

# Defiance College

## RN to BSN ONLINE COMPLETION PROGRAM



## STUDENT HANDBOOK

### 2025-2026

Revised 2/10, 4/10, 8/10, 10/10, 11/10, 8/11, 1/12, 8/14, 5/15, 8/15, 10/15, 12/15, 5/17, 6/18, 8/18, 4/19, 5/2020, 7/2021, 10/2021, 8/2022, 8/2023, 5/2024, 8/2025

## **PREFACE**

This RN to BSN Handbook is designed to share information, procedures, and policies specific to students enrolled in the RN to BSN Online Completion Nursing Program at Defiance College. The information presented will be helpful as you negotiate your way through the program. Our expectation is that you will use this handbook as your first point of reference when you have questions concerning your program of study or academic policies. Please retain this handbook throughout your enrollment in the program.

Another important source of information about student life, events, and resources at the college is available online at [www.defiance.edu](http://www.defiance.edu). The nursing faculty is also prepared to answer your questions, to assist you in planning your academic program, and to advise you as you make postgraduate plans.

You are engaged in an exciting, challenging, and rewarding journey. While the primary responsibility for your success lies with each of you, many individuals stand ready to assist you in your efforts. On behalf of the faculty and the staff of the nursing program, we wish you continued success with your academic journey in earning your baccalaureate degree.

At Defiance College, the RN to BSN Online Completion Program in Nursing is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW Suite 750, Washington, DC 20001, (202) 887-6791

The faculty of the RN to BSN Online Completion Program reserve the right to make and to implement changes in the student policies with notice as needed.



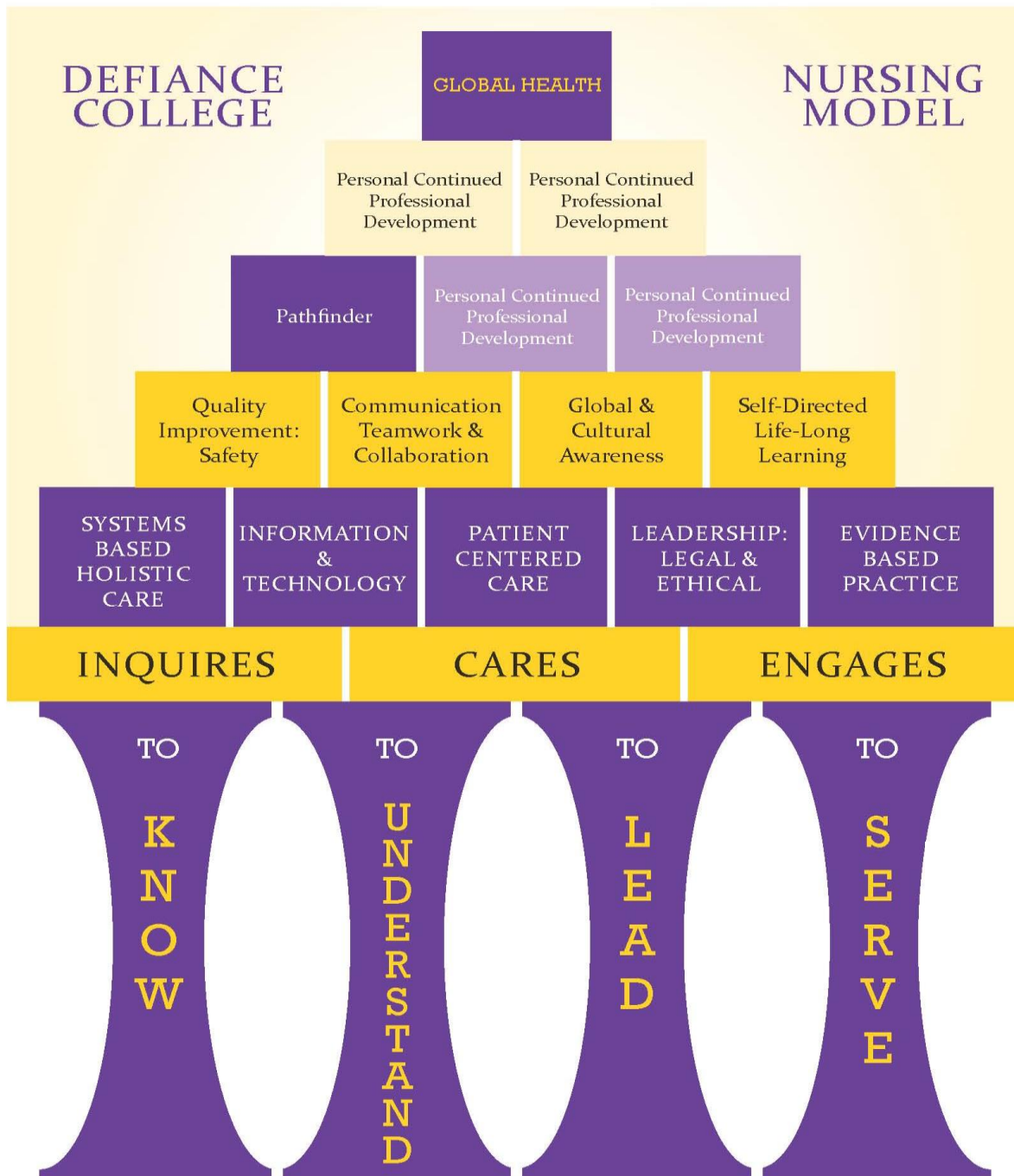
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## **1.0 PURPOSE, ORGANIZATION, AND ADMINISTRATION**



## **Defiance College Bachelor of Science in Nursing Degree Online Completion Program Mission and Learning Outcomes**

**Mission** – The mission of the Defiance College Bachelor of Science in Nursing Degree Online Completion Program is to expand the registered nurse's holistic, intellectual inquiry of evidenced-based nursing practice through education, understanding, leadership, and service.

**Vision** – Defiance College's RN to BSN online completion program will be the RN program of choice to complete their BSN education. Our program is recognized for our professional community involvement and transformational leadership service utilizing evidence-based practice.

### **PROGRAM Major Learning Outcomes:**

1. Develop caring professional values within a legal and ethical framework of nursing practice.
2. Synthesize knowledge from the liberal arts and nursing curriculum to become a provider of care in a safe environment.
3. Practice as a nurse generalist within the framework of diversity.
4. Integrate technology into professional nursing practice.
5. Incorporate effective communication principles to produce positive professional relationships.
6. Establish a foundation for lifelong learning and nursing scholarship.
7. Integrate community nursing concepts as a coordinator of care utilizing the nursing process and critical thinking.

8. Apply nursing research and scientific inquiry to fulfill the leadership role of a nursing professional

## **PHILOSOPHY**

The philosophy of the RN to BSN Online Completion Program reflects the faculty's beliefs about the nature of nursing and nursing education, people and their environment, and health and illness. As autonomous professionals who know and value the necessity of interdisciplinary collaboration, nurse's work with other health care professionals to provide comprehensive care to individuals, families, and communities. Nursing includes assessment, diagnosis, and treatment of human responses to actual or potential health problems and the planning, implementation and evaluation of nursing care. The practice of nursing is based on nursing science, which includes knowledge of principles that govern life processes, the patterning of human behavior, the nature of human beings, and human interaction. The health care needs of individuals, families and communities are defined within the context of personal, cultural and ethnic values, and social systems that influence function and resources. Therefore, a sound liberal and professional education is required to understand the complexity of responses. The need to improve human health and patient care is the stimulus for research into nursing practice.

Professional nurses are committed to the overall goal of health promotion, assisting persons of all ages to attain, maintain, and regain their health, and enhancing the quality of their lives. Dedicated to the care and nurturing of the sick and well in order to help them achieve maximum human functioning, nurses help people achieve and maintain a healthy state, meet their basic needs, adapt to changes in their health status, recover from illness, and die with dignity. Humanistic, ethical and scientific principles drawn from nursing science and other fields form the theoretical base of nursing care for individuals, families, and groups. Individuals, families, and communities retain responsibility for their own health and the right to make decisions regarding health care.

People are complex organisms and human behavior and biological functioning are a result of the interaction between individuals and their environment. Humans are endowed with hereditary qualities that may be influenced in temporary or permanent ways by the interaction with others and the environment. Each person possesses strengths and limitations as a result of the interaction of hereditary and environmental factors and these, in turn, create the biological and behavioral potential.

Scientific principles related to the interplay of the mind, body and spirit form the basis of our understanding of health and illness. Health is a dynamic state in which a person's developmental and behavioral potential is realized to the fullest extent possible. Illness is the alteration of normal biophysical and social-psychological mechanisms.

## **EDUCATIONAL PHILOSOPHY**

The ideal climate for learning is characterized by a sense of purpose, dedication to excellence, models of exemplary scholarship, and collaborative faculty-student relationships. Optimal learning occurs when the faculty and students share a defined purpose within an environment that encourages questioning, exploration, and innovation. The faculty of the RN to BSN Online Completion Program believes that students are responsible for their own learning. Faculty are responsible for providing a learning environment that will help students reach their potential, develop appropriate professional values and behaviors, and commit themselves to life-long learning.

Teaching methods and strategies are chosen with due regard for the level of student, and increasing self-direction is expected. Faculty know and use tested principles of teaching and learning, and they are committed to continued development in the art and skill of teaching. Evaluation of student performance is an important part of the educational process and faculty use established criteria for these evaluations. Faculty help students meet their educational goals while they adhere to program requirements.

Defiance College is characterized by forging intellectual connections and engagement of the mind with the environment, the self with others, and the individual with community, generality with context, and deliberation with action. As a result, students are expected to combine knowledge and understanding with active leadership and service as they develop reasoning abilities, superior professional skills, a well-developed sense of self and moral judgment, and an understanding of the civic roles and responsibilities.

Nursing faculty carry out the interrelated mission of Defiance College – to know, to understand, to lead, and to serve – and through these activities ultimately contribute to the improvement of nursing. In response to changing societal and professional trends and needs, the particular focus of these activities will change as the faculty stay at the forefront of the discipline.

Adapted from:

## Defiance College Conceptual Framework

The conceptual framework supports the curriculum through the integration of 10 key concepts (foundation elements) derived from the four core values: To Know, To Understand, To Lead, and To Serve. The core values and key concepts are supported by a foundation of continuous involved inquiry. The core values provide the structure for curricular assessment while the key concepts further delineate program outcomes. Both the values and concepts show interrelatedness and are best understood through further explanation of each.

### TO KNOW

We believe that the liberal arts form a broad basis for all learning. We affirm that academic excellence demands a committed search for truth, competency in research and other problem solving methods, the ability to synthesize knowledge from many sources, and a capacity for self-directed learning.

**Problem-Solving**– Problem-solving provides the professional nurse with the foundation to critically question, analyze, and solve problems within the healthcare delivery and in the broader realm. It allows the novice and the experienced nurse to utilize knowledge, selectively process, and synthesize information to support the delivery of quality healthcare.

**Research**– The theoretical basis of nursing is firmly rooted in the arts and sciences. As a professional discipline, nursing engages students in liberal arts and scientific inquiry for the understanding of health and healing for all persons. As a science, nursing research provides the foundation of conscientious and judicious healthcare decisions. As a professional nurse, understanding research and using the evidence in practice supports the care of individuals, which is essential for providing the highest quality of care.

**Self-Directed Learner**– As a self-directed learner, the professional nurse is empowered to take more responsibility and educational development. Healthcare is a dynamic environment and professional nurses must seek to grow and develop to provide quality

patient care. Self-direction paves the way for life-long learners to participate in new situations. Based on theory and evidence-based research, self-directed nurses must continue to learn and add to the existing body of nursing and healthcare knowledge.

## TO UNDERSTAND

We provide opportunities for students to perceive and make connections between the intellectual realm and the world. We strive to develop awareness and sensitivity to global interdependence and diverse cultures.

**Global Awareness**– Cultural competency is essential for the professional nurse who will work with diverse population groups. The goal of the RN-BSN online completion program is to educate the professional nurse to be a responsible global citizen who engages in, and supports others, in efforts to alleviate human suffering at the local, national and global level. The professional nurse must understand the differences between differing cultures and provide the best care possible within the constraints of the healthcare system.

**Technology**– As the technology-driven healthcare system continues to proliferate, the professional nurse must develop an appreciation for its application and impact in the clinical arena. In order to be a part of a competent workforce, nurses must have the knowledge and skills to provide safe, efficient and quality driven healthcare through the use of technology. Technology will play a large role as the conduit to patient care in the twenty-first century. As a result, it is imperative that the professional nurse is equipped in its use so that information can be retrieved, analyzed, and evaluated rapidly. The healthcare of the twenty-first century demands personalized, efficient and quality care. The professional nurse must be adept at using their cognitive skills together with their technical skills to make sound decisions that affect quality patient care.

**Communication**– An integral part of the nurse-patient interaction is communication. The professional nurse must be sensitive to and understand the needs of diverse populations in order to develop a caring relationship with the patient. Since communication is both verbal and nonverbal, the nurse must analyze and evaluate the congruency of the communication. The nurse must know when to actively listen and when to ask questions to clarify the information received. Based on the communication, the nurse must develop a plan of action to provide the highest quality care for the

patient. A quality interaction is achieved when a sense of satisfaction and/or positive outcome is attained between the nurse and patient.

## **TO LEAD**

We are committed to the betterment of the community, the nation, and the world through the development of leadership skills and abilities. We create opportunities for students to initiate and facilitate beneficial action within and outside the classroom, and to encourage self-reflection on the role of the dedicated leader.

**Professionalism**– Professionalism is an essential component of the baccalaureate-prepared nurse. As such, then faculty is committed to cultivating educational experiences that center on the professional values of altruism, independence, human dignity, integrity, and social justice. It is expected the professional nurse will embrace the uniqueness of nursing's various roles and utilize the knowledge of research, leadership principles, autonomy, self-regulation, moral code, and service to others in order to advance the practice of nursing.

**Leadership**– For the professional nurse, leadership begins at the bedside in the clinical setting where evidence-based practice empowers the nurse. At lower rungs of the career ladder, the professional nurse often makes suggestions about scheduling and conducts in-service training for others. As nurses advance up the career ladder, they lead others in the leader-follower scenario. Nurse leaders pave the way for others to deliver quality patient care. In transformational leadership, professional nurse leaders assess situations and implement changes as needed. Nurses must rise to leadership positions in healthcare to advance the art and science of nursing.

## **TO SERVE**

We encourage our students to be of service to their fellow students, their chosen fields of study, their communities and the world. We provide opportunities for students to transform society through civic engagement along with application of their knowledge and their understanding of service.

**Service Engagement**– The professional nurse will learn to understand, appreciate, and have the skills to interact with other cultures. The professional nursing student will be a

part of the culture at Defiance College where there is a strong foundation for educating citizens for lives of service and leadership. The nurse will actively engage in service learning and provide care to diverse populations.

**Pathfinders**– The professional nurse will continue to grow beyond boundaries. As a paradigm pioneer the nurse will explore new opportunities for delivering healthcare to diverse populations. Being a pathfinder, as a nurse will require the ability to discover, analyze and evaluate old and new situations in order to provide quality healthcare.

## **American Nurses Association**

### **Provision of the Code of Ethics for Nurses**

According to ANA, the Code “is foundational to nursing theory, practice, and praxis in its expression of the values, virtues, and obligations that shape, guide, and inform nursing as a profession,” and it serves the following purposes:

- It is a succinct statement of the ethical values, obligations, duties, and professional ideals of nurses individually and collectively.
- It is the profession’s non-negotiable ethical standard.
- It is an expectation of nursing’s own understanding of its commitment to society.
  1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
  2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or population.
  3. The nurse promotes, advocates for, and strives to protect the rights, health, and safety of the patient.
  4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
  5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
  6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
  7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
  8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
  9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

The American Nurses Association (2015). Code of ethics with interpretive statements, The Publishing Program of ANA.

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

## **RN TO BSN ONLINE COMPLETION PROGRAM DESCRIPTION**

The major in Nursing at Defiance College leading to the BSN degree is an Online Completion Program designed for Associate Degree prepared nurses or Diploma prepared nurses who graduated from an accredited nursing program and have current active RN licensure. Students must also have a GPA of 2.5 or higher to be admitted into the program. Students must complete the required Defiance College general education courses as well as the required nursing classes. The program will be offered in a fast track program to accommodate various working schedules. Courses are offered in an online format. Baccalaureate prepared nurses have a broad base of learning that combines the technical aspects of nursing with the leadership skills necessary to lead in today's dynamic health care environment. Students will gain additional knowledge in the liberal arts and take nursing courses to prepare them for leadership positions.

## **PROFESSIONAL STANDARDS AND CONDUCT**

The American Nurses Association (ANA) provides guidance regarding what constitutes professional conduct in documents such as the ANA Code for Nurses, and the ANA Standards of Clinical Nursing Practice. Defiance College RN to BSN students are responsible for conducting themselves in accordance with these professional standards. Professional conduct is manifested by behaviors that embody the values of nursing including integrity, regard for self and others, respect, and responsibility. *Professional misconduct* includes activities that undermine the values of nursing. These professional standards augment the behavioral expectations for all students at Defiance College as stated in the *Defiance College Student Handbook*.

Students in the RN to BSN Online Completion Program are expected to:

- Treat others with respect in all areas of the clinical and academic setting.
- Facilitates an online environment and clinical setting that promotes learning and allows faculty to educate nursing students.
- Comply with the directives of a college official.
- Comply with requirements of the RN to BSN Online Completion Program as outlined in the current Defiance College Undergraduate Catalog.
- Comply with the Code of Student Conduct.

- Arrive punctually and prepared for clinical and other academic experiences or inform appropriate individuals in a timely fashion if unable to attend.
- Refrain from performing any technique or procedure for which they are unprepared by education or experience and without faculty or preceptor approval.
- Accurately identify and represent self as a Defiance College RN to BSN student in all professional and clinical settings.
- Communicate academic and clinical information in a truthful, timely, and accurate manner.
- Abstain from the use of alcoholic beverages, illicit substances and/or any substance that may impair judgment while in the academic and clinical setting.
- Identify variables in own health state that would impair clinical performance and arrange for substitute clinical experiences as needed.
- Accept the moral, ethical and legal responsibility for own actions.
- Maintain patient/client confidentiality in all written, verbal, and non-verbal communication.
- Serve all patient/clients impartially and accept no personal compensation from those entrusted to their care.
- Strive for excellence by maintaining and promoting integrity, truthfulness, and honor in all aspects of academic and clinical responsibilities.
- Uphold school policies and regulations related to academic and clinical performance.
- Refrain from any deliberate action or omission of care in the clinical setting that creates risk of injury to the client, self, or others.
- Refrain from any deliberate action in the academic setting that creates risk of injury to self or others.
- Provide care for the client in a timely, compassionate, and professional manner.
- Promptly report known violations of any professional standard to the RN to BSN Online Completion Program Director at Defiance College.

Students in the RN to BSN Online Completion Program are licensed to practice nursing in their home state. As a professional nurse, all students in the program are responsible for the current rules and regulations of their home state's Board of Nursing.

## COLLEGE STUDENT COMPLAINT POLICY

Defiance College is required by North Central Association of Colleges and Schools to maintain a record of written student complaints filed with the office of the President, the Academic Dean, and the Dean of Students. Such complaints must be written and signed by a student of Defiance College. The record will include information on the resolution of the complaint. Though the college is required to share this record with North Central Association, the anonymity of the complainant and others mentioned in the complaint is protected unless a release is signed by the complainant. The complaint form can be found on the next page.

### RN to BSN STUDENT FORMAL COMPLAINT POLICY

**Procedure:** This procedure applies to any case in which a student has a complaint about the nursing program that is not related to grades, or any matter inherent in the academic freedom of an instructor (syllabus or contents of a course).

1. If at all possible, the complainant is encouraged to direct the problem to the person whose actions he or she has found to be objectionable. The student may seek the assistance or advice from any faculty or administrator of the program on how to equitably solve the problem.
2. If the problem cannot be resolved by an informal discussion between those involved, the student should submit a written description of the complaint to the program director on the RN-BSN Complaint Form (Page 18). The form should be signed by the complainant and brought to the attention of the director as soon after the action giving rise to the complaint as possible.
3. The program director will investigate the complaint and will respond to the complainant within ten business days from receiving the Complaint Form. If the program director cannot facilitate a resolution of the complaint with all parties involved, then the complaint shall be forwarded to the Academic Dean's office (See Defiance College Catalog for policy and procedure).



## **NURSING PROGRAM**

### **RN-BSN Complaint Form**

This form is used as part of the formal written complaint process and follows the policy set forth in the College Catalog.

#### *Complainant Information*

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### **Nature of Complaint** (include complete names of person(s) involved)

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#### **Director Recommendation**

Director Comments:

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Director's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **2.0 ADMISSION REQUIREMENTS & CURRICULUM**



# **American Association of Colleges of Nursing (AACN)**

## ***Essentials of Baccalaureate Education for Professional Nursing Practice***

The American Association of Colleges of Nursing (AACN) *Essentials of Baccalaureate Education for Professional Nursing Practice* (2008) was used to guide course development for the RN to BSN Completion Program. These essentials emphasize concepts such as patient centered care, interdisciplinary collaboration, evidence based practice, quality improvement, patient safety, informatics, clinical reasoning, critical thinking, cultural sensitivity, professionalism and practice across the lifespan in a health care system that is constantly changing with clients who are complex in their needs. The AACN essentials are as follows:

### **Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice**

- A solid base in liberal education provides the cornerstone for the practice and education of nurses.

### **Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety**

- Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

### **Essential III: Scholarship for Evidence Based Practice**

- Professional nursing practice is grounded in the translation of current evidence into one's practice.

### **Essential IV: Information Management and Application of Patient Care Technology**

- Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

### **Essential V: Health Care Policy, Finance, and Regulatory Environments**

- Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

## **Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes**

- Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

## **Essential VII: Clinical Prevention and Population Health**

- Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

## **Essential VIII: Professionalism and Professional Values**

- Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

## **Essential IX: Baccalaureate Generalist Nursing Practice**

- The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
- The baccalaureate graduate understands and respects the variations of care, the increased complexity and the increased use of healthcare resources inherent in caring for patients.

Reference:

American Association of Colleges of Nursing (2008). *The Essentials of Baccalaureate Education for Professional Nursing Practice*. Retrieved 9/29/09 from [www.aacn.nche.edu/Educational/pdf/BaccEssentials08.pdf](http://www.aacn.nche.edu/Educational/pdf/BaccEssentials08.pdf)

## **RN TO BSN ADMISSION REQUIREMENTS**

- A completed Defiance College application for admission
- An official transcript from each college or university attended
- Associate degree or diploma in nursing from an NLN accredited institution
- Valid and unencumbered registered nursing license ( For new graduates, licensure is required before the first clinical course)
- A minimum Grade Point Average of 2.5 on a 4.0 scale on all prerequisite courses
- Maintenance of a “C” or above in all prerequisite courses
- Courses taken at other colleges may be used to satisfy prerequisite requirements.

### **For International Applicants: (Must meet requirements listed above).**

- Diploma from an accredited foreign nursing school and evidence of academic proficiency
- Minimum of two years full-time nursing work experience in the United States, preferably in a hospital setting
- Successful completion and passing score on the National Council Licensing Exam (NCLEX)
- Proficiency of English language skills both written and oral
- Minimum required TOEFL score of 527 (paper-based); 197 (computer-based); or 71 (Internet based) with a score of at least 23 on the speaking portion of the exam

### **Admission Decision**

Each candidate for admission is reviewed individually with careful consideration given to academic records, test scores, autobiographical statements, and the ability to benefit from and contribute to the opportunities offered at Defiance College. Defiance College does not engage in illegal discrimination against prospective students because of race, color, creed, gender, national and ethnic origin, or disability. Defiance College reserves the right to deny admission to any applicant in the best interest of the student or institution.

## RN TO BSN CURRICULUM ONLINE REQUIREMENTS

Defiance College offers a challenging academic environment enhanced by undergraduate research, creative expression, and real-world professional experience. An online classroom environment based in the liberal arts is the centerpiece from which students form connections and discover new ways of viewing and exploring the world.

### **Defiance College General Education requirements:**

- GLST 100 World Issues (3)
- COMM 120 Intro to Human Communication (3)
- ENGL 125 Composition I (3)
- ENGL 225 Composition II (3)

**\*A course from each of the following five electives areas must also be fulfilled for all students pursuing a Bachelor of Arts or Bachelor of Science degree program (16.0 hours)**

- **CLO CEA: Creative and Expressive Arts:** The student will have the ability to describe cultural production using an established aesthetic theory. (COMM 130, DSGN 110, DSGN 111, DSGN 114, DSGN 114, ENGL 220, ENGL 275, MUS 110, MUS 230, MUS 231, MUS 232, THEA 205, THEA 405)
- **CLO HPM: Historical, Political, and Multicultural Perspectives:** The student will have the ability to describe historical, political, or multicultural issues, concepts, or theories. (COMM 245, COMM 250, ENG 325, GLST 110, GLST 300, GLST 350, HIST 201, HIST 202, HIST 204, HIST 205, HIST 207, REL 201, REL 211, REL 212, REL 370, REL 267, SWK 265)
- **CLO QR: Quantitative Reasoning:** The student will have the ability to utilize quantitative data to obtain and apply an appropriate conclusion when addressing a selected problem. (BUS 212, ESCI 256, MATH 105, MATH 106, MATH 110, PSY 230, SWK 230)
- **CLO SK: Scientific Knowledge:** The student will have the ability to comprehensively and objectively analyze and evaluate appropriate data (e.g., issues, texts, artifacts, and events) and develop an informed conclusion (Any required biological or physical science course with lab OR BIO 113 or CHEM 113)
- **CLO SBS: Social and Behavioral Sciences:** #1-The student will have the ability to describe findings and theories in at least one area of social or behavioral science. #2-The student will have the ability to describe the scientific method and how it can be used to assess human behavior and/or interaction. (ECON 201, ECON 205, PSY 110, or SOC 120)

### **Nursing Major Requirements:**

- All nursing courses are 8 week online courses
- Must have an unencumbered RN license in the state in which you practice before starting clinical course
- Must have and maintain a GPA of 2.50 or better and a C in all major nursing major courses to apply and remain in the RN to BSN Online Completion Program
- Any course a student earned below a C will need to be repeated using Academic Second Chance
- 120 total credit hours are needed for graduation (includes transfer credits)
- 30 residency hours are required
- Some General Education courses will be offered the first 6 weeks of summer as needed
- Some Nursing Major Courses will be offered 8 weeks in the summer as needed
- Classes with less than 3 registrants may be cancelled
- Often, Comp I is required by AA, AD or Diploma programs. However, if Comp II was not taken, it is a requirement for the RN to BSN completion program.

### **Nursing Core Requirements:**

- NRS 365 Nursing in a Globalized World (3)
- NRS 380 Nursing Informatics (3)
- NRS 400 Nursing Transitions (3)
- NRS 415 Nursing Research (3)
- NRS 475 Community Health Nursing (3)
- NRS 476 Community Health Nursing Clinical (3) (40 clock hours, 40 simulation hours)
- NRS 480 Nursing Leadership and Management (3)
- NRS 498 Nursing Leadership Capstone (3) (80 clock hours)

**\*The Student must receive a “C” grade in all nursing courses or they must be repeated, using Academic Second Chance**

## **NURSING COURSE DESCRIPTIONS**

### **NRS 365 Nursing in a Globalized World (3)**

This course will focus on the global aspects of health care delivery. Country comparisons will be completed and students will provide an analysis of a selected country's health care system. The U.S. health care delivery system will be studied in relation to its increasing diverse population groups. Administrative, workforce, client, and funding issues will be addressed.

### **NRS 380 Nursing Informatics (3)**

This course will review the evolution of nursing informatics and beginning concepts used in the management and processing of data, including the information and knowledge to support nursing practice. Students will be introduced to the hardware, software, databases and communication systems. Concepts related to information literacy, computerized information systems, evaluation of online health resources, issues and trends in informatics and emerging technologies will be explored.

### **NRS 400 Nursing Transitions (3)**

This course is designed for the RN who is making the transition to baccalaureate nursing. The course focuses on gathering, analyzing and synthesizing information obtained in the delivery of health care and on looking beyond the medical field into other areas that may impact the health and well-being of clients.

### **NRS 415 Nursing Research (3)**

This course focuses on nursing research in the context of evidence-based practice. Nursing theories and nursing literature will be examined in the relationship to nursing practice. Students will be expected to critically evaluate articles in the nursing literature. Ethical considerations will also be discussed.

### **NRS 475 Community Health Nursing (3)**

This course focuses on maintaining the health and well-being of individuals and groups of individuals. Topics for discussion include a collaborative approach to health care, transcultural nursing, health promotion activities, quality assurance and the evolution of community nursing.

**NRS 476 Community Health Nursing Clinical (3)**

This course is the clinical component of Community Health Nursing. It will include clock hours of clinical that are in alignment with CCNE accreditation standards and take place within the students' local health department. The nursing program will secure a clinical site for the student within their state of nursing practice. It will include a formal paper including data from the community's assessment and a clinical project agreed upon by the agency and the student to serve the needs of an underserved population. A formal paper and a presentation are required. Agency requirements may incur additional fees.

**NRS 480 Nursing Leadership and Management (3)**

This course focuses on managerial and leadership principles in the health care setting. Topics for discussion include strategic planning, organizational structure and culture, communication, conflict resolution, budget planning and evaluation, human resource issues, power and politics, and teambuilding.

**NRS 498 Nursing Leadership Capstone (3)**

This course is a final measure of the nurses knowledge, Skills, and Attitudes of the professional nurse in a health care setting. Under the direction and mentoring of a Chief Nursing Officer (CNO) the following leadership and management skills will be observed: strategic planning, organizational structure and culture, communication, conflict resolution, budget planning and evaluation, human resource issues, power and politics, teambuilding and working with collaborative multidisciplinary teams. The nursing program will secure a clinical site for the student within their state of nursing practice and the student will be responsible for working with the CNO to include clock hours of clinical that are in alignment with the CCNE accreditation standards and working with the CNO for a PICOT project (Population/Patient, Intervention/Indicator, Comparison/Control, Outcome, and Time). This is to be agreed upon by the CNO and nursing student. A final paper and presentation of the PICOT project is required. Prerequisite: This is to be the capstone and should therefore be scheduled as the last course in the student's final term. Agency requirements may incur additional fees.

## **AWARDING OF DEGREES**

A student who satisfactorily completes the graduation requirements listed below and who is approved for graduation by the faculty and trustees will receive the Bachelor of Science in Nursing degree (BSN). In order to qualify for graduation students must declare their intention to graduate by completing a graduation application, which can be obtained in the Registrar's Office and on the Defiance College website. Applications must be submitted to the Registrar's Office at least one semester in advance of the last semester of enrollment. To receive their degrees, students must discharge all financial obligations to the College, including completing exit loan counseling, if applicable. A full-time student normally is subject to the requirements in the catalog current at the time of entrance, provided a degree is completed within five calendar years of entrance.

## **BACCALAUREATE DEGREE REQUIREMENTS**

Each student must work with an academic advisor to develop a program of study which meets the following requirements:

- Satisfactory completion of 120 semester credits.
- Must have and maintain a GPA of 2.50 or better and a C in all major nursing courses to apply and remain in the RN to BSN Online Completion Program
- Completion of the general education requirements.
- Completion of the last 30 credits at Defiance College, or 45 of the last 60 credits, unless special exception is given in writing by the Academic Dean.
- Completion of 24 credits in courses numbered 300 or above.
- Completion of a major field of study.

A student who wants to complete more than one major must complete a minimum of 18 hours of additional courses that do not fulfill a minor or any other major the student is completing.

Students may wish to seek a minor in an academic discipline. A minor consists of a minimum number of 18 credits as prescribed by the academic area. Any second major or second minor will be charged full tuition fees and must be declared upon enrollment into the RN to BSN Online Completion Program.



### 3.0 ACADEMIC ADVISING



## **ACADEMIC ADVISING**

Defiance College provides close attention to individuals. At the core of this individual concern is the advisory system and access to professors. Once students have been admitted to the RN to BSN Online Completion Program, they will be assigned a faculty advisor.

Academic advising for students in the RN to BSN Online Completion Program will be provided by the Program Director or Nursing faculty member and will attempt to ensure prompt service and attention to each student's needs.

**Director of Nursing**

**Dr. Heidi DeSota, DNP, RN**

(419) 783-2372

[hdesota@defiance.edu](mailto:hdesota@defiance.edu) or [Nursing@defiance.edu](mailto:Nursing@defiance.edu)

Office: Tenzer, Room 101

## **4.0 CLINICAL POLICIES**



# **CLINICAL POLICIES**

## **RN LICENSURE**

As an unencumbered licensed nurse, students in the RN to BSN Online Completion Program will be subject to the rules and regulations as defined by their home state's Nurse Practice Act. In the unlikely event that an infraction occurs in the clinical setting while in the role of a student, the Defiance College nursing faculty is required to report the incident to the appropriate State Board of Nursing.

## **HEALTH REQUIREMENTS**

Health requirements are necessary for students for the protection of their own health as well as for that of the patients, clients and other health care workers for whom they will be in contact with while in the nursing program. The health requirements in place for students are those requirements set by the health care agencies where students will most likely be for the clinical aspect of the nursing courses. As agency health requirements change, health requirements for students enrolled in the RN to BSN program may also change. Some health requirements require a YEARLY update and it is the student's responsibility to assure that the tests are completed and added to their Watermark's Taskstream e-Portfolio with access given to the nursing administrative assistant, Cathy Behringer. Health requirement documentation that requires a physical address should be sent to Defiance College at the attention of Cathy Behringer, and will then be stored in Tenzer Nursing Office, Room 101.

**If health requirements are not met, students will not be permitted to engage in clinical course work.**

The health requirements include:

1. Verification of DPT(Diphtheria, Pertussis & Tetanus) immunization within the past ten years;
2. Verification of immune status or vaccine administration for the following infectious diseases:
  - a. Hepatitis B
  - b. Mumps
  - c. Rubella
  - d. Rubeola
  - e. Varicella

3. Mantoux TB Test. If there is a history of a positive PPD, then a chest x-ray is required.
4. Current Influenza Vaccination
5. COVID-19 Vaccine, if required by Precepting Agency.

Students who are pregnant or think they are pregnant should report their condition to the faculty member teaching the course. Some health requirements may be waived for pregnant students or for individual students whose situations may warrant such action.

## **CRIMINAL BACKGROUND CHECK**

Students are required by state law to complete a criminal background check. Students must be fingerprinted before they begin their initial clinical experience for the purpose of identifying those who may have a criminal record. Students with a criminal record may be denied the ability to participate in clinical study based on agency and Defiance College policies.

Background checks from current or previous employers **will not be accepted** due to the contractual agreements the college has with the clinical agencies.

## **MANDATORY DRUG SCREENING**

All students enrolled in a clinical course are required to provide a sample for a urine drug screen. This is a requirement among agencies that accept our students for clinical experience. No other previous drug screen results will be accepted. Students who have not completed a drug screen will NOT be permitted in any clinical setting. The program director and clinical faculty member will be notified of students who are non-compliant. Should a student's drug screen be positive, the student must have another drug screen completed within 24 hours at an agreed upon lab, and the results should be sent to Director of Nursing at Defiance college. If positive results are obtained, the student will not be able to attend clinical. Students will be responsible for the cost of drug screening, both initial and follow-up, if necessary.

**Drug screenings from current or previous employers will not be accepted due to the contractual agreements the college has with the clinical agencies.**

# **RN TO BSN STUDENT POLICY REGARDING IMPAIRED PRACTICE INVOLVING SUBSTANCE ABUSE**

## **OVERVIEW**

Substance abuse is a universal health problem affecting all segments of society, including the profession of nursing. RN students' use and abuse of substances not only compromises their educational process but also their ability to provide patient care.

The RN to BSN Online Completion Program director and faculty have the responsibility to educate students who will be responsible, professional, and knowledgeable nurses who provide quality health care. Students with impaired practice involving substance abuse are incapable of providing this care. Therefore, it is imperative that students with impaired practice be identified and referred for evaluation and treatment of their substance use/abuse problems. Specific criteria for identification of a student with impaired practice are listed in the identification and documentation section of this policy. The purpose of this policy is to establish a process to facilitate the identification and management of RN student abuse problems within the RN to BSN Online Completion Program. This policy is in addition to the "Substance Abuse Policy" in the Defiance College Student Handbook and Planner.

## **IDENTIFICATION AND DOCUMENTATION OF STUDENTS WITH IMPAIRED PRACTICE**

Faculty of the RN to BSN Online Completion Program have a professional and ethical responsibility for the identification, documentation, and referral of students suspected for having an impaired practice to the nursing program director. Confidentiality for every student is to be maintained throughout the entire process. Identification of a student with possible impaired practice is based on a pattern of observed and/or objective behaviors that may indicate substance use and/or abuse. This pattern of behaviors includes the violation of professional standards policy, alcohol on breath, cognitive impairment, slurred speech, motor incapacity, absenteeism, tardiness, and inconsistent performance.

Specific information based on behaviors arising from impaired practice must be documented in the student's academic and/or clinical record. Faculty involved in the identification of a possible substance use/abuse problem must initially meet with the student. A subsequent meeting will then occur between the student, faculty involved in

the identification of the problem, and the director of the RN to BSN Online Completion Program. After this meeting, it is the responsibility of the program director to review written materials regarding a student who is suspected and/or identified as having an impaired practice.

The director of the RN to BSN Online Completion Program is also responsible for any additional or continued action necessary for each student case. Any student who is identified and verified as having a substance use/abuse problem will not be allowed in a clinical area as long as the use/abuse continues. The director of the nursing program has the responsibility to determine whether the re-entry of the student into clinical and/or academic settings can occur.

## **EVALUATION OF STUDENT PROGRESS**

A student may be granted re-entrance into the clinical area, one time only, upon completion of his or her treatment program(s) with written permission from the person or facility where the treatment occurred. The director of the RN to BSN Online Completion Program is responsible for the review of documentation regarding re-entry of the student into the clinical areas. Documentation will be stored in the student's file in Tenzer Hall 101, Nursing Office. Any student identified as having impaired practice more than once will be asked to leave the RN to BSN Online Completion Program at Defiance College.

## **SUBSTANCE ABUSE POLICY (Taken from the Student Handbook) with Nursing addition:**

Defiance College complies with the Drug Free Schools and Communities Act of 1989. Every Defiance student has agreed to abide by the policies and standards of the College as defined by the most current edition of the student handbook in signing the application for admission. Failure to adhere to these policies and standards will result in judicial action up to and including suspension, dismissal, and possible referral for prosecution. In addition to the policies and standards outlined in the student handbook, municipal, state, and federal laws clearly outline penalties for the illegal use, possession or distribution of alcohol and drugs.

**Drugs:** Since the primary objective of Defiance College is to contribute to the growth and development of the student, the college strives to maintain an environment free from conditions that might prove harmful. The behavior resulting from the misuse of drugs can endanger both the individual user and others. To the extent that a student seeks refuge through the misuse of drugs, efforts to enrich life through other activities are reduced. Because the abuse of drugs often limits one's full participation in, and contribution to the total college experience, it is incompatible with the educational process and inconsistent with the basic purpose of an academic community.

The use and abuse of drugs can be dangerous to your personal health as well. Drugs are natural and synthetic chemical substances, which can affect your body and its process, your mind and nervous system, and your behavior and feelings. Drugs can destroy a healthy body and mind in these ways: damage to vital organs and bone marrow, malnutrition, AIDS, Hepatitis, and mental illness.

**Drug Policy:** The possession, distribution, cultivation or use by any student of any narcotic or hallucinogenic drug, including marijuana and steroids, in either the refined or crude form, except under the direction of a licensed physician, are prohibited. Students charged with violating the drug policy will be referred to the Director of Nursing. Appropriate judicial action may be taken. The college will inform the appropriate law enforcement agencies when necessary. If the RN-BSN student is a resident on campus, the office of Student Life will be notified.

**Alcohol:** The College allows the possession and consumption of alcohol by of-age individuals under very narrow and specific circumstances, as described in the Alcohol Policy (refer to the Student Handbook). This policy exists to ensure the responsible use of alcoholic beverages by Defiance College students.

**Procedures for Treatment:** Defiance College is concerned about the use and/or abuse of illicit drugs and alcohol on campus and in off-campus housing. In every way possible, we will assist a student experiencing difficulties with abuse or addiction in obtaining professional help, either through the student's personal doctor or through local agencies. All information reaching the Director of Nursing will be investigated for its validity and will be treated confidentially.

### **RN to BSN SUBSTANCE ABUSE POLICY**

In order to see that our drug and alcohol policy is implemented and at the same time protect individual civil rights, the Director of Nursing will employ the following procedures when a report indicating possible drug or alcohol dependency is filed.

1. Appraise student of the report
2. Deny student entry into clinical. Notify the family doctor and sign a release of information.
3. If a second test is positive the student will not be able to attend clinical and will need to withdraw from the nursing program until proof of treatment. Before re-entry the student will need to obtain a negative drug screen and a release from the doctor stating they are safe to practice nursing.

## PROFESSIONAL LIABILITY AND HEALTH INSURANCE

All RN to BSN students are required to have professional liability insurance in the minimum amount of \$1,000,000/occurrence and \$3,000,000/ aggregate. Defiance College requires that all students carry health insurance through a family, employment, or student policy (See Defiance College Student Handbook & Academic Planner).

## CARDIO-PULMONARY RESUSCITATION (CPR) CERTIFICATION

Students need to be certified in CPR before they can participate in clinical course work. It is up to each student to make sure that evidence of CPR certification is provided.

**The only certification that is acceptable:**

\*American Heart Association, BLS for the Health care Provider (good for 2 years)

## HIPAA TRAINING POLICY

Every student in the RN to BSN program is required to read and electronically sign a Health Insurance Portability and Accountability Act (HIPAA) form at Defiance College through Moodle and may need further training regarding HIPAA prior to beginning clinical experience at individual facilities.

## STATEMENT OF CONFIDENTIALITY

Students in the RN to BSN Completion Program *may be required* to sign a statement of confidentiality in order to gain access to clinical facility records. In signing this form, students are agreeing that all information made available to them will be held confidential and that they will not divulge any information of an identifiable nature.

## **STUDENT DRESS CODE POLICY**

The dress code policy for students is a policy established by the RN to BSN program director. All students must adhere to the dress code policy when in a facility for clinical work.

1. Dress should be professional in the business casual style or in clean scrubs.
2. White lab coats with Defiance College identification badge should be worn at the clinical facility and DC ID card on person.
3. Jewelry may be worn, but not interfere with clinical work or present a safety hazard to the student. Facial piercing jewelry (i.e., eyebrows, nose, tongue, lip, etc.) is prohibited.
4. Hair must be clean and neatly groomed and controlled. Extreme styles are not permitted.
5. Facial hair must be kept neat and well-trimmed.
6. Nails must be neat, clean and support the functional use of hands and fingers. Extreme color or decorative designs are not acceptable.
7. Tattoos must be inconspicuous or covered.

## **IDENTIFICATION BADGES**

All students in the RN to BSN program will wear an identification badge which identifies them as a Defiance College student and a RN. Each student will also carry their Defiance College identification card on their person.

## **CLINICAL PLACEMENTS**

Preceptors are clinical expert nurses who have preferably earned, at a minimum, the BSN degree and have two years of experience. As healthcare and community-based resources, preceptors contribute significantly to the BSN students' learning and professional socialization. Preceptors and faculty work collaboratively to maximize potential for student learning. It is the responsibility of the DON/Course Faculty to secure clinical sites for students; however, students have the ability to contribute in choosing their own preceptor in the clinical courses. The DON at DC will send a list of possible sites to students and they will have 1 week to respond with their top 3 choices. The student can also identify another site/preceptor not on the list and the DON will contact the agency to initiate an Education Affiliation Agreement and attempt to secure the site/preceptor.

# RN TO BSN ONLINE COMPLETION PROGRAM STUDENT CHECKLIST FOR PRE-CLINICAL REQUIREMENTS

The pre-clinical requirements **must be completed prior to the start of the semester in which you begin clinical and must be maintained** throughout your clinical experiences. Please contact the Director of Nursing if you have additional questions.

Use the following chart as a reference guide to complete or update the requirements prior to the start of your first clinical course.

|                                                                                                                                                                                                                                                 |                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <b><u>Immunizations:</u></b> Mantoux TB test*, DTP, Hepatitis B, Mumps, Rubella, Rubeola, Varicella, <i>Yearly</i> Influenza Vaccine<br><small>*If Mantoux TB test is positive, you may need a chest x-ray, or whatever agency requires</small> | <input type="checkbox"/> Completed Date(s) _____   |
| <b><u>Immunization:</u></b> COVID-19*<br><small>*Based on Precepting Agency Requirement</small>                                                                                                                                                 | <input type="checkbox"/> Completed Date(s) _____   |
| <b>10 panel Urine Drug Screen</b>                                                                                                                                                                                                               | <input type="checkbox"/> Completed Date _____      |
| <b>Criminal Background Check (FBI)</b><br><b>**code is 4723 09</b>                                                                                                                                                                              | <input type="checkbox"/> Completed Date _____      |
| <b>DC Student ID Badge (will be mailed to you)</b>                                                                                                                                                                                              | <input type="checkbox"/> Completed Date _____      |
| <b>BLS Certification and expiration date</b> <br><small>(must be active through clinical &amp; capstone)</small>                                             | <input type="checkbox"/> Completed Exp. Date _____ |
| <b>HIPAA Statement Signed at DC</b>                                                                                                                                                                                                             | <input type="checkbox"/> Completed Date _____      |
| <b>Professional Malpractice Insurance \$1,000,000/\$3,000,000</b><br><small>(must be active through clinical &amp; capstone)</small>                                                                                                            | <input type="checkbox"/> YES    Exp. Date _____    |
| <b>Unencumbered R.N. License</b>                                                                                                                                                                                                                | <input type="checkbox"/> YES    Exp. Date _____    |
| <b>NRS 476: Preceptor Name, Agency and Phone Number</b>                                                                                                                                                                                         | <input type="checkbox"/> YES _____<br>_____        |
| <b>NRS 498: Preceptor Name, Agency and Phone Number</b>                                                                                                                                                                                         | <input type="checkbox"/> YES _____<br>_____        |
| Please send to Nursing Program Director at Defiance College, Attn: Nursing Program, 701 N. Clinton St., Defiance, OH 43512 or email to Dr. Heidi DeSota ( <a href="mailto:hdesota@defiance.edu">hdesota@defiance.edu</a> )                      |                                                    |

## COVID-19 POLICY

Defiance College does not currently require Covid-19 vaccinations. However, some activities such as field experiences, internships, experiential learning activities, or programs of study (i.e., nursing) may require vaccination to participate due to external institutional requirements. Defiance College's Covid-19 vaccination policy does not supersede their requirements when on those sites. If Defiance College students choose to participate in off-site activities they need to adhere to the safety guidelines of those external institutions.

## CLINICAL ABSENCE POLICY

Clinical or Capstone hours must be negotiated between the student and the agency. Completion of 40 Clinical/Capstone hours is required. If a student is absent for agreed upon clinical/capstone hours, the student is responsible to re-negotiate those hours with the agency. It is the student's responsibility to notify the agency of an absence **at least 2 hours in advance** unless it is an emergency.

## CLINICAL INCIDENT POLICIES

**ILLNESS** – In the event that a student in the RN to BSN Online Completion Program becomes ill during his or her clinical study, the preceptor shall refer the student to their private physician for treatment. If the student's condition is one that warrants treatment in an Emergency Department, the preceptor, or designee, shall assist the student to the Emergency Department following the policy of the institution. The Defiance College course faculty and RN to BSN Online Completion Program director will be notified. All medical costs for treatment are the responsibility of the student.

**NEEDLE STICK OR RELATED INJURY POLICY** – Should a needle stick or related injury occur at a clinical facility, the incident should be reported to the preceptor and agency personnel, course faculty and nursing program director. Agency/facility policy for such injuries shall be followed. Any follow-up treatment or testing expenses that are incurred are the responsibility of the student.

# **POLICY AND GUIDELINES FOR THE PREVENTION AND MANAGEMENT OF INFECTIOUS DISEASES**

**INTRODUCTION** – During the performance of clinical practice, students may have contact with patients or others with infectious diseases. This contact may place the student at risk for exposure to an infectious agent and may result in an infectious disease being transmitted to others. The American Association of Colleges of Nursing (AACN) and the nursing faculty at Defiance College recognizes individual rights, voluntary testing, and the confidentiality of test results of students and those whom they are in contact with during clinical learning. This being said, students can be reasonably protected from the risk of contracting and transmitting an infectious disease in the course of nursing practice with appropriate education, skills, training, and immunizations. Licensed RN students are expected to have the necessary basic science content, pathophysiology, epidemiology and standard precaution information necessary to provide safe care to patients and protection for themselves.

## **DISCRETIONARY VACCINATION/TESTING**

**INFLUENZA:** Influenza vaccination is required for all RN to BSN Online Completion Program students annually. Contact Director of Nursing if you have any questions.

**MENINGOCOCCAL MENINGITIS:** College freshmen, particularly those who live in dormitories, are at a small increased risk for meningococcal disease relative to other persons their age. Vaccination with the currently available quadrivalent meningococcal polysaccharide vaccine will decrease the risk for meningococcal disease among such persons. Vaccination does not eliminate risk because a) The vaccine confers no protection against serogroup B disease and b) Although the vaccine is highly effective against serogroups C, Y W-135, and A, efficacy is < 100%. The risk for meningococcal disease among college students is low, therefore, vaccination of all college students, all freshmen, or only freshmen who live in dormitories or residence halls is not recommended but is available to students who desire to reduce their risks.

**HEPATITIS A VIRUS:** The risk of acquiring HAV is considered low in Ohio. Hepatitis A vaccination is not required of RN to BSN students, but recommended to students traveling to areas where hepatitis A is prevalent (primarily west coast and developing countries). Groups at greatest risk for HAV are travelers, children ages 5-14, injecting and non-injecting drug users, persons who have clotting factors disorders, men who

have sex with men, persons working with primates, and persons who have liver disease.

**HIV TESTING:** Students in the RN to BSN Completion Program who are at risk for HIV and who have a desire to be tested can avail themselves of testing and pre and post testing counseling through their local health department or private physician.

**SMALLPOX:** Routine smallpox vaccination is currently only recommended for persons who are designated by the appropriate federal, state, and local bioterrorism and public health authorities to conduct investigation and follow-up of initial smallpox cases that might necessitate direct patient contact (CDC, 2003). Additionally, vaccination is recommended for persons responsible for administering smallpox vaccine in a pre-event smallpox vaccination program.

**ANTHRAX:** Routine Anthrax vaccination is currently only recommended by the CDC for military personnel.

## **ADHERENCE TO STANDARD PRECAUTIONS**

RN to BSN students are expected to understand and strictly adhere to Standard Precaution guidelines and infection control practices as established by the CDC and the Occupational Safety and Health Administration (OSHA) to reduce the risk of contact, droplet and airborne transmission of pathogenic microorganisms.

## **RESPONSIBILITIES OF THE STUDENT IN THE CARE OF INFECTED PATIENTS**

Nurses are front-line providers of health care, and the delivery of nursing care is not without safety hazards. All nursing personnel are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity and the uniqueness of the persons for whom they care, unrestricted by considerations of social and economic status, personal attributes, or the nature of health problems (ANA, 2001). Students who follow the recommendations developed by the Centers for Disease Control have minimal danger of contracting any infection in the course of their clinical practice/research activities.

Refusal to care for an infected patient is contrary to the ethics of the nursing profession. Students who express apprehension or concern over personal safety and health because of a clinical assignment that brings him/her in contact with individuals who are at risk for or who are infected with an infectious disease will be counseled by his/her clinical instructor and directed to specific information concerning the pathogenic organism and recommended precautions. Students who refuse to care for an infected individual because of the belief that it will place him/her at risk of exposure, when reasonable risk cannot be demonstrated (e.g., the student is immunosuppressed), will be advised that such action is not in accordance with satisfactory clinical performance. Such cases will be handled as individual instances in which students have not met the course requirements. Career counseling may be recommended to determine if the student should continue a career in nursing. Students who are pregnant will be considered on a case-to-case basis with consideration of CDC and institutional policy.

When caring for persons with infectious diseases, students and faculty are expected to understand and follow current HIPAA rules of privacy and confidentiality.

# POST-EXPOSURE SAFETY MEASURES

## Management of Student Exposed to Pathogenic Microorganisms

Any incident that exposes a student or a patient to the risk of a pathogenic microorganism by needle puncture or contact with secretions/body fluids while in the clinical setting should be reported to the student's clinical preceptor, course faculty, and nursing program coordinator immediately. Specific agency/institution procedures and policies for such contact should be adhered to. Immediate actions should include:

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigant
- Immediately seek medical treatment

*\*All costs incurred with medical treatment are the responsibility of the student.*

## Management of Student who is a Source of Pathogenic Organism

RN students have an ethical duty to be aware of their immunity status or chronic infectious disease (e.g., Hepatitis B, HIV) status to ensure they do not place others at risk of infection. Students who know they are infected are encouraged to voluntarily inform the director of the RN to BSN Completion Program, who will refer the students to the Academic Resource Center which accommodates students with disabilities. Any modifications in the clinical education will be made on a case-by-case basis considering compliance with the CDC recommendations and the AIDS Policy Statement in the *Defiance College Student Handbook and Academic Planner*.

It is the desire of the RN to BSN nursing faculty and program director to prevent discrimination against students who may have an infectious disease. Qualified individuals cannot and will not be denied admission to the program solely on the basis of his/her infectious disease status. Screening of potential candidates or inquiry into infectious disease status should not be part of the student application process.

### References:

- American Association of Colleges of Nursing (AACN) web site: retrieved 9/28/09 from [www.aacn.nche.edu](http://www.aacn.nche.edu)
- American Nurses Association (2015). Code of Ethics for Nurses. Washington, D.C.: American Nurses Association. Retrieved 5/14/2015 from <http://www.nursingworld.org/codeofethics>
- Centers for Disease Control (CDC) web site: retrieved 9/28/09 from [www.cdc.gov/niosh/topics/bbp/](http://www.cdc.gov/niosh/topics/bbp/)
- United States Department of Health and Human Services web site: retrieved 9/28/09 from [www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/)
- Occupational Safety and Health Administration web site: retrieved 5/14/2015 from <https://www.osha.gov/workers/index.html>



## 5.0 SERVICES AND RESOURCES



## **SERVICES & RESOURCES**

### **Student Success Services**

Student Academic Support Services offers academic support for all learners and strives to increase the retention and graduation rate of student's enrolled at Defiance College.

**Success Services Office** – Supports the educational mission of Defiance College by providing academic services to assist the college's students. Learning is an ongoing process, and the focus of SASS Services is to help students develop skills and strategies for overall college success. The SASS Office provides the following:

- Tutoring
- Writing Consultation
- Supplemental Instruction
- Study Skills Development
- Structured Study Program

### **ACCOMODATION OF STUDENTS WITH DISABILITIES**

Defiance College is committed to providing educational opportunities for qualified students with documented disabilities through the provision of reasonable accommodations, in compliance with the provisions of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 (Section 504). The purpose of accommodations is to provide equal access to educational opportunities without altering essential elements of programs or courses. All requests for accommodations are evaluated on an individual basis after review and evaluation of documentation. It is the responsibility of the student to request necessary accommodations and the student should do so as early as possible, as some accommodations may require time to implement.

Students with a physical, psychological, or learning disability must have a consultative online meeting with Defiance College's Accessibility Service Coordinator, Kris Knight, at extension 2445 or [kknight@defiane.edu](mailto:kknight@defiane.edu). The office is located in 201 C Defiance Hall. Please refer to pages 9-12 of the Defiance College Student Handbook for Accessibility Services and Student Life Services for Students with Disabilities.

## **CAMPUS RESOURCES AND SERVICES**

Defiance College offers a wide array of campus resources and services to students. These resources and services include, but are not limited to:

**Student Life Department** – Accessibility Services, Campus Security, Career Development, Counseling Services, Intercultural Relations, Music Programs, Office of Student Activities, Residence Life/Housing, Spiritual Life, Student Life Office

**Campus Services and Resources** – Academic Advising, Admissions, Audiovisual Services, Buchman Fitness Center, Business Office, Computer Services, Custodial Services, Dining Services, Facilities Management, Financial Aid, George M. Smart Athletic Center, Identification Cards, Library, Lost and Found, Mailroom, Motor Vehicles, Registrar's Office, Student Academic Support Services.

**Office of Residence Life** – Residence Hall Administrative Policies, Facilities and Equipment in the Residence Halls, Residence Hall Judicial and Safety Policies.

**Co-curricular Opportunities** – Athletics, Intramural and Recreational Sports, Student Clubs and Organizations

**Intercultural Relations** – The Office of Intercultural Relations (OIR) was established to foster a community at Defiance College that embraces diversity and celebrates multiculturalism among students, faculty, and staff. The Office of Intercultural Relations promotes a holistic approach to academic and personal growth through educational and co-curricular programming that supports and encourages an inclusive and welcoming campus community. Programs are offered addressing diversity, multiculturalism, and cross-cultural issues for all members of the college community. The office also provides individual counseling regarding personal/academic concerns, information referrals, and other services that enhance the social, academic, and personal development of students of diverse ethnicities and international students on campus.



## 6.0 STUDENT CODE OF CONDUCT AND POLICIES



# **STUDENT CODE OF CONDUCT, POLICY STATEMENTS, AND TITLE IX STATEMENT**

**Student Code of Conduct** – Definitions, Discipline Authority, Expectations of Student Conduct, Organizational Responsibility, Judicial Process, Sanctions, Suspension, Involuntary leave of Psychological Reasons, Disciplinary Records, Interpretation and Revision.

**Policy Statements** – Non-Discrimination Policy, Alcohol Policy, Civil Rights Complaints and harassment Policy, Computer Policy, Family Education Rights and Privacy Act (FERPA), Missing Persons Policy, Posting Policy, Sexual Misconduct Policy, Sexual/Gender Harassment Statement, Substance Abuse Policy, Tobacco Policy

**See a full description of information listed above in the  
*Defiance College Student Handbook and Academic Planner.***

## **Title IX Statement**

While I want you to feel comfortable coming to me with issues you may be struggling with or concerns you may be having, please be aware that I have some reporting requirements that are part of my job requirements at Defiance College.

For example, if you inform me of an issue of sexual harassment, sexual assault, or discrimination I will keep the information as private as I can, but I am required to bring it to the attention of the institution's Title IX Coordinator. If you would like to talk to this office directly, contact Lisa Marsalek, Dean of Students/Title IX Coordinator in 128 Hubbard Hall or 419-783-2587 or [lmarsalek@defiance.edu](mailto:lmarsalek@defiance.edu). You can also get support at the Counseling Center, Defiance Hall 201, or (419) 783-2562 or [counseling@defiance.edu](mailto:counseling@defiance.edu). For more information about your options at Defiance College, please go to <http://www.defiance.edu/student-life/info/campus-safety-and-compliance.html>

## **Family Education Rights and Privacy Act (1974)**

### **What is FERPA?**

Annually, Defiance College informs students of the Family Education Rights and Privacy Act of 1974. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Education Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. Written complaints should be directed to The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

A student's academic records are considered confidential information. Without the student's expressed written permission, they are accessible only to College personnel who keep the records or need to have information to help the student.

### **To whom and under what conditions can colleges disclose personally identifiable information?**

- to anyone if the college has obtained prior written consent of the student
- to anyone in response to requests for directory information

### **What is directory information?**

It is information that is generally not considered harmful or an invasion of privacy if disclosed.

Defiance College lists in three categories the following information as directory information.

- **Category I:** Name, address, telephone number, dates of attendance, class roster, class schedule, class standing, e-mail address
- **Category II:** Previous institution(s) attended, majors, awards, honors (including Dean's list & athletics awards), degree(s) conferred and dates, degree candidacy, status (full, part-time)
- **Category III:** Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) date and place of birth, photograph

## **How can a student withhold directory information?**

A student may request that directory information be withheld by submitting a signed, written request specifying the category of directory information to be withheld. Students may file a privacy restriction at any time during the school year. However, if the request is not received in the Registrar's Office one week after the semester begins it will be assumed that the above information may be disclosed for the remainder of the current academic year. A new form for non-disclosure must be completed each academic year.

## **Late Assignment Policy**

As faculty we realize that life, work, and family can sometimes get in the way of our dreams and plans. However, these compacted eight weeks for your course requirements does not allow much give and take for you to complete work that is late. Also, the faculty must keep up with all other student grading. Therefore, we ask that you notify your faculty of any circumstances that may interfere with your timely completion of any assignment **at least 2 hours in advance via email of when the assignment is due**. Your assignments must be completed and submitted on or before the due date, on time, and in the appropriate place. If you notify your faculty member via email ahead of the due date of conflicts, they will work out a contract with you for assignment completion. Otherwise, if you have not notified your faculty member via email at least 2 hours prior to when work is due and your assignment is late, the first day late is 10% off, the second day late is 20% off, and the third day is a 0 for the assignment.

## **Professional Communication with Professors**

As a professional nursing student, it is important to maintain professional communication with the nursing professors at all times. Please communicate via email when possible and the professor will return your email within 24 hours, with the exception of the weekend. Some professors provide their personal phone or cell phone as a backup for communication. If this is the case and you need to call or text a professor, please be considerate of the professor's time and do not call or text a professor after 9pm during the week and please do not text or call a professor on Saturday or Sunday. \*All assignments will have the same due date/time weekly, so there should not be a reason to call or text a professor on Saturday or Sunday but sending an email on the weekend is acceptable. Thank you for your consideration.

\*All discussion assignments for all nursing courses are due by Tuesday by 9pm and all discussion responses and other weekly assignments are due by Friday by 9pm.

## **Academic Dishonesty Policy**

As a professional nursing student, it is important for your growth to do your own academic work. Academic Dishonesty is an unprofessional behavior. Academic Dishonesty, while being unprofessional, also reflects negatively on the nursing program and Defiance College. Academic Dishonesty can take the form of cheating, plagiarism or lying. The Nursing Procedure for Academic Dishonesty is outlined in the written format following this policy. In order to prevent academic dishonesty, all students will be required to make a Grammarly account (free to DC students on Moodle) and submit work per professor request.

The infraction will first be defined (cheating, plagiarism or lying). If it is your first infraction you will receive a warning, the DON and the Chief Academic Officer will be notified. If it is your second infraction you will receive a failing grade for the assignment, the DON and Chief Academic Officer will be notified. If it is your third infraction you will receive a failing grade for the course, and the DON and Chief Academic Officer will be notified.

The faculty member will work with you on a plan of action or a remediation plan with a completion date designated. The remediation plan will be signed by the student and the professor. The remediation plan will become part of your nursing file.

## **Nursing Procedure for Academic Dishonesty**

1) Define the infraction in Academic Honesty:

- 2) Is this the first time \_\_\_\_\_ (Warning, notify DON and Provost)  
3) Is this the second time \_\_\_\_\_ (Failure in assignment, notify DON and Provost)  
4) Is this the third time \_\_\_\_\_ (Failure in course, notify DON and Provost)

5) Please list a plan of action or remediation by Professor:

6) Please have student respond:

7) Please put date of completion: \_\_\_\_\_

Professor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Make two copies: One copy to be given to student and one retained for the student nursing file.

Reviewed: 8/17, 5/2020

## **Online Nursing Netiquette Policy**

Defiance College Nursing Online RN to BSN Completion Program is committed to providing an atmosphere for learning that meets professional standards. This means that our faculty and students are professionals and should display professionalism in their speech and actions. You are learning to interact with your fellow colleagues, and it is a skill that will benefit you in the future. Most communication in the Nursing major will be online. Online discussions are assigned to share ideas, practice persuasion, or encourage critical thinking. Remember that there is a real live person on the receiving end of your communication. Often what we mean to say may not be what another person hears or perceives, since body language and vocal tone are missing in written communication. Therefore, the following behaviors are expected when you communicate using all social media:

1. No confidential information will be sent that identifies a person or agency. Remember HIPAA (Licensing complaints can be filed against your license with the state board of nursing).
2. No incriminating photos of patients, self, or others are to be sent.
3. Respect your own and others privacy by not revealing information that might embarrass you or others.
4. Be clear, concise and intelligent in your choice of words.
5. Do not use all uppercase letters, which makes it look like you are shouting.
6. Do not use all lowercase letters, which looks like you are not taking the time to punctuate and communicate appropriately.
7. Honor each person's right to their opinions.
8. Respect the right of each person to disagree with others.
9. Respond honestly, but thoughtfully and respectfully. If you disagree with a person's ideas, do not mock or badmouth them.
10. Be concise and stay on topic, don't post irrelevant links or comments.
11. Always remember to say "please" and "thank you" when soliciting help from your classmates.
12. If you answer a question, do not guess, and site sources if needed.
13. No foul or abusive language.
14. Ask for clarity if you find something offensive, before jumping to a conclusion.
15. Be forgiving.
16. Do not send messages when you are angry, it is bad online etiquette. It encourages angry replies. Instead, first take a deep breath and respond in a calm and factual manner.
17. All emails should have a salutation and a closing.
18. Always sign your name to any contribution you choose to make.
19. Be constructive and not destructive in your comments to others.
20. If someone asks for clarification, please respond with a thoughtful and factual reply.
21. Reread your postings before you send them. Run a spelling and grammar check before posting.
22. If you have a problem with a post, an aspect of the course, or have a conflict with another student or instructor, please call the person or instructor involved to solve the problem, as online communication may not be the best forum for conflict resolution

**Improper use of online communication will result first in a verbal warning, then a written warning, and if the behavior continues may end up in dismissal from the program.**

## 7.0 ACADEMIC GUIDELINES AND POLICIES



## **ACADEMIC GUIDELINES & POLICIES**

### **PROGRESSION IN THE RN to BSN ONLINE COMPLETION PROGRAM**

Students in the RN to BSN Online Completion Program must earn a “C” in all major nursing courses to progress in the program. A GPA of 2.5 must be maintained throughout the program.

#### **DEAN’S LIST**

After each fall and spring term, students who have achieved a grade point average of 3.5 or above are honored by the publication of their names on the Dean’s List. To be eligible, a student must be enrolled in 12 or more semester hours for which letter grades are given.

#### **HONORS LIST**

After each fall and spring term, students who enrolled in 6-11 semester hours for which letter grades are given are honored by the publication of their names on the Honors List, if they have achieved a grade point average of 3.5 or higher in the semester coursework.

## GRADUATION HONORS

Candidates for graduation, who have achieved special distinction in academic work and meet the qualifications for graduation honors, will have the following honors printed on their diplomas.

**Suma Cum Laude** – awarded to students with a 3.9 or higher cumulative GPA

**Magna Cum Laude** – awarded to students with 3.7 to 3.89 cumulative GPA

**Cum Laude** – awarded to students with 3.5 to 3.69 cumulative GPA

Graduation honors are open only to students receiving baccalaureate degrees who have earned the qualifying grade point average **at Defiance College and who will graduate with a minimum of 60 hours completed in residence at DC.** To be formally recognized during the commencement ceremonies, students must qualify for honors by the end of the fall semester prior to the May commencement. However, students who earn the grade point average by the end of their degree program will also receive the notation on their transcripts, and may upon request, have it noted on their diplomas.

## GRADE APPEALS

The Academic Affairs Committee rules on student complaints of unfair treatment in academic matters. The Committee can change a “D” or an “F” grade to a “P” if the complaining student presents sufficiently convincing evidence. Students should first discuss concerns with the instructor, then the corresponding Division Chair. Unresolved concerns may then be addressed to the Office of Academic Affairs.

## ACADEMIC SECOND CHANCE

Students who have received a grade of C-, D+, D, D-, or F in a course taken at Defiance College may have the grade removed from the student’s academic record if the same course is repeated at Defiance College. Academic Second Chance does not apply to courses taken at other colleges. This option may be exercised with a total of 12 credits during the student’s academic career at the College. The Registration Center must be told the option is desired when the student registers for the course. An Academic Second Chance petition must be filed in the Registrar’s Office in order to have the original grade removed from the record. Academic Second Chance may only be used

for the first undergraduate degree. It may not be used to change academic history after a student has received a degree.

### **ACADEMIC PROBATION (COLLEGE)**

Students must earn a minimum cumulative grade point average of 2.5 in the RN to BSN Online Completion Program.

A student who falls below this minimum will be placed on academic probation. A student who is on academic probation will continue on probation as long as a semester average is 2.00 or greater, until the cumulative average reaches the minimum listed above. The individual is encouraged to use the academic “second chance” option to improve the cumulative average

A student on probation whose cumulative average is less than that recommended above and whose semester average is less than 2.00 or any student whose semester average is below 1.00 will no longer be considered in good academic standing and will be suspended for one semester. Any time after the semester suspension, the individual may apply for readmission on academic probation.

Any student who re-enrolls after two suspensions and fails to meet the above criteria after one or more semesters of additional work will be dismissed from school.

***\* Students in the RN to BSN Online Completion Program must earn a “C” in all major nursing courses to progress in the program.***

## 8.0 DIRECTORY



# **DIRECTORY**

## **NURSING PROGRAM**

Location: Tenzer Hall, Room 101

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### **Director of Nursing**

Dr. Heidi DeSota, DNP, RN

(419) 783-2372

[hdesota@defiance.edu](mailto:hdesota@defiance.edu) or [Nursing@defiance.edu](mailto:Nursing@defiance.edu)

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For Information on an Advanced Degree in Nursing

Please contact:

### **Dean of Health & Wellness**

Bridgette Winslow

(419) 783-2395

[bwinslow@defiance.edu](mailto:bwinslow@defiance.edu)

Location: Serrick Campus Center, Room 206

## **OTHER HELPFUL CONTACTS AT DEFIANCE COLLEGE**

### **Accessibility and Counseling Services**

Location: Defiance Hall, Room 201B-202B

Hours: M – F 8:00 am to 5:00 pm and by appt.

Kris Knight: 419-783-2445 [kknight@defiance.edu](mailto:kknight@defiance.edu) (ADA services)

### **Business Office**

Location: Defiance Hall, Room 213B-214

Hours: M – F 8:00 am to 4:30 pm

Phone: 419-783-2550

Tina Mohring (Director, Student Accounts), 419-783-2339, [kmohring@defiance.edu](mailto:kmohring@defiance.edu)

Michelle Call (Student Acct. Assoc.), 419-783-2325, [mcall@defiance.edu](mailto:mcall@defiance.edu)

### **Career Development**

Location: Pilgrim Library, Room 214

Hours: M – F 8:00 am to 4:30 pm, evenings by appt.

Tracy Armey: 419-783-2349, [tsarmey@defiance.edu](mailto:tsarmey@defiance.edu)

### **Financial Aid**

Location: Second Floor, Serrick Campus Center, Room 204D

Hours: M – F 8:00 am to 4:30 pm, evenings by appt.

Amy Francis: 419-783-2376, [afrancis@defiance.edu](mailto:afrancis@defiance.edu)

### **IT Computer Services**

Location: Pilgrim Library, Room 206

Hours: M – F 8:00 am to 5:00 pm

[helpdesk@defiance.edu](mailto:helpdesk@defiance.edu)

### **Library**

Location: Pilgrim Library, [library.defiance.edu](http://library.defiance.edu) Room 116

Normal Semester Hours:

Monday – Thursday 8:00 am to 12:00 am

Friday – 8:00 am to 4:30 pm

Saturday – 9:00 am to 5:00 pm, Sunday – 3:00 pm to 12:00 am

Barb Sedlock: 419-783-2487, [bsedlock@defiance.edu](mailto:bsedlock@defiance.edu)

**Moodle**

Location: Defiance Hall, Room 203A and Pilgrim Library, Room 123 (during testing)

Sharon Wiemken: (Director of Academic Technology and Online Learning)

Phone: 419-783-2490 from 8:00 am to 4:30 pm

24-hour Emergency Coverage: 419-576-0884

[swiemken@defiance.edu](mailto:swiemken@defiance.edu)

[moodle@defiance.edu](mailto:moodle@defiance.edu) (help desk for Moodle issue)

**Counselor for Adult & Graduate Programs**

Location: Serrick Campus Center, Admissions Office Room 112

Admissions: 419-783-2359, [admissions@defiance.edu](mailto:admissions@defiance.edu)

**Registrar's Office**

Location: Second Floor, Serrick Campus Center, Room 204

Hours: M – F 8:30 am to 4:30 pm

Lisa Crumit-Hancock: (Registrar) or Dawn Buchholz: (Assistant Registrar)

419-783-2375, [registrar@defiance.edu](mailto:registrar@defiance.edu)

**Student Success Services**

Location: Pilgrim Library, Room 216

Hours: M – F 8:00 am to 4:30 pm or by appointment

Lisa Crumit-Hancock: (Director & Assistant Dean of Student Success)

419-783-2332, [lcrumithancock@defiance.edu](mailto:lcrumithancock@defiance.edu)

**Veteran, Transfer, & Adult Student Support**

Location: Defiance Hall, Room 105

Hours: M – F 8:00 am to 4:30 pm

Jack Lawson: (Coordinator) 419-783-2313, [jlawson@defiance.edu](mailto:jlawson@defiance.edu)