

**CLARION UNIVERSITY OF PENNSYLVANIA  
SCHOOL OF HEALTH SCIENCES**

**DEPARTMENT OF NURSING**

**RN BSN Program**

**STUDENT HANDBOOK**

**2014- 2015**

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Dear RN-BSN Student,

Welcome to the Clarion University Online Bachelor of Science in Nursing Completion Program (RN-BSN). Congratulations on your decision to enroll at this important time of rapid change and opportunity in health care delivery.

We recognize that the transition from technical to professional nursing can be challenging but we also feel certain that you will find it rewarding. This program is designed to build upon your knowledge and experience as a registered nurse and to prepare you for professional practice. The information in this handbook should be helpful as you progress through the program.

Please note the important telephone numbers and web sites provided in this handbook. If you have questions or concerns about your educational experience please contact your academic advisor or the Department of Nursing administrative office. We are committed to assisting you in reaching your professional goals.

Sincerely yours,

Shelly Moore, Ph.D., R.N., CNE  
Chair, Department of Nursing

## **OVERVIEW OF RN-BSN PROGRAM**

### **Accreditation Statement**

Clarion University of Pennsylvania's (RN-BSN) Bachelor of Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing  
3343 Peachtree Rd. NE Suite 850  
Atlanta, GA. 30326  
P: 404-975-5000 F: 404-975-5020  
[www.acenursing.org](http://www.acenursing.org)

### **Equal Educational Opportunity Statement**

It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's race, color, religion, sex, national origin, disability, age, sexual orientation/affection, veterans status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct equal opportunity inquiries to Assistant to the President for Social Equity, 207 Carrier Administration Building, Clarion, PA 16214-1232, (814) 393-2000.

### **Mission of Clarion University and the Department of Nursing**

The mission of Clarion University is to provide transformative, lifelong learning opportunities through innovative, nationally recognized programs delivered in inclusive, student-centered environments. Consistently, the mission of the Clarion University Department of Nursing is to provide a quality education in nursing and across the collegiate continuum that is affordable, accessible, and responsive to the changing healthcare landscape.

### **RN-BSN Program Description**

Clarion's ACEN accredited RN-Bachelor of Science in Nursing program is an online program. The program is intended to build upon the background and knowledge of registered nurses and to afford them the opportunity to continue their education at a professional level. The program's primary goals are the provision of educational experiences designed to promote scientific inquiry, creative thinking, critical judgment, and personal development.

Clarion University's RN-BSN program integrates liberal arts with career education at the RN level, establishing the basis for a variety of BSN learning activities that focus on professional nursing practice. In addition, the RN-BSN program at Clarion University provides a foundation for graduate education at the masters and doctoral level. Clarion University accepts transfer credits from other accredited colleges and universities.

## **RN-BSN Program Purpose**

Clarion University of Pennsylvania's RN-BSN Program is designed to build upon the knowledge and experience of registered nurses. The program prepares the graduate to practice theory-based nursing in a variety of settings through the internalization of concepts relevant to professional nursing.

## **RN-BSN Program Vision**

The RN-BSN program will promote excellence in nursing education enabling graduates to practice professional nursing care in a rapidly changing health care environment

### **ANA Standards of Professional Performance**

The Clarion University RN-Bachelor of Science in Nursing Program subscribes to the American Nurses Association Standard of Professional Performance (See Appendix A)

### **Sigma Theta Tau - International Honor Society of Nursing**

The Mu Xi Chapter of Sigma Theta Tau was founded at Clarion in 1990. Sigma Theta Tau International is committed to fostering excellence, scholarship and leadership in nursing to improve health care worldwide. The society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest nursing care knowledge.

RN-BSN students and community leaders may be invited to join the Mu Xi Chapter yearly. Information regarding induction procedures and candidate qualifications are available from Mu Xi Counselors at the Venango Campus of Clarion University (See Appendix B).

### **TECHNICAL REQUIREMENTS: ONLINE NURSING PROGRAM**

<http://www.clarion.edu/about-clarion/computing-services/for-new-students/Index.html>

#### **Computer Hardware (minimum requirements)**

#### **System, Software and Browser Requirements**

#### **Antivirus Software**

#### **Internet Service Provider Requirements (listed in order of preference):**

- Broadband cable (best)
- FiOS Internet service (best)
- DSL
- Satellite
- Dial Up (not recommended for optimum online productivity)

**Email:** Students are expected to maintain an active Clarion University student email account.

## **RN-BSN CURRICULUM**

### **RN-BSN Program Outcomes**

Clarion University of Pennsylvania's RN-Bachelor of Science in Nursing Program prepares the graduate to:

1. Integrate scholarly inquiry, research, and theory into evidence-based nursing practice
2. Promote health and well-being for individuals, families, and communities including vulnerable and diverse populations
3. Apply leadership principles and skills in meeting the health care needs of others.
4. Integrate clinical thinking skills into professional nursing practice.
5. Create strategies to communicate effectively with others in a variety of settings.
6. Demonstrate professional growth through participation in life-long learning, global citizenship, and service in the profession of nursing.

### **Length of RN-BSN Program**

Although the Bachelor of Science in Nursing Program is designed to be completed in two academic years of full time study, part time study is also available. Students who elect part time study are required to complete the RN-BSN Program within five years.

### **RN-BSN Curriculum Plan**

The following is the sample curriculum plan for the RN-BSN Program based on 2 year full time study and a fall semester start. Part time study over 3, 4 and 5 years is available.

### FIRST SEMESTER

		Cr.
NURS 340	Nursing in Transition.....	3
NURS 343	Health Literacy in Nursing Practice.....	3
NURS 345	Trends and Issues in Professional Nursing Practice.....	3
	Gen Ed.....	3
	Gen Ed.....	3

### SECOND SEMESTER

NURS 341	Culture and Care in Nursing.....	3
NURS 342	Clinical Thinking in Nursing.....	3
NURS 355	Health Promotion in Nursing.....	3
MATH 221	Statistics.....	3

### THIRD SEMESTER

NURS 445	Research in Nursing.....	3
NURS 470	Promoting Healthy Communities.....	3
	Gen Ed.....	3
	Gen Ed.....	3

### FOURTH SEMESTER

NURS 457	Leadership in Nursing.....	3
NURS 494	Advanced Concepts of Professional Nursing.....	3
	Nursing Elective.....	3
	General Ed.....	3

Total Credits for Graduation – 120

## RN-BSN COURSE DESCRIPTIONS

**NURS 340: Nursing in Transition** 3cr

This course provides a theoretical foundation for the transition from technical to professional nursing practice. Students will address the concepts of nursing, health, individual, and environment and explore nursing as an evolving profession with emphasis on the historical perspectives, environmental context, and future trends that could impact health care. This course views individuals from a holistic perspective, and explores the spectrum of health and wellness. Clinical thinking, theory, evidence-based practice, and nursing research are introduced as the basis for professional nursing practice. Writing skills for the professional nurse are developed in the course. (Open to students who are licensed RNs. Fall and spring as needed.) Fall and spring as needed.

**NURS 341 Culture and Care in Nursing Practice** 3 cr

This course will promote an understanding of holistic nursing practice in a multicultural society. Nursing theories related to culture and caring will be used as frameworks to explore the influence of cultural values, beliefs, and practices on health. Specific ethnic groups will be examined in terms of lifestyles, healthcare decisions, and cultural care modalities. Topics related to social justice and nurses as global citizens will be explored. **Prerequisite:** Licensed RNs Spring, Annually and as needed

**NURS 342: Clinical Thinking in Nursing** 3 cr

This course focuses on clinical thinking as a nursing skill and its practical application in the health care arena. Emphasis is placed on defining clinical thinking as well as exploring critical thinking, creative thinking, reasoning, decision making, problem solving, and metacognition as they relate to the many facets of professional nursing practice. This course provides students opportunities to transfer skills to problems of a professional and personal nature. (Open to students who are licensed RNs and others with permission of instructor) Spring or as needed.

**NURS 343: Health Literacy in Nursing Practice** 3 cr

This course examines concepts related to health literacy in professional nursing practice. Topics include the teaching/ learning process in health education at the individual, family, and community levels. Content will explore locating and evaluating pertinent information sources and the use of information technology to improve safety in healthcare. Focus will be placed on interpersonal and professional communication skills necessary within a multidisciplinary team. Open to licensed RNs and others with permission of the instructor. Fall or as needed

**NURS 345: Trends and Issues in Professional Nursing Practice** 3 cr

This course explores current issues and trends influencing professional nursing practice. Areas of discussion include the political arena of health care, innovative nursing practices, societal demands on nursing, evaluation of professional organizations, and the legal and ethical issues of professional nursing. The course provides students with an opportunity to study factors impacting the health of individuals, families, and communities internationally. (Open to licensed RNs and others with permission of the instructor. Fall or as needed

**NURS 355: Health Promotion in Nursing** **3 cr**  
The focus of this course is health promotion of individuals and families from an epidemiological perspective. Nursing theory is used as an organizing framework for the course. Course content addresses theories related to health promotion, lifestyle and risk assessment, and motivation as it relates to behavioral change. Therapeutic interventions for health promotion across lifespan, nursing roles in health promotion, and future health care trends which impact health promotion, will be explored. (Opened to licensed RNs) **Prerequisites:** A minimum grade of "C" in NURS 340. Co-requisite: NURS 342. Spring or as needed.

**NURS 445: Research in Nursing** **3 cr**  
This course emphasizes the role of research in developing evidence-based nursing practice. Students will explore the principles of systematic method of inquiry and the application of clinical thinking, group process, and decision-making skills. The course focuses on the ways research influences decisions in nursing and nursing care. As consumers of research, students will have an opportunity to critique current research for applicability to professional nursing practice. As novice producers of research, students will work in groups to develop a research proposal of value to nursing. (Open to licensed RNs) **Prerequisite:** A minimum grade of "C" in NURS 340, 341, 342, 343, and 355. Co-requisite: 470. Fall and as needed

**NURS 457: Leadership in Nursing** **3 cr**  
The course focuses on the role of the professional nurse as a leader in a changing healthcare environment. Theories and principles of leadership are explored and applied to professional nursing practice. Course content includes concepts of motivation, change, communication, empowerment, ethical considerations, and clinical thinking in diverse health care systems. **Prerequisite:** Licensed RNs, a minimum grade of "C" in NURS 340, 341, 342 Spring, Annually and as needed

**NURS 470: Promoting Healthy Communities** **3 cr**  
This course introduces essential knowledge and important nursing roles for health promotion and disease prevention at the family and community level. Students will explore concepts related to social justice, the impact of globalization on communities, and the role of nurses in disaster planning and management. Students will apply principles of epidemiology, demography, and relevant nursing and health-related theories in developing health promotion plans for families and communities. (Opened to licensed RNs) **Prerequisite:** A minimum grade of "C" in NURS 340, 341, and 342, 355. Co-requisite: 445. Fall or as needed.

**NURS 494 Advanced Concepts in Professional Nursing** **3 cr**  
This is the capstone course for the RN-BSN program. The student will engage in a capstone project that reflects application, synthesis, and evaluation of concepts and nursing issues studied throughout the program. Application of educational experience to professional growth and contribution to the nursing profession is emphasized. **Prerequisite:** Licensed RNs A minimum grade of "C" in NURS 340, 341, 342, 355, 445, and 470 Spring Annually and as needed

## RN-BSN Nursing Electives

<b>NURS 320: Death and Grief</b>	<b>3cr</b>
Explores the dying process from various conceptual and theoretical frameworks. Focuses on historical, ethical, socio-cultural and interpersonal perspectives on death. Students address their own mortality and develop a personal philosophy of death and grief. Opportunities are provided for students to interact with professional experts as well as individuals experiencing grief/death issues. Open to all students. Annually, and as needed.	
<b>NURS 335: Alternative Therapies</b>	<b>3 cr</b>
Explores various approaches to health and healing that lie outside the realm of conventional Western medicine. Focuses on how these therapies are presented on the World Wide Web and how the registered nurse can evaluate their effectiveness. Students will research selected topics and critically appraise the quality of information found on the Internet. Open to all students. Fall annually, and as needed.	
<b>NURS 347: Creating a Wellness Lifestyle</b>	<b>3 cr</b>
Introduces the student to the concepts of wellness and health promotion from a holistic perspective. Within this framework, students explore how to gain more control over their lives through effective stress management, management of time and change, and adequate self and social support. Assists students in increasing self -responsibility and negotiating the health care delivery system. Discusses health measures such as diet, exercise, and sleep as they relate to a wellness lifestyle. Explores the balance of caring for others and caring for self. Each student is guided in formulating an individualized wellness plan. Open to all students. Annually, and as needed.	
<b>NURS 365: Health Promotion for the Elderly</b>	<b>3 cr</b>
Provides students with information and strategies related to the promotion and maintenance of health in a holistic manner for the elderly population. Promotes inquiry and stimulates the critical-thinking processes of the student by emphasizing health and wellness concepts. Open to all students. Annually as needed.	
<b>NURS 368: Human Caring</b>	<b>3 cr</b>
Provides an opportunity for in-depth exploration of the concept caring. Appropriate to students entering any human service major. Derives content primarily from scholarly works in the discipline of nursing. Supplements Jean Watson's theory of human caring with guided experiences designed to facilitate personal discovery of one's caring capacities and opportunities to more fully integrate them into the work of one's discipline. Open to all students. Annually as needed.	
<b>NURS 499: Special Topics in Nursing</b>	<b>1-6 cr variable</b>
Deals with topics of special interest to professional nurses. Focuses on identified nursing subjects pertinent to the practice of professional nursing. May be offered during the academic year as well as summers and weekends, according to demand.	

## **ADMISSION TO RN-BSN PROGRAM**

### **Admission Process**

Admission into the Bachelor of Science in Nursing Completion Program (RN-BSN) is consistent with the Pennsylvania Articulation Model developed by a task force of the Pennsylvania Higher Education Schools of Nursing Association, Inc. (PHENSA) for the Coalition for Nursing Education. Nursing students can fulfill requirements of the lower division (freshman and sophomore years) by means of the following:

1. Transferring or validating knowledge equivalent to thirty (30) nursing credits from an associate degree or diploma program (see #5 below).
2. Transferring the required thirty (30) general education credits from any accredited college or successfully completing the approved challenge exams. The accepted scores for credit will be determined by university policy.

### **Admission Requirements**

1. Graduated from either an associate or diploma program in nursing.
2. Hold current licensure as RN in the state that you practice or have applied to take the licensure examination for registered nurses in that state prior to beginning any required nursing course.
3. Show evidence of scholarship as demonstrated by QPA of 2.5 on a 4.0 point system, or a comparable equivalent of a "C+" in previous education program.
4. Successfully complete the pre-entry lower division requirements as mentioned above.
5. The Pennsylvania Articulation Model provides educational progression for nurses from state approved and ACEN (formerly NLNAC) accredited schools to progress to the next education program without repetition.
  - a. Applicants who have graduated within three years from an accredited program are eligible for direct articulation from one program to another.
  - b. Applicants who graduated between three and ten years from an accredited program and have practiced 1000 hours as a licensed registered nurse within the past three years are eligible for direct articulation into the program.
  - c. Applicants who have graduated from an accredited program between three and ten years prior to application and have not practiced 1000 hours of nursing within the past three years, must successfully complete an approved refresher course or validate their nursing knowledge by completing the NLN Comprehensive Exam.

- d. Applicants who have graduated from an accredited program more than ten years prior to application and have worked 1000 hours in nursing in the past three years can validate this employment with a letter from their employer.
- e. Applicants who have graduated from an accredited program more than ten years prior to application and have not worked 1000 hours in nursing within the past three years must validate their nursing knowledge by completing the NLN Comprehensive Exam.
  - 1) A successful score will be accepted for admission if the required exam has been taken within three years of the individual's application for admission into the program.
  - 2) An individual who does not attain a successful score will be permitted to take the required exam a total of three times. It is suggested that a SBN (State Board of Nursing) approved refresher course be taken if the individual does not pass the exam the third time
- f. Applicants who have graduated from a non-accredited program must validate their knowledge by completing the NLN Comprehensive Exam prior to admission.
  - 1) A successful score will be accepted for admission if the required exam has been taken within three years of the individual's application for admission into the program.
  - 2) An individual who does not attain a successful score will be permitted to take the required exam a total of three times. It is suggested that a SBN (State Board of Nursing) approved refresher course be taken if the exam is not passed by the third time.

## **Application Form**

The [Application Form may be obtained online](#). In addition, students may obtain an application from the Clarion University Admissions Office at Clarion Campus, the School of Health Sciences Office at Venango campus, or the Administrative Office at Venango campus. The [Application Form](#) must be completed and submitted online or sent with high school and previous educational transcripts and \$30 to the School of Nursing and Allied Health, Clarion University, 1801 West First Street, Oil City, PA 16301.

Admission to the RN-BSN Program is competitive. An applicant meeting all program requirements is not guaranteed admission to the program.

## **Admission as a Pre-RN-BSN Student**

An applicant who meets all qualifications for the RN-BSN Program except the required QPA of 2.5 may be admitted as a Pre-RN-BSN student. The student must then earn a 2.5 average in 12 credits. Students may take general education courses and the following nursing electives NURS 320, 335, 347, 365 or 368. Students who fail to meet this QPA requirement cannot be admitted to the RN-BSN Program.

A student who has graduated from an associate degree or diploma nursing program but does not have current RN licensure may be admitted as a pre-RN-BSN student for one semester. Pre-RN-BSN students may take any general education courses during this time. In addition, the student may take the following courses on a space-available basis: nursing electives 320, 335, 347, 365 or 368.

Students who have pre-RN-BSN status should maintain close contact with their academic advisor

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Student Rights**

In the case of a dispute between the student and a faculty member involving academic concerns (i.e. classroom evaluation, course grades, etc.), the student should follow the procedures outlined in Clarion University's [Student Rights, Regulations, and Procedures Handbook](#).

### **Student Responsibility for Academic Requirements**

Provisions in the Clarion Undergraduate catalog cannot be considered an irrevocable contract between the university and the student.

The university makes every effort to keep information in the catalog current. It must reserve the right, however, to amend any academic, administrative, or disciplinary policies or regulations and to update fees or service charges described in the university catalog without prior notice to persons affected.

Students are held responsible for reading and understanding the academic, administrative, and disciplinary policies or regulations and for understanding the general education requirements as published in the catalog. They are held responsible for knowing the requirements of the major they declare. If students change majors, they are responsible for the requirements which are in effect when they officially change majors.

Requirements for graduation as well as those for various curricula and degree programs may change after students matriculate at Clarion. Such changes will not be retroactive, although students will have the option to elect to meet the new program requirements, if desired. Exceptions may be necessary when changes in professional certification or licensure standards mandate such changes in requirements or programs.

## Online Class Attendance

The university expects students to participation in all instructional activities. Online courses are no different from classroom courses in this regard; however, participation must be defined in a different manner. The grade a student earns in a course should be a measure of comprehension and achievement. Regular class attendance, whether in a traditional classroom or online, promotes both of these goals.

Student “attendance” in online courses will be defined as active participation in the course as described in the individual course syllabus, and assignment instructions. Online courses may, at a minimum, have weekly mechanisms for student participation, which can be documented by any or all of the following methods:

1. Submission/completion of assignments
2. Use of the Discussion Board
3. Communication with the instructor

Students who do not log on to the course within the drop/add period for the course will be dropped from the course. Drop/add and withdrawal dates are determined by the Registrar and posted on the [Registrar web page](#).

Faculty have the prerogative of assigning a failing grade to those students who fail to maintain active participation in an online course as defined in the course syllabus.

In the event of an unexpected “absence,” such as a serious illness, the faculty member should be notified by email or phone so that a decision can be reached regarding continued enrollment in the course.

## Academic Integrity

Students at Clarion University shall maintain a high standard of integrity in scholastic work. As members of the university community, students have a responsibility to be familiar with the conduct regulations found in the university catalogs, Student Handbook and Calendar, Student Rights, Regulations, and Procedures Handbook, and other university documents.

Among the conduct regulations addressed are acts of academic dishonesty, including plagiarism, cheating on assignments, examinations, other academic work, or submitting work already completed for another course without prior approval of the instructor.

Students shall avoid all forms of academic dishonesty, including but not limited to:

1. **Plagiarism:** the use of another's words without attribution and without enclosing the words in quotation marks. Plagiarism may also be defined as the act of taking the ideas or expressions of ideas of another person and representing them as one's own—even if the original paper has been paraphrased or otherwise modified. An

extended paraphrase may also be considered plagiarism even if the source is named.

2. **Self-plagiarism:** A student's coursework submitted for a grade in one nursing course cannot be submitted in another course without the written permission of the current instructor.
3. **Collusion:** when specifically prohibited in advance by the instructor, with another person in the preparation of notes, themes, reports, or other written work offered for credit.
4. **Cheating on an examination or quiz:** giving or receiving information or using prepared material on an examination or quiz.
5. **Falsification of data:** manufacturing data, falsification of information, including providing false or misleading information, or selective use of data to support a particular conclusion or to avoid conducting actual research.
6. **Violation of Copy Right Laws:** copying, printing, or reproducing other's work without permission of the author. This work includes all emails, discussion board postings and presentations.

Complaints of academic dishonesty or violation of academic integrity may be brought against a student by any member of the academic community. Sanctions for violations related to academic integrity or student conduct can range from a failing grade on a particular assignment or examination to dismissal from the university based on the seriousness of the action and whether it is part of a pattern of academic dishonesty. Instructors imposing a lowered or failing grade on an assignment or course as a result of a charge of academic dishonesty must inform the student. Students have the right to appeal instructor decisions ([Student Rights, Regulations, and Procedures Online Handbook](#)) related to academic honesty or violation of Student Code of Conduct either through the Grade Appeal Process (see section on Student Rights) or directly to the Conduct Board depending on the nature of the dispute. Sanctions extending beyond a particular course, such as suspension or dismissal from an academic program or from the university, can only be imposed as the result of complaints filed under the Disciplinary Procedures Code and Formal Hearings under this Code.

## **Student Records**

It has been a long standing policy of Clarion University of Pennsylvania to publish a statement of Student Rights and Regulations. Included in this statement is a policy on student records. This policy is included in a *Student Rights and Regulations Handbook* which is available to all students during each registration period.

Current Nursing student records are maintained in the CUP Nursing Office. Permanent Nursing Records (Transcripts) are maintained by the Records Office at the Clarion Campus. Student education records, except information that is otherwise public, are confidential in nature and shall be released only to appropriate faculty, administrative officers, and parents and guardians

(if the student is a minor). Release of these records to other persons, institutions or governmental and legal agencies shall occur only upon approval of the student or graduate or upon subpoena.

1. No record of information shall be made or retained unless there is a demonstrable need for it which has reasonable substantial relevance to the educational and related purposes of the university.
2. Student shall have the right to inspect their records, the release of which requires their consent, except for recommendations and evaluations gathered for placement credential purposes.
3. Every record containing information about a student's character shall state when the information was required and the name and position of the person who gave it.
4. For additional information relating to maintenance of Records and Release Procedures, please refer to *Student Rights and Regulations Handbook*--Clarion University of PA.

## **ACADEMIC POLICIES OF RN-BSN PROGRAM**

### **Acknowledgement of Handbook Policies**

Upon initial entrance (or readmission) into the RN-BSN program and each fall semester thereafter, Students are required to read the RN-BSN Handbook. All students are expected to follow the policies and procedures within the handbook. The RN-BSN student Handbook is updated annually and is posted on the [Nursing Department web page](#). Students should seek clarification, if needed, before signing the acknowledgment.

### **Communicating Policy Changes**

Any changes in policy that are made during the academic year, either by the University or by the Department of Nursing will be communicated in the following manner. Announcements will be made by instructors in all appropriate classes. An announcement will also be sent via the RN-BSN list serv. The policy revisions will be posted on the RN-BSN web page.

### **Relationship between Clock and Credit Hours**

Credit for classroom instruction is computed on the basis of 15 clock hours per credit per semester. Therefore, a three credit course involves 45 hours of classroom instruction (three hours weekly throughout the fifteen-week semester).

### **College-Level Examination Program (CLEP)**

A maximum of 60 credits may be earned through the College-Level Examination Program (CLEP). No more than 30 of the 60 credits may be earned after admission. These examinations,

administered by the College Entrance Examination Board, may be taken at the Venango Campus of Clarion University. They are designed for adult learners and non-traditional students who have gained college-level knowledge through prior education or training. The College-Level Examination Program includes five general examinations and approximately 31 subject examinations, which if successfully passed, will earn the student three credits per examination.

A list of the general and subject examinations, minimum acceptable scores, and credits available is published in the Clarion University of Pennsylvania Undergraduate Catalog.

### **Credit for Life Experience Procedure (CLEF)**

The faculty of the RN-BSN Program recognizes that some students enrolled in the program have had specific life experiences directly related to the nursing courses of the program. In accordance with the University's policy and procedure on granting academic credit, the following steps describe the procedure students would follow when requesting credit for life experience.

1. Review Clarion University's policy and procedure for [Credit for Life Experience](#).
2. Obtain from the School of Nursing a course syllabus for each course you are seeking credit for life experience.
3. Complete the Credit for Life Experience Form (CLEF).
4. Attach to the form a detailed narrative documenting life experiences related to specific course work. Each objective of the course is to be addressed in the narrative.
5. Submit a portfolio of additional documentation which supports the life experience. Documentation may include but is not limited to a resume, certificates, grant proposals, project descriptions, brochures, pamphlets, and conference agendas.
6. Submit a hard copy of all of the above information to the School of Nursing. Packets may be mailed to the office, or hand delivered to either Venango campus or the Pittsburgh site. Credit for Life Experience will not be considered until the packet is complete.
7. Faculty and the Department Chair will review the packet and make a recommendation to the Director of the School of Nursing within 4 weeks of receiving the packet.
8. The final decision for Credit for Life Experience rests with the Director of the School of Nursing. Students will be notified of the decision of the Director within 2 weeks of receiving the recommendation of the faculty and Department Chair. Students may apply for a maximum of six (6) credits for life experience in nursing.

## **Grading Policy**

The academic requirements for the RN-BSN Program are higher than the university at large and the student must earn grades of at least "C" in nursing courses.

Nursing as a practice discipline involves theoretical and clinical components. Students are graded in the RN-BSN Program according to the following scale:

A	93 - 100
B	84 - 92
C	75 - 83
D	66 - 74
E	65 – below

Additionally, RN-BSN students must achieve a C or better in ENG 111 and MATH 221

## **Credit/No Record Option**

After students have earned a minimum of 30 semester hours of credit and are in good academic standing, they may schedule a maximum of six courses or 18 semester hours for credit-no record. One such course may be taken each semester or summer session. This regulation does not apply to MATH 050 or internships in the cooperative education program. All such internships are automatically credit-no record. Courses in one's major and minor fields may not be taken for credit-no record. The option for taking a course for credit-no record is limited to the first five weeks of each semester and the first four days of any five week Summer Session. Satisfactory work in a credit-no record course shall be shown on the grade report as "CR", with no record and no credit for less than satisfactory work. Satisfactory work is defined as the equivalent of "C" grade or better under the letter grading system in use by the university. Students who desire to have a credit-no record course changed from "CR" to a letter grade must retake the course. Credit-no record courses are counted in determining the course load for a semester.

## **Incomplete Grades**

Incomplete is not used unless a student has been in attendance throughout a semester or a session. It indicates that the work of a student is incomplete and that the final grade is being withheld until the student fulfills all the requirements of the course. The grade of incomplete is only used when conditions and circumstances warrant and when justification is presented. Students receiving incomplete grades are required to make arrangements with the instructor who submitted the incomplete grade to fulfill the requirements of the course by the end of the following semester, or the incomplete becomes a failing grade. Incompletes are not removed by repeating the course. Students receiving incomplete grades are subject to academic probation temporarily until the final grade or grades have been submitted to the Office of the Registrar. The probationary action will be removed from the student's academic record upon receipt of the grades, provided both semester and cumulative QPAs are 2.00 or above.

## **Grade Appeal**

Disagreements between students and faculty on student rights and academic complaints against faculty members may be dealt with as described in the Clarion University *Student Rights, Regulations, and Procedures Handbook*.

## **Class Withdrawal**

All class withdrawals must be made through the Office of the Registrar. Classes that a student drops during the period of drop/add will not appear on his or her record. Course withdrawals between the end of the second and ninth weeks may be made without penalty. After the beginning of the tenth week of a semester or the second half of a Summer Session, a course from which a student withdraws shall be finally reported with a grade of "E". Exceptions may be made for withdrawals due to extenuating circumstances such as illness or some other unavoidable occurrence with approval of the instructor, advisor, and college dean.

Students may withdraw from the university (all courses) through the last day of classes. Students on probation at the time of withdrawal from all classes who withdraw after the 12<sup>th</sup> week of the semester will not be permitted to return for the following semester unless the withdrawal is based on documented extenuating circumstances.

If a withdrawal is not made through the Office of the Registrar, a failing grade will be recorded for the affected course(s).

Any student who withdraws from the university during or at the end of the semester must notify the Office of the Registrar in writing of his or her intention to withdraw and the reason for the withdrawal. This is necessary for completion of the student's permanent record. Failure to comply with this regulation will constitute an unofficial withdrawal and may affect the student's chances of future readmission or his or her obtaining an honorable dismissal.

## **Refunds**

Refunds are granted in accordance with the policy established by the Board of Governors of the State System of Higher Education. The refund policy is subject to change at any time by the Board.

A student eligible for a refund must officially withdraw through the CUP Nursing Office and also submit a written request to the Office of the Registrar at Clarion Campus. This procedure should be handled through the CUP Nursing Office.

## **Readmission**

Students who are dismissed or withdraw from the nursing program because of unsatisfactory performance in a nursing course, failure to complete the course requirements in five years, or failure to successfully complete the prerequisites may apply for readmission to the nursing program if they have a cumulative QPA of 2.5 or higher. Readmission to the nursing program is based on the professional judgment of the nursing faculty and is contingent upon class size (space available).

The faculty evaluates the student's request for readmission and grant or denies the petitions according to the student's general academic history, nursing course grades, and potential for success.

It should be understood that a student dismissed from the nursing program is not dismissed from the university. Either academic probation or academic suspension from the university is based upon failure to achieve academic standards detailed in the university catalog. Thus, a student who is dismissed from the nursing program for unsatisfactory performance in nursing courses may be eligible to transfer into another area of study.

## **Retention/Progression**

The retention/progression policy for the Bachelor of Science in Nursing (RN-BSN) Program of Clarion University is consistent with that of other four year programs in the university.

In order to be retained or progress in the RN-BSN Program the student must:

1. Maintain a scholastic average of 2.00 on a 4.00 scale.
2. Maintain a "C" or above in required nursing courses.
3. Complete the RN-BSN program within five (5) calendar years after formal admission to the program. A student needing additional time must submit a written request for an extension to the Department Chair.

An unsatisfactory grade in any nursing course and/or failure to maintain a 2.00 QPA each semester is regarded as failure in the program. The student is then dismissed from the nursing program and placed on academic probation effective the next semester of attendance. See Academic Suspension Policy in the Clarion University Undergraduate Catalog and the RN-BSN Dismissal Policy.

## **Dismissal**

A student will be dismissed from the Bachelor of Science in Nursing (RN-BSN) Program for any of the following reasons:

1. Failure to maintain current licensure.

2. Failure to progress through the RN-BSN Program (see Retention/Progression Policy)
3. Serious misconduct or disciplinary involvement resulting in dismissal from the University (See Clarion University's policy on dismissal from the university in the [Student Rights, Regulations and Procedures Handbook](#)).

A student dismissed from the university is also dismissed from the RN-BSN program; however, a student dismissed from the RN-BSN program is not necessarily dismissed from the university. A student who is dismissed from either the RN-BSN program or the university will be notified in writing of the dismissal action.

### **Leave of Absence**

Any student requesting a leave of absence from the Nursing Program must submit a request in writing to the Chairperson of the Department of Nursing. This letter must include a reason for requesting the leave and the student's plans for return. A leave of absence is not granted for academic underachievement. The Chairperson has the right to request a personal interview with the student requesting the leave before the decision is made.

1. Each leave of absence will be handled individually according to the specific need, and academic standing,
2. The Chairperson will present the request to the nursing faculty with all pertinent information.
3. The program faculty will recommend denial or granting of the Leave of Absence.
4. No leave of absence will be granted for longer than two years or four full semesters.
5. If the leave is granted, the student will be informed as such and must withdraw officially from the Nursing Program. At this time, the student will be informed of any conditional requirements for return.
6. Before returning to the Nursing Program from a leave of absence, the student must submit a written request to the Chairperson of the Nursing Department, the semester **prior** to anticipated return. This allows time for proper scheduling and registration.

### **Graduation**

To graduate with a Bachelor of Science in Nursing degree, students must:

1. Complete the Bachelor of Science in Nursing curriculum with at least 120 credit

hours.

2. Complete a minimum of 30 of the last 45 credits required for graduation at a Clarion University campus or site.
3. Attain an overall quality point average (QPA) of 2.00 on a 4.00 scale.
4. Attain a minimum QPA of 2.00 in the major.
5. Complete RN-BSN Program within five (5) calendar years of formal admission to the program.

## **FINANCIAL AID AVAILABLE TO ONLINE RN-BSN STUDENTS**

### **Financial Aid**

Admission to the RN-BSN program does not include financial support. Students who are enrolled in a program where they take all of their courses online are eligible to use federal financial aid ( PELL grants, Federal Work Study, Federal Direct Student Loans, Federal Direct PLUS Loans, Federal Perkins Loan and Federal Direct Graduate PLUS Loans) for which they qualify as per the FAFSA.

Any student who is taking more than 50% of her or his courses online in a single semester, and any student who is enrolled in a program that is delivered online or predominately online, is not eligible to use a PHEAA state grant for which s/he might otherwise qualify.

Online and Virtual Campus students are subject to the same financial aid regulations and conditions as any student taking courses on campus, including the requirement that they make Satisfactory Academic Progress toward a degree to continue to be eligible to receive financial aid.

A number of scholarships are available to Clarion University students and prospective students attending classes on Venango Campus or taking Venango Campus Programs. Scholarships are made available by businesses, service organizations, the faculty of Venango Campus, and the Clarion University Foundation. Each of the sponsoring agencies set certain criteria for their scholarship(s). Students are requested to submit one application to the Venango Campus Scholarship Committee. The committee will make a determination of all the scholarships for which the applicant is eligible, and consider him/her for each one of them. A listing of all Venango Campus scholarships is available in the Administration Office at Venango Campus.

Scholarships not administered by the Venango Campus Scholarship Committee may require a separate application sent to the sponsor. Scholarships administered through the School of Nursing and Allied Health will be posted on the RN-BSN list-serv as the applications become available each year. Check the university catalog, the Venango Campus the Nursing and Allied

Health Office at Venango Campus for more information.

## **ADVISEMENT AND REGISTRATION**

**Upon admission to the program, students will be assigned a RN-BSN faculty academic advisor. Whenever possible, you will have the same advisor throughout your program.**

### **Academic Advisement**

The purpose of the academic advisement program at Clarion University to:

- assist students in their growth and development;
- promote advisor-advisee relationships characterized by trust, mutual respect, and openness;
- establish a climate of purposeful learning which maximizes student growth and minimizes student withdrawal.

### **Advisor Roles and Responsibilities:**

In the advisor-advisee relationship, the student is primarily responsible for seeking academic advisement from the advisor. The central roles and responsibilities of the advisor are to:

1. Assist students in developing a sound academic program plan by:
  - a. exploring with students their individual interests, abilities, and goals;
  - b. assisting students in developing an academic plan that satisfies graduation requirements;
  - c. offering advice in the selection and sequencing of courses which meet requirements for general education, major, and electives;
  - d. monitoring student progress and helping students make desired adaptations in their programs.
2. Make known to students the program requirements, resources, and services available in the university.
3. Be a responsive listener to students and to assist them by referral to specialized sources of help when needed
4. Discuss matters of general university adjustment with students
5. Keep informed about university policies, regulations, programs, and procedures in order to accurately answer student questions and concerns

### **Student Roles and Responsibilities:**

Each student must bear ultimate responsibility for the development of his or her academic program plan and for meeting all graduation requirements

In the advisor-advisee relationship, the students' responsibilities are:

1. Speak with their advisor as frequently as necessary to keep the advisor informed about changes in progress, course selection and career goals;
2. Discuss course(s) selection during the registration period;
3. Seek sources of information which will assist them in making life/career decisions;
4. Contact the advisor when confronted with major academic problems and to keep the advisor aware of other problems which may affect their academic performance;
5. Meet all graduation requirements, following the academic plan established in consultation with their advisor;
6. Maintain personal records of academic progress and resolve any discrepancies on the official grade reports; and
7. Become knowledgeable about university regulations, program requirements, and procedures.

For more information on advising, see the University Advising Center website at [www.clarion.edu/advising](http://www.clarion.edu/advising).

## **Class Registration**

The following is a brief synopsis of the steps involved in registering for classes at Clarion University. Please refer to the Schedule of Classes published on the Registrar's Office Homepage online.

It is the responsibility of the student to be aware of University regulations and requirements as published in the Clarion University Catalog and the Student Handbook.

1. Review all emails regarding course selection and registration. These e-mails are sent to your Clarion e-mail account and contain your registration scheduling date, time, and credit hours you have already earned, your advisor and any registration holds you may have.
2. Review your academic progress on *My Clarion* using degree audit feature.
3. Contact any office that has a hold on your account and take the appropriate action to remove the hold at least 24 hours in advance of registration.
4. Email your advisor for advisement.
5. Plan a tentative course schedule with your advisor. Check course availability,

general education requirements and flags, co-requisite and pre-requisite courses, and any additional restrictions for the course. Pay special attention to course section notes.

6. Register for classes. Eligibility is based on the number of credits you have earned as of October 1. Web registration is available seven days a week from 8 a.m. to 11 p.m. during the registration period. Protecting your user name and password will keep your information confidential.

### **Instructions for Registering for Classes**

In order to register for classes, you must login to [MyClarion](#) .

#### **Add a Class**

All changes to your student schedule must be processed during the add/drop period. You can check the availability of classes using MyClarion Student Center.

- \* Click the Student Center link.
- \* Click the Enroll link.
- \* Choose the class you wish to add, either by entering the class number or choosing a search option.
- \* Click Select Class next to the class section you wish to add.
- \* Click Next.
- \* Repeat the above steps for all the classes you wish to enroll in.
- \* Click Finish Enrolling to attempt to enroll in each of the classes.
- \* The View Results page displays the results of the enrollment. From this page, you can view any errors, add other classes, and view your schedule.

#### **Drop a Class**

- Click the Student Center link.
- \* Click the Enroll link.
- \* Click the Drop tab.
- \* Select the class or classes to drop and click Drop Selected Classes.
- \* Click Finish Dropping.
- \* The View Results page confirms the drop.

#### **Swap a Class**

- \* Login to MyClarion
- \* Next, click the Student Center link.
- \* Click the Enroll link.
- \* Click the Swap tab.
- \* Choose the class you wish to drop.
- \* Choose the class to add by searching for it, selecting it from the Enrollment Shopping Cart or entering the class number.

- \* Verify the swapping information and click Finish Swapping to complete the swap.
- \* The View Results page confirms the swap.

It is your responsibility to verify the accuracy of your schedule

## **STUDENT RESOURCES**

### **Student Accounts, Passwords, and Resources**

All students are provided with passwords in order to utilize the computer system. Verification of student identity occurs through the use of username and password protection. Do not share your password with anyone.

A student's MyClarion username is s\_ followed by their first initial, middle initial (if provided) and their last name up to 12 characters. Your username and initial password are mailed to you upon your enrollment at the university.

For security purposes, you must change your password before you can use your accounts. To do so, go to [www.clarion.edu/computing](http://www.clarion.edu/computing) select "Password Change" from the Web Services list on the right side of the page, then follow the directions for Change Your Password. If you have password problems call the Computing Services Help Desk at 814-393-2640.

For questions computing questions please access [Computer Accounts and Resources](#).

### **MyClarion Student Center**

MyClarion Student Center gives you access to your course history, student account, grades, and financial aid.

### **Desire2Learn (D2L)**

D2L is the learning management system for Clarion University. Orientation, login instructions, and technical help may be obtained at [Desire2Learn](#).

### **Library Services**

Online students have access to multiple library services via the Virtual Library.

### **Clarion University Bookstore**

Online students have access to the [Clarion University Bookstore](#).

## **Online Writing Center**

Online students have access to the writing center. The writing center may be of assistance for APA documentation style, feedback, or your professor suggested the writing center.

## **Student ID Cards**

Distance Education and Web students may obtain a photo ID card following the procedure listed. Because photo identification is required for all new ID cards, and since that is not possible for distance or Web students, the student must provide their full name, Clarion ID number, home address, and phone number for verification along with their photo in jpeg format. E-mail to [dismith@clarion.edu](mailto:dismith@clarion.edu)

## **Math Placement Test**

Every student in the RN-BSN program (and at Clarion University) is required to have a math course prior to graduation. The Math requirement in the RN-BSN program is MATH 221 Statistics. This requirement may be met through transfer of a math statistics course, CLEP of math statistics or taking MATH 221 at Clarion University.

If a lower level math course has not been taken, the student must complete the math placement exam prior to registering for Math 221. Please contact [Ms. Lynne Fleisher](#) to register for the placement exam. The test is completed online.

If the exam is successfully completed, the student will be allowed to register for Math 221. Students failing the placement test will be required to take Math 050 - a non-credit remedial math course as a pre-requisite to MATH 221.

## **Official Transcript Acquisition**

Obtain information regarding [official transcripts](#).

## **Disability Statement**

If you have a disability and would typically request accommodations in traditional classroom settings, there may also be reason for us to discuss the possibility of accommodations for this class. Online courses often present new challenges to full accessibility that are best resolved by early review. All students requesting accommodations must be registered with the Office of Disability Support Services. Please contact [Disability Support Services](#) (DSS) by e-mailing Jennifer May (Coordinator of DSS) at [jmay@clarion.edu](mailto:jmay@clarion.edu) as soon as possible to begin this review process so that all appropriate arrangements can be put in place in a timely fashion.

## APPENDIX A

### AMERICAN NURSES ASSOCIATION SCOPE AND STANDARDS OF PRACTICE (2010)

The Standards of Professional Nursing Practice consists of Standards of Practice and Standards of Professional Performance, which include the following:

#### **Standards of Practice for the Registered Nurse**

##### **1. Assessment** –

Collects comprehensive data pertinent to the healthcare consumer's health or the situation

##### **2. Diagnosis** –

Analyzes the assessment of data to determine the diagnoses or issues

##### **3. Outcomes Identification** –

Identifies expected outcomes for a plan individualized to the healthcare consumer or the situation

##### **4. Planning** –

Develops a plan that prescribes strategies and alternatives to attain expected outcomes

##### **5. Implementation** –

Implements the identified plan

a. Coordination of Care: Coordinates care delivery

b. Health Teaching and Health Promotion: Employs strategies to promote health and a safe environment

c. Consultation: (Advanced Practice)

d. Prescriptive Authority and Treatment(Advanced Practice)

##### **6. Evaluation** –

Evaluates progress towards attainment of outcomes

#### **Standards of Professional Performance for the Registered Nurse**

##### **7. Ethics** –

Practices ethically

##### **8. Education** –

Attains knowledge and competence that reflects current nursing practice

##### **9. Evidence-Based Practice and Research** –

Integrates evidence and research findings into practice

**10. Quality of Practice –**

Contributes to the quality of nursing practice

**11. Communication-**

Communicates effectively in all areas of practice

**12. Leadership –**

Demonstrates leadership in the professional practice setting and the profession

**13. Collaboration –**

Collaborates with healthcare consumer, family and others in the conduct of nursing practice

**14. Professional Practice Evaluation -**

Evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations

**15. Resource Utilization –**

Utilizes appropriate resources to plan and provide nursing services that are safe, effective and financially responsible

**16. Environmental Health**

Practices in an environmentally safe and health manner

## APPENDIX B

### SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

Sigma Theta Tau International is the honor society of nursing and it exists to promote the development, dissemination and utilization of nursing knowledge. Sigma Theta Tau International is committed to improving the health of people worldwide through increasing the scientific base of nursing practice. In support of this mission, the Society advances nursing leadership and scholarship, and furthers the use of nursing research in health care delivery as well as public policy.

Sigma Theta Tau International serves as a link between professional nurses and others, and participates in scholarly endeavors of interest to the health care profession and the public. Its founders believed that love, courage and honor were critical values for leadership in nursing; these values continue to be inherent in all of the association's interactions. Research and scholarly development through Sigma Theta Tau programs and services respond to the ethical, moral, and humanistic issues of society, while also enhancing scientific discovery to shape nursing's responses to societal needs.

Based on a commitment to strengthening nursing and nursing scholarship, Sigma Theta Tau International provides member services through chapter, regional, national and international forums. Programs and services encompass education, leadership, recognition, networking and career development. Respect for scholarly discipline, research and strength through group interaction are fostered in all of Sigma Theta Tau International's activities. Members form a worldwide community of scholars recognizable within the profession and by the public, who act to sustain, support and interpret nursing's development and to provide vision for the future both of the discipline and of health care.

Membership is by invitation conferred on students in baccalaureate and graduate nursing programs demonstrating leadership in nursing and excellence in scholarship, and to qualified college graduates demonstrating exceptional achievement in nursing.

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