursing faculty believes that a professional, caring, and open learning environment optimizes the teaching/learning process. Mutual respect is imperative for

an effective teaching/learning atmosphere. The faculty uses various interactive learning methods to promote active participation in the learning process. Sequential learning allows for knowledge and skill retention by building upon skills and concepts over time. Members of the nursing faculty serve as key resources and professional role models. The Program Outcomes and Program Learning Outcomes provide the structure for the Nursing Curriculum. The mastery of concepts of each course guides students toward the successful achievement of the Program Outcomes and entry into professional nursing practice. Learners are individuals who bring personal learning styles, socio-economic and cultural influences, beliefs, attitudes, and personal life experiences to the learning environment.

Learners discover their potential for self-actualization through the learning process. Learning, a creative process that occurs independently and collaboratively, progresses through levels of complexity.

Nursing Learning Outcomes and Curriculum

Northwest Florida State College nursing education enables students to acquire the attitudes, knowledge, skills, and behaviors necessary for implementing safe nursing care. Graduates are prepared to pass the national licensure examination and to practice as generalist members of an interdisciplinary health care team. As members of the discipline of nursing, graduates practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice. Graduates express positive comments about the quality of their education, are highly sought for employment, and receive excellent entry-level evaluations. The RN-to-BSN program at NWFSC provides a solid foundation for further personal and professional development leading to opportunities for continued growth and advancement in the nursing profession.

The RN-to-BSN nursing program prepares nurses with additional competencies regarding professional nursing leadership, management of complex systems, utilization of biotechnology and informatics as well as values affirmation. BSN graduates practice as clinical generalists who are committed to life- long learning, personal evaluation and influencing organizational change.

Program Goals

The goals of the RN-to-BSN program are to:

- prepare students with an expanded knowledge base & broader skill sets to meet future career demands.
- advance the use of the nursing process to promote health, prevent disease and participate in enhancing the holistic health and well-being of diverse individuals, groups and communities.
- further student scholarship in evaluating evidence-based research to determine its efficacy and applicability to nursing practice.
- expand students' use of critical thinking skills to assess, analyze and evaluate teaching/learning strategies and decision-making processes.
- use critical thinking to influence health care decisions of clients, groups, families and communities within a societal context.
- provide a foundation of continued accountability for practice that is based onsound ethical- legal principles and contemporary standards of professional nursing.
- promote the resolution of complex health care problems by employing the roles of manager, advocate, leader, and member of the nursing profession in working with clients, groups, families, communities and health care team members.
- encourage students to continue lifelong learning to enhance personal and professional development.

Expected End-of-Program Student Outcomes

By the end of the program of study, RN-to-BSN students will:

1. Systematically appraise principles of leadership and management as applied to nursing care delivery.
2. Collaborate with clients and interprofessional teams to integrate evidence-based practice promoting quality care.
3. Lead a safe environment by collaborating with the inter-professional team, integrating safety-enhanced technology to garner quality outcomes.
4. Model a variety of leadership and management, professional, and therapeutic communication modalities collaborating with the interprofessional team.
5. Appraise, through principles of leadership and management, interprofessional teams

administering client-centered care focused on patient's, staff's, and organizational values, beliefs, and preferences.

6. Implement personal and professional behaviors influencing intentional change guided by leadership principles and theories.

Required RN-to-BSN Courses

Dimensions of Baccalaureate Nursing Practice	4.0
Health Assessment	3.0
Clinical Pathophysiology	3.0
Evidence-Based Practice: Incorporating Nursing Research	3.0
Nursing Elective	3.0
Family and Community Health	5.0
Nursing Leadership and Management	6.0
Health Care Issues	3.0
Total	**30.0**

Upon completion of the above curriculum, 14.0 articulated credits based on pre-licensure coursework and RN licensure will be awarded. Students may complete these courses through as little as three semesters.

NWFSC Online

Online students should expect to spend the same amount of time and the same or greater amount of effort in completing course requirements as they would for courses delivered in the traditional face-to-face classroom format. The faculty maintain liberal office hours to encourage student interaction. The nursing curriculum is delivered in a distance learning/online format with full support of NWFSC.

Admission/Eligibility Requirements

Program admission requirements parallel the State of Florida AS to BS Articulation Agreement.

- Completion of an associate degree or diploma nursing program prior to enrollment.
- Documentation of *c*urrent, *c*lear/*a*ctive, RN Licensure. Recent graduates of A.S. or diploma nursing programs who have not yet obtained an RN License may apply and may be accepted on a conditional basis for one semester. The student must hold a current RN License prior to attending Experiential Learning experiences.
- Completion of all admission requirements for NWFSC.
- Submission of all official transcripts (high school and college/university).
- Minimum cumulative Grade Point Average (GPA) of 2.75 in all college credit course work and a minimum grade of "C" all state mandated BSN Common Prerequisite Courses applicable to the RN-to-BSN degree program. Depending on program capacity, students with less than a 2.75 may be admitted on a provisional basis. Ideally, prerequisites should be completed prior to enrolling in upper division nursing courses; however, all general education and BSN Common Prerequisite courses must be completed before enrolling in NUR 4615C- Family and Community Health.
- Completion of the standard Florida foreign language upper division admission requirement (If, at the time of admission, the student has not completed two consecutive years of the same foreign language in high school or six to eight credits in college, the student will need to complete six credits of foreign language before completing the program.)

Selection Process

The Director of the RN-BSN Program (DON) and the office of Academic Records and Enrollment will review applications for eligibility. Applicants meeting eligibility requirements will be notified of selection via NWFSC student email.

Transfer Students

Transfer students may be required to validate course credit previously taken through written or clinical examination. The need for such validation will be determined by the DON of RN-BSN Program and nursing BSN faculty after consideration of previous grades and length of time away from nursing courses.

Program Expense

In addition to course tuition and college fees, expenditures specific to nursing courses include specialized equipment, software, a lab coat, computer and web cam, and transportation for Experiential Learning experiences.

Financial Assistance

Financial aid, scholarships, and loans are available to nursing students from various sources. Students should contact the Office of Financial Aid at NWFSC. Go to https://www.nwfsc.edu/students/financialaid/ for more information. If you are eligible under VA or GI benefits, please contact our VA Success Center at va@nwfsc.edu or 850-729-5375.

Scholarships

Students may apply for scholarships through the NWFSC Foundation. Complete the scholarship questions during the college admissions application process. Students who have already applied for admission will receive a scholarship application link to their student email when the Foundation is taking applications. For more information, go to https://www.nwfsc.edu/students/financialaid/scholarships/.

Academic Advising

Students may receive unofficial academic advisement prior to admission when requested. Official advisement occurs after admission to the RN-BSN Program and prior to course registration. A degree audit via Degree Works is available to students through RaiderNet. Each student is assigned a BSN faculty advisor once they are admitted to the program. The faculty advisor and the student will discuss the Degree Works worksheet at the beginning of the program and an individualized plan of study is established with the student. If students need to revise the original plan of study, they should contact their faculty advisor to develop a revised plan of study. If they have questions or concerns, those should be brought to the advisor's attention for explanation and problem solving. All required courses are not taught every semester, so students are strongly advised to talk with their program faculty advisor prior to withdrawing from courses or making changes to their plan of study. If a student finds it necessary to withdraw from all courses in each semester, the student is required to speak with a Student Success Navigator prior to withdrawing.

Student Progression

Students are required to perform at a minimal grade point level of 2.0 (on a 4.0 scale) on all RN-to-BSN course requirements. The RN-to-BSN nursing prerequisites are vital to the successful completion of the curriculum and should be completed as specified in the RN-to-BSN Plan of Study (POS). If any RN-to-BSN student believes that the POS cannot be followed, the student should appeal to their program faculty advisor prior to the deadline for completing the course(s). Students are expected to maintain compliance with the standards of acceptable conduct as outlined in the American Nurses Association Code of Ethics and or the Nurse Practice Act in the location where student is licensed. Also, students must maintain compliance with the rules and regulations of NWFSC. Failure to comply with these standards may result in dismissal from the RN-to-BSN program or other appropriate action.

Course Activity and Engagement

Students are expected to actively participate in their online courses, logging in and engaging with course material every 48-72 hours. Regularly checking for course updates and completing assignments on time is crucial to progress toward course completion. Consistent engagement reflects professional behavior and is necessary for achieving course objectives.

Regular participation and engagement in online courses are essential for student success and professional behavior. Failure to do so may hinder academic progress and lead to disciplinary action.

Failure to Actively Engage

If a student fails to log in for seven consecutive days or submits an assignment late, this will trigger a required communication with the instructor. The instructor and student will identify issues and create an action plan to help the student stay on track. Students continuing to experience issues with engagement or fail to follow the action plan may receive a formal warning letter to record the ongoing issue, and the student's advisor is notified. Continued failure to engage in the course will result in a deficiency letter. The Associate Director of Nursing will be notified and steps for possible course failure will follow.

This structured approach is designed to support students in meeting course objectives while maintaining accountability and professional standards.

Course Completion

1. Students must complete all nursing courses with a final grade of 'C' or better.
2. Students may repeat the same course only once, and on a space-available basis.
3. Students are allowed to repeat two different nursing courses before mandatory withdrawal from the nursing major.
4. All students receive midterm grades and students receiving a grade below a "C" should contact their professor immediately for an appointment.

Grading Scheme and Procedures

NWFSC faculty members adhere to the grading practices established and presented in the NWFSC catalog. Each faculty member establishes the specific grading plan and attendance requirements for his/her assigned courses. These requirements are explained to the students at the beginning of each course. The course syllabus/policies include the course evaluation criteria, as well as other instructional policies. NWFSC RN-to-BSN program uses letter grades.

Points	Numerical Grade	Letter Grade
930 – 1000	93-100	A
830 – 929	83-92	B
750 – 829	75-82	C
700 – 749	70-74	*D No BSN Credit
699 and below	69 and below	*F No BSN Credit

*Constitutes a failure in this Course.

Students are evaluated based upon their mastery of the objectives prescribed for each course. All course objectives (for NUR/NSP courses) must be completed successfully with grade of 'C' (minimum 75 percent) or better to progress in the nursing program. Instructors file course grades with the Director of Academic Records and Registration at the end of each semester.

Incomplete Grades

An incomplete (I) grade is used only in cases of true hardship when unanticipated extenuating circumstances have resulted in the student's inability to complete course requirements by the end of the semester. In all cases, however, the student must be making significant progress in the course as determined by the course instructor before being eligible for a grade of Incomplete. An incomplete is the prerogative of the instructor, not the student, and may be granted at the discretion of the faculty in consultation with the DON. In the rare instances in which this occurs, the following policies will apply:

1. All college policies regarding an incomplete are applicable to nursing courses (refer to the NWFSC Catalog).
2. An incomplete will not be used to accomplish remediation; the student must be passing the course at the time the incomplete is awarded.
3. Students will receive a date by which the incomplete must be removed.

Should the same problem continue after counseling, the student may be administratively withdrawn from the course or may earn a failing grade in the course.

Readmission

Students who withdraw from or are dismissed from the RN-to-BSN program may apply to return to the program; however, readmission is not guaranteed. Faculty and advisors from NWFSC are available to assist students who wish to resume their RN-to-BSN studies.
A written request for readmission must be submitted to the DON of RN-BSN Program. Readmission will be determined upon consideration of the student's record with respect to the following:

- Adherence to the program's admission/eligibility requirements
- Overall academic record
- Cumulative GPA at the time of program departure
- Semester GPA at the time of program departure
- Previous pattern of student progression within a course and the program
- Program enrollment (course and program capacity)
- Other program-related factors

Depending on the circumstances of program departure and the length of time since the last program enrollment, students may be required to demonstrate mastery of selected content knowledge through written examination and/or clinical assessment. An interview with the committee and/or recommendations from past RN-to-BSN professors may also be required. Such assessments are used as part of the advising process and designed to help ensure the returning student is successful in completing the program. NWFSC is committed to student success and students are encouraged to complete their RN-to-BSN studies; faculty and staff are available to assist students with this process.

Student Support – Academic and Special Needs

Numerous learning support services are available at no cost to RN-to-BSN students through Northwest Florida State College. For a summary of NWFSC tutorial services visit the Zoghby Learning Commons in Building 500 on the Niceville Campus.

Students with special needs for which accommodations may be appropriate to assist in pursuing the program should contact the NWFSC Accommodation Resource Center in Building 500 on the Niceville Campus, email (arc@nwfsc.edu), or call 729-6079 (TTY 1-800-955-8771 or Voice 1-800-955-8770). Students needing assistance are encouraged to make contact as early as possible.

Interruptions to Program Progress (Program Deceleration)

A. Student-Initiated Withdrawal from a Course

Students may withdraw from a course within the withdrawal period listed in the academic calendar for each semester. Students should check institutional materials carefully, as adherence to deadlines is the student's responsibility. Students will be required to complete an attendance verification assignment prior to the end of the schedule adjustment period or may be academically withdrawn from the course.

Students who choose to withdraw from a nursing course (NUR or NSP prefix) may be allowed to re-enroll in that course in a future term; however, eligibility for re-enrollment is subject to course space availability and to the student's program enrollment status (i.e. the student has not been dismissed or withdrawn from the program or is otherwise ineligible to re-enroll at the college). A student who withdraws from a course must meet with an advisor to update his/her plan of study to reflect the changed pattern of progression. In most instances, students should expect to prolong program progress when they elect to withdraw from a course. The student should work with the course instructor, assigned faculty advisor, or Assistant Director of RN-BSN Program to explore other alternatives before taking such action. Students must follow appropriate NWFSC procedures when withdrawing from a course. Students who do not follow the required NWFSC withdrawal procedures will be awarded the grade they earned.

Student-initiated withdrawal from all NUR/NSP courses in a given term is tantamount to a student-initiated withdrawal from the program. A student considering withdrawal should meet with the assigned faculty advisor prior to taking such action. See the following section of the handbook.

B. Student-Initiated Withdrawal from the Program and/or Request for Modified Program Plan

Students experiencing personal or academic difficulties may request a modification of their scheduled plan of study or may withdraw from the program. Some modification in course sequencing may be possible without an official withdrawal from the program. The student must contact the assigned faculty advisor as soon as possible to discuss the situation. If the situation indicates a full withdrawal from courses and the program is warranted, the student will be subject to the re-admission process. Readmission to the program after withdrawal or dismissal is not guaranteed. A student who wishes to return to the program must request to be re- admitted. See the *Readmission* section of this handbook.

C. Dismissal from the Program

Students are expected to maintain the highest standards of professional and academic integrity. Students are subject to dismissal from the RN to BSN program for committing one or more of the following infractions.

- Falsification of records or reports
- Cheating on an examination, quiz, or any other assignment
- Plagiarism, which is the presentation of another's work as if it were the student's own
- Violation of the NWFSC student conduct policies
- Violation of the American Nurses Association Code of Ethics
- Violation of the Florida Nurse Practice Act and/or Nurse Practice Act of the location where student is licensed
- Loss of a current clear/active Registered Nursing License

See the *NWFSC Catalog, Student Handbook* section for additional reasons for dismissal. Students remain subject to the Student Code of Conduct, provided in the NWFSC *Student Handbook*.

In addition, a student whose personal integrity, health, or other behaviors demonstrate unfitness to continue the nursing program may be dismissed from the program or asked to withdraw from a given course. Students considered by faculty member(s) to be unsafe practitioners will be dismissed from the program.

Students who fail to make satisfactory academic and course progress may be dismissed from the program. A counseling form will be issued to the student and/or a faculty conference will be scheduled when any behavior is identified that places the student at risk for failure and/or dismissal from the RN to BSN program. If a second counseling form or conference is necessary, the student's progression in the program may be reviewed by the DON of RN-BSN Program with faculty member(s); further progression in the program will be contingent upon the approval of by the DON of the RN-BSN program and nursing faculty.

General college policies and procedures are published in the *NWFSC Catalog, Student Handbook* section.

College policies, as well as program policies and procedures, extend to all sites where students are engaged in the role of NWFSC nursing student. Students remain subject to the Student Code of Conduct, provided in the *NWFSC Student Handbook.*

D. A Student Success Navigator may request an Exit Interview with the departing student as part of the withdrawal process.

Student Rights _ Appeals and Grievances

All students have the right to seek knowledge, exchange and debate ideas, form opinions, and express their views. However, it is understood that this knowledge and exercise of rights must be balanced with a concomitant knowledge of and adherence to student responsibilities.

Should a student disagree with the grade that was computed by a faculty member regarding an assignment, the student should contact the faculty member to discuss the assignment, grading criteria, grading process, and the student's grade within two weeks of the grade posting. If the discussion does not result in the student's understanding of the grade and/or the grading process, the student elevate to the Assistant Director, then the Director of Nursing.

If the issue or concern is not resolved at the department level, the student may pursue the informal and, if needed, formal appeal/grievance procedures established by the college. Appeal and grievance procedures for various concerns, including but not limited to course grades, harassment, and discrimination are detailed in the *NWFSC Catalog, Student Handbook* section.

These rights and responsibilities apply to nursing students in the same manner as stated in the NWFSC Student Handbook.

Late Work and Assignments

Time is a valuable commodity. The Late Work policy is an attempt to work with students while following standardized guidelines:

- All course work must be submitted no later than the due date unless prior arrangements are made with the professor and a new due date is established.
    - Students must first email the professor to request an extension. Then, the student submits the Request for Extension Form to the drop box in the Canvas course before the original assignment is due. **Canvas timing provides verification.**
- **Extensions are granted for three days after the original due date. If additional time is needed for an already extended assignment, discuss this with the professor.**
- When an assignment is submitted after the due date (and no extension is granted), the assignment earns a 10% deduction from the assignment points for each day that assignment is late.
- Students with documented evidence of an emergency, which prevented prior communication with the professor, may present documentation to the professor for consideration. Students with unexpected emergency situations should be proactive in arranging with their professors to make up work. Students are encouraged to contact their professor immediately if they anticipate any situation that could prevent them from submitting an assignment on time so that the student and professor can agree upon a deadline for submitting late assignments. There may be further delays in grading late submissions because on-time submissions are given priority.
- Discussion forums: To receive credit for discussion forum assignments, the student must actively participate during the assigned discussion period. Initial discussion posts or cross- (peer-reply) posts made after the due date will receive a point score of zero (0). All discussion posts must be submitted in order to meet course objectives and pass the course.
- A student may not request more than two (2) extensions per semester.

All assignments must be completed in order to pass the course. Satisfactory completion of the course is based on achievement of the course objectives, grade earned by the student, and completion of all assignments. The due date for late or missing assignments is located in the course Topic Outline. Late or missing assignments turned in after the Late Submission of Course Work Policy earn a grade of zero (0).

Student Expectations and Resources

Computer Access

RN-To-BSN courses are entirely online. Students must provide their device(s) to access and complete this class online. In addition to baseline word processing skills and sending/receiving emails with attachments, students will be expected to search the Internet and upload/download files. All students must have access to a computer with a webcam built in or as an available attachment. Most computers built within the past 2-3 years will meet your online learning needs. The student is to be proficient in word processing, e-mail, file transfer and literary searches.

If you encounter technology challenges using course resources in the Learning Management System, email the Center for Innovative Teaching and Learning (CITL) at online@nwfsc.edu or call 850-729-6464.

Registration is completed online, RN to BSN courses are online, and departmental and college communications are sent via e-mail and/or via the course the learning management system (LMS) used by the college. While most students prefer the convenience of doing their course work on their own personal computer, computer access is available in other ways for students who do not own a computer. Open computer labs are available to students at the NWFSC Fort Walton Beach Campus and on the NWFSC Niceville Campus in the Learning Resource Center (LRC), Building 500. LRC computers are available to students during LRC operation hours. Hours may vary from term to term.

Classroom Conduct: E-Netiquette

E-Netiquette is a set of rules for behaving properly online. Something about cyberspace makes it easy for people to forget that they are interacting with other real people. Specifics are covered in the course resources. The following bullet points cover some basics to communicating online:

- Be sensitive to the fact that there will be cultural and linguistic backgrounds, as well as different political and religious beliefs, plus just differences in general.
- Use good taste when composing responses in Discussion Boards. Be respectful, professional, academic, and sensitive to classmates and professors. Avoid swearing and the use of profanity. Give specific evidence and examples, ask questions, and pay attention.
- Do not use all capital letters when composing emails or responses as this is considered *shouting* on the Internet and is regarded as impolite or aggressive. It can also be stressful on the eye when trying to read the message.
- Be respectful of others' views and opinions. Avoid *flaming* (publicly attacking or insulting) them as this can cause hurt feelings and decrease the chances of getting all different types of points of view.
- Read feedback from professor and peers from a perspective of good intent. Their intent is to help, not harm or insult. Clarify if you do not understand. Be careful when using acronyms. If using an acronym it is best to spell out its meaning first, then put the acronym in parentheses afterward, for example: Frequently Asked Questions (FAQs). After that use the acronym freely throughout the message. That is APA format, as well.
- In order to complete this course, the student should only utilize peer-reviewed (< 7 years old) and SCHOLARLY nursing references, peer-reviewed publications, and scholarly websites. ***More information is found on the course page.***
- Use correct grammar and spelling, and avoid using text-messaging shortcuts.

Use of Generative Artificial Intelligence (GenAI) Tools

Generative AI (GenAI) can be a great tool to support your studies, but it's meant to help you learn, not do the thinking for you. Using GenAI responsibly means using it to spark ideas, explore concepts more deeply, and strengthen your work—not as a shortcut to skip the learning process. In general, ask for permission to use GenAI in the course if your instructor has not provided expectations. Do not merely copy and paste the content generated – GenAI is a tool not a substitute for what you demonstrate as your learning. Be transparent in using GenAI by citing the tools used – your instructor may require additional information.

Classroom Courtesy

Professional behavior is an expectation of all present in the traditional classroom or clinical as well as in the online classroom. This includes respect for both faculty members and students while presenting content or communicating an opinion. Students are expected to be prepared to participate in online discussions. Students who demonstrate unprofessional behavior online or in clinical will be asked to leave the setting.

Departmental Committees and Activities

The NWFSC Department of Nursing encourages student participation on departmental committees, offering a platform to share views on nursing education and policies. Student input is especially valued on the Community Advisory Council.

Departmental Student Records

Upon admission to the nursing program, the student's RN-to-BSN program files are maintained and secured electronically. Only faculty and other appropriate institutional officials have access to these records. General college records are maintained in the NWFSC Office of Academic Records and Enrollment. NWFSC adheres to state and federal policies regarding the confidentiality of student records.

Electronic Academic Records

Students' unofficial academic records are available in RaiderNet student account (select Student Records; view Degree Works and/or Academic Transcript). Students may also order official transcripts online by selecting that option in RaiderNet/Student Records.

Per the *NWFSC Student Handbook*, Substance Abuse section, found in the College Catalog, and Board Policy HR 4.00, NWFSC is a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited in and on NWFSC owned and controlled property, except for events specifically approved to include alcohol. Students in violation will be subject to disciplinary action as stated in the Student Code of Conduct published in the *Student Handbook/College Catalog* and may be subject to criminal prosecution. Students must also comply with any and all drug-free workplace requirements imposed through course-mandated student activities, such as offsite work at clinical facilities.

Email

Your NWFSC student email is the official communication medium of the College. Please check your College email regularly for any class and College notifications. Active students are expected to check their student email account at least weekly.

Health Services

Mental Health counseling referrals are available to all NWFSC students. Please see the *NWFSC Catalog:*

Student Handbook section, "Counseling Services" for more information.

Liability Insurance

Nursing is a profession in which its members are accountable. Liability insurance coverage for the clinical Experiential Learning experience is the responsibility of each student.

Name/Address Changes

Changes in address, telephone number, or name change must be reported to the NWFSC Office of Academic Records and Enrollment and the NWFSC Department of Nursing. Currently enrolled students may make changes to address and telephone number online through NWFSC RaiderNet student account. Name changes require legal paperwork to be submitted to the Office of Academic Records and Registration. Please make sure that all information in the RaiderNet is up to date.

Student Evaluation of Specific Courses and the Program

Students are expected to complete the student evaluation of instruction offered at the course level each semester, and to participate in the college graduation survey, the one-year post- graduation survey, and the various informal evaluation opportunities throughout the program.

Written Assignments

All written assignments in nursing courses must demonstrate a professional level of scholarship by adhering to the the current edition of the *Publication Manual of the American Psychological Association (APA)* format. Certain non-nursing courses at NWFSC may require the student to use the standards of the Modern Language Association (MLA). Papers/written assignments may be retained in the Learning Management System.

Guidelines for writing in APA style are found in the publication and at the NWFSC Learning Resource Center or online at https://lrc.nwfsc.edu/library

NWFSC RN-to-BSN PROGRAM HANDBOOK ACKNOWLEDGEMENT FORM

Please initial each for declaration of understanding and sign below:**

_____I understand and will comply with all college course requirements throughout the RN-to-BSN Program.

_____I understand that much of patient documentation is computer based, and I am responsible for learning the use of computer documentation software to access patient information and document patient care.

_____I understand the information in the *NWFSC RN-to-BSN Student Handbook* and course syllabi is subject to change. I will be held accountable for these changes. Any changes are updated on the Learning Management System course page.

_____I understand that I may be dismissed from the RN-to-BSN Program for failure to follow the policies outlined in the *NWFSC Catalog*, *College Student Handbook*, and the *RN-to-BSN Student Handbook*.

_____I understand that if I have any questions about the *NWFSC Catalog*, and the *RN-to-BSN Student Handbook*. I need to personally address the concerns with the appropriate parties using proper chain of command.

_____I understand that if I have any questions about each RN-to-BSN course, I need to personally address the concerns with the course instructor. I need to personally address the unresolved concerns with the appropriate parties using proper chain of command.

_____I understand that the minimum grade for required RN-to-BSN courses is a 75% and failure to meet that score will remove me from the RN-to-BSN Program.

_____I understand that an average score of 75% must be earned on theory examinations in each course; failure to meet that average will remove me from the RN-to-BSN Program.

_____I understand that readmission to the RN-to-BSN Program is not guaranteed and that I will only be offered one readmission attempt.

_____	_____	_____
Student Name	Signature	Date

**Upload the completed form to the correct forum on the RN-to-BSN course page.